



2012 | 2013 CATALOG





ANTELOPE VALLEY COLLEGE

# 2012-2013 Catalog

Antelope Valley Community College District  
(661) 722-6300 • [www.avc.edu](http://www.avc.edu)

Antelope Valley College  
3041 West Avenue K • Lancaster, CA 93536

Palmdale Center  
1529 East Palmdale Boulevard • Palmdale, CA 93550

## 2 Antelope Valley College

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### Accredited By:

Antelope Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Reaffirmed Fall 2004.

### Approved By:

California Community College Board of Governors  
Office of Private Postsecondary Education for Training of Veterans  
Board of Vocational Nursing and Psychiatric Technicians  
Commission on Accreditation for Respiratory Care

College Reading and Learning Association  
United States Immigration Service  
Federal Aviation Administration  
Board of Registered Nursing

### A Member Of:

California Community and Junior College Association

Tri-Valley Alliance Consortium

### Adopted Policy:

The Board of Trustees of Antelope Valley College has adopted the following statement pertaining to open enrollment and participation in classes: "Be it resolved, that the policy of this District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Title 5 Section 51006 of the California Code of Regulations."

### Nondiscrimination Policy and Complaint Procedure

The Antelope Valley Community College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, or Vietnam era veteran's status in any of its education policies, procedures, programs or practices as mandated by various state and federal laws including Title VI and VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1990, Americans with Disabilities Act of 1990, California Fair Employment and Housing Act and California Education Code.

This nondiscrimination policy covers admission, access and treatment in district programs and activities, including but not limited to academic admission, financial aid, educational services and athletics, and application for employment. In compliance with California Education Code Section 87100 et seq., the district is an equal employment opportunity employer. Information on equal opportunity policies, grievance procedures covering discrimination complaints, or the filing of grievances may be obtained from these individuals:

Re: Limited English Proficiency Counselor

Contact:

Luis Echeverría, Counselor  
Counseling Department, Student Services Building  
3041 West Avenue K, Lancaster, California 93536-5426  
(661) 722-6300 ext. 6338

Re: Title IX, Discrimination, Sexual Harassment  
Americans with Disabilities Act (ADA), Section 504  
Equal Employment Opportunity

Contact:

Michael Shane Turner, District Compliance Officer  
Human Resources Office, Administration Building  
3041 West Avenue K, Lancaster, California 93536-5426  
(661) 722-6300 ext. 6311

The college recognizes its obligation to provide overall program accessibility throughout the college for handicapped persons. Contact the District Compliance Officer regarding ADA/Section 504 concerns to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Antelope Valley Community College District does not discriminate on the basis of disability in admission to, access to, or operation of its instruction, programs, services, or activities, or in its hiring and employment practice. The college provides reasonable accommodation to facilitate the participation of covered individuals with disabilities.

Questions, concerns, complaints and requests for reasonable accommodation or additional information may be forwarded to the District Compliance Officer located in the Administration Building; the office is open Monday through Friday, 8 a.m. to 4:30 p.m., (661) 722-6300 ext. 6311 (voice) or (661) 722-6362 (TDD).

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs. People with a background in a language other than English may obtain assistance regarding programs and services by contacting the limited English proficiency counselor in the Student Services Building. Appointments may be scheduled by calling (661) 722-6300 ext. 6338.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the district's compliance with those provisions may also be directed to:

Office for Civil Rights (OCR)  
U.S. Department of Education  
50 Beale Street, Suite 7200  
San Francisco, California 94105  
Phone: (415) 486-5555  
[www.ed.gov/about/offices/list/ocr/docs/howto.html](http://www.ed.gov/about/offices/list/ocr/docs/howto.html)

**Acreditado Por:**

El Colegio Comunitario de Antelope Valley está acreditado por la Comisión de Acreditación para Junior Colleges y Colegios Comunitarios de la Asociación Occidental de Escuelas y Universidades, 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177, una entidad institucional de acreditación reconocida por la Comisión de Reconocimiento para Acreditación Postsecundaria, y el Departamento de Educación de los Estados Unidos. Reafirmado en el otoño del 2004.

**Aprobado Por:**

California Community College Board of Governors	College Reading and Learning Association
Office of Private Postsecondary Education for Training of Veterans	United States Immigration Service
Board of Vocational Nursing and Psychiatric Technicians	Federal Aviation Administration
Commission on Accreditation for Respiratory Care	Board of Registered Nursing

**Socio De:**

California Community and Junior College Association	Tri-Valley Alliance Consortium
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**Política Adoptada:**

La junta directiva de Antelope Valley College ha adoptado la siguiente declaración referente a la matrícula abierta y la participación en clases: “Se ha resuelto, que la política del Distrito sea, a menos que esté específicamente exenta por ley o regulación, que cada curso, sección de curso, o clase, reportada al estado para ayuda financiera, y que cuando el Distrito la ofrezca y la mantenga, deberá estar completamente disponible para que cualquier persona que haya sido admitida al College y que cumpla con los pre-requisitos como han sido establecidos conforme a las regulaciones contenidas en el Título 5 Sección 51006 del Código de Regulaciones de California.”

**Norma Contra la Discriminación y Procedimiento de Agravio**

El Distrito del Colegio Universitario de la Comunidad de Antelope Valley no discrimina por motivos de raza, credo religioso, color, nacionalidad original, linaje ancestral, discapacidad física, discapacidad mental, condición médica, estado civil, sexo, edad, orientación sexual, o condición de ex-combatiente de la guerra de Vietnam en ninguna de sus políticas educacionales, procedimientos, programas o prácticas según lo disponen diversas leyes estatales y federales incluyendo el Título VI y el Título VII de la ley de Derechos Civiles de 1964, la ley contra la Discriminación de empleo por Motivos de Edad de 1967, el Título IX de las Enmiendas Educativas de 1972, el Artículo 504 de la ley de Rehabilitación de 1990, la ley para Estadounidenses con Discapacidades de 1990, la ley de Equidad en el Empleo y la Vivienda, y el Código Educacional de California.

Esta norma contra la discriminación abarca la admisión, el acceso, y el trato en los programas y actividades del distrito, incluyendo pero no limitados a, admisión académica, asistencia económica, servicios de educación y atletismo, y solicitudes de empleo. En cumplimiento con el Código Educacional de California, sección 87100 et seq., el distrito es un empleador que ofrece igualdad en las oportunidades de empleo. Información acerca de las políticas referentes a la igualdad de oportunidades, procedimientos de agravio que abarquen denuncias de discriminación, o la presentación de agravios, puede ser solicitada a estas personas:

Re: Dominio Limitado del Idioma Inglés

Contáctese con:

Luis Echeverría – Consejero  
Departamento de Consejería, Edificio de Servicios Estudiantiles  
3041 West Avenue K, Lancaster, California 93536-5426  
(661) 722-6300 ext. 6338

Re: Título IX, Discriminación, Acoso Sexual,

Americanos con Discapacidades (ADA), Sección 504,  
Igualdad para Oportunidades de Empleo

Contáctese con:

Michael Shane Turner, Oficial de Conformidad del Distrito  
Oficina de Recursos Humanos, Edificio Administrativo  
3041 West Avenue K, Lancaster, California 93536-5426  
(661) 722-6300 ext. 6311

El colegio universitario reconoce su obligación de brindar a las personas discapacitadas un acceso general a sus programas en todos sus establecimientos. Para obtener información acerca de la existencia y ubicación de servicios, de actividades e instalaciones que sean accesibles y puedan ser utilizadas por personas discapacitadas, o otros temas concernientes con la ley ADA/ Artículo 504, puede comunicarse con el Oficial de Conformidad del Distrito.

El Distrito del Colegio Universitario de la Comunidad de Antelope Valley no discrimina por motivos de discapacidad en la admisión, el acceso y ejercicio de la instrucción, programas, servicios, o actividades, o en sus procedimientos de contratación y empleo. El colegio universitario ofrece adaptaciones razonables en sus funcionamientos con el fin de posibilitar la participación de las personas discapacitadas que estén cubiertas bajo la ley.

Si tiene preguntas, inquietudes, quejas, o solicitudes de adaptación razonable o información adicional, puede comunicarse con el Oficial de Conformidad del Distrito. Su oficina se encuentra en el edificio de Administración, está abierta de Lunes a Viernes de 8:00 a.m. hasta las 4:30 p.m., y el número de teléfono es (661) 722-6300 ext. 6311 (voz) o (661) 722-6362 (TDD).

La carencia de aptitud en el idioma Inglés no constituirá un obstáculo para la admisión y participación en los programas educativos vocacionales del colegio universitario. Las personas cuyo idioma principal no sea el Inglés pueden obtener asistencia con respecto a nuestros programas y servicios comunicándose con el consejero para el dominio limitado del idioma Inglés en el edificio de Servicios Estudiantiles (SSV). Pueden concertarse citas por teléfono llamando al número (661) 722-6300 ext. 6338.

Si tiene inquietudes con respecto a leyes y reglamentos federales referentes a la no-discriminación en la educación o al cumplimiento del distrito con dichas disposiciones, también puede comunicarse con:

Office for Civil Rights (OCR) (Oficina de Derechos Civiles)  
U. S. Department of Education (Ministerio de Educación de EE.UU.)  
50 Beale Street, Suite 7200  
San Francisco, California 94105  
Teléfono: (415) 486-5555  
[www.ed.gov/about/offices/list/ocr/docs/howto.html](http://www.ed.gov/about/offices/list/ocr/docs/howto.html)

## President's Welcome

2012-2013

On behalf of Antelope Valley Community College District's Board of Trustees, administrators, confidential/management/supervisory employees, faculty, and classified staff, thanks for considering Antelope Valley College as the first choice for your higher education degree or certificate program.

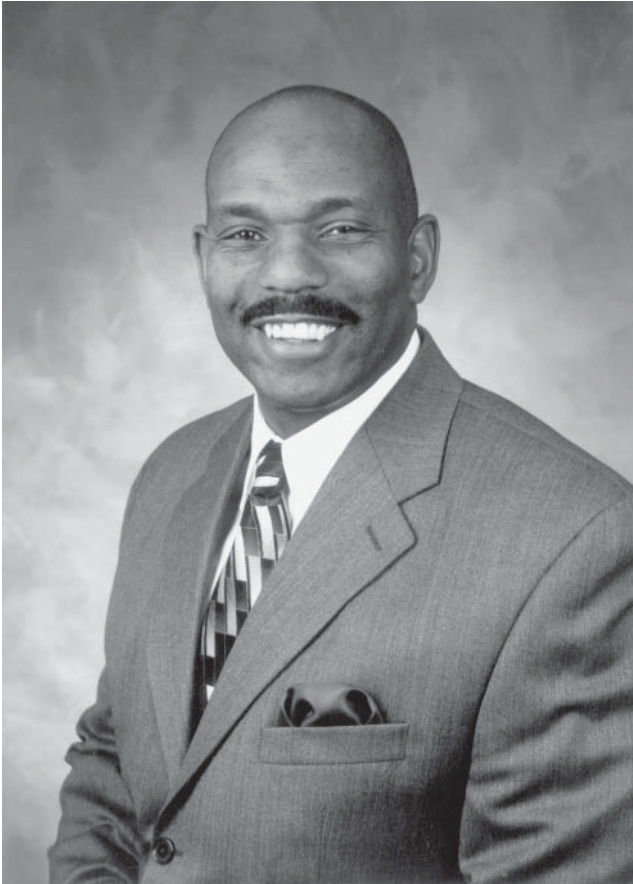
Antelope Valley College offers high-quality educational programs and services. Students attending college for the first time as well as those returning after a long interval are afforded numerous opportunities to pursue degree and certificate programs, satisfy transfer requirements, accomplish vocational training, advance in their careers, and enhance personal growth.

We are very proud of the national, state, and local accolades our students received during the academic year just concluded. Students who earned associate degrees from Antelope Valley College have been admitted into prestigious four-year colleges and universities. For example, the University of California, Los Angeles, accepted 100 percent of Antelope Valley College applicants enrolled in the Transfer Alliance Program (aka Honors Program). Not only did our intercollegiate athletic programs produce winning team records and all-conference, all-state, and all-American honors, but thirty-six student-athletes were awarded full or partial scholarships to transfer to four-year institutions valued at \$1.8 million. Additionally, graduates of Students on the Academic Rise (SOAR) high school, the early-college high school operated on the Lancaster campus in partnership with Antelope Valley Union High School District, have been accepted to four-year institutions within the University of California and California State University systems as well as out-of-state universities such as Northern Arizona, Brigham Young, Case Western Reserve, Embry-Riddle Aeronautical, and York.

Antelope Valley College has worked closely with community and business leaders to ensure that training programs meet the needs of regional employers and serve as a pipeline into high paying jobs. The state-of-the-art, 107,000 square foot, two-story Health and Science Building, which will be ready for students training for high-demand careers in fall 2012, is just one example of the college's partnership with the community. Students who earn certificates from our career technical education programs consistently find success at local businesses, hospitals, and public safety agencies. Over the past four years, Northrop Grumman has employed approximately 150 Aircraft Fabrication and Assembly graduates. Fifteen of the graduates who completed the Firefighter I Academy secured employment at fire departments in Los Angeles, Kern, and Ventura counties as well as the cities of Bakersfield and Sacramento, and you can find graduates of the Wildland Firefighter program at every National Forest within California.

As Superintendent/President, my primary role is to ensure a healthy learning environment that provides students opportunities to improve their quality of life and increase their standard of living. I believe strongly that Antelope Valley College is a special place that affords students significant learning opportunities through devoted teaching, excellent services, and dedication to responding to the changing needs and circumstances of the student population.

Jackie L. Fisher, Sr., Ed.D.  
Superintendent/President



### **Board of Trustees**

Mrs. Betty J. Wienke	President
Mr. Michael Adams	Vice-President
Mr. Jack Seefus	Clerk
Mr. Steve Buffalo	Member
Mr. Lew Stults	Member
Ms. Sandra Govin	Student Representative

### **Administration**

Dr. Jackie L. Fisher, Sr.	Superintendent/President
Ms. Sharon A. Lowry	Assistant Superintendent/Vice-President Academic Affairs
<i>position vacant</i>	Assistant Superintendent/Vice-President Student Services
<i>position vacant</i>	Assistant Superintendent/Vice-President Administrative Services
Mr. Michael Shane Turner	Assistant Superintendent/Vice-President Human Resources and Employee Relations
Dr. Louis Tom O'Neil	Dean Business, Computer Studies, and Economic Development/and Dean Social and Behavioral Sciences
Ms. LaDonna Trimble	Dean Enrollment Services and Counseling
Dr. Karen Cowell	Dean Health Sciences/and Dean Technical Education
<i>position vacant</i>	Dean Institutional Effectiveness, Research, and Planning
Dr. Charlotte Forte-Parnell	Dean Instructional Resources/Extended Services/and Dean Language Arts
Mr. Newton Chelette	Dean Kinesiology, Athletics and Dance/and Dean Visual and Performing Arts
Dr. Leslie Uhazy	Dean Math, Science and Engineering
Dr. Jill Zimmerman	Dean Student Development and Services/and Dean Student Programs and Services
Ms. Bridget Razo	Executive Director Institutional Advancement and Foundation
Ms. Dawn McIntosh	Director Auxiliary Services
Agnes Jose-Eguaras	Director Basic Skills and Title V Activities
Ms. Diana Keelen	Director Business Services
Mr. Tim Wiley	Director CalWORKs
Dr. Katarina Orlic-Babic	Director Child Development Center
Dr. Louis Lucero	Director Office for Students with Disabilities
Mr. Gary Roggenstein	Director Student Services and Extended Opportunity Programs & Services
Mr. Doug Jensen	Director Facilities Services
Ms. Sherrie Padilla	Director Financial Aid
Ms. Cynthia Hoover	Director Human Resources
Mr. Calvin Madlock	Director Information Technology Services
Ms. Ann Steinberg	Director Job Placement
Ms. Sharon Dalmage	Director Palmdale Center
Mr. Steven Standerfer	Director Public and Governmental Relations
Mr. Terry Cleveland	Director Risk Management and Environmental Health
Ms. Michelle Hernandez	Director Student Activities and Community Outreach
Ms. Linda Noteboom	Director Student Support Services/STAR
Ms. Katherine Mergliano	Manager Computer Systems
Mr. Woody Burns	Manager Network
Ms. Debbie Clark-Hackenberg	Supervisor Accounting/Budget
Mr. David Moyer	Supervisor Bookstore Operations
Mr. Douglas Toms	Supervisor Custodial
Ms. Debra Smith	Supervisor Food Service
Mr. Ken Mercado	Supervisor Grounds
Mr. Daniel Owens	Supervisor Maintenance

## 6 Divisions

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### ACADEMIC AFFAIRS - SHARON A. LOWRY, EXECUTIVE VICE-PRESIDENT

#### BUSINESS, COMPUTER STUDIES AND ECONOMIC DEVELOPMENT — DR. TOM O'NEIL, DEAN

Accounting	Computer Information Science	Marketing
Business	Corporate and Community Services	Office Technology
Computer Applications	Management	Real Estate

#### HEALTH SCIENCES — DR. KAREN COWELL, DEAN

Child and Family Education	Health Information Technology	Registered Nursing
Child Development Center	Medical Assisting	Respiratory Care
Emergency Medical Technology	Nutrition and Foods	Vocational Nursing
Family and Consumer Sciences	Radiologic Technology	

#### INSTRUCTIONAL RESOURCES/EXTENDED SERVICES — DR. CHARLOTTE FORTE-PARNELL, DEAN

Instructional Multimedia Center	Learning Resources Center	Library Studies
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#### KINESIOLOGY, ATHLETICS AND DANCE — NEWTON CHELETTE, DEAN

Activity Kinesiology	Dance	Intercollegiate Athletic Program
Adaptive Physical Education	Health Education	Recreational Leadership
Athletic Training		

#### LANGUAGE ARTS — DR. CHARLOTTE FORTE-PARNELL, DEAN

Communication Studies	English as a Second Language	Journalism
Deaf Studies/Interpreting	Foreign Languages	Reading
English		

#### MATH, SCIENCE AND ENGINEERING — DR. LESLIE UHAZY, DEAN

Anatomy	Earth Science	Microbiology
Astronomy	Engineering	Physical Science
Biology	Geography/GIS	Physics
Botany	Geology	Physiology
Chemistry	Mathematics	Water Treatment
Drafting/Computer Aided Design		

#### SOCIAL AND BEHAVIORAL SCIENCES — DR. TOM O'NEIL, DEAN

Anthropology	History	Psychology
Economics	Philosophy	Sociology
Education	Political Science	Work Experience

#### TECHNICAL EDUCATION — DR. KAREN COWELL, DEAN

Administration of Justice	Auto Body	Electronics Technology
Aeronautical and Aviation Technology	Automotive Technology	Fire Technology
Agriculture/Park Landscape Mgt.	Clothing and Textiles - Fashion Design	Interior Design
Air Conditioning and Refrigeration	Electrical Technology	Welding
Aircraft Fabrication and Assembly		

#### VISUAL AND PERFORMING ARTS — NEWTON CHELETTE, DEAN

Art	Music	Photography/Commercial Photography
Digital Media	Music - Commercial	Theatre Arts
Film and Television		

**STUDENT SERVICES - SHARON A. LOWRY, EXECUTIVE VICE-PRESIDENT**

**COUNSELING & MATRICULATION — LADONNA TRIMBLE, DEAN**

Assessment Center	Counseling Services	Matriculation
Career/Transfer Center	Human Development	S.T.A.R.

**ENROLLMENT SERVICES — LADONNA TRIMBLE, DEAN**

Academic Records	Enrollment Management	International Student Program
Admissions and Records	Extenuating Circumstances Petition	Transcripts
Athletic Verification	Graduation	Veteran's Affairs Program
Audit/Credit by Examination		

**STUDENT DEVELOPMENT AND STUDENT PROGRAMS AND SERVICES — DR. JILL ZIMMERMAN, DEAN**

Associated Student Organization	Financial Aid	Office for Students with Disabilities (OSD)
CalWORKs	Health Services	Outreach/Information and Welcome Center
Commencement	Job Placement	SOAR High School
Extended Opportunity Program & Services		Student Activities



## Philosophy

Antelope Valley Community College District is a comprehensive community college in the California Community College System dedicated to providing services to a broad range of students with a variety of educational goals. The district is dedicated to providing educational programs and services as expressed in the California Master Plan for Higher Education. Likewise, the district is committed to equal educational opportunity and reinforces that commitment through a program of active affirmation of diversity.

Antelope Valley Community College District is dedicated to meeting the dynamic needs of a changing community. The district addresses the educational needs of a diverse and evolving population. The district recognizes that it is uniquely capable of responding to the requirements of regional business, industry and public service, as well as the social and cultural needs of the Antelope Valley.

Antelope Valley Community College District affirms the rights of the individual and respects human dignity. The programs and activities offered foster the individual's ability to think clearly, critically, and independently to meet the demands of an increasingly complex society. The student is the primary concern of the Community College District. The curriculum, activities, and services are designed to help students understand their physical, cultural, ethnic, and social environment. The preservation of academic freedom provides an environment in which students and faculty can examine ideas freely. Academic freedom in the pursuit and dissemination of knowledge in an educational environment shall be ensured and maintained. Such freedom shall be recognized as a right of all members of the faculty, whether of tenure or non-tenure rank, of all administrative officers, and of all students.

This philosophy is reflected in the curriculum, the student-faculty relationships, the services and resources, and the policies of the Antelope Valley Community College District.

## Mission

The mission of the Antelope Valley Community College District is to provide a comprehensive education to a diverse community of learners by placing student

success and student-centered learning as our number one priority through high quality educational standards and innovative programs and services in a professional, team-driven environment.

Antelope Valley College takes pride in providing a quality, comprehensive education for a diverse community of learners. We are committed to student success, offering value and opportunity to all members of our community.

### We offer:

#### *Associate Degree Programs*

Associate degree programs comprised of general education courses, proficiency requirements, designated courses in a specific major or area of emphasis. Associate degrees provide students with "the ability to think and to communicate clearly and 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; and to develop the capacity for self-understanding."

#### *Career Technical Programs*

Certificate and degree programs comprised of "essential career technical instruction" in a variety of business, technical, and occupational courses designed to enhance students' knowledge and skills leading to employment, career advancement, certification, and state or federal licensure. We award both Chancellor's Office approved Certificates of Achievement and locally approved Certificates of Proficiency.

#### *Transfer/General Education Courses*

Transfer/general education courses in communication and critical thinking, the physical and biological sciences, arts and humanities, social and behavioral sciences, and technical education. Completion of these courses allows students to fulfill degree requirements or enroll in upper division courses and programs at accredited four-year institutions through our articulation agreements.

#### *Basic Skills Courses*

Basic skills courses in reading, writing, mathematics, English as a Second Language, and learning and study skills. These courses offer students essential foundation skills that are necessary for success in college-level, degree-applicable courses

#### *Student Support and Instructional Support*

A variety of services in academic, career, and personal counseling; in library instruction and course support; in learning assistance. These services support the needs of students in pursuing and achieving their educational goals.

#### *Workforce Preparation and Economic Development*

Workforce programs, job preparation courses (non-degree applicable), and a variety of services that contribute to the educational and economic well being of the community.

#### *Personal Enrichment and Professional Development*

Community service offerings, non credit, not-for-credit classes and services that develop the knowledge, skills, and attitudes necessary for students to be effective members of the community. These classes enhance the community's social, cultural, and economic well being. Non-credit course offerings may lead to a Certificate of Completion and/or Certificate of Competency.

## Institutional Learning Outcomes (ILOs)

Antelope Valley College recognizes the significance and value of instilling in students what they must possess upon their departure from community college.

- **Analyze diverse perspectives from a variety of disciplines and experiences that contribute to the development of self-awareness.**
- **Value and apply lifelong learning skills required for employment, basic skills, transfer education, and personal development.**
- **Demonstrate a breadth of knowledge and experiences from the humanities, social and behavioral sciences, arts, natural sciences, and mathematics.**
- **Solve problems using oral and written communication, critical thinking and listening skills, planning and decision-making skills, information literacy, and a variety of technologies.**
- **Demonstrate good citizenship and teamwork through respect, tolerance, cultural awareness, and the role of diversity in modern society.**
- **Identify career opportunities that contribute to the economic well being of the community.**

## Vision

To provide quality education that enriches lives and builds futures.

## Governance

AVC is a public community college which operates under the Board of Trustees of the Antelope Valley Community College District.

## History

Antelope Valley College held its first classes on Sept. 10, 1929 as an extension of Antelope Valley Joint Union High School in Lancaster. Then known as Antelope Valley Junior College, the college was established by high school officials as a way to provide local residents with access to the first two years of a college education in what was then a remote, rural area.

The average daily attendance at the college was 13 during the 1929-30 school year. The stock market crash in October 1929 and subsequent Great Depression led to challenging times for the new college.

Alfalfa farmers in the area were hard hit by the Great Depression. The college suffered serious financial difficulties as teachers took pay cuts to keep the tiny college viable.

The college shared classrooms on the high school campus where the existing Antelope Valley High School stands.

In June 1931, Aubrey Byron Chase became the first graduate of the college. He went on to become a military chaplain and a Baptist minister.

Average daily attendance (ADA) at the college reached 100 by 1939. However, with the outbreak of World War II, attendance plummeted to the same level as the first year of the college. There were pressures to close the college, yet trustees and staff held out through the war years.

Enrollment began to grow steadily after the end of the war, partly due to the GI Bill of Rights that provided higher education opportunities to veterans and partly because Antelope Valley began developing an aircraft industry.

The college launched its first vocational programs as it moved toward becoming the comprehensive community college it is today.

Another milestone in the development came in 1957 when Dr. Lowell F. Barker

was hired as the college's first president – a break from directors who oversaw the college prior to that time.

Groundbreaking was held in September 1959 for a new college campus on 110 acres at Avenue K and 30th Street West. The new campus – designed to accommodate 1,500 students -- opened two years later.

Officials realized it was time to pull away from the high school governance structure. In December 1961, local voters approved creation of a separate community college district. In another election in spring 1962, voters elected the first board of trustees to govern the college district: Ross Amspoker, Louis Massari, Charlotte R. Rupner, Glen Settle and Chester Wolowicz.

July 1, 1962 marked the official start of the new college district.

The college continued to grow, as did the surrounding community. In the 1970s, the campus added a blackbox theater, music building, consumer education building and arts building surrounding what is known as the Fine Arts Quad. Other buildings were added on the north side of the campus to accommodate technical programs such as automotive technology, welding and electronics.

As student enrollment grew at the college during the 1980s, officials secured state money in the early 1990s for construction of a new library in the heart of the campus, along with an administration building.

More construction followed including a Child Development Center, two-story Applied Arts Building, three-story Business Education Building, and Technical Education Building.

The college expanded its size to approximately 135 acres through land purchases.

AVC began to host upper division and graduate level programs offered by California State University, Bakersfield. California State University, Bakersfield-Antelope Valley now has its own satellite campus at AVC's Lancaster campus.

AVC responded to the needs of south valley residents by establishing a Palmdale site, currently at 1529 E. Palmdale Blvd., Palmdale. Approximately 2,000 students are served at the Palmdale Center.

Overall enrollment at Antelope Valley College is approximately 16,000 students.

Officials continue to expand and update labs and classrooms to serve

students. A theater building is due to open in 2011. A massive Health and Science Building is under construction.

## Demographics and Description

The Antelope Valley Community College District consists of 1,945 square miles of semiarid terrain located north of the mountains that separate Antelope Valley from the Los Angeles basin. The college district includes 40 percent of the land mass of Los Angeles County, as well as a small section in the southwestern part of Kern County.

Major residential centers in the valley include the incorporated cities of Lancaster and Palmdale, and the smaller communities of Quartz Hill, Antelope Acres, Rosamond, Littlerock, Pearblossom, Acton, Sun Village and Lake Los Angeles. Residential areas such as Leona Valley, Green Valley, Lake Hughes and Lake Elizabeth exist in outlying regions.

For the first half of the 20th century, the basic industry of Antelope Valley was agriculture. By the late 1950s, aircraft and aerospace industries began to dominate the economy. The region's dry climate and high percentage of sunny days make it an ideal location for aircraft manufacturing and testing.

There are two principal centers of the aircraft industry. One center is located at Plant 42. The other is at Edwards Air Force Base, located outside the Antelope Valley Community College District, but a significant percentage of civilian employees live within the district.

A large portion of the valley's population also commutes to jobs in the Los Angeles basin.

The college itself contributes directly to the economic health of Antelope Valley, with 850 employees. Their combined income is more than \$30 million, and they spend most of it locally.

AVC's student body consists of a wide range in ages—from teenagers to senior citizens, with the average age of 27. Women make up the majority of the student body with 60 percent of the population. In fall 2007, 13,597 students attended AVC.

## Degrees and Programs

AVC offers Associate in Science and Associate in Arts Degrees for both transfer and non-transfer students. Per SB 1440, AVC also offers Associate in Science for Transfer and Associate in Arts for Transfer Degrees. Technical, trade, business, health sciences, and service programs are offered for the occupational student.

## Instructional Programming

**Regular Session:** AVC operates on the semester system with the academic year divided into a fall and spring semester of approximately 16 weeks each. Although the majority of classes contained in the catalog are semester courses, there are a certain number of short-term courses available each semester. Several weeks prior to each semester, an online class schedule is available at [www.avc.edu](http://www.avc.edu).

**Interession:** AVC operates an interession each year between the fall and spring semesters. The maximum unit load for a student during the interession is six semester units.

**Summer Session:** AVC operates a summer session each year. The maximum unit load for a student during the summer session is nine semester units. Several training and recreational programs have been sponsored or cosponsored by AVC as special features of the summer session.

**Evening and Saturday Classes:** Many of the same college-level classes that are offered during the day are also offered in the evening and on Saturdays in all academic fields, business, technical, vocational and semiprofessional areas. Also offered are courses and programs other than those available in the weekly, daytime schedule: namely, offerings of a community service nature, courses for

adults, and classes designed to provide training for persons employed during daytime hours. The college is committed to the same high quality of instruction in the evening and Saturday courses as those that are offered during the day. Evening classes are courses scheduled to begin at or later than 4:30 p.m.

**Fall 2012 Academic Calendar**

Registration .....	Consult current Class Schedule for dates	
Semester begins.....		August 20
*Last day to Add (full-term courses) .....	In Person - August 31 .....	On Web - September 3
*Last day to drop with refund (full-term courses) .....	In Person - August 31 .....	On Web - September 3
Labor Day (College closed) .....		September 3
Last day to drop without a "W" (full-term courses) .....		September 3
Last day to submit Petition for Credit by Exam.....		September 14
Last day to elect pass/no pass (credit/no credit) option .....		September 14
Last day to drop with a "W" (full-term courses).....		November 8
Veteran's Day (College closed).....		November 9
Local Holiday (College Closed).....		November 10
Priority filing date for Spring 2012 Graduation .....		October 15
Priority filing date for Summer 2012 graduation application .....		November 15
Thanksgiving (College closed) .....		November 22
Local Holiday .....		November 23-24
Semester ends.....		December 8

**Intersession 2013 Academic Calendar**

Registration .....	Consult current Class Schedule for dates	
Semester begins.....		January 2
*Last day to Add .....		To be determined
*Last day to drop with refund (full-term courses) .....		To be determined
Last day to submit Petition for Credit by Exam.....	No challenge exams available during intersession	
Last day to elect pass/no pass (credit/no credit) option .....		To be determined
Last day to drop without a "W" (full-term courses) .....		To be determined
Dr. Martin Luther King Jr. Day (College closed).....		January 21
Last day to drop with a "W" (full-term courses).....		To be determined
Semester ends.....		February 2

**Spring 2013 Academic Calendar**

Registration .....	Consult current Class Schedule for dates	
Semester begins.....		February 4
Lincoln's Day (College closed).....		February 15
Local Holiday.....		February 16
Washington's Day (College closed) .....		February 18
*Last day to Add .....	In Person - February 14 .....	On Web - February 18
*Last day to drop with refund (full-term courses) .....	In Person - February 14 .....	On Web - February 18
Last day to drop without a "W" (full-term courses) .....		February 18
Last day to submit Petition for Credit by Exam.....		March 1
Last day to elect pass/no pass (credit/no credit) option .....		March 1
Spring Break (No classes).....		April 1-6
Priority filing date for Fall 2012 Graduation.....		April 15
Last day to drop with a "W" (full-term courses).....		May 3
Memorial Day (College closed) .....		May 27
Semester ends.....		May 31
Graduation.....		To be determined

**Summer 2013 Academic Calendar**

Registration .....	Consult current Class Schedule for dates	
Semester begins.....		June 10
*Last day to Add .....	In Person - To be determined .....	On Web - To be determined
*Last day to drop with refund (full-term courses) .....	In Person - To be determined .....	On Web - To be determined
Last day to submit Petition for Credit by Exam.....	No challenge exams available during summer	
Last day to elect pass/no pass (credit/no credit) option .....		To be determined
Last day to drop without a "W" (full-term courses) .....		To be determined
Independence Day (College closed).....		July 4
Last day to drop with a "W" (full-term courses).....		To be determined
Semester ends.....		August 2

\*Some course dates differ from date posted

# WELCOME TO ANTELOPE VALLEY COLLEGE

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**Notice:**

Antelope Valley College reserves the right to change or delete without notice any of the materials, information, requirements, regulations published in this catalog. The catalog is not to be regarded as a contract between the College and the students.

## Eligibility for Admission, Regular Status

**Academic Eligibility:** All high school graduates are eligible for admission to Antelope Valley College.

All 16 and 17 year old students who have not graduated from high school may apply to take the examination for a "Certificate of Proficiency." If the student successfully passes the exam, the State Board of Education will award a certificate of proficiency, which authorizes the holder to enroll at Antelope Valley College on the same basis as high school graduates. For exam information go to <http://www.chspe.net>.

A non-high school graduate 18 years of age or older, who is capable of profiting from the instruction offered, is eligible for admission to Antelope Valley College (State Education Code Section 76000, amended, effective 1/1/91). State Education Code is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College library.

Admissions applications are submitted through the web using the CCCApply online admissions application at [www.avc.edu](http://www.avc.edu). New students must submit an application prior to registration. Returning students that have not attended for more than one year must submit a new application prior to registration. Spanish admission applications are available in Admissions and Records and the Welcome Center and at [www.avc.edu](http://www.avc.edu).

## Special Admittance of Minor Students:

### Advanced Academic and Vocational Education

Students presently in K-12 grade level who have not yet received a high school diploma, California proficiency or GED and are under the age of 18 may, with college approval, enroll at Antelope Valley College. Students must consult their school guidance office and obtain permission from their school principal or designee and parent or guardian. For further criteria and forms contact Admissions and Records or [www.avc.edu](http://www.avc.edu). State and Federal law states that parents of community college students **do not** have a right of access to their children's student records, regardless of age. Board of Governors Fee Waivers (BOGFW) are available to students, but

no other form of financial aid is available for students who are specially enrolled.

## Eligibility for International Students

International students planning to apply for admission with a F-1 student visa must provide official TOEFL (Test of English as a Foreign Language) score unless English is the student's native language, received a high school diploma from the United States, or has completed English 101 at a regionally accredited institution (official transcript). A TOEFL score of 45 on the internet-based (iBT) testing or 450 on the paper based testing is required. In addition, a sponsor or the student must submit an original bank statement proving financial capability. No financial aid is available for international students with the exception of scholarships. Deadlines for scholarship applications are available from Financial Aid. Health insurance is mandatory for all international students prior to the start of your first term at Antelope Valley College.

For more information on requirements for admission of international students, please call (661) 722-6300, ext. 6342.

## Residence Eligibility

A student whose legal residence is within the State of California will be required to pay a per-unit enrollment fee.

You are considered a California resident for tuition purposes if:

1. You have lived in California for at least one year and one day prior to the residency determination date (the first day of the semester you plan to attend), and
2. You can prove you intend to stay in California.

Students who do not meet these requirements will be classified as non-residents and will be required to pay nonresident fees. **Nonresident students pay both the \$46 per unit enrollment fee and the \$186 per unit nonresident tuition.** NOTE: The per unit enrollment fee may change without notice, subject to mandates issued by the State of California.

Military members that live in California while on active duty will be classified as residents of California for tuition purposes.

(See pages 20–21 for Glossary of Terms.)

Military members who are not California residents at the time of discharge from the service but have been stationed in California for more than one year will also be classified as California residents for a one-year period from the date they are released from the service. After the one-year period, residency classification for such individuals will be evaluated based on California residency requirements for tuition purposes.

Family members of active duty military personnel who are not California residents but who are being sponsored by an active duty military member stationed in California will be classified as California residents for a one-year period from the date of entry into California. After the one-year period, residency classification for family members will be evaluated based on California residency requirements for tuition purposes. Family members will be reclassified as nonresidents if they do not meet the California residency requirements.

## Evaluation of Transcripts

Transcripts received from other schools which a student has attended will be examined at the time of enrollment to assist students with selection of classes.

Transcripts submitted become the property of Antelope Valley College and cannot be returned to the student nor forwarded to another institution.

The Financial Aid Office reserves the right to require some or all academic transcripts to be submitted to the Admissions and Records Office.

## Program Planning

After the student's transcripts and/or placement results are available, the student should attend an orientation/advisement session for the purpose of educational planning, academic advisement and counseling. If a student plans to transfer to another college or university, it is the student's responsibility to consult the catalog of that institution to determine course requirements. Counselors are available to assist in selecting transferable classes.

## Class Schedule

A copy of the class schedule is available online at the college's website at [www.avc.edu](http://www.avc.edu) prior to the beginning of the term. The class schedule will include:

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summer, fall, intersession, and spring. **NOTE:** The online schedule is subject to change.

### Cancellation of Classes

Insufficient enrollment for any class may warrant course cancellation without advance notice. Students should consult the Web to select alternate classes.

### Semester Unit Load

The normal load for a full-time student at the college is 15 units per semester. For most purposes, the official designation of a “full-time” student is one who is enrolled in 12 or more semester units, while a “part-time” student is one who is enrolled in fewer than 12 semester units. A student may not enroll for more than 19 units per semester without the written approval of the Dean of Counseling and Matriculation. The maximum number of units a student can enroll in for the summer is 9 units, and the maximum number of units a student can enroll in for the intersession is 6 units.

### Registration

Registration is accomplished through the web at [www.avc.edu](http://www.avc.edu) by logging into myAVC. Returning students that have not attended for more than one year will be required to reapply prior to registering.

### Late Registration

Late registration begins the first day of class for each semester. Should an instructor have openings in a closed class, he/she may allow additional students to enroll in his/her class. Students must be present at the first class meeting to be considered for enrollment. Once a class begins, students must have an instructor assigned Add Authorization Code (AAC) to enroll. Classes with a registration restriction may require an AAC and an instructor signature.

### Drop/Withdrawal Policy

(Title 5, Section 55023, 55024, 51861)

It is the student’s responsibility to withdraw from any classes for which he/she registers, regardless of whether the student has attended the class. Semester drop deadlines are posted on the Admissions and Records web page. Since course drop dates differ, individual

course drop deadlines may be found in the schedule of classes.

For fall and spring full-term classes, students that drop by the end of the second week will not receive a notation on their academic record. For summer, intersession and short-term classes, see the online schedule of classes for course drop deadlines since the last day to drop without a notation may differ. Students also have the responsibility of officially withdrawing from college and for observing established deadlines. Otherwise “F” grades may be assigned.

Students are permitted to have three enrollments for non-repeatable courses. An enrollment occurs when a student receives an evaluative or nonevaluative symbol on an academic record.

**A student who completes a course by taking a final exam or turning in a final paper or project is not eligible for a late withdrawal under any circumstances.**

### Student Fees and Expenses

**Enrollment Fee:** Every effort is made to keep expenses as low as possible. Beginning with the Fall 1984 semester, all California Community Colleges began collecting the “California Community College Enrollment Fee” approved by the State Legislature and the Governor. Under the new fee program designed to partially defray the cost of education and instruction materials students are required to pay an **enrollment fee of \$46 per unit**, for each semester. **NOTE:** The per unit enrollment fee may change without notice, subject to mandates issued by the State of California.

**Nonresident Tuition:** Tuition will be charged to students who qualify as nonresidents including out-of-state students and international students. The tuition rate for the 2010–11 school year is \$186 per semester unit, payable at the time of registration. Nonresidents are also required to pay the enrollment fee. (The tuition rate is recalculated each year based on cost per student and is therefore subject to change.) Additional information regarding residency requirements may be obtained from the Admissions and Records Office.

**Instructional Materials Fees:** Materials fees will be charged to students in certain credit and non-credit courses when such materials are necessary to

achieve the required objectives of a course and will be of continuing value to the student outside of the classroom. The instructional materials fee must be paid at the same time as enrollment.

**Parking Fee:** A parking permit is required to park a vehicle anywhere on campus. A semester permit can be purchased for \$15 or a permit can be purchased **in combination with the Associated Student Organization sticker for a total of \$20, fall and spring semester only**. Parking permits for the summer session are \$7.50. In lieu of a semester permit, students may purchase daily permits from vending machines located in each parking lot. These permits are 50 cents and are good only on the day they are purchased. Parking without a permit or with a permit improperly displayed may result in a \$33 parking citation. Parking at the Palmdale location does require a parking permit. Student will be responsible for replacing lost parking permits.

**Associated Student Organization Fee:** The Associated Student Organization (ASO) is an elected group of students who represent and advocate on behalf of AVC students. ASO’s main purpose is to work on behalf of all AVC students to enhance their educational and social experience at AVC. Any student at AVC can participate in ASO and are encouraged to do so. ASO is active on all AVC shared governance activities and other college-wide committees. In addition, ASO and the Inter Club Council (ICC) bring issues and activities forward that support students in their academic and social lives. The ASO also provides activities and services housed in the Student Lounge located in the Student Center.

Students can purchase an ASO sticker for \$10 each semester (\$5 during the summer and intersession semester) and receive a number of benefits such as tutoring, free admission to all home athletics events (except post season, tournaments, and playoffs), discount tickets to amusement and theme parks, plus much more. One of the great advantages of the ASO sticker is students can buy a combined parking permit and ASO sticker for \$20 for fall and spring semester. This purchase must be made at the Cashier’s Office.

(See pages 20–21 for Glossary of Terms.)

**Student Representation Fee:** The student representation fee of \$1 provides support of governmental affairs representatives to express the opinions and viewpoints of community colleges regarding issues before city, county and district government offices and agencies at the local, state and federal level.

Students may, for religious, political, financial, or moral reasons, request a refund of the student representation fee by completing the Student Representation Waiver form from the Student Development and College Activities Office. (SSV180)

**Student Health Services Fee:** Beginning Fall 2012, AVC will be offering Health Services for students on a regular basis. This is being accomplished by the Student Health Fee of \$19 per Fall and Spring semesters and \$16 for each winter intersession and summer terms. Physical and mental health services are available for students as well as health education and prevention activities held throughout the year. Students are required to pay the Student Health Services Fee except for religious reasons. Students must come to the Student Development and College Activities office to complete the waiver each semester and term.

To make appointments for physical and mental health services, stop by the Student Development and College Activities office, SSV 180, or call the Student Health Services line (661) 722-6300 ext. 6683.

AVC also offers a number of student health insurance plans offered by private insurance companies. Although AVC does not endorse any of the plans, these policies are offered at reduced costs for students. Insurance plans cover injury and sickness, dental and vision, and prescriptions. Students are encouraged to research each plan carefully before making a selection. Brochures are available at the Student Development and College Activities Office in the Student Services Building.

**Housing Expenses:** Antelope Valley College does not maintain on-campus housing. Costs in the community vary greatly with apartment rentals ranging from \$550 to \$850 monthly.

**Estimated College Expenses:** The following are estimated costs of college attendance for a nine-month academic year. These figures include costs of enrollment fee, books and supplies, food

and housing, miscellaneous personal expenses and transportation.

Student living at home \$10,934  
 Student living away from home \$17,702  
 Add \$186 per semester unit for tuition plus enrollment fee if you are not a California resident.

**Failure to Pay Fees and Expenses:** The college cannot extend credit for expenses of admission. In the event that the student does become indebted to the college due to library fines, athletic expenses, student loans, or any other reason, Antelope Valley College will not release any copies of the student's transcripts as stated under Title 5, Section 59410, "Student privileges, diploma or transcripts may be withheld until the student pays a proper financial obligation due the District." State Education Code is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College library.

## Refund of Fees and Expenses

**Refund of Enrollment Fees:** Fees will be refunded for full-term length classes dropped during the first two weeks of instruction. The first week of instruction is the first week of the fall and spring semesters. For short-term classes, the refund period is shorter. No refunds will be made for full-term length classes after the end of the second week of instruction.

**Refund of Nonresident Tuition:** Refund of the nonresident tuition fee can be made only when the student negotiates a total withdrawal from the college. Refunds are not available for a reduction of program. The request for refund must be submitted in writing and accompanied by the registration receipt. Refund of the basic tuition fee will be made according to the following schedule:

Regular Semesters	
1 <sup>st</sup> week of instruction	90% of the original fee paid
2 <sup>nd</sup> week of instruction	75% of the original fee paid
3 <sup>rd</sup> week of instruction	50% of the original fee paid
4 <sup>th</sup> week of instruction	25% of the original fee paid

Summer Sessions	
1 <sup>st</sup> week of instruction	90% of the original fee paid
2 <sup>nd</sup> week of instruction	50% of the original fee paid

3<sup>rd</sup> week of instruction 25% of the original fee paid

For the purpose of this section, the first week of instruction is the first week of the term, semester, or session.

No refunds shall be made for withdrawal unless the written request for refund is date-stamped by Admissions and Records. The request must be postmarked before midnight of Friday of the third week following that in which instruction begins for regular semesters or academic quarters, or the second week following that in which the instruction begins for summer sessions and sessions less than academic quarters. Refunds shall not exceed the amount of tuition paid and will be processed only when accompanied by the receipt issued at the time of payment.

**Refund of Instructional Materials Fees:** The instructional materials fee will be refunded on a prorated basis. Requests for refunds must be in writing accompanied by a drop slip signed by the instructor with the amount of materials fee to be refunded.

**Parking Permit Refund Policy:** The Parking Permit Fee will be refunded in full to those students who negotiate a total withdrawal from the college within the first two weeks of instruction. Request for refund must be in writing and accompanied by the student's parking permit, receipt and drop slip. The request must be received by the Cashier's Office no later than the Monday of the third week of the semester.

**Associated Student Organization Refund Policy:** The ASO sticker will be refunded in full to those students who totally withdraw within the first two weeks of instruction and request a refund in writing. Request for refund must be accompanied by the student's Associated Student Organization sticker, the receipt and drop slip. Refund checks will be mailed to the address on file with Admissions and Records.

**Refund of Student Health Services Fee:** The Student Health Services Fee will be refunded in full to those student who totally withdraw from all classes within the first two weeks of instruction.

## Federal Refund Policy

Students receiving Title IV Federal Financial Aid may be required to repay all or a portion of the funds received



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based upon withdrawal date from all classes. Students who owe a repayment to the Title IV programs are not eligible for funding at AVC or any other college or university. Contact the Financial Aid Office for additional information.

Title IV Federal Financial Aid includes Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, Stafford Loans, and Academic Competitiveness Grant.

### Student Rights to Privacy of Educational Records

The Family Educational Rights and Privacy Act of 1974 (Section 438, Public Law 93-380), as amended, requires that educational institutions provide the student access to official education records and an opportunity for a hearing if such records are inaccurate, misleading, or otherwise inappropriate. In addition, the college must obtain the written consent of the student before releasing information about the student with the exception of those persons or agencies specified in the act. These rights extend to both present and former students of the college.

The Act provides that the college may release certain types of "directory information," unless the student submits in writing to the Dean of Enrollment Services that certain or all such information not be released without the student's consent. "Directory Information" is defined as the student's name, address, telephone number, date and place of birth, major field of study, participation record in college sponsored activities and sports, weight and height (if an athletic team member), dates of attendance, degrees and awards, and the educational institution of most recent attendance.

Education records will be made available for inspection and review during working hours to presently and formerly enrolled students within five

days following the filing of a request form with the Dean of Enrollment Services. Education records generally include documents and information related to admission, enrollment in classes, grades and related academic information.

Should a student wish to challenge any information in the education records, the student may file a written request with the President to remove information recorded and alleged to be: (a) inaccurate; (b) an unsubstantiated personal conclusion or inference; (c) a conclusion or inference outside of the observer's area of competence; or, (d) a statement not based on the personal observation of a named person. Attempts will be made to resolve the problem within 30 days after a challenge is made. The student may appeal the president's decision and submit a written appeal to the Board of Trustees.

### ROTC Program

The Reserve Officers Training Corps (ROTC) program offers a variety of two, three and four-year scholarships, many of which pay the full cost of tuition, books and administrative fees.

ROTC is a college-level program designed to select and train highly qualified men and women to become commissioned military officers. After graduation from college and completion of all service specific ROTC training requirements, graduates are commissioned in one the United States military services (Air Force, Army, Navy/Marine Corps) as a reserve officer.

Typical service is four years; service duration for pilots and navigators is longer. These individuals serve in a broad range of duties from actual flying to engineering to administrative and a host of other fields, depending on the individual's background.

The Army ROTC program is available

to Antelope Valley College students through California State University, Northridge (CSUN). Army, Air Force ROTC and Navy/Marine Corps ROTC programs are available through the Extension Division at the University of California, Los Angeles (UCLA) and Air Force ROTC is also available at Loyola Marymount University, the University of Southern California and the University of California, Santa Barbara. Navy/Marine Corps ROTC is also available at the University of Southern California.

The academic hours earned are counted toward A.A./A.S. degree requirements at Antelope Valley College. To enter ROTC a student must be a United States citizen prior to entering the last two years of the program, be able to pass a medical exam, be of high moral character, be in good academic standing in school and plan to transfer to a four-year institution after completing course work at Antelope Valley College.

Entry into the last two years of the program is on a competitive basis.

For CSUN Army ROTC program information call (818) 677-7855. For UCLA ROTC program information call (310) 825-1742 (Air Force); (310) 825-7381(Army); (310) 825-9075 (Navy/Marine Corps). For the University of Southern California Navy/Marine Corps ROTC program information call (213) 740-2663. For Loyola Marymount University Air Force ROTC program information call (310) 338-2770. For the University of Southern California Air Force ROTC program information call (213) 740-2670. For Air Force ROTC at the University of California, Santa Barbara program information call (310) 825-1742.

## Antelope Valley College...Imagine the Possibilities

## A Partnership

Matriculation is the process which brings the college and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objectives. This agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the college's established programs, policies and requirements. In essence, matriculation is a process designed to help students be successful in reaching their educational goals. All students, except those exempted on the basis of locally established criteria are expected to complete matriculation requirements.

## Matriculation Services

The college provides matriculation services organized in several interrelated components.

1. **Admissions:** Collects and analyzes information on each applicant, identifies students needing special services, and assists students to enroll in a program of courses to attain their educational goals.
2. **Orientation:** Acquaints students with college facilities, programs, services, academic expectations, procedures, policies, rights and responsibilities.
3. **Skills Assessment and Placement Testing:** Measures students' abilities in language, computation, learning and study skills, and assesses students' interests and values related to the world of work. In addition to helping students with course selection, assessment results are used to determine referral to specialized support services.
4. **Counseling/Advisement:** A process in which students meet with a counselor to develop an individual educational plan, choose specific courses, and update their plans periodically.
5. **Student Follow-Up:** Ensures that the academic progress of each student is regularly monitored, with special efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.

## Student Responsibilities

Each matriculated student is expected to:

1. Express at least a broad educational

## The Basic Components of Your Partnership with AVC

### The college agrees to:

- Assess your basic educational skills and career goals.
- Orient you to the college's programs, services and policies.
- Provide top-quality instruction.
- Provide a wide variety of courses.
- Offer support services to assist you in achieving your educational objectives.

### You agree to:

- Declare an educational goal.
- Attend classes.
- Complete assigned coursework in your courses.
- Meet with a counselor to complete an educational plan.
- Seek out support services as needed.
- Make progress toward your educational goal each semester.

TOGETHER, WE CAN CONTRIBUTE TO YOUR EDUCATIONAL AND PERSONAL SUCCESS!

- intent at entrance and be willing to declare a specific educational goal following the completion of 15 semester units of degree applicable credit course work.
2. Attend classes regularly and complete assigned course work.
  3. Cooperate in the development of a student educational plan after declaring a specific educational goal, abide by the terms of this plan or approved revisions and make continued progress toward the defined educational goal.
- Note:** The college may withhold matriculation services from students failing to cooperate in meeting the above expectations.

## Student Rights

Each matriculated student is entitled to:

1. Participate in the process of developing his/her student educational plan.
2. Be given equal opportunity to engage in the educational process regardless of gender, marital status, physical handicap, race, color, religion or national origin.  
(A student who alleges he/she has been subject to unlawful discrimination may file a grievance with the Dean of Counseling and Matriculation.)
3. Challenge any prerequisite, corequisite, or limitation on enrollment by filing a prerequisite challenge form at the Counseling Center in the lobby of the Student Services building. A

petition can be filed for any of the following reasons:

- a. The prerequisite, corequisite, or limitation on enrollment is not valid because it is not necessary for success in the course for which it is required.
  - b. The student has the knowledge or ability to succeed in the course despite not meeting the stated prerequisite, corequisite, or limitation on enrollment.
  - c. The prerequisite, corequisite, or limitation on enrollment is discriminatory or is being applied in a discriminatory manner.
  - d. The prerequisite, corequisite, or limitation on enrollment is not reasonably available.
4. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition with the Dean of Counseling and Matriculation.
  5. Review the matriculation regulations of the California Community Colleges and exemption criteria developed by the District and file a complaint when he/she believes the college has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed with the Dean of Counseling and Matriculation.

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## Special Accommodations

Alternative matriculation services are available for students who require special accommodations in the educational setting.

1. Students with physical, visual, communication or learning disabilities are advised to contact the Office for Students with Disabilities Programs and Services.
2. Students who speak English as their second language may request to speak with a bilingual counselor in the Counseling Center.

## Exemptions

Students can be exempted from participating in Orientation and Assessment matriculation activities based on the following criteria.

### Orientation Exemptions

1. Students who have completed an associate degree or higher from an accredited college or university.
2. Students who enroll in less than 12 units *and* have one of the following educational goals:
  - a. Advancement in current job/career (upgrade job skills).
  - b. Maintain a certificate or license (e.g., nursing, real estate).
  - c. Personal development (intellectual, cultural, recreational).
3. Students who are matriculated at another college or university and are attending AVC concurrently.

### Assessment Exemptions

1. Students who have completed an associate degree or higher from an accredited college or university.
2. Students who enroll only in courses that have no prerequisites, corequisites, or advisories for recommended preparation.
3. Students who meet one of the alternative assessments for writing placement, reading placement, mathematics placement, and English as a second language placement listed below.

## Placement Testing Alternatives

Students may be excused from taking English and/or mathematics placement test(s) by providing proof (e.g., transcripts, test result reports, etc.) of one of the following:

### Writing

1. College Board Advanced Placement English Test score of 3 or higher (results in credit for ENGL 101 or ENGL 101, 102 depending on exam taken).
2. Satisfactory completion of writing courses at other regionally accredited colleges or universities.
3. Completion of ACT Compass writing placement tests at other California Community Colleges.
4. Passing of the CSU English Equivalency Exam (results in credit for ENGL 101, 102).

### Reading

1. Satisfactory completion of reading courses at other regionally accredited colleges or universities.
2. Completion of ACT Compass reading placement tests at other California Community Colleges.

### Mathematics

1. College Board Advanced Placement Calculus Test score of 3 or higher (results in credit for MATH 150 or MATH 150, 160 depending on test taken).
2. Satisfactory completion of math courses at other regionally accredited colleges or universities.
3. Completion of the ACT Compass placement tests at other California Community Colleges.

### English as a Second Language

1. Satisfactory completion of ESL courses at other colleges or universities.
2. Completion of the ACT Compass placement test at other California Community Colleges.

**Note:** Placement tests other than the ACT Compass are not valid at AVC.

### Counseling/Advisement Exemptions

1. Students who have completed an associate degree or higher from an accredited college or university.
2. Students who enroll in less than 12 units and have one of the following educational goals:
  - a. Advance in current job/career (upgrade job skills).
  - b. Maintain a certificate or license (e.g., nursing, real estate).
  - c. Personal development (intellectual, cultural, recreational).
3. Students who are matriculated at another college or university and are

attending AVC concurrently.

Students who meet these criteria may request to be exempt from part or all of the matriculation components by filing a Matriculation Waiver form with the Dean of Enrollment Services.

## Assessment

### Writing, Reading and Math

#### Placement Exams

The writing, reading and math placement exams are intended to assess your language and computation skills. The scores from these exams along with additional criteria result in placement recommendations for writing, reading and math courses. These placement recommendations will assist you in selecting courses that are sensible and realistic based on your background and skill levels. Additionally, several courses across the curriculum carry enrollment conditions that are stated in terms of placement recommendations from our assessment.

Students may retake each section of the assessment test one time prior to enrolling in their initial basic skills course sequences. Retesting to exit a basic skills course is not allowed. Placement is valid for three years. Any retesting appeals must be made through the Dean of Counseling and Matriculation.

Policies stated here regarding exemptions to matriculation activities shall not take precedence over any existing state or federal regulations.

## Prerequisites, Corequisites, Advisories on Recommended Preparation, and Limitations on Enrollment Definitions

**Prerequisite** – A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite will assure that a student has the skills, concepts and/or information necessary for success in the course; on the other hand, a student who has not met the prerequisite is *highly unlikely to receive a satisfactory grade in the course*. (See Satisfactory Completion of Prerequisites.) Prerequisites are

(See pages 20–21 for Glossary of Terms.)

enforced and a student will be blocked from enrolling if the student does not meet the stated prerequisite (see below for challenge procedure).

*Corequisite* – A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated prerequisite (see below for challenge procedure).

*Advisory* – A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

*Limitation on Enrollment* – A condition of enrollment which limits how students qualify for a particular course or program. These limitations apply to courses that include public performance or intercollegiate competition where a tryout or audition is necessary. Additionally, some courses require formal admission to a particular program in order to enroll (e.g., Associate Degree Nursing Program and Licensed Vocational Nursing Program). Limitations on enrollment are enforced and a student will be blocked from enrolling if the student does not meet the stated limitation (see below for challenge procedure).

### **Satisfactory Completion of Prerequisites**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop.

### **Challenge Procedure**

A prerequisite, corequisite, or limitation on enrollment challenge as required by Title 5, Section 55003 requires the submission of a Prerequisite Challenge form. This form can be obtained from the Counseling Center in the Student Services Building. A student may file a Prerequisite Challenge form for one or more of the following reasons:

1. The student has the documented knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite (T5: 55003).
2. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available (T5: 55003).
3. The prerequisite or corequisite has not been established in accordance with the district’s AP&P process for establishing prerequisites and corequisites (T5: 55003).
4. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner (T5: 55003).
5. The prerequisite or corequisite is in violation of this section (T5: 55003) which states that “a prerequisite will assure that a student has the skills, concepts, and/or information necessary for success in the course.

**It is the responsibility of the student to provide compelling evidence and documentation to support a prerequisite challenge. If there is no documentation provided, the challenge will automatically be denied.** Contact the Counseling Center in the lobby of the Student Services building to initiate a prerequisite challenge. NOTE: If space is available in the course when a student files a challenge, the district will allow the student to register in that course

and resolve the challenge within five working days from the time the challenge was submitted and date stamped. If the challenge is upheld or the district fails to resolve the challenge within the five working-day period, the student shall be allowed to remain in the course. If the challenge is denied, the student will be automatically withdrawn from the course.

### **English as a Second Language Assessment**

Students with limited proficiency in English should take a special assessment test. The assessment is designed to evaluate the student’s level of proficiency in listening comprehension, grammar, vocabulary and reading.

The results of the assessment will be used to assist students in choosing the appropriate level and type of ESL courses offered by the college.

### **Evaluación de Inglés como Segundo Idioma**

Los estudiantes con habilidad limitada en el Inglés deben tomar una evaluación especial para demostrar su destreza en el uso del Inglés. Este evaluación determinará el nivel de comprensión oral, gramática, vocabulario, y lectura del estudiante.

Los resultados de la evaluación se usarán para asistir al estudiante a escoger el nivel y tipo apropiado de cursos de ESL que sean ofrecidos por Antelope Valley College.

## 20 Glossary of College Terms

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### **Academic Honesty Policy**

Dishonesty, including but not limited to cheating or plagiarism. Plagiarism—from the Latin word for “kidnap”—involves using another’s work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. The complete Academic Honesty Policy is on Page 35 of this catalog.

### **Academic Renewal**

Process by which a student may petition AVC to eliminate previous substandard work from grade point calculations and credit. Details for academic renewals are listed on Page 32 of this catalog.

### **Academic Year (Title 5, Section 55701)**

An Academic Year includes, at a minimum, 175 days if instruction and/or 32 weeks of instruction. The academic year does not include summer or other intersessions.

### **Add Authorization Code (AAC)**

A four digit code that may be used by a student to add a class online after the class begins. The codes may not be used after the published registration add date.

### **Advisory on Recommended Preparation**

A condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

### **Assessment**

Assessment is a process of gathering information about individual students to facilitate student success. Assessment may include, but is not limited to, information regarding the student’s study skills, English language proficiency, computational skills, aptitudes, goals, learning skills, career aspirations, academic performance, and need for special services.

### **Associate in Arts/Science Degree (A.A./A.S.)**

The graduation document issued by AVC for completing 60 units, with a cumulative grade point average of 2.0, including requirements in general education and 18 or more units in a designated major or area of emphasis. Additional information is detailed on Page 49 of this catalog.

### **Associate in Arts/Science for Transfer Degree (AA-T/AS-T)**

The graduation document issued by AVC for completing 60 units, with a cumulative grade point average of 2.0, including requirements in general education (IGETC/CSU GE) and 18 or more units in a designated major or area of emphasis. Additional information is detailed on Page 49 of this catalog.

### **Bachelor of Arts/Science Degree (B.A./B.S.)**

University or college degree earned upon completion of four years (approx. 120 semester units) of college level work. Additional information is detailed on Page 48 of this catalog.

### **Certificate of Achievement**

Awarded for completion of occupational/career programs as defined by AVC. These certificates have been reviewed and approved by the Academic Policies & Procedures Committee (AP&P), the Board and the Chancellor’s Office.

### **Certificate of Proficiency**

Locally approved certificate programs may consist of one or more courses totaling from 6-17 units that lead to an occupationally relevant set of skills. These certificates have been reviewed and approved by Academic Policies & Procedures Committee (AP&P) and the Board.

### **Class Schedule**

Issued prior to each semester’s registration period on the college’s website at [www.avc.edu](http://www.avc.edu), lists the days and hours of each class offered, its location, faculty, material fee and other pertinent class information. The class schedule will include: summer, fall, intersession, and spring.

### **Continuous Enrollment**

Continuous attendance for catalog rights is defined as attendance in either fall and/or spring semesters in each calendar year. Note: a student will lose catalog rights if there is no course notation (Grade, W, I, Pass/No Pass, RD) on the transcript for two consecutive, regular (fall/spring) semesters. Summer and intersession cannot be used to maintain continuous enrollment.

### **Corequisite**

A condition of enrollment consisting of a course that a student is required to

simultaneously take in order to enroll in another course. Additional information about corequisites is detailed on Page 19 of this catalog.

### **Credit**

Certification of a student’s successful completion of a course, usually expressed in number of units earned.

### **Curriculum**

All the classes offered by a college or classes offered in a particular subject.

### **Disqualification**

The procedure of dismissing a student from AVC for poor academic achievement, or for incurring excessive course withdrawals. Details for dismissal are listed on Page 34 of this catalog.

### **Distance Education**

Title 5, Section 55000 defines Distance Education as a means of instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Antelope Valley College currently offers two distance education opportunities: Instructional Television and Online.

#### **Instructional Television (ITV)**

A practical alternative to classroom instruction, telecourses offer flexibility to students who wish to enroll in a college course but are unable to come to AVC on a regular basis. These college-credit courses fit into the busiest of schedules, enabling students with full-time jobs and family responsibilities to advance their careers and education without sacrificing other important things in life.

The ITV courses combine classroom instruction with weekly televised presentations that will be announced the first class meeting. Tapes of all broadcasts are also available for check out in the AVC Instructional Media Center. Students meet on campus specific dates which are listed with the course description. The class schedule also provides a listing of the ITV courses being offered each semester.

#### **Online Courses**

Certain courses are offered online to provide an opportunity for students to complete the majority of the course requirements from their home or office. Participants will have the chance to interact with the instructor and other students using a variety of technologies. Classes may occasionally meet on campus in the traditional classroom to insure

that students are familiar and competent with the technologies being utilized, or for testing purposes. These courses will assist students with nontraditional work schedules and/or home responsibilities in the pursuit of their education. The class schedule provides a listing of the courses being offered online each semester.

### **Educational Program (Title 5, Section 55000 (g))**

An Educational Program is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education. All Educational Programs must be approved by Academic Policies & Procedures Committee (AP&P), the Board of Trustees, and the Chancellor's Office.

### **General Education (Breadth Requirements)**

A specific group of course requirements, usually outside and in addition to the student's major, that must be met in order to obtain an Associate or Bachelor's degree.

### **Incomplete Grade**

Grade which an instructor may give to the student who at the end of the term has not completed all the required course work due to an unforeseeable emergency and justifiable reason. All course work must be completed and a final letter grade assigned within one year from the end of the semester in which the "I" grade was assigned. An Incomplete Contract must be completed and signed by both the instructor and the student and submitted to the Admissions and Records Office when instructors submit semester grades.

### **Limitation on Enrollment**

A condition of enrollment which limits how students qualify for a particular course or program. Additional information is detailed on Page 19 of this catalog.

### **Pass/No Pass Option (“P”/“NP”) (Title 5, Section 55022)**

Type of class grading in which the student is given the grade of "P" (pass) or "NP" (no pass) rather than a letter grade of an "A," "B," "C," "D" or "F." A "P" grade indicates that the work was equivalent to "A," "B" or "C" and unit credit is given. An "NP" grade indicates that the work was less than satisfactory and no units are awarded. "P" and "NP" grades are not counted toward the student's grade point

average. Some classes are offered on a "P/NP" basis only, while others may be taken as "P/NP" at the student's option. Additional details for "P/NP" are listed on Page 29 of this catalog. **NOTE:** Pass notation does not demonstrate competency for proficiency requirements.

### **Prerequisite**

A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite will assure that a student has the skills, concepts and/or information necessary for success in the course; on the other hand, a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course. Prerequisites are enforced and a student will be blocked from enrolling or involuntarily dropped after enrolling if the student does not meet the stated prerequisite. Additional information on completion of prerequisites is listed on Page 18 of this catalog.

### **Probation, Academic**

Student is placed on academic probation whenever the students' grade point average in units attempted at AVC is less than 2.0. Additional information on probation is detailed on Page 34 of this catalog.

### **Probation, Progress**

After enrolling in at least 12 units of AVC credit, a student 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 "NP" are recorded reaches or exceeds 50 percent. Additional information on progress probation is detailed on Page 34 of this catalog.

### **Program Change**

Official process of adding or dropping a class/classes from a student's course of study. Students should confer with a counselor prior to such action.

### **Registration**

Official process of enrolling in classes. The process must be repeated each semester, in which the student wishes to enroll. Additional information about registration is detailed on Page 14 of this catalog.

### **Residence Determination Date**

The residence determination date is the day immediately preceding the opening

day of instruction of the semester as set by the district governing board. Additional information on residency is listed on Page 13 of this catalog.

### **Satisfactory Grade**

According to Title 5, Section 55023, a satisfactory grade is a grade of "A," "B," "C" or "P".

### **Subject to Dismissal**

Severest form of warning as a result of poor grades.

### **Transcript**

A copy of the student's academic record at a college, including course units and grades earned, and semesters of attendance.

### **Transfer Courses**

Classes which are accepted for credit at four-year colleges toward a Bachelor's degree. The course descriptions in this catalog specify whether a course is transferable to the CSU and/or UC.

### **Transfer General Education Certification**

A process wherein AVC verifies that the student transferring to a campus of the California State University (CSU) or University of California (UC) systems has met or partially met the General Education requirements for transfer. Certification occurs only upon student request to the transcript department.

### **Unit (or Credit)**

A value which indicates the amount of credit given to a class on a student transcript. It often reflects the amount of time required for class attendance. Thus, a three-unit (or three-credit) lecture class would require class attendance for three hours per week.

### **Waitlist**

Waitlists are a way for students to express interest in enrolling in a closed course. If a seat opens before the course begins, student on the waitlist may be given an opportunity to register. Students on the waitlist are not guaranteed enrollment.

### **Withdrawal**

Process by which the student officially drops any class or all classes in a semester. Additional information on withdrawal is detailed on Page 33 of this catalog.

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### Admissions and Records

**722-6300 ext. 6504**

The major functions of the Admissions and Records department are admitting and registering students, processing grades, verifying graduation requirements, issuing student transcripts and enrollment verifications. The efforts of the Admissions and Records Office culminate in producing an accurate and timely official student transcript which supports AVC students with employment, transfer or other personal growth endeavors.

### Assessment Center

**722-6300 ext. 6341**

The Assessment Center provides placement exams in the areas of math, English, reading and English as a Second Language. The center provides proctoring services for students enrolled in other institutions.

### Basic Skills Programs

**722-6300 ext. 6357**

AVC is committed to insuring that all students pursuing a substantial curriculum are well grounded in the basic skills, particularly reading, writing and math. To that end, the college has instituted comprehensive assessment procedures and developed special programs of instruction in basic skills.

In recognition of the vital role of basic skills mastery in a successful education experience, the college will advise students to pursue such instruction when indicated by a thorough assessment of basic skills.

### Bookstore **722-6300 ext. 6185**

The Marauder Bookstore is operated as a service to the students of the college. The responsibility for its operation is under the direction of the Bookstore Operations Supervisor. The bookstore is located in the Student Center.

Textbooks can be ordered online at [www.marauderbookstore.com](http://www.marauderbookstore.com)

#### Refund Policy:

Refunds will be granted in full only if the following conditions are met:

- Cash register receipt must accompany all returns or exchanges.
- New texts must be in new condition. If not, refund will be 75 percent of the new price.

- Time Limit: Refunds will be given during the first two weeks of fall and spring semesters or the first week of summer and short-term classes.
- No refunds on the following: clothing, supplies, reviews, software, study aids, gifts and non-text books.
- After refund period, books must be returned within 24 hours of purchase. Receipt is required.
- Textbooks sold wrapped must be returned unopened. If a wrapped package is opened, no refund can be granted.
- Any text containing loose pages or software is nonreturnable if opened. Returned checks are sent to an off-campus collection agency.

Personal checks are accepted for the amount of purchase only. Student must have a California driver's license, California ID card, or AVC ID.

Charge card refunds will be credited and forwarded to the credit card agency. No cash refunds will be made on credit cards.

### CalWORKs **722-6300 ext. 6326**

The CalWORKs program is to assist students who are currently receiving cash aid from the county. The primary purpose of the CalWORKs program is to prepare students to make a successful transition from welfare to employment. CalWORKs participants are required to participate in educational and other work activities a minimum of 32/35 hours per week.

Antelope Valley College has a long history of successful CalWORKs students, some earning Associate degrees and certificates. CalWORKs students are provided with resources to support their different needs to further their educational success.

The CalWORKs program staff is committed to creating an environment which promotes: A spirit of truth, mutual understanding and respect; education and training that leads to family self-sufficiency; student empowerment and advocacy; student success; development of the whole person; development and achievement of individual goals, lifelong learning skills.

Students receive the following support services from the CalWORKs program: career counseling; academic counseling; case management;

coordination and advocacy with Los Angeles and Kern County Department of Public Social Services; books, supplies and special fees request, childcare coordination and support; referrals to the college, to community resources, to job development, and to work study employment.

The goal of the AVC CalWORKs staff is to assist students in pursuing personal and professional opportunities by offering workshops that meet the diverse needs of students as they move toward greater economic security and personal fulfillment.

Students receiving cash aid and working with the county/GAIN to develop a Welfare-to-Work plan could be eligible for services through the CalWORKs program at AVC.

### Career Center/Transfer Center **722-6300 ext. 6340**

The Career/Transfer Center, located in the Student Services Building, houses two services. The career services include a complete library of career and occupational information. Career assessment and career planning information is available through DISCOVER and Eureka, two computerized career assessment and information systems.

These programs help identify careers to explore and provide job descriptions, projected career trends, salary data, scholarship availability and training requirements for most careers.

The Career Center also offers the Myers-Briggs Personality Inventory, career related internet links and college search programs.

Transfer services are provided to assist students who are interested in transferring to a four-year college or university. These services link Antelope Valley College with the campuses of the University of California, the 23 campuses of the California State University and provides information on private colleges and universities throughout the nation.

The Center provides services to anyone interested in transferring, with a special emphasis on students who have been historically underrepresented at four-year colleges and universities. Transfer services offered include:

- Personalized conferences with representatives from four-year colleges/universities.

- Transfer advisement.
- Admission, housing, and financial aid/scholarship information and assistance.
- CSU and UC application and fee waiver information.
- Library of college/university catalogues and programs.
- Online articulation of AVC courses with four-year university curricula.
- UC and CSU admission application assistance workshops.
- Higher education transfer seminars.
- Campus tours of CSU and UC campuses throughout the year.
- Annual College Day event.

## Child Development Center

**722-6300 ext. 6500**

The Antelope Valley College Child Development Center (CDC) is an on-campus instructional laboratory which provides developmental programs for children two to five years of age. The state preschool provides a subsidized half-day program to eligible three, four and five-year-old children. The CDC is licensed by the State of California. The purposes of the CDC are to:

- Provide a comprehensive program of services for children two to five years of age.
- Serve as a model center for the education and care of young children.
- Demonstrate family-centered early childhood education practices through home/school collaboration and parent education.
- Serve as a professional development site for Early Childhood Education Certificate preparation.

The CDC is open 7:45 a.m.-4:45 p.m. Monday through Friday, with morning or afternoon sessions. Enrollment is open to students, faculty, staff and the community. Application forms are available at the Child Development Center.

## Counseling Center

**722-6300 ext. 6338**

(Title 5, Section 51018)

### *Academic and Career Counseling*

For academic or career counseling, counselors are available to:

- Assist students in self-understanding and self-acceptance (clarifying values and understanding abilities, interests and limitations).

- Assist students in their consideration of life goals by relating interests, skills, abilities and values to careers, the world of work and the nature and purpose of higher education.
- Assist students in developing educational and career plans consistent with life goals and objectives (alternative courses of action, alternative career considerations and selection of courses).
- Assist students in developing decision making skills.
- Provide accurate information about institutional policies, procedures, resources and programs.
- Make referrals to other institutional or community support services.
- Assist students in evaluation or reevaluation of progress toward established goals and educational plans.

### *ESL Counseling*

For persons whose native language is not English, Antelope Valley College offers classes in English as a Second Language (ESL). Students who need assistance for ESL assessment and selecting appropriate ESL courses should contact the Counseling Center. For assistance in Spanish, call 722-6300 ext. 6504. Appointments with a Spanish/English bilingual counselor may be scheduled by calling or coming into the Counseling Center.

### **Consejería para Inglés como Segundo Idioma (ESL)**

Antelope Valley College ofrece clases de Inglés como Segundo Idioma (ESL) para personas cuyo idioma nativo no es el Inglés. Los estudiantes que necesiten asistencia para nuestra evaluación de ESL y para seleccionar los cursos apropiados de ESL pueden llamar al Centro de Consejería. Para asistencia en Español, llame al 722-6300 ext. 6504. Para hacer una cita con un consejero bilingüe en Español / Inglés puede llamar o acercarse al Centro de Consejería.

Students are encouraged to schedule an individual appointment with a counselor to make most efficient use of the services outlined above.

**CSUB (661) 952-5000**

California State University, Bakersfield has a wide variety of academic programs offered on the Antelope

Valley College campus. These include certificate, baccalaureate, graduate and teaching credential programs that are offered as complete programs. Current baccalaureate offerings include Communications, Economics, English Environmental Resources Management, Liberal Studies (Elementary Education), Psychology and Sociology. Certificate programs include Drug and Alcohol Counseling. Masters' programs include Educational Curriculum and Instruction, Educational Administration and Special Education. Students may receive academic advising and student services at the CSUB Antelope Valley campus office.

## Extended Opportunity Program and Services

**(EOP&S) 722-6300 ext. 6363**

Extended Opportunity Programs and Services (EOP&S) is a California Community College program to assist low-income, educationally disadvantaged, students who want to attend college. The Antelope Valley College EOP&S receives State and District funds to recruit, enroll and support these students that may not otherwise seek higher education.

EOP&S provides: priority registration, special orientation to college, counseling, books, grants, enrichment courses, career and transfer assistance as well as appropriate referral to additional services as needed. Our professional, para-professional and student staff members are genuinely concerned with the academic success and personal development of each student in the program.

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

EOP&S-eligible students who are TANF participants with at least one child under the age of 14 and single head-of-household may also be eligible to receive additional grants and services.

Apply at the EOP&S (SSV 230) for these popular programs as early as possible prior to the beginning of the fall or spring semesters due to limited funding.

## Financial Aid

**722-6300 ext. 6337**

The purpose of the financial aid program is to provide financial assistance to students who, without such aid, would



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be unable to attend Antelope Valley College. It is directed toward insuring that a student will not be denied a college education because of lack of personal resources. Although it is expected that students and parents will make a maximum effort to meet the cost of education, financial aid is available to fill the gap between family resources and the annual educational expenses.

Financial aid is available from various sources such as federal and state programs, community organizations and individual donors. Aid can be awarded in the form of grants, loans, college work-study employment, scholarships or a combination of these.

The amount of financial aid awarded to students is determined by the difference between their educational expenses and the financial contribution their families can make toward these expenses.

The **priority deadline is March 2<sup>nd</sup>** preceding the next academic year of enrollment. Students may continue to apply for financial aid after the priority deadline. Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply online.

### General Eligibility Requirements

Financial aid programs are available only to students who meet the following eligibility requirements:

1. A student must be a United States citizen or an eligible noncitizen.
2. A student must demonstrate financial need.
3. A male born after December 31, 1959, must be registered with Selective Service. Applications can be obtained at the local post office.
4. A student must be enrolled in an eligible program which leads to an A.A./A.S. degree or a one to two-year program leading to a certificate.
5. A student may not owe a refund on any grant received from any college or be in default on a federal loan.
6. A student must maintain satisfactory academic progress as defined by the Financial Aid Office.

A student must have a complete file in the Financial Aid Office to be considered for any program. Completing the Free Application for Federal Student Aid (FAFSA) is the first step in applying for financial aid. Complete information on the available sources of financial aid at AVC can be obtained in the Financial Aid Office located in the Student Services Building.

### Federal Student Financial Aid Programs

1. *Federal Pell Grants* - To receive a Pell Grant a student must be enrolled in an eligible program at AVC.
2. *Federal Supplemental Educational Opportunity Grant (FSEOG)* - This is awarded to students with exceptional financial need.
3. *Federal Work-Study (FWS)* - This program provides jobs for students who have a need and must earn a portion of their educational expenses. The purpose of this program is to promote the part-time employment of college students. Jobs are available on campus such as teacher aides, library assistants, cafeteria helpers and clerks. Students should contact Job Placement to locate a job.
4. *Federal Direct Loan Program* - These are low-interest loans made by the Department of Education. A student may borrow up to the annual limit determined by class standing each school year. Repayment begins six months after the borrower ceases to be enrolled at least halftime.

### State Programs

1. *Board of Governors Fee Waiver (BOGFW)* - This waives the mandatory college enrollment fee required by the State of California. The fee waiver can be processed quickly and students can register immediately for classes. To be eligible for the BOGFW, a student must be a California resident and have completed the Free Application for Federal Student Aid (FAFSA). Students who have not completed the FAFSA may qualify for a fee waiver by completing the Board of Governors Enrollment Fee Waiver Application. Eligibility criteria for the BOGFW Application include the following: students or their families must be receiving TANF (Temporary Aid to Needy Families)/CalWORKs, SSI (Supplemental Security Income), or General Assistance, or the student must meet the income limit based on family size. For example, a family of four must have had a total income for last year of less than \$33,525. Students should come to the Financial Aid Office in the month prior to registration to apply for this fee waiver or apply online at [www.cccapply.org](http://www.cccapply.org).
2. *Cal Grant A* helps low and middle-

income students pay tuition and fees at California State University and University of California campuses, independent colleges and some private occupational career schools in California. Cal Grant A recipients who choose to attend a community college may be eligible for a Community College Reserve Grant (CC Reserve). CC Reserve recipients may hold their award in reserve up to two years until they transfer to a four-year school.

3. *Cal Grant B* is for high-potential students from disadvantaged or low-income families who otherwise would not be able to pursue a postsecondary education. At a community college, the award is limited to a subsistence grant for non-tuition costs.
4. *Cal Grant C* helps vocationally oriented students acquire marketable job skills within a short time period. A Cal Grant C may not be used to pursue a four-year degree program, graduate study, course prerequisites or general education.

The student applies for the Cal Grant Program prior to March 2<sup>nd</sup>, preceding the next academic year they will enroll, or prior to September 2<sup>nd</sup> of the year they are enrolled.

Other sources of financial assistance for students include: (1) Aid to Families with Dependent Children (AFDC) and the Food Stamp Program, available through the County welfare offices; (2) Veteran's benefits (apply at AVC); (3) Department of Vocational Rehabilitation for disabled students; and (4) scholarships.

### Information and Welcome Center/Outreach

**722-6300, ext. 6331**

The Information and Welcome Center/Outreach, located in the Student Services lobby, provides information on college programs, policies and procedures and services. It promotes the college to prospective students from elementary to high school and to community agencies and groups. Guided campus tours, welcome tables, high school orientations, college and financial aid workshops are just some of the sponsored events.

### Information Technology Services

**722-6300 ext. 6535**

Antelope Valley College (AVC) has more than 2,500 computers available for

student, faculty and staff access, offering Internet service, e-mail and a diverse selection of software applications. The Information Technology Services (ITS) area provides a stable information technology (IT) infrastructure and protects the accessibility, integrity and availability of the District's IT resources.

Services and support provided by ITS include:

- Internet-based resources and interaction capabilities for students, including on-line registration and payment services, course-based e-mail, file sharing and other functions. (<http://myavc.avc.edu/>)
- More than 30 computer labs, including designated labs open to any enrolled student.
- E-mail accounts and e-mail management for AVC students, faculty and staff.
- Campus web site. (<http://www.avc.edu/>)
- Telephone and telecommunications services.
- Network print services (over 800 printers) and shared file services.
- On campus Help Desk support for all IT services.
- Support for electronic databases and other automated Library services.
- Support for online learning (coordinated by the Distance Education Committee).
- Support for video conferencing services (scheduling facilitated through the Instructional Multimedia Center).
- Student records and administrative database system for students and faculty.
- Assistance in developing alternative media (such as Braille documents or closed captioned videos) or implementing assistive technologies (such as computer screen enlargers/magnifiers or specialized computer pointing devices) to accommodate persons with disabilities (coordinated by the Office for Students with Disabilities, OSD).
- Identification cards for students and employees (facilitated by the Office of Student Development).
- District Software Library providing license management for software products.
- Technical training, on-line time reporting, calendar system, telephone

directory, electronic forms and documents, and other IT services for employees.

- Standardized computer and printer configurations and procurement management.
- Mandated reporting and administrative computing services.

### **Instructional Multimedia Center (IMC) 722-6300 ext. 6451**

The Instructional Multimedia Center (IMC) is located on the first floor of the Business Education building. The IMC houses equipment and multimedia for student, staff and faculty use. Students are encouraged to use the IMC as a resource for term paper research, to reinforce and improve study skills or for personal growth. The IMC houses media from all disciplines ranging from "Becoming a Master Student" to "Jerry Maguire"—all the right tools to help students study smarter and get better grades.

### **Job Placement Center 722-6300 ext. 6358**

The Job Placement Center (JPC) is a resource and information center available to current students, alumni, and community members. The JPC assists students to become fully prepared to search for employment opportunities that are in line with their educational goals and career objectives. Students are encouraged to apply for employment opportunities on-and-off campus, work study, work experience programs or internships that will provide the skills and experience needed to secure part-time employment while in college and/or permanent employment once they have completed their certificate or degree. Students, alumni, and community members are encouraged to use the JPC services including, videotaped mock interviews, resume consultation, job seeking skills, and other workshops that meet their individual needs and the needs of our local economy.

### **Learning Center 722-6300 ext. 6458**

The Learning Center helps to provide academic support for students enrolled in all AVC classes. Enrolled students can receive tutorial assistance for most classes as well as assistance in analyzing

their learning styles and improving their study skills. Tutors work with students individually and in small groups to both understand the course material and learn new study strategies. Supplemental Instruction is available for historically difficult courses. Faculty Learning Specialists in the areas of math, writing and academic skills work one-to-one with students to diagnose basic skills or study strategies deficiencies and to create an individual learning plan for improvement. The Learning Center presents study skills workshops on topics such as time management, memory improvement, test-taking skills, etc., as well as math and writing workshops targeted to specific skills for math and composition classes.

The Learning Center also offers courses in Math Anxiety, Math Study Strategies, and Math for Nursing, in addition to two transfer-level courses—Introduction to Tutoring and Advanced Tutoring—that are nationally certified.

The faculty and staff of the Learning Center provide services in the following ways:

- One-to-one tutorials.
- Group tutorials.
- Workshops and reviews.
- Computer-assisted instruction.
- Consultation with a faculty Learning Specialist.
- Use of computers for word processing.
- Internet access.
- Videos, DVDs and audio cassettes.
- Web-based instructional materials.

Programs of the Learning Center include:

### **Academic Skills Center 722-6300 ext. 6461**

The Academic Skills Program helps students learn to "study smarter, not harder" by providing individual consultation with a faculty Learning Specialist who uses a series of diagnostic techniques to evaluate the student's study skills and weaknesses and assists the student with the development of a study strategy tailored to the individual learner. Additionally, workshops on a variety of study techniques are offered throughout the semester. Flyers announcing these topics are available in the Learning Center and on the Learning Center's Website at [www.avc.edu](http://www.avc.edu) located under Student Services. Unscheduled (Fast

Track) workshops are available by request. Handouts, videos and DVDs on various study skills are also available. The Learning Specialist also provides academic support for students on academic or financial aid probation as well as early intervention for students at risk. Peer Mentors are available for practical tips on becoming a successful college student. Call the Academic Skills Learning Specialist to make an appointment.

### **ESL Study Center**

**722-6300 ext. 6574**

The ESL Study Center provides individual and small group tutoring by appointment in skill areas such as culture, vocabulary, grammar, pronunciation, reading, writing, listening, and speaking. Workshops, led by an instructor, include grammar, pronunciation, and other topics. Computer programs are available for individual practice in all skill areas. No appointment is necessary for these services, which enhance classroom instruction provided at various ESL levels. Grammar assistance is also provided to students not enrolled in ESL classes.

### **Math Center 722-6300 ext. 6232**

The Math Center provides tutoring for all levels of math and math related classes. Tutoring is offered on a drop-in basis for all students who are enrolled in classes at AVC. Tutoring by appointment is available for students who are enrolled in Math 50, 60, 70, 80 and 102 (students must use drop-in tutoring first and show need for appointment). Students enrolled in MATH 099, a self-paced individualized program, receive additional tutoring during class time. Students can check out math software, videos, DVDs and Web-based materials for all math classes. The Math Learning Specialist assists students by offering individual conferences and workshops. The Math Learning Specialist teaches classes regarding Managing Math Anxiety, Math Study Strategies, Math for Nursing, Dosage Calculation and Beginning and Advanced Tutoring. The Math Learning Specialist and the Tutorial Specialist offer class visits, tours, and orientation for use of learning resources.

### **Reading Center**

**722-6300 ext. 6863**

Students who wish to learn how to better use their textbook as a study tool, how to integrate lecture notes with the material from the text, or how to improve vocabulary, etc., can find many resources in the Reading center. The center provides one-to-one and group tutorial services for reading courses as well as cross-curricular reading support. The center also provides Computer Assisted Instruction, workshops, handouts, and media dealing with reading related study skills.

### **Supplemental Instruction**

**722-6300 ext. 6237**

Supplemental Instruction (SI) is the Learning Center program that addresses the needs of students in historically difficult classes. It focuses on integrating study strategies with course content. Supplemental Instruction Leaders attend class and meet outside the class in the Learning Center with groups of students to discuss difficult concepts, review notes, develop study aids, develop testing skills and prepare for upcoming tests. The schedule for SI group meeting times is announced in class and posted in the Learning Center.

### **General Tutoring Center**

**722-6300 ext. 6233**

The Tutoring Program provides weekly group tutorial appointments for selected classes of AVC students who have an Associated Student Organization sticker or are served through EOP&S. The focus of the sessions will be on mastering the course content as well as the study skills necessary to be a successful student. Students can request appointments by stopping by the tutorial desk or calling. Students are expected to attend these sessions weekly. Students who miss two scheduled appointments may be dropped from the tutorial center.

### **Writing Center**

**722-6300 ext. 6228**

Trained tutors assist writers (beginning through advanced) in planning and preparing writing assignments across the curriculum, revising for clarity, and building writing skills. Instructor-led workshops on a variety of topics such as essay planning and organization, thesis statement, research paper,

grammar and punctuation, and essay test-taking are offered throughout the semester. Handouts, computer programs, instructional videos, and Web-based materials are available to help students polish their writing skills. Access to writing handbooks and dictionaries is also provided.

### **Other Learning Center Services**

The Learning Center is not an open computer lab, but students can use a computer for word processing and Internet access for support of a class when space is available. In addition, students can check out videos and DVDs on academic support related topics. Computer-assisted instructional materials, handouts and other self-study materials are also available.

Another service located in the Learning Center is the **DSS High-Tech Center**, 722-6300 ext. 6231, which provides specialized adaptive computerized hardware and software, including screen reading programs, dictation programs and cognitive retraining programs, etc.

### **Learning Disabilities**

**Program 722-6300 ext. 6162**

Special services and disability related counseling are available for students with learning disabilities. Students experiencing significant difficulty in one or more of the areas of listening, speaking, reading, writing, reasoning, or mathematical skills, despite good overall ability, can be tested to find out if they are eligible for this program.

Students who qualify may receive a number of support services. Services available include liaison with instructors, special arrangements for testing, use of tape recorders, recorded textbooks, Kurzweil 3000, notetakers, academic and vocational advisement and registration assistance.

**Library 722-6300 ext. 6455**

The Antelope Valley College Library provides services and instruction to support the transfer, cultural, lifelong, learning and vocational goals of the campus community. The Library's varied collection of books, periodicals, electronic databases, pamphlets, maps and art prints serves to support the academic, technical and distance education programs offered

by the College. Internet access is available during all hours of operation.

The Library offers a place for students to study, work on assignments, develop critical thinking and lifelong learning skills, and explore topics for academic and personal growth. Faculty librarians teach students to develop search strategies and improve the range of their information competency/literacy skills. Credit courses in Library Studies (transferable to CSU), research methods workshops, online tutorials and research guides, group study rooms, copy machines, and research computers are also available.

For more information and current hours of service for both the Lancaster campus and Palmdale Center visit the Library Web site.

## Office for Students with Disabilities (OSD)

**722-6300 ext. 6360**

The Office for Students with Disabilities provides special services to students with physical and cognitive disabilities which limit them educationally or vocationally. The program promotes the concept of equal educational opportunity for the disabled through integration into regular college classes and activities. Special support services are provided as needed and may include registration assistance, academic and career counseling, equipment loan, ASL interpreters, real time captioning, closed captioning of videotapes, readers, notetakers and alternative text production.

An adaptive physical education class (KIN 101) offers students an individualized exercise program, including swimming and weight training.

A complete program with support services is also available for students with learning disabilities. This program focuses on student strengths and weaknesses in reading, writing, math and study skills. A student educational contract is developed for each student.

The OSD maintains working relationships with the Department of Rehabilitation, private rehabilitation agencies, local high schools and other community organizations. Services are also provided to students with temporary disabilities.

## Scholarships 722-6300 ext. 6337 (Title 5, Section 55750)

Antelope Valley College has numerous scholarships, which are donated directly to AVC by individuals, clubs, and organizations in the community. Applicants are considered for all awards for which they qualify. The application deadline is early spring. Scholarships are awarded primarily in the spring for the coming school year. Scholarships are available for new students and continuing at AVC, as well as for students transferring to a four-year school. Scholarships can be based on your career or academic interest, merit based, community service, ethnicity, leadership, community involvement, or other criteria. Antelope Valley College also receives information from independent scholarships, which we make available to students. Some of the criteria include specific career field, ethnicity, merit and/or transferring students. To review the off campus scholarships, stop by the Financial Aid Office.

## SOAR 722-6300 ext. 6509

AV SOAR (Student On the Academic Rise) is a high school with the Antelope Valley Union High School District which is located on the Antelope Valley College. Students take both high school classes and college classes simultaneously with the goal of earning their high school diploma in four years and an associated degree. SOAR provides a supportive, flexible and academically enriched environment with an emphasis in mathematics, science and engineering. SOAR high school is designed to promote academic achievement, social maturity and enhanced economic opportunities through the complete of high school and success in college.

## STAR Student Support Services 722-6300 ext. 6084

S.T.A.R. (Student Transfer and Academic Retention) is a federally funded TRIO Student Support Services Program designed to identify promising students and help them to excel in college. The program provides academic and instructional encouragement through the use of Peer Mentors who monitor, support, and tutor these students. A full

time counselor provides educational plans, career advisement, and personal counseling. The goal of S.T.A.R. is to help students do well in college so they can obtain their Associates degree and/or transfer to a 4-year university

## ELIGIBILITY for S.T.A.R.

Eligibility is determined by these federal guidelines: students are eligible to apply if they are first generation (which means that neither of their parents have graduated from a 4-year university), have a documented financial need, are a U.S. citizen or resident alien, and/or are a documented disabled student. Additional eligibility is further determined by academic potential and demonstrated academic need for the program. Students must be enrolled in and maintain, 9 semester units. The program is funded to serve 160 students per year which are selected from the applicant pool. Applications are available in the S.T.A.R. office, SSV 208. Call 661-722-6300 ext. 6084 with questions.

Services provided:

- Priority registration
- Computer lab
- Counseling
- Peer mentoring
- Tutoring in math and English
- Progress monitoring and personal support
- Financial aid and scholarship application assistance
- Supplemental grant aid
- Academic, goal setting and career advisement
- Computer literacy and research skills instruction
- Academic enrichment workshops
- Cultural enrichment activities
- Academic copies made for free

## Veterans Services

**722-6300 ext. 6342**

The Veterans Resource Center (VRC) is located in SSV 126. The center is designed to recognize and support veteran students as they make the transition from the military to student life. The VRC's mission to provide student veterans, service members, and their families with the resources, support and advocacy needed to be successful in the classroom and ultimately in life.

The VRC provides a dedicated area to connect and relax with other students

who share common backgrounds, experiences, and goals. Camaraderie is the key objective. The VRC helps to provide a true network for veterans to learn about other benefits available to them on campus and in the community.

### **Student Development and College Activities**

**722-6300 ext. 6354**

The Student Development and College Activities Office is designed to assist students in the development of citizenship and leadership. Students can become involved in all aspects of leadership, government and college activities through a number of methods.

### **Student Governance Opportunities**

Each spring semester, an election is held to fill the Student Trustee position. The Student Trustee serves as a member of the AVC Board of Trustees and advises the Board on issues as they prepare to vote on college matters. Qualifications for the Student Trustee can be obtained from the Student Development and College Activities Office.

### **Associated Student Organization**

Associated Student Organization (ASO) has an elected Executive Board and Senators. Students can also become involved by serving on ASO and AVC committees or joining a club. ASO provides a number of services for students with the purchase of an ASO sticker such as tutoring, free admission to all home athletic events (except post season, tournaments and playoffs), discount tickets to many Southern California amusement/theme parks and other campus programs and activities.

### **Student Clubs and Organizations**

All registered students are eligible for membership in AVC clubs and organizations of their choice. Students are encouraged to form additional organizations to meet their needs and interests. All new clubs and organizations are a part of the InterClub Council (ICC) after approval from the Board of Trustees. Having a minimum of 10 students, a faculty advisor and completing the necessary paperwork is all that is needed to begin. The Student Development and College Activities Office assists all clubs in processing paperwork and in maintaining all the club's financial records and banking needs.

### **Student Activities**

Student Activities Council (SAC) is a student-run programming group of the Student Development and College Activities Office. Students who want to be a part of planning campus-wide activities are encouraged to join. New ideas are welcome. Through SAC, students interact with campus clubs, organizations and offices to provide social, cultural, educational and recreational opportunities for students.

Additional questions or information about eligibility and qualifications for any of the services listed may be obtained in the Student Development and College Activities Office located in SSV 180.

ANTELOPE VALLEY COLLEGE  
CELEBRATING OVER 82 YEARS!

## Open Enrollment of Classes (Title 5, Section 51006)

Antelope Valley College maintains that all courses are open to any person who has been admitted to the college and who meets the course prerequisites. The governing board of the District has adopted a resolution to this effect, as follows:

“Be it resolved, that the policy of this District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Section 55003 of Division 6 of Title 5 of the California Code of Regulations.” Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the AVC Library.

## Grading Policy (Title 5, Section 55021)

Each course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem-solving exercises or skills demonstrations by students. Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the AVC Library.

## Grading System (Title 5, Section 55021 and 55023)

Final grades are issued at the end of each semester and are available on the Web at [www.avc.edu](http://www.avc.edu). Their significance is as follows: “A,” Excellent; “B,” Good; “C,” Satisfactory; “D,” Passing, less than satisfactory; “F,” Failing; “I,” Incomplete; “W,” Withdrawal; “P,” Pass; “NP,” No Pass; and “RD,” Report Delayed. Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the AVC Library.

### Grade Points

A system of grade points is used

to determine a student’s standing for graduation or transfer. Grade points are assigned to the respective grades as follows: for each unit of credit, the scholarship grade of “A” is assigned 4 points; “B,” 3 points; “C,” 2 points; “D,” 1 point; “F,” “W” and “I,” no points. A student’s work is considered satisfactory when he/she maintains an average of “C” or 2.0 grade point average (GPA) or higher. According to Title 5, Section 55023, a satisfactory grade is a grade of “A,” “B,” “C” or “P”.

### Withdrawal Grades (Title 5, Section 55024)

Students who withdraw from class before ten percent (or second week, whichever is less) for full term courses, of the semester receive no notation on their academic record. After such time a record of all classes will be entered on the permanent record for all students. A notation of “W” will be made indicating a withdrawal from a specific course. A student may withdraw from full-term length classes up to the 12th week of the semester. The academic record of a student who remains in class beyond the 12th week must reflect a grade of “A,” “B,” “C,” “D,” “F” or “I” (incomplete).

**A student who completes a course by taking a final exam or turning in a final paper or project is not eligible for a late withdrawal under any circumstance.**

### Incomplete Grades

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered in a student’s record. The condition for removal of the “I” and the grade to be assigned in lieu of its removal will be stated by the instructor in a written record to be filed in the Admissions and Records Office where the original of the record will be forwarded to the student. This record will remain on file until the “I” is made up or the time limit has passed. A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

The “I” may be made up no later than one year following the end of the term in which it was assigned. A student may petition for an extension of time due to unusual circumstances before the time limit has passed.

The “I” symbol will not be used in

calculating units to determine grade point average.

### Pass/No Pass Option

Students attending AVC have the option, up to the end of the fourth week of classes (full term), of taking classes for a grade of Pass/No Pass in lieu of a grade of “A,” “B,” “C,” “D” or “F.” Students exercising the Pass/No Pass option must fulfill all course requirements. Classes in which this option is available are indicated with an asterisk (\*) before the title of the course in the class schedule and catalog.

The following policies govern Pass/No Pass courses at AVC:

- A maximum of 12 Pass/No Pass units may be applied toward fulfillment of requirements for the A.A. or A.S. degree.
- A maximum of 6 Pass/No Pass units may be applied toward requirements for a certificate.
- A maximum of 6 units per semester may be taken for Pass/No Pass.
- A grade of “A,” “B” or “C” earned for a class will be posted to the transcript as a grade of “Pass.” A grade of “D” or “F” will be posted as a grade of “No Pass.” The unit value of the class will be listed on the transcript, but grade points will not be posted to the record or counted in computing the GPA.

Students are cautioned that other colleges and universities may restrict the acceptance of courses taken on a Pass/No Pass basis, especially for satisfaction of general education and major requirements. Students planning to transfer should check college catalogs for applicable policies.

The Pass/No Pass option is elected by the student per the deadline specified in the class schedule and cannot be reversed. **NOTE:** Pass notation does not demonstrate competency for proficiency requirements.

### Audit Policy

Education Code 76370 permits community colleges to allow individuals to audit courses, that is, to sit in without participating in class activities or being required to take exams. The intent is to provide individuals with opportunities to explore areas of interest without being subject to the demands of class activities or evaluation and grading. An additional intent is that faculty will not have

## 30 Academic Policies/Programs

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additional work required because of the presence of individuals auditing courses.

In accordance with Education Code 76370, students at Antelope Valley College and community members will be permitted to audit courses only if the admission of auditors will not result in credit students being denied access to a course. However, auditing may not be appropriate for all sections of a course or for all courses even if class seats are available.

Audit petition forms are available from Admissions and Records in the Student Services Building. The forms will not be accepted until after the first week of classes; instructor approval and payment of fees to the cashier is required prior to attending classes.

### *Fees*

A fee of \$36 per unit will be charged with the exception that students enrolled in ten or more units of credit classes at AVC will not be charged to audit 3 or fewer units. These students will be charged to audit more than 3 units at the \$36 per unit rate. NOTE: The per unit enrollment fee may change without notice, subject to mandates issued by the State of California.

### *Responsibilities*

Students and other individuals will be invited to participate in class activities at the discretion of the instructor; however, the instructor is not required to evaluate in any way class activities and projects. Auditors may not take quizzes and examinations and will not receive a grade.

An individual auditing a course will not be permitted to change his or her audit status to a credit status. An individual enrolled in a class for credit will not be permitted to change his or her credit status to an audit status.

Individuals who are auditing a course and are not enrolled in any courses as credit students will not be entitled to any of the services or privileges provided to currently enrolled students. State Education Code is available at <http://ccr.oal.ca.gov> and in the AVC Library.

## Dean's and President's Lists

Antelope Valley College publishes a Dean's List and President's List each fall and spring semester to recognize those of its students who excel academically.

Students who earn between a 3.5 and 3.74 grade point average (GPA) are recognized on the Dean's List; those earning between a 3.75 and 4.0 GPA are recognized on the President's List. To be eligible for either list, students must complete at least 12 units in a given semester. Courses taken on a pass/no pass basis will not be used in computing GPA.

## Graduation with College Honors

There are three levels of graduation with honors based solely on the student's graduating grade point average.

- 3.25-3.49 cum laude (honors)
- 3.50-3.74 magna cum laude (high honors)
- 3.75-4.00 summa cum laude (highest honors)

Students who earn this honor may purchase a gold tassel.

## Honors Transfer Alliance Program

The Honors Transfer Alliance Program (TAP) offers a series of specially designed classes and contract options for motivated, academically outstanding students. The program stresses writing, research and critical thinking skills. Several core courses, designed to meet transfer requirements, are offered over a two year schedule with a number of honors contracts offered each semester in additional courses. All honors courses are listed as such on the student's transcript. Students who complete six honors classes/contracts and other program requirements are recognized as graduates of the Honors TAP program during the annual Honors Convocation.

In addition, students who graduate from the Honors TAP program receive priority consideration for admission to the University of California at Los Angeles (UCLA), the University of California at Santa Cruz (UCSC), the University of California at Riverside (UCR), the University of California at Irvine (UCI), Chapman University and Pomona College. Some of these universities offer students transferring through the Honors TAP program additional benefits (from financial aid to housing to library privileges).

Eligibility and enrollment into the Honors TAP program include:

1. Completed application returned to the

Honors Coordinator.

2. Attached transcript(s) as follows:  
Post-High School Eligibility  
Un-weighted Cumulative (Grades 10-12) 3.5 GPA  
1600 SAT score recommended\* (optional)  
\*SAT score can be replaced by one or more letter of recommendation  
AVC Grades Eligibility  
3.25 in 12 or more academic units.
3. Establish eligibility for ENGL 101 and MATH 102.
4. Submit an essay of at least two pages as a writing sample.
5. Secure approval from the Honors Coordinator.

## Independent Study

(Title 5, Sections 55230 et seq.)

A college level course which is accepted for completion of an appropriate educational sequence leading toward an associate degree and which is recognized upon transfer by an institution of the University of California or the California State University system as meeting either elective or major requirements for a baccalaureate degree may be offered as independent study. Independent study of up to five units can be taken and must be approved by the instructor, dean and Vice President of Academic Affairs.

## Acceptance of Credits from Regionally Accredited Colleges and Universities

Institutions accredited by the following agencies will be automatically accepted by Antelope Valley College (AVC): MSA, NWCCU, NCA-HLC, NCA-CASI, NEASC-CIHE, NEASC-CTCI, SACS, WASC-AACJC & WASC-ACSCU.

## Acceptance of Non-Traditional Education & Test Credit

The Non-Traditional and Test Credit sources listed below are accepted by AVC for College and/or Transfer credit providing the student achieved the minimum score required. Students must consult with an AVC counselor and submit official documentation of credit.

## Sources of Nontraditional Credit

1. Military Programs and Experience
    - a. Community College of the Air Force
    - b. DANTES Subject Standardized Tests
    - c. Military Service Schools
    - d. Military Service - Basic Training (DD 214 required for verification)
  2. Non-Regionally Accredited Institutions  
Transfer credits from non-regionally accredited institutions or other professional/vocational institutions will be considered if:
    - a. The institution from which the credits were earned was authorized as a degree granting institution by the state in which it resided at the time the credits were earned **and**
    - b. The institution generated a transcript of student performance that listed course titles and units of credit in either semester or quarter units **and**
    - c. The course description of record/syllabus is determined to be equivalent to the course description of record of a similar course at Antelope Valley College or as a course fitting the General Education pattern of CSU Breadth or IGETC.
  3. Law Enforcement Training
    - a. California "Post" Academy
    - b. California Highway Patrol
    - c. L.A. Police Department Academy
  4. Registered Nursing - LVN Advanced Placement
  5. Federal Aviation Administration (FAA)
    - a. FAA Academy—Airway Systems Specialist
    - b. ASE Auto Body/Automotive Certification
    - c. Airframe and Powerplant License
    - d. SpaceTEC Aerospace Technology Certification
  6. Cal State University English Equivalency Exam
  7. Corporate Training Programs
  8. Foreign Colleges or Universities
- Note: Evaluation must be completed by an approved foreign credentials evaluation service - the list of approved agencies is available in the Counseling Center.**
9. Advanced Placement Exams of the

College Entrance Examination Board (AP) (See Page 46)

### 10. College-level Examination Program (CLEP) (See Page 47)

See Pages 46-47 for charts of approved courses for Credit for Advanced Placement Exams and for the College Level Examinations Program (CLEP).

## Credit by Articulation (2+2)

Articulation in education is a process that contractually allows two or more educational systems to move students from one program/course within an educational level to the next level without loss of time or resources. The goal is to offer high school students: (1) A seamless educational transition from high school to AVC without duplicating course content and/or competencies; (2) College credit; (3) Attainment of prerequisite requirements to enable students to enroll in more advanced college courses; and (4) Incentives to pursue postsecondary education through AVC.

The College currently has articulation agreements in many courses with the Antelope Valley Union High School District. For a list of articulated courses, or for more information, contact AVC's Admissions and Records Office.

## Credit by Examination

Board approved May, 2004.

Students requesting credit by examination must be currently enrolled students actively participating in courses for that semester, and be in good academic standing. (Students may not be registered in the class they wish to challenge by exam.) Students may receive credit by examination for a course only if it has been designated by the Antelope Valley College faculty and is listed in the AVC catalog. Students may challenge a maximum of four courses during their enrollment at AVC. (A list of courses for which credit by examination may be granted is also available in the Counseling Center.)

It is the responsibility of the faculty in the discipline who normally teach the course to determine the nature and content of the examination based upon the policies and procedures approved by the curriculum committee (AP&P). The examination must clearly measure the students' mastery of the course content as listed in the Course Outline of Record.

A separate examination must be given for each course for which credit by examination is granted. Faculty may accept an examination conducted at a location other than the college if prior arrangements have been made. (Credit may be awarded for prior experience or learning only if a course has been designated as such.) Credit received is not applicable for financial aid, veteran's pay, or athletic eligibility.

Grades shall be awarded according to the standard grading scale ("A"- "F"). Before taking the examination, students may request a pass/no pass option only if that option is normally available for the course. Pass will be granted to any student who satisfactorily passes the examination with a "C" or better. The result of the examination, with grade and grade points, is entered on the students' record and shall be clearly annotated to reflect that credit was earned by examination. Units for which credit is earned by examination shall not be counted in determining the 12 semester hours of credit in residence required for a degree or certificate.

Cited from Title 5, Section 55050; and State Education Code is available at <http://ccr.oal.ca.gov> and in the AVC Library.

A student currently wishing to challenge a course will have to pay the current per unit fee for courses. This fee may be subject to change without notice.

Students desiring to challenge a course by examination should submit a petition to the Office of Admissions and Records before the end of the fourth week of the semester. Challenge examinations must be completed by Friday of the seventh week of the semester.

Challenge examinations are permitted only in the fall and spring semesters; summer challenge examinations may be permitted for special circumstances.

In the event that a student does not complete the challenge examination, a student may submit a petition for extenuating circumstances for a **refund**. This form is available in Admissions and Records or on the Web.

## Repeating a Course

If a student receives a substandard grade ("D," "F" or "NP") in a course, he/she may repeat the course once. Only the most recent grade will be used in calculating the grade point average;



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however, the previous grade will be coded on the transcript and by law must remain legible. Should a student transfer to another college, Antelope Valley College cannot guarantee the most recent grade will be used in calculating the grade point average. **NOTE:** Students will be permitted to withdraw and receive a “W” and/or a substandard grade in a class on no more than three occasions. After two enrollments students will be required to submit an Extenuating Circumstances petition for the third and final enrollment at AVC.

Repetition of courses for which substandard work has not been recorded (grades “A,” “B,” “C” or “P”) may be permitted only upon petition by the student and with the written permission of the Dean of Enrollment Services. Grades awarded for courses repeated under the provisions of this section shall be included when calculating a student’s GPA.

Special circumstances under which a student may be allowed to repeat a course in which he/she has received a grade of “A,” “B,” “C” or “P” are as follows:

1. A period of 5 years has elapsed since the last time the student completed the class, and the student can justify the need to repeat the class as a “refresher course” prior to advancing on to the next higher level of course work.
2. The student needs to repeat the class as a “refresher class” because comprehension of the course material is directly related to success on the job.
3. When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point average.
4. Other special circumstances as deemed appropriate by the Dean of Enrollment Services.

### Repeatable Courses

Certain specified courses may be repeated if they meet the following criteria set forth in Title 5, Section 55041 and have been reviewed and approved by the AP&P Committee.

“Each identified course is one in which the course content differs each time it is offered, and...the student who repeats it is gaining an expanded educational experience.” In addition, each repeatable course must prove one of the following justifications:

1. Skills or proficiencies are enhanced by supervised repetition and practice in class; or
2. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained; or
3. “Instances when such repetition is necessary for a student to meet legally **mandated training** requirements as a condition of continued paid or volunteer employment...Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average.” As stated in Title 5, Section 55040-55043, 55253.
4. A student may request to repeat a repeatable course to have a substandard grade excluded (before the maximum allowable repeatability is completed) from the student’s GPA by submitting a Petition for Extenuating Circumstances to the Dean of Enrollment Services for consideration.

These repeatable courses are identified in the catalog and schedule by the symbol **(R)** and a number which represents the total number of times the course can be repeated, e.g. **(R3)** means the course may be taken for a total of four times. Students who complete a course for the maximum number of times should request to audit the course for any additional participation in that course.

### Academic Renewal

A student may petition through the Dean of Enrollment Services to have up to 30 semester units of course work taken at Antelope Valley College eliminated from the computation of Antelope Valley College total grade point average. The approval or disapproval of the petition will take place administratively pursuant to rules stated herein and those approved by the Governing Board. A student may petition for academic renewal only once, and all units up to 30 must have been taken in consecutive semesters of attendance excluding summer sessions and intersessions. Only “D” and “F” grades may be eliminated from the computation of the GPA under the Academic Renewal Policy.

The student seeking academic renewal

must present evidence that the previously recorded work was substandard academic performance and is not reflective of more recently demonstrated academic ability.

Evidence of recent academic ability will be determined by one of the following:

- 12 semester units with at least a 3.0 GPA
- 18 semester units with at least a 2.5 GPA
- 24 semester units with at least a 2.0 GPA

Work taken in the last semester being petitioned must have been completed at least 24 months prior to the date the academic renewal petition is submitted by the student.

### Petitions for Extenuating Circumstances

Petitions are formal requests for an exception to or waiver of college procedures (refunds, grade changes, grade removals, etc.) Extenuating circumstances are verified cases of accidents, illness, family, or work obligations and other circumstances beyond the control of the student. Petitions without justifiable documentation are subject to denial and will be returned to the student.

Petitions for changes of grade are done informally with the instructor. If a satisfactory resolution does not occur, the student may appeal the grade to the Division Dean and then to the Vice President of Academic Affairs. Students have one year to appeal after the grade is awarded.

Extenuating Circumstance Petitions may be obtained from Admissions and Records. All petitions will be forwarded to the Petition Committee and/or its designee. Once a determination has been made, notification will be sent by mail or e-mail. Students wishing to appeal the decision regarding a petition should speak with the Dean of Enrollment Services.

### Classroom Decorum

It is not always clear to students what is expected of them when they enter the college classroom. Even though most instructors advise their students the first day of class about the importance of maintaining certain courtesies in the classroom, in order for teaching and learning to take place, students may still have some questions. The following list

of “what to do” and “what not to do” may serve as a guide for students and enable them to establish a positive relationship with their professors and to help them become successful students.

#### **DO**

1. Come to class on time.
2. Attend class consistently.
3. Complete assignments prior to class.
4. Come prepared to participate in class discussion and activities.
5. Enter the classroom quietly when unavoidably late to class.
6. Notify your professor in advance of an absence when possible or when you are unable to stay for the full class period.

#### **DO NOT**

1. Bring children or food to class.
2. Whisper and chat with other students during class.
3. Read or work on other subjects during class time.
4. Noisily enter or leave a class that is in progress.
5. Use curse words in the classroom.
6. Ask if you missed anything important after returning to class from a previous absence.
7. Disrupt the class with distraction or crude behavior.
8. Bring pets.

## **Attendance Policy**

Regular attendance and consistent study are the two factors which contribute most to success in college work. A college student is expected to attend all sessions of the classes in which he/she is enrolled. Failure to attend class can result in a drop or dismissal from class.

When the number of hours a student is absent in a specific course exceed the number of hours the course meets per week, the student may be dropped from the course. If the course is less than sixteen weeks, the faculty will determine at what point the student may be dropped for excessive absences (typically in excess of 1/16th of the course has been missed).

The attendance policy for tardies and/or leaving class early for each course is established by the instructor and should be stated in writing in the syllabus. At the instructor’s discretion, tardies and/or leaving class early may be equated to absence(s). While it is the responsibility of the instructors to

communicate attendance policies and to apply them equally to all students, it is the responsibility of the students to know the policy in each of their classes and to be aware of their current attendance status.

## **Online Attendance Policy**

Online students are subject to the same attendance policy as are on-ground students. Refer to the Attendance Policy in the current catalog.

Student attendance in online courses is defined as “active participation” in the course, as described in the instructor’s course syllabus. Active participation is typically defined as submitting an assignment (such as an exam, exercise, or project element), participating in the discussion forums, or by engagement in other academic events that indicate an online presence within a specified time frame.

Online courses at minimum will have weekly mechanisms that will determine a student’s active participation. Instructors will identify specific activities that must be completed during the first week of the course. A student’s failure to complete the specific activities by the posted due date will be dropped as a NO SHOW unless the student has made prior arrangements with the instructor.

Student participation will be monitored throughout the course by the instructor. Students who fail to maintain active participation in the online course, as defined in the course syllabus, may be dropped from the course.

## **Attendance Information**

### **First Day of Class Drop Policy**

The first class week of each course is the time that instructors will distribute syllabi, discuss course requirements, and explain what is expected in terms of the attendance and grading policies. Therefore, it is especially important that students attend the first class session of each course. **Students may be dropped if they do not attend the first session regardless of the reason for non-attendance. This is done to allow waiting students an opportunity to enroll. Students should notify instructors by telephone, e-mail, or memo to request an exception to policy.**

## **Adding Classes**

Students may enroll in open classes, without instructor approval, until the day before class begins. Once open registration closes, and before the census day (late registration period), students may only add classes with an AAC and in some cases an add/drop form that is signed by the instructor. Students must meet corequisite and/or prerequisite requirements, which are checked at time of registration. Students may register for classes which begin after regular session starts by Web until the day before class starts.

At the end of open registration when a course is closed, it will remain closed regardless of drop activity, and only the instructor or dean of the division/area may approve student enrollment into a closed class until the last date to add a course. Approval of the Dean of Enrollment Services is required to add a semester length course after the last date to add. After the last date to add, and only under extenuating circumstances will a dean of a division or area recommend to the Dean of Enrollment Services to add students to classes.

## **Dropping Classes**

### **(Title 5, Section 55024)**

Following registration, students may withdraw from any course by using the Web registration system or in person registration through the last day to drop with a “W” date. However, non-attendance does not release the student from his/her responsibility to drop. Failure to drop will result in a failing grade.

**Inactively enrolled students must be dropped before the census day (usually the 3rd week for full term courses) in accordance with Title 5, Section 58004.**

“Districts shall clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

As of each census day, any student who has: (1) been identified as a “no show,” or (2) officially withdrawn from the course, or (3) been dropped from the course.

A **no show** student is defined as: An enrolled student who has not attended one or more courses at any time.

“A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. Extenuating circumstances are verified

cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The drop date shall be the end of business on the day immediately preceding the census day.”

If a student’s absences in a specific class exceed the number of hours the class meets per week, the student may be prohibited from further attendance in the class and may be dropped by the instructor.

### **Withdrawal From a Class (Title 5, Section 55024)**

A student planning to withdraw from one or more courses must follow the prescribed class withdrawal date procedure. The prescribed withdrawal dates for each class is published in the schedule of classes. Failure to do so will result in the student’s being awarded grades by the instructor for each class in which the student registered.

Students will be permitted to withdraw and receive a “W” in a class on no more than three occasions. After two enrollments students will be required to submit an Extenuating Circumstances petition for consideration of the third and final enrollment at Antelope Valley College. An enrollment occurs when a student receives an evaluative or nonevaluative symbol on their academic record.

A student planning to withdraw from all classes and leave school must also pay all loans, fines, fees and resolve any other outstanding obligations. Antelope Valley College will not provide student transcripts under the State Education Code, Section 76225, “...Student privileges, diploma or transcripts may be withheld until the student pays a proper financial obligation due the District.” State Education Code is available at <http://ccr.oal.ca.gov> and in the AVC Library.

Students may withdraw from a class by using the Web or in person.

Students should refer to [www.avc.edu](http://www.avc.edu) and click the look-up classes link. Select the appropriate subject and click the specific CRN for withdrawal deadlines and other critical dates.

### **Remedial Coursework Limit**

**(Title 5, Section 55035)**

The Board of Trustees adopted the following policy on remedial coursework limit.

A student’s need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures administered pursuant to Chapter 6 (commencing with Section 55500) of Division 6. However, no student shall receive more than 30 semester units of credit for remedial coursework. Students having exhausted the unit limitation shall be referred to appropriate adult noncredit education services provided by college, adult school, community-based organization, or other appropriate local providers with which the district has an established referral agreement.

The following students are exempt from the limitation on remedial course work:

1. Students enrolled in one or more courses of English as a Second Language (ESL).
2. Students identified by the district as having a learning disability as defined in Section 56014 of Title 5.

The governing board of a district will provide a waiver of the limitation on remedial coursework with respect to any student who shows significant, measurable progress toward the development of skills appropriate to his or her enrollment in college-level courses. Such waivers, if granted, will be provided pursuant to locally developed standards which are reviewed and approved by the governing board. The standards will include provisions which ensure that waivers are only given for specified periods of time or for specified numbers of units.

A student who does not attain full eligibility status for college-level work within the limit will, unless provided with a waiver, be dismissed and referred to adult noncredit education courses.

A student will upon successful completion of appropriate “remedial coursework,” or upon demonstration of skills levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework.

### **Academic Progress/ Probation and Dismissal**

#### **Placement on Probation:**

1. A student who has attempted at least 12 semester units of AVC credit shall be placed on academic probation when the earned GPA in all units attempted at AVC is less than 2.0.
2. A student who has enrolled in at least 12 semester units of AVC credit 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 “NP” are recorded reaches or exceeds 50 percent.

A student who has been placed on probation shall be notified via their AVC email of the probation status. An academic registration restriction will be placed on the student’s record. Students with an Academic Probation/Progress I status, will be required to complete the online Probation/Progress I workshop at <http://www.avc.edu/studentservices/counseling/probworkshop/>. A student with a status of Academic /Progress Probation II will be required to attend the “Mastering Academic Success” workshop. Contact the Counseling Department by calling (661) 722-6300 extension 6338 to schedule a workshop.

#### **Removal from Probation:**

1. A student on academic probation because a 2.0 GPA has not been maintained shall be removed from probation when a cumulative GPA of 2.0 or better is attained.
2. A student on progress probation for excessive “W,” “I” and “NP” grades shall be removed from probation when the percentage of all units in which the student has enrolled and for which entries of “W,” “I” and “NP” were recorded drops below 50 percent.

#### **Dismissal:**

At the end of each semester, students on probation shall be dismissed when one of the following conditions applies:

1. The earned grade point average in all units attempted at Antelope Valley College is less than 2.0 in each of three consecutive semesters.
2. The number of units for which “W,” “I” and “NP” grades have been assigned has warranted probationary status for three consecutive semesters.

3. A combination of (1) and (2) above occurs for three consecutive semesters.

Students will be notified of their dismissal from the college by their AVC email. Dismissal students are required to attend a dismissal workshop. Contact the Counseling Department by calling (661) 722-6300 extension 6338 to schedule a workshop.

Students who believe they have been dismissed in error or have an unusual circumstance they believe warrants an exception to the dismissal may file an Appeal for Readmission following the process outlined below under "Reinstatement."

Nonacademic reasons for dismissal from class or from the college include excessive absences, unsatisfactory classroom conduct, poor citizenship, or deliberate or willful falsification of information on any document supplied the college. Grades in all classes carried at the time of dismissal will be awarded according to the grading policy. A student who is dismissed for other than academic reasons is not eligible for readmission for the duration of the semester. Students dismissed for nonacademic reasons may be dismissed for one to four semesters.

**Attention Veterans:** For students who are eligible to receive educational benefits from the Veterans Administration, if the earned grade point average in all units attempted at AVC is less than 2.0 in each of three consecutive semesters, the college will not certify the student's enrollment to the Veterans Administration for payment of benefits until the student's earned grade point average is 2.0 or better.

### Reinstatement:

A student who has been dismissed from AVC may appeal the dismissal by filing an Appeal for Readmission. If the appeal is denied, the student may not enroll at AVC until at least one semester has elapsed and a new Appeal for Readmission has been submitted and approved. Readmitted students will be required to meet with a counselor to make a plan and determine conditions for readmission. The plan may include, but is not limited to, limiting units, repeating failed courses, meeting with a counselor each semester until such time as they are removed from probationary status, or other conditions as necessary to help assure the student's success.

## Student Discipline

These policies and procedures are reprinted from the AVC Board Policies Section 5500, Board Approved 02/06/06.

### General Provisions

- .1 The Board of Trustees of the Antelope Valley Community College District expects students to conduct themselves in a manner consistent with the educational purposes of the college. Student conduct must reflect the standards of behavior as defined in pursuant sections (Education Code Sections 76030–76037). Student conduct should reflect consideration for the rights of others and students are expected to cooperate with all members of the college community.
- .2 Students shall also respect federal and state laws, board regulations, college regulations, and applicable provisions of civil law.
- .3 College personnel are responsible for communicating appropriate student conduct and for reporting violations thereof. The vice president of student services or designee has the right to administer suitable and proper corrective measures for misconduct.
- .4 Nothing in this article shall be construed to limit the authority of the board of trustees to adopt additional rules and regulations as long as they are not inconsistent with the requirements of this article. These additional rules may, among other things, prescribe specific rules and regulations governing student behavior, along with applicable penalties for violations of the adopted rules and regulations, and may clarify appropriate due process procedures, including procedure by which students shall be informed of these rules and regulations. (CA Ed. Code 76037)
- .5 A student may be removed, suspended, or expelled only for conduct associated with college activities or college attendance. Students may be disciplined for harassment, threats, or intimidation, unless constitutionally protected. Violation of any law, ordinance, regulation or rule pertaining to the parking of vehicles shall not be cause for suspension or expulsion of a student from the college. (CA Ed. Code 76034, 66301 (d))
- .6 A student may be suspended by

the board of trustees, the college president, or vice president of student services for good cause, or when the presence of the student causes a continuing danger to the physical safety of the student or others. The board of trustees may exclude students of filthy or vicious habits, or students suffering from contagious or infectious diseases, or any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. (CA Ed. Code Sections 76020 and 76030)

### .7 Good Cause

Good cause may be established by using appropriate investigation standards, such as:

- a) Interview of witnesses.
- b) Review of a Campus Security Report(s), if applicable.
- c) Review of written statements, if applicable.
- d) Review of pertinent documents, if applicable.
- e) Review of any other evidence, if applicable.

## Guidelines for Student Conduct

These policies and procedures are reprinted from the AVC Board Policies Section 5500, Board Approved 02/06/06.

Good cause includes, but is not limited to, the following offenses:

### .1 Academic Violations

- a) Violation of the **Academic Honesty Policy:** Dishonesty, including but not limited to cheating, or plagiarism. Plagiarism – from the Latin word for "kidnap" – involves using another's work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are

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used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. **Students are always responsible for any plagiarism in their work.**

An instructor who determines that a student has cheated or plagiarized has the right to give an "F" grade, or numerical equivalent, for the assignment or examination.

Antelope Valley College reserves the right to utilize electronic means to investigate possible academic violations. Enrollment in any class implies student agreement and consent that all assignments are subject to submission for textual similarity review to an electronic database.

- b) Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
- c) Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to, handwritten or typewritten class notes, except as permitted by any college policy or administrative procedure.

### .2 General College Violations

- a) Forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
- b) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
- c) Engaging in an expression which is obscene, libelous, or slanderous, or which so incites students as to

create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful college administrative procedures, or the substantial disruption of the orderly operation of the college.

- d) Unauthorized entry into or use of college supplies, equipment, and or facilities.
- e) Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
- f) Theft of or damage to property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.
- g) Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of the college.

### .3 Computer Usage Violations

Theft or abuse of computer resources, including, but not limited to:

- a) Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file.
- c) Unauthorized use of another person's identification and password.
- d) Use of computing facilities to interfere with the work of another student, faculty member, or college official.
- e) Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
- f) Use of computing facilities to interfere with normal operation of the college computing system.
- g) Use of computing facilities for student's personal financial gain or for solicitation of any kind.
- h) Violation of applicable AVC "Computer Use Guidelines" or posted lab regulations.

### .4 Behavior Violations

- a) Disorderly, lewd, indecent, or obscene conduct, or habitual profanity or vulgarity on college-owned or controlled property, or at college-sponsored or supervised functions.
- b) Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
- c) Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
- d) Gambling on district property.
- e) Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
- f) Actions, which result in injury or death of a student, college personnel, or campus visitor, or damage to property owned by the district.
- g) Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel, or persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- h) Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2)
- i) Committing or attempting to commit extortion.
- j) Committing sexual harassment as defined by law or by college policies and procedures.
- k) Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender), sexual orientation, religion, age, national origin, disability, or any other status protected by law.

### .5 Substance Violations

- a) Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with

Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on college property, or at any college sponsored event.

- b) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

.6 **Weapons Violations**

- a) Possession or use of any dangerous or deadly weapon or instrument on any college-owned or controlled property or at any college-sponsored or supervised function. For purposes of these guidelines, a “dangerous or deadly weapon or instrument” includes, but is not limited to any: firearm, shotgun, rifle pistol, air rifle, BB gun, folding pocket knife with a blade longer than two and one-half inches, dirk, dagger, locking blade knife, switch blade knife; brass knuckles, blackjack, billy club, nun-chuck sticks, sling shot, taser, stun gun, shocker, razor blade, acid, metal pipe, sharpened wood or metal trap, or any other weapon, instrument or object designed or modified to inflict physical harm on another person or animal. In the interest of protecting students, college personnel, or campus visitors, the college retains discretion to determine what constitutes a dangerous or deadly weapon or instrument. Certain exceptions can be made for classes or college-sponsored events. Prior written authorization from the vice president of student services, or designee, must be obtained before these items can be brought on-campus or to a college-sponsored event.
- b) Possession or use of replica or imitation weapons on any college-owned or controlled property or at any college-sponsored or supervised function.
- c) Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any

college-owned or controlled property or at any college-sponsored or supervised function.

- .7 Students who engage in any of the above are subject to the measures outlined in Administrative Procedure 5520.

## Procedures for Discipline Related to Standards of Conduct

These policies and procedures are reprinted from the AVC Board Policies Section 5500, Administrative Procedure 5520, Board Approved 02/06/06.

The purpose of this procedure is to provide a prompt and equitable means to address violations of the standards of student conduct, which guarantees the student or students involved the due process rights guaranteed them by state and federal constitutional protection. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by state and federal constitutions, and by Education Code 76120, and will not be used to punish expression that is protected.

### Definitions

**District** – The Antelope Valley Community College District.

**Student** – Any person currently enrolled as a student at any college or in any program offered by the District.

**Instructor** – Any academic employee of the district in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

**Short-Term Suspension** – Exclusion of the student by the vice president of student services (or designee) for good cause from one or more classes for a period of up to 10 consecutive days of instruction.

**Long-Term Suspension** – Exclusion of the student by the vice president of student services (or designee) from one or more classes for the remainder of the school term, or from all classes and

activities of the college from one or more terms.

**Withdrawal of Consent to Remain on Campus** – Withdrawal of consent by the vice president of student services (or designee) for any person to remain on campus in accordance with California Penal Code Section 626.4 where there is reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Upon receiving information that the Student Code of Conduct may have been violated, written notification to the student or students will be sent outlining the allegations, and instructing them to schedule an appointment with the vice president of student services. With the exception of a minor, who must be accompanied by a parent or guardian, the student shall not have an advisor or legal representation at this meeting unless approved/permitted by the vice president of student services.

The board of trustees provides the following sanctions for violation of the Student Code of Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties.

.1 **Admonition**

An oral statement to the offender that the student has violated district rules.

.2 **Reprimand**

A reprimand is a warning stating that the continued conduct of the type described in the reprimand may result in a subsequent formal action against a student by the district.

- a) **Verbal**: Verbal notification to the student by a college staff member in a position of authority that continuance of the conduct may be cause for further disciplinary action. A record of the fact that a verbal reprimand has been given may become part of a student’s record at the college for a period of up to one year.

- b) **Written**: A written notification to a student by the vice president of student services to cease and desist from conduct determined to violate the standards of student conduct. Written reprimands may become part of a student’s permanent record at the college.

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The college is not required to provide an appeal process for students who receive a verbal or written reprimand.

### .3 Temporary Suspension by Instructor

- a) An instructor may suspend for cause any student from his/her class for the day of suspension and the class following.
- b) The instructor shall immediately report the suspension (verbally and subsequently in writing) to his/her dean and vice president of student services. A decision will then be made concerning further disciplinary action.
- c) The student shall not return to the classroom from which he/she was suspended during the suspension, without the concurrence of the instructor, the instructor's dean and the vice president of student services.
- d) No instructor shall be allowed to suspend a student without first apprising the student of the reason for suspension and permitting such student to present his/her version of the incident causing suspension.
- e) If the student is a minor, the instructor shall ask the parent or guardian of the student to attend a parent conference regarding the suspension as soon as possible. A college administrator shall attend the conference if the instructor or parent or guardian so requests.
- f) Nothing herein will prevent the vice president of student services from recommending further disciplinary procedures in accordance with these procedures based on the facts that led to the removal, or of the student's previous violations.

### .4 Disciplinary Probation

Disciplinary probation is a formal action of the district against a student for misconduct, and the action may result in the student being removed from all college organization offices and being denied the privilege of participating in all college or student sponsored activities, including public performances. Disciplinary probation may be imposed on a student for a period not to exceed one year. The college is not required to provide an appeal process for students who are placed on disciplinary probation.

### .5 Restitution

Financial compensation for damage

to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.

### .6 Campus Community Service

In-kind campus community service may be imposed for violations of the code of conduct.

### .7 Withdrawal of Consent to Remain on Campus

The vice president of student services (or designee) may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the vice president of student services (or designee), a written report must be promptly made to the student's discipline file.

The person from whom consent has been withdrawn may submit a written request for a meeting on the withdrawal within the period of the withdrawal. The request (for a meeting) shall be granted not later than seven days from the date of receipt of the request.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

### .8 Suspension

- a) Suspension from any or all classes of the college and from use of any district facilities. The college president or the vice president of student services may suspend a student for good cause as follows:
  - From one or more classes for a period of up to 10 days of instruction.
  - From one or more classes for the remainder of the school term.
  - From all classes of the college for one or more terms. During the period of suspension, a student shall not be permitted to enroll in classes at the college. (CA Ed. Code Section 76031)
  - From the use of district facilities and all available services.

- b) In all cases of suspension, the student shall receive official notice from the vice president of student services (or designee) by "Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. If delivery is refused, the written notification will be considered as being received, and the suspension will go forward.

- c) The suspension of any student from the college for a period of more than 10 days shall be accompanied by a prompt hearing. If an immediate suspension is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the suspended student for a hearing within 10 days of the suspension. (CA Ed. Code Section 66017)

### .9 Expulsion

- a) The expulsion of a student must be accompanied by a hearing before the college hearing panel. (See Appeals Involving Maximum Suspensions).

- b) In cases of expulsion, the president shall recommend action to the board of trustees after receiving the vice president of student services' recommendation(s) and supporting documentation, including college hearing panel recommendations.

- c) After board action, the president shall notify the student by "Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. If delivery is refused, the written notification will be considered as being received, and the board action will go forward. The expulsion may be imposed for a specified or unspecified time, and shall include all programs, services, and activities of the college.

- d) For expulsions imposed for an unspecified time, the student may, after a reasonable time (not less than one year), request in writing that the college president remove the expulsion. If approved by the college president, he/she shall make that recommendation to the board of trustees. The president shall notify the student of the board's decision.

## Appeals Involving Maximum Suspensions

These policies and procedures are reprinted from the AVC Board Policies Section 5500, Board Approved 02/06/06.

### .1 College Hearing Panel

The college hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student. A quorum of three members must be present for the hearing to take place.

The vice president of student services, the president of the academic senate and the ASO president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The vice president of student services shall appoint the college hearing panel member from the names on these lists. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel. All members of the hearing panel will be asked to sign a written statement attesting to their neutrality.

### .2 College Hearing Panel Chair

The vice president of student services shall appoint one member of the panel to serve as the chair. The decision of the college hearing panel chair shall be final on all matters relating to the conduct of the hearing, unless there is a vote by both other members of the panel to the contrary.

### .3 Conduct of the Hearing

- a) Students will be notified, in writing, of the date, time, and place of the hearing. They must advise the vice president of student services or designee, in writing, if they will be present. The hearing will occur whether they attend or not.
- b) The members of the hearing panel shall be provided with a copy of the allegation(s) against the student and any written response provided by the student before the hearing begins.
- c) The facts supporting the allegation(s) shall be presented by a college representative who shall

be the vice president of student services.

- d) The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. The student shall not have any other representation, except as provided in item g).
- e) Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- f) Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make their first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove, by substantiation of evidence, that the facts alleged are true.
- g) The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The college hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel, but shall not be a member of the panel, nor vote with it.
- h) Hearings shall be closed and confidential.
- i) Witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
- j) The hearing shall be recorded by the college, either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give statements. In the event the recording is by tape

recording, the college hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the district, either at the college or the district office, at all times, unless released to a professional transcribing service. The student may request a copy (in writing) of the tape recording.

- k) All testimony shall be taken under oath; the oath shall be administered by the college hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used, unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not available.
  - l) Within five days following the close of the hearing, the hearing panel shall prepare and send to the president a written decision. The decision shall include specific factual findings regarding the allegation(s), and shall include detailed conclusions regarding whether any specific section of the standards of student conduct were violated. The decision shall also include a specific disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original allegation(s), the written response, if any, of the student, and the oral and written evidence produced at the hearing.
- ### .4 President's Decision
- a) Long-Term Suspension  
Within five days following receipt of the college hearing panel's recommended decision, the president shall render a final written decision. The president may accept, modify, or reject the findings, decisions, and recommendations of the college hearing panel. If the president modifies or rejects the college hearing panel's decision, the president shall review the record of the findings and conclusions, and shall prepare a new written



decision, which contains specific factual findings and conclusions. The decision of the president shall be final.

b) **Expulsion**

Within five days following receipt of the college hearing panel's recommended decision, the president shall review their recommendation. The president may accept, modify, or reject the findings, decisions, and recommendations of the college hearing panel. If the president modifies or rejects the college hearing panel's decision, the president shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The president's decision shall be forwarded to the board of trustees in cases in which the expulsion is upheld.

.5 **Board of Trustees Decision**

- a) The Board of Trustees shall consider any recommendation from the president for expulsion at the next regularly scheduled meeting of the board after receipt of the recommended decision.
- b) The board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting. Any such request must be made, in writing, no less than five days prior to the date of the meeting. (Education Code Section 72122)
- c) The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the board's meeting. If delivery is refused, the recommendation will be submitted to the board, regardless of whether the student is present.
- d) The student may, within 48 hours after receipt of the notice, request that the hearing be held as a public hearing. Even if a student has requested that the board consider an expulsion recommendation in a public meeting, the board will hold any discussion that might be in conflict with the right of privacy of any student, other than the student

requesting the public meeting, in closed session.

- e) The board may accept, modify, or reject the findings, decisions, and recommendations of the president. If the board modifies or rejects the decisions, the board shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the board shall be final.
- f) The final action of the board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the district. (CA Ed. Code Section 72122)

### Student Due Process

#### Student Rights and Grievances

According to Administrative Procedure 5530, the purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. A request for due process shall be filed with the Vice-President of Student Services. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
- Sexual harassment
- Financial aid
- Illegal discrimination
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to:

- Student disciplinary actions,

which are covered under separate Board policies and Administrative Procedures.

- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

#### Student Right to Challenge Contents of Record

Administrative Procedure 5045 allows that any student may file a written request with the Superintendent/President or designee to correct or remove information recorded in his or her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

#### Grade Changes

According to Administrative Procedure 4231, in any course of instruction in a California Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the instructor of the course.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be reviewed by a three-faculty member peer review panel. The panel will consist of faculty who are outside the discipline area, examining methods of evaluations, making a determination on the correctness, good faith, and competency of the grade award by the instructor of the course, based on the Official Course of Record. If the panel determines that the process and criteria are fair and appropriate for the discipline and level of course, the grade stands. If the panel determines that the process and criteria were unfair and inappropriate for the discipline (instructor did not follow the Official Course of Record) then, the

instructor will be asked to reevaluate the grade for all students enrolled in that term.

A final determination will be presented to the Vice President of Academic Affairs.

Student Request for Change of Grade

Students who wish to appeal a final grade must do so within one year from the date the final grade was issued.

**Complaint Regarding Faculty**

According to the faculty collective bargaining agreement, students are encouraged to consult informally with the instructor for purposes of resolving complaints other than those involving complaints about discrimination or sexual harassment. (Please see the section on Discrimination/Sexual Harassment for more information about the procedures to be followed for complaints regarding discrimination or sexual harassment). If the difficulties are not resolved or the student does not wish to meet with the instructor, the student must meet with the dean of the division in which the instructor serves.

If there is a reasonable substance to the complaint, the supervisor will request that the complaint be put in writing, including the nature of the complaint and a summary of the substantiating evidence. An informal meeting between the faculty member and the complainant will be held to discuss the complaint and attempt to resolve the problem. If the complainant is not willing to meet with the faculty member, the complaint will be dropped. If the problem is not resolved to the satisfaction of all parties after the faculty member, complainant, and supervisor have met and conferred, a copy of the complaint may be placed in the personnel file of the faculty member.

If the immediate supervisor decides that further action is necessary, the complainant and faculty member will be notified of the recommended action. Within three working days following receipt of the immediate supervisor's decision, either party, if dissatisfied with the proposed solution of the complaint, may appeal to the vice president having jurisdiction. The vice president may conduct whatever investigation and consultation deemed necessary for an acceptable resolution to the complaint. A written decision shall be submitted by the

district vice president within five working days following receipt of the appeal.

Either party, if dissatisfied, may appeal the vice president's decision to the college president.

**Discrimination/Sexual Harassment**

In accordance with Board Policy 3410, it is the policy of Antelope Valley Community College District to maintain a learning and working environment that is free from discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, or Vietnam era veteran's status, or because he or she is perceived to be in a protected category or associated with those in a protected category.

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**Policy/Complaint Procedure**

The policy regarding discrimination and sexual harassment as well as the Discrimination Complaint Form is available in the Office of Human Resources and Employee Relations.

Students or employees with complaints of discrimination, sexual harassment, Title IX violations, or Americans with Disabilities Act (ADA) matters involving Section 504 should direct them to the District Compliance Officer at (661) 722-6300 ext. 6311 .

Copies of the complaint procedure are available from the Office of Human Resources and Employee Relations.

The Vice President of Human Resources and Employee Relations, who serves as the District's Compliance Officer, is the administrator responsible for receiving complaints of discrimination based on age as well as disability, race, religion and sex, including sexual harassment.

Questions or concerns should be directed to:

Michael Shane Turner  
District Compliance Officer  
Antelope Valley College  
Office of Human Resources and  
Employee Relations  
3041 West Avenue K  
Lancaster, CA 93536-5426  
(661) 722-6300 ext. 6311

**Sex Discrimination**

Sex discrimination is defined as the differential treatment of students and staff within the college community on the basis of sex in employment, educational programs and activities.

Sex discrimination examples in the treatment of students include, but are not limited to:

- Admissions.
- Access to programs and facilities.
- Vocational education.
- Physical education.
- Competitive athletics.
- Graduation requirements.
- Student rules, regulations and benefits.
- Treatment of married and/or pregnant students.
- Financial assistance.
- Extracurricular activities.
- Comments consistently targeted only at one gender.

Sexual harassment and/or sex discrimination and the associated behaviors as stated, but not limited to the examples, are unacceptable within the college environment and during any off-campus college-sponsored activities. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

This policy covers all individuals in the workplace. Antelope Valley College will not tolerate, condone, or allow sexual harassment and/or sex discrimination, whether engaged in by employees or non-employees who conduct business with the district. The district encourages reporting of all incidents of sexual harassment and/or sex discrimination, regardless of who the offender may be, or the offender's relationship to the district. Sanctions shall be taken against any student, employee, or non-employee conducting business with the district who engages in sexual harassment and/or sex discrimination.

**Sexual Harassment**

*Purpose of Policy*

The purpose of the district's sexual harassment policy is to:

1. Prohibit and discourage any person in the work or education setting from sexually harassing any other person including students in the work or educational setting;
2. Provide a harassment-free work and educational environment;

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3. Remedy in a speedy manner and consequences of sexual harassment;
4. Provide on-going education and awareness of the problem of sexual harassment; and,
5. Provide information about how to pursue claims of sexual harassment.

### *General Definitions*

To be unlawful, gender-based harassment has to be pervasive and severe enough to alter the conditions of the victim's employment or educational environment. Trivial, isolated incidents will not necessarily create a hostile atmosphere. Moreover, the conduct generally must be repetitive, although when physical behavior is involved, a one-time occurrence sometimes will be sufficient.

Generally, sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

1. Is made either explicitly or implicitly a term or condition of an individual's education status or employment.
2. Is used as a basis for educational or employment decisions affecting such individual.
3. Creates an intimidating, hostile or offensive educational or working environment.

### *Specific Examples*

For the purpose of further clarification, sexual harassment includes but is not limited to:

1. Continuing unsolicited and/or unwelcome written, verbal, physical and/or visual contact with sexual overtones.

Written examples include, but are not limited to: suggestive or obscene letters, notes, invitations.

Verbal examples include, but are not limited to: derogatory comments, innuendoes, slurs, jokes, epithets.

Physical examples include, but are not limited to: assault, touching, impeding or blocking movement.

Visual examples include, but are not limited to: leering, gestures, display of sexually offensive objects or pictures, cartoons, or posters.

2. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment, however, this type of situation could create a hostile environment for others.)

3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. For example, within the work environment, either implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance evaluation will be prepared, or suggesting probation will be failed. Within the educational environment, either implying or actually withholding grades earned or deserved; or suggesting a scholarship recommendation or college application will be denied.

4. Within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, affect the career, salary and/or work environment of another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the educational opportunities, grades and/or learning environment of a student.

5. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

6. A pattern of conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed and that includes one or more of the following:

- a. Unnecessary touching, patting, hugging, or brushing against a person's body.
- b. Remarks of a sexual nature about a person's clothing or body; or remarks about sexual activity or speculations about previous sexual experiences.

### *General Provisions and Guidelines*

#### Charges/Complaints

1. Filing

Charges/complaints should be in writing and shall be filed with the district compliance officer or designee. Any charge/complaint received, whether in writing or not, shall be investigated.

2. Content of Charge/Complaint

The charge/complaint shall identify the offending person or persons; include reference to specific examples of offensive conduct, including dates, times and places; identify the remedy sought; and describe the informal efforts made to correct the situation.

3. Review and Disclosure of Charge/Complaint

The district compliance officer or designee shall review the charge/complaint. As soon as reasonably possible after receipt of the charge/complaint, the student, employee, or other person who is accused of sexual harassment will be informed of the contents of the charge/complaint.

4. Time Limits

A charge/complaint shall be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination\*.

Reference: Education Code Sections 66250, et seq.; 87100, et seq. Title 5, Section 53000, et seq.

## Drug-Free Campus Policy

### Board Policy 3550

Be it resolved, that it is the policy of the Antelope Valley Community College District to maintain a drug-free campus. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in all buildings, property, facilities, service areas and satellite centers of the District.

Further, all students are required to comply with this policy as a condition of their continued enrollment and any student violating this policy will be subject to disciplinary action which may include suspension.

Students who need drug counseling or rehabilitation are encouraged to seek assistance for personal counseling in the Counseling Center.

## Campus Crime Awareness and Safety

Colleges and universities that receive federal funding are required by the Jeanne Clery Act to disclose information about crime occurring on and in the immediate vicinity of campus. Find Clery Act information at [www.securityoncampus](http://www.securityoncampus).

org. AVC crime stats can be found online at <http://ope.ed.gov/security/> or [www.avc.edu](http://www.avc.edu). A copy of the yearly report can be requested from the AVC Campus Police.

California law requires that certain statutorily defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. For further information regarding registration and compliance with Penal Code 290.01, see the Campus Police Department web page at [www.avc.edu](http://www.avc.edu).

## Adult Education Courses

Noncredit courses are designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. These courses provide remedial, developmental, skill-upgrade training and other general education opportunities. These courses and programs are further defined categorically under the State Education Code, Section 84711, whereby state funding is authorized for nine specific categories as follows: parenting; elementary and secondary basic skills; ESL; citizenship; programs for persons with substantial disabilities; short-term vocational programs; older adults; Family and Consumer Sciences; health and safety. See current offerings as listed in the class schedule. State Education Code is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College Library.

## Community Services Offerings

Community Services Offerings do not receive state apportionment; therefore, a fee assessment is necessary in order for AVC to offer the courses. No credit or grade is given. See current offerings as listed in the class schedule.

**Refund policy:** No refunds will be made after the beginning of the first session of the class. A complete refund of fees will be made for classes cancelled by the college. Student-initiated refunds must be received by the Community Services Office no later than three working days prior to the beginning of the class or before any stated registration deadline. See the complete refund policy listed in the community education section of the class schedule.

## The Academic Senate

### (Title 5, Sections 53200-53206)

The Antelope Valley College Academic Senate represents the faculty, ensuring effective participation in the formation of college policies on academic and professional matters. The Antelope Valley College Academic Senate is composed of representatives of all academic divisions, academic support faculty and adjunct faculty. In addition, at-large representatives are elected by all full-time faculty, and a student delegate is appointed by the Associated Student Organization. There are four officers on the Senate Executive Committee. The Senate meets bimonthly throughout the academic school year.

In accordance with the California Code of Regulations, the Board of Trustees consults collegially with the Academic Senate in the eleven areas of academic and professional matters specified by Title 5 either through:

rely primarily (the advice and judgment of the Academic Senate)

- Curriculum, including establishing prerequisites.
- Degree and certificate requirements.
- Grading policies.
- Educational program development.
- Standards or policies regarding student preparation and success.
- Policies for faculty professional development activities.

### AND

mutual agreement (the governing board, or its designees, and Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations)

- College governance structures, as related to faculty roles.
- Faculty roles and involvement in accreditation processes.
- Processes for program review.
- Processes for instructional planning and budget development.
- Other academic and professional matters as mutually agreed upon.

## Academic Freedom Policy

### (Board Policy 4030)

The Academic Freedom policy of the Antelope Valley Community College District is part of the Antelope Valley College Faculty Collective Bargaining Agreement with the District (Article VII, Section 7.0, Academic Freedom).

### Academic Freedom Policy:

Freedom of expression is a legal right protected by the Constitution of the United States. This right is especially important in the academy. Academic freedom in the pursuit and dissemination of knowledge in an educational environment shall be ensured and maintained. Such freedom shall be recognized as a right of all members of the faculty, whether of tenure or non-tenure rank.

To ensure this freedom, faculty shall not be subjected to censorship or discipline solely on the grounds that he or she has expressed opinions or views, or provided access to opinions or views, which are controversial or unpopular. Antelope Valley College faculty have a special responsibility to insist that their institution does not yield to ephemeral passion or heavy community pressures to take hasty actions that may infringe on freedom of expression.

Faculty have responsibility to present the subject matter of their courses as announced to students and as approved by the faculty in their collective responsibility for the curriculum. However, since instructors are responsible for implementing the learning process, they therefore have the freedom to select materials, methods of application, and procedures in carrying out their job duties. A faculty member is also free to present and discuss subject matter in a practical and relevant format. In areas of controversy, one has the right to express an opinion related to subject matter, and an expression of differing points of view should be allowed and encouraged. Within and beyond the academic community, a faculty member is free to speak or write, as a citizen, without fear of institutional censorship or discipline.

A faculty member is entitled to freedom in research and in publication and shall have exclusive right to all materials, which are the product of that person's mind and talent, unless there is a mutually acceptable contract to the contrary.

If academic freedom of a faculty member is either impeded or brought into question, the code of ethics shall be consulted and the grievance policy shall be followed.

### **Institutional Code of Ethics (Administrative Procedures 3050)**

The employees of Antelope Valley Community College District are committed to providing a high quality learning environment to help our students successfully achieve their educational goals and objectives. To support this commitment, college employees adhere to the following standards of ethical and professional behavior related to their duties.

Antelope Valley Community College District employees:

- Are honest and accountable in all actions and activities.
- Demonstrate personal and professional integrity in supporting the mission of the college.
- Are fair and respectful in all interactions with colleagues, students, and the public.
- Avoid conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships.
- Address issues and work with people without prejudice.
- Act within applicable laws, codes, regulations, and District policies and procedures.
- Respect the personal values, beliefs and behaviors of others.
- Maintain confidentiality regarding information about students or staff obtained in the course of their duties.
- Protect District assets.
- Maintain a working and learning environment free from harassment as defined by District policies.
- Maintain and enhance job effectiveness and competency through professional development.
- Respect the integrity and professionalism of administrators, faculty, staff and students.
- Make every reasonable effort to create an equal-access learning environment that will help students succeed.

7/10/06

### **Intercollegiate Athletics**

Antelope Valley College is committed to providing equal education opportunities in athletics for men and women. Both men and women may compete in intercollegiate basketball, cross-country, track and golf. Men may compete in baseball and football. Women may compete in soccer, softball, tennis and volleyball.

To be eligible for an intercollegiate sport, a student must be enrolled in a minimum of 12 units. To be eligible for the second season of the same sport, a student must pass a minimum of 24 units with a minimum 2.0 GPA between seasons of competition. Of these 24 units at least 18 shall be in course work counting toward an associated degree, remediation, transfer and/or certification. To be eligible for a second sport, a student must have a cumulative 2.0 GPA calculated from his/her first season of competition in any intercollegiate sport.

All student athletes are required to participate in the academic support program for athletes. The purpose of the program is to provide the student athlete with the support services necessary to achieve their educational objectives. Components of the program are: development of an individual educational program, attendance in study hall, assistance in scheduling of classes and registration, advisement on the rules that are pertinent to eligibility and transferability and monitoring academic performance.

### **Student Newspaper**

**722-6300 ext. 6496**

The *AVC Examiner* is the official student newspaper and Web site. Both publications are student-centric in that they are entirely managed and run by students, under the supervision of a faculty adviser.

The newspaper and Web site have three basic purposes: to provide an opportunity for the practical application of journalistic skills to students enrolled in college journalism classes; to serve as a medium for the dissemination of information of interest to the campus at large, including students, faculty, classified employees and the administration; and to foster a public relations medium between the college and the community.

### **Transcripts/Enrollment Verification**

Official transcripts may be requested in the Transcript Office or by mail. The Transcript Office, (661) 722-6300 ext. 6130, will provide information on current transcript fees or visit [www.avc.edu/student-services/transcripts](http://www.avc.edu/student-services/transcripts).

Enrollment verifications may be obtained at the Transcript Office. Requests will be processed on a first come, first served basis. Students must pay all fees associated with their enrollment before transcript and verification requests can be processed. Transcript and Verification services are not provided by e-mail or fax.

### Credit for Advanced Placement Exams (AP)

Examination	Score	Credit Granted	*AVC Course Equivalent
Art History	3, 4, 5	3 / 3	ART 101 / 102
Biology	3, 4, 5	4	BIOL 101 / 101L
Chemistry	3, 4, 5	5 / 5	CHEM 110 / 120
Computer Science:			
Computer Science A	3, 4, 5	3	CIS 111
Computer Science AB	3, 4, 5	3 / 3	CIS 111 / 113
Economics:			
Macroeconomics	3, 4, 5	3	ECON 101
Microeconomics	3, 4, 5	3	ECON 102
English:			
English Language and Composition	3, 4, 5	3	ENGL 101
English Composition and Literature	3, 4, 5	3 / 3	ENGL 101 / 102
French:			
French Language	3, 4, 5	5 / 5	FREN 101 / 102
French Literature	3, 4, 5	5 / 5	FREN 201 / 202
German:			
German Language	3, 4, 5	5 / 5	GER 101 / 102
German Literature	3, 4, 5	3 / 3	GER 201 / 202
Government & Politics:			
United States	3, 4, 5	3	POLS 101
Comparative Government	3, 4, 5	3	POLS 103
History:			
United States	3, 4, 5	3 / 3	HIST 107 / 108
European	3, 4, 5	3 / 3	HIST 101 / 102
World	3, 4, 5	3 / 3	HIST 104 / 105
Latin	3, 4, 5	5 / 5	LATN 101 / 102
Mathematics:			
Calculus AB	3, 4, 5	5	MATH 150
Calculus BC	3, 4, 5	5 / 5	MATH 150 / 160
Statistics	3, 4, 5	4	MATH 115
Music:			
Theory	3, 4, 5	3 / 2	MUS 151 / 153
Music Listening and Literature	3, 4, 5	3	MUS 101
Physics:			
Physics B	3, 4, 5	4 / 4	PHYS 101 / 102
Physics C (Mechanics)	3, 4, 5	5	PHYS 110
Physics C (Elect. & Mag.)	3, 4, 5	5	PHYS 120
Psychology	3, 4, 5	3	PSY 101
Spanish:			
Spanish Language	3, 4, 5	5 / 5	SPAN 101 / 102
Spanish Literature	3, 4, 5	5 / 5	SPAN 201 / 202

\*AP exams can be used to satisfy AVC General Education requirements.

\*AP exams can be used to satisfy CSU General Education Certification and IGETC requirements except "Critical Thinking."

\*Credit granting practices at UC campuses and other institutions may vary. Consult the appropriate catalog for clarification.

(This information is subject to change. Please check with a counselor for most current requirements.)

## 46 Academic Policies/Programs

### College Level Examination Program (CLEP)

Subject Examinations	Minimum Score For Credit	Credits Awarded (Semester)	AVC Course Equivalency**
Accounting, Introductory	50	4	ACCT 201
American Government*	50	3	POLS 101
American History I	50	3	HIST 107
American History II	50	3	HIST 108
Business Law, Introductory	50	3	BUS 201
Calculus with Elementary Functions	50	5	MATH 150
Chemistry, General	50	5 / 5	CHEM 110 / 120
College Algebra	50	4	MATH 130
College French, Levels 1 & 2			
Level 1, Second Semester	50	5 / 5	FREN 101 / 102
Level 2, Fourth Semester	62	5 / 5	FREN 201 / 202
College German, Levels 1 & 2			
Level 1, Second Semester	50	5 / 5	GER 101 / 102
Level 2, Fourth Semester	63	3 / 3	GER 201 / 202
College Spanish, Levels 1 & 2			
Level 1, Second Semester	50	5 / 5	SPAN 101 / 102
Level 2, Fourth Semester	66	5 / 5	SPAN 201 / 202
Information Systems & Computer Applications	50	3	CIS 141
Freshman English	50	3	ENGL 101
General Biology	50	4	BIOL 101
Human Growth Development*	50	3	PSY 235
Macroeconomics, Principles of*	50	3	ECON 101
Microeconomics, Principles of*	50	3	ECON 102
Management, Principles of	50	3	MGT 101
Marketing, Introductory	50	3	MKTG 101
Psychology, General*	50	3	PSY 101
Sociology, Introductory*	50	3	SOC 101
Western Civilization I:	50	3	HIST 101
Western Civilization II:	50	3	HIST 102
Mathematics	50	6	AVC/D(2)
Natural Sciences	50	6	AVC/A
Biological	50	3	AVC/A
Humanities	50	6	AVC/C
Analyzing and Interpreting Literature	50	6	AVC/C
Social Sciences & History	50	6	AVC/B

\* Essay required for credit at Antelope Valley College.

\*\*The UC does not grant credit for any CLEP exams. CLEP exams may NOT be used to satisfy CSU G.E. requirements. However, the application of CLEP credit to major requirements can vary from campus to campus. Check the appropriate catalog.

(This information is subject to change. Please check with a counselor for most current requirements.)

## CALIFORNIA STATE UNIVERSITY

- 1 California Polytechnic State University, San Luis Obispo
- 2 California State Polytechnic University, Pomona
- 3 California State University, Bakersfield
- 4 California State University, Channel Islands
- 5 California State University, Chico
- 6 California State University, Dominguez Hills
- 7 California State University, Fresno
- 8 California State University, Fullerton
- 9 California State University, Hayward
- 10 California State University, Long Beach
- 11 California State University, Los Angeles
- 12 California State University, Monterey Bay
- 13 California State University, Northridge
- 14 California State University, Sacramento
- 15 California State University, San Bernardino
- 16 California State University, San Marcos
- 17 California State University, Stanislaus
- 18 California Maritime Academy
- 19 Humboldt State University
- 20 San Diego State University
- 21 San Francisco State University
- 22 San Jose State University
- 23 Sonoma State University



## UNIVERSITY OF CALIFORNIA

- A University of California, Berkeley
- B University of California, Davis
- C University of California, Irvine
- D University of California, Los Angeles
- E University of California, Riverside
- F University of California, San Diego
- G University of California, San Francisco
- H University of California, Santa Barbara
- I University of California, Santa Cruz
- J University of California, Merced



## 48 Postsecondary Education in California

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### Postsecondary Education in California

Postsecondary education is defined as the educational instruction beyond high school. California has more than 2,500 educational institutions and agencies which offer education in both academic and vocational majors.

The State of California publicly and financially supports three segments of education which include:

1. Ten University of California campuses (UC),
2. Twenty-three California State University campuses (CSU) and,
3. One hundred and twelve Community Colleges.

The map on the previous page designates the location of the UC and CSU campuses, as well as the location of AVC.

The educational goals that can be attained in post-secondary education are numerous.

### Credit Certificates (Title 5, Section 55070)

A Certificate of Achievement is a designated sequence of courses that are oriented to an occupational career or general education. Most certificates are designed to be completed in two years or less.

### Associate Degree (Title 5, Section 55063)

An Associate Degree consists of a designated sequence of courses in a specified major or area of emphasis, plus courses identified for general education and electives. Degrees are either A.A. or A.S. (Associate in Arts or Science) and require two years or four semesters of full-time college study.

### Bachelor's Degree

Major courses plus general education and minor electives, 124-140 total semester units required. Usually referred to as B.S. or B.A. (Bachelor of Science or Arts) degrees. Normally requires four years of full-time work. You may complete the first two years at a community college and then transfer to a four-year university.

### Master's Degree

Bachelor's degree plus graduate courses in specialized area. Bachelor's degree 124-140 semester units plus 30 or more graduate units. Usually referred to as M.S. or M.A. (Master of Science or Arts). Normally requires two additional years of full-time work after completion of bachelor's degree.

### Doctorate Degree

Master's degree plus advanced graduate courses in specialized area. Units vary, depending on field of study. Usually referred to as Ph.D. or Ed.D. (Doctor of Philosophy or Doctor of Education). Normally requires three to five additional years of full-time work after completion of master's degree. Dissertation required.

## Associate Degree Requirements

### (Title 5, Section 55063)

Graduation from Antelope Valley College with the associate in arts or associate in science degree requires the completion of a minimum of 60 semester units, see requirements 1 through 6.

Antelope Valley College awards the associate in science degree or the associate in arts degree to students who pursue majors offered in the following divisions: Business, Computer Studies and Economic Development; Health Sciences; Language Arts; Math, Science and Engineering; Kinesiology, Athletics and Dance; Social and Behavioral Sciences; Technical Education; and Visual and Performing Arts. In the course description section of this catalog, all courses that apply to the associate degree or certificates are designated as (AVC).

The completion of an associate in arts or an associate in science degree does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should refer to the Transfer Requirements section in this catalog.

## Application for Graduation

Antelope Valley College awards degrees three times annually following the fall, spring and summer semesters. Students must apply for graduation to earn their degree or certificate. Applications are due by October 15 for spring/summer graduates and by April 15 for fall graduates. Applications can be completed online, or students can print the application from the AVC website at [www.avc.edu](http://www.avc.edu) and mail in. After review, a preliminary evaluation will be sent to the students' myAVC e-mail account showing the progress toward the degree. Students will receive information on participating in the annual commencement ceremony from Student Development during spring term. While participation in the commencement ceremony is encouraged, it is not mandatory and does not indicate the completion of a degree or certificate.

## 1. General Education Requirements

General Education (GE) is designed to introduce the students to the variety of means through which people comprehend the changing world. It reflects the conviction of AVC that those who receive

their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, GE should lead to better self understanding.

Courses or a combination of courses which meet GE philosophy and objectives will:

1. Provide an introduction to basic concepts, principles, and methodology of study common to a given discipline;
2. Lead to better self understanding in relationship to the physical environment, culture, economy and society;
3. Provide an opportunity to examine values while proposing solutions for major social problems; and,
4. Provide a breadth of knowledge and experiences which contribute to a well-rounded education.

- Courses in natural science present critical thinking and problem solving methods. These courses also explore the relationship that exists between people and science;
- Courses in the social and behavioral sciences focus on people as members of society. These courses should promote appreciation of how societies and social subgroups operate.
- Courses in the humanities present the cultural activities and artistic expressions of human beings. These courses help students in developing aesthetic understanding and the ability to make value judgements;
- Courses in language and rationality present principles of languages which lead toward logical thought, clear and precise expression, and critical evaluation of communication;
- Courses or a combination of courses in the performing and visual arts and physical education provide both theory and practice;
- Courses in foreign language include substantive content of the culture of the relevant country;
- Ethnic studies and multicultural courses are offered in at least one of the required GE categories.

Courses which emphasize occupational competency do not meet GE objectives.

No course may be counted as meeting both a GE requirement and a major requirement in any District degree.

### Requirements:

A minimum of 3 semester units in Areas A, B, C, D1, D2, E and F to total a minimum of 21 units.

### Area A - Natural Sciences

Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.

#### Select at least 3 units

ANTH 101  
ASTR 101  
BIOL 100, 101, 102, 103, 104, 110,  
120, 165, 170, 201, 202, 204, 205  
CHEM 101, 102, 110  
ELTE 101  
ERSC 101  
GEOG 101, 101L, 102, 102L  
GEOL 101, 102  
PHYS 101, 102, 110  
PSCI 101

### Area B - Social & Behavioral Sciences

Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.

#### Select at least 3 units

ANTH 102, 103, 112, 140  
BUS 101  
ECON 100, 101, 102, 110  
GEOG 105, 106  
HIST 101, 102, 104, 105, 107, 108,  
109, 110, 111, 112, 113, 114, 118, 119  
POLS 101, 103, 200, 201, 202, 203  
PSY 101, 201, 211, 212, 217, 218, 219,  
234, 236  
SOC 101, 105, 110, 111, 112, 115, 120

## 50 Graduation/Associate Degree and Certificate Requirements

### Area C - Humanities

Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgements.

#### Select at least 3 units

ART 100, 101, 102, 103, 104, 110, 113, 130, 131, 132, 140, 145, 150  
CHIN 101, 102  
COMM 114, 214  
DA 101  
DFST 101, 102, 105, 201, 202  
ENGL 102, 113, 221, 225, 226, 230, 231, 233, 234, 235, 236, 240, 242, 244, 246, 248, 250, 252, 253, 256, 257, 259, 260, 265, 270, 272, 274, 279  
FREN 101, 102, 201, 202, 203  
FTV 101, 103, 107, 108, 201, 251, 261  
GER 101, 102, 201, 202, 203  
HIST 115  
LATN 101, 102, 201  
MUS 101, 105, 111, 131, 186, 189, 201, 202  
MUSC 102, 103, 107  
PHIL 105, 106, 108, 109  
PHOT 107  
SPAN 101, 101HL, 102, 102HL, 120A, 120B, 201, 202, 203  
THA 101, 102, 103, 110, 225

### Area D - Language & Rationality

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

#### Select 3 units from (1) and select 3 units from (2)

##### 1. Academic Composition

Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.  
ENGL 101

##### 2. Communication and Analytical Thinking

Courses fulfilling the communication

and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

BUS 113  
CA 103  
CIS 101, 111, 141, 157  
COMM 101, 103, 107, 109, 112, 114, 115, 217, 219  
ENGL 102, 103  
GEOG 201, 205  
MATH 102, 102A and 102B, 115, 120, 125, 130, 135, 140, 150  
PHIL 101, 110, 201

### Area E - Additional Breadth

Courses in this area are designed to expand the acquisition and utilization of knowledge in GE and/or self understanding. **Courses must be taken from a discipline not previously selected.**

#### Select at least 3 units

From areas A, B, C, D2 or  
HD 100, 101, 103, 105, 198  
HE 101, 120, 201  
LIB 105, 107  
NF 100, 110, 150  
Any DA activity course(s) from DA 102-205, except DA 107A-C, 108, 109 and 111  
Any KIN activity course(s) from KIN 101-180, or up to 4 units for military experience

### Area F - Diversity Studies

The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non-dominant groups in the State of California and the United States. These groups of people are defined as African-American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

#### Select 3 units

ANTH 112  
BUS 212  
COMM 114, 217, 219  
ECON 110  
ENGL 250, 252, 253, 256, 257, 259  
FTV 201, 203  
HE 201  
HIST 110, 111, 113  
MGT 212

MUSC 107  
POLS 202  
PSY 211, 215  
SOC 105, 110  
THA 239

## 2. Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

### A. READING

Eligibility for College Level Reading (AVC assessment) or Completion of READ 099 with a minimum grade of "C" or "P" (Pass).

### B. WRITING

Completion of ENGL 101 with a minimum grade of "C."

### C. MATHEMATICS

Completion of MATH 102 or higher or CIS 121 with a minimum grade of "C."

**NOTE:** Pass notation does not demonstrate competency for proficiency requirements.

## 3. Major and/or Area of Emphasis Requirements

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

Major requirements may be satisfied by: (Title 5, Section 55063)

A. Completing specific major requirements listed in the AVC catalog,

or

B. Completing requirements for the Liberal Arts and Sciences Degree.

## 4. Electives

The remaining number of units (up to 60) are considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major, cannot be used as an elective.

## 5. Grade Point Average Requirement

A cumulative grade point average of 2.0 ("C" average) is required.

## 6. Residence Requirement

Of the required 60 units, "at least 12 semester...units must be completed

in residence at the college granting the degree.” Title 5, Section 54000 et seq. Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College Library.

## 7. Requirements for Two or More Associate Degrees

To be eligible for multiple associate degrees, a student must complete all graduation requirements for each degree.

### Liberal Arts and Sciences Degree: Option I, II, or III

This degree will provide students with an opportunity to earn an AA degree in one of three major areas of study: math and sciences; social/behavioral sciences; or arts and humanities. It is designed for students who wish to explore different disciplines (subject areas) *before* deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer but wish to earn a degree in a particular area of study that interests them.

Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.

#### Degree Requirements:

Requirements for the Liberal Arts and Sciences Degree (*Option I, II, or III*) may be satisfied by completing a total of 60 units comprised of the following:

- a minimum of 18 core course units chosen exclusively from *one of the options* listed below. Student must receive a minimum grade of “C” or better in all required core courses in order to qualify for the degree;
- 21 units of AVC/General Education (GE) requirements; and
- enough elective units to complete the required balance of 60 total units.

*No course may be counted as meeting both a GE requirement and a major requirement within the Liberal Arts & Sciences Degree.*

#### Math and Sciences - Option I:

The following area of study allows students to take courses that will prepare them for possible majors within the many fields of Science, including the Allied Health field, Nursing preparation, Health Sciences, and related fields. Courses in mathematics emphasize mathematical and quantitative reasoning skills. Courses in the sciences examine the physical universe—its life forms and its natural phenomena—allowing students to learn about the methodologies of science as an investigative tool and to understand the influence scientific knowledge has on society.

**Select a minimum of 18 units from the following courses:**

*Choose at least 6 units from courses listed below:*

ANTH 101  
 ASTR 101, 101L  
 BIOL 101, 103, 110, 120, 201, 202, 204  
 CHEM 101, 102, 110, 120  
 ERSC 101  
 GEOG 101  
 GEOL 101, 101L, 102  
 PHYS 101, 102, 110, 120, 211  
 PSCI 101

*AND at least 6 units from the courses listed below:*

MATH 115, 125, 130, 140, 150, 160, 220, 250

#### Social/Behavioral Sciences - Option II:

The following area of study allows students to take courses that will prepare them for possible majors within the fields of Psychology, History, Sociology, Political Science, and related disciplines. Courses in the social and behavioral sciences explore a variety of theories, perspectives, and experiences as to how people have behaved and continue to behave in response to particular times, places, events, and societies. The courses are designed to stimulate critical thinking and encourage students to evaluate how societies and social sub groups operate in the world.

**Select at least 18 units from the following courses:**

AJ 206  
 ANTH 102, 103, 112  
 ECON 100, 101, 102, 110  
 GEOG 105  
 HIST 101, 102, 104, 105, 107, 108, 109, 110, 111, 112, 113, 114, 119  
 POLS 101, 103, 200, 202, 203

PSY 101, 201, 211, 212, 215, 218, 219, 233, 234, 235, 236  
 SOC 101, 105, 110, 112, 115

#### Arts and Humanities - Option III:

The following area of study allows students to take courses that will prepare them for possible majors within a variety of liberal arts disciplines. Courses in arts and humanities promote critical thinking and emphasize the cultural, humanistic, and artistic expression of people throughout the world, past and present. Students will learn to evaluate and interpret how people have developed aesthetically to the world around them.

**Select at least 18 units from the following courses:**

*Choose at least 6 units from courses listed below:*

ART 100, 101, 102, 103, 104  
 DA 101  
 FTV 101, 107, 108, 201, 203  
 MUS 101, 105, 201, 202  
 MUSC 102, 103, 107  
 PHOT 107  
 THA 101, 110

*AND at least 6 units from courses listed below:*

CHIN 101\*, 102\*  
 ENGL 221, 222, 225, 226, 227, 230, 231, 233, 234, 235, 236, 240, 242, 244, 246, 248, 250, 252, 253, 256, 257, 259, 260, 265, 270, 272, 279  
 FREN 101\*, 102\*, 201, 202, 203  
 FTV 201, 203  
 GER 101\*, 102\*, 201, 202, 203  
 HIST 115  
 LATN 101\*, 102\*, 201  
 PHIL 105, 106, 108  
 PHOT 107  
 SPAN 101\*, 102\*, 201, 202, 203

**TRANSFER NOTES:** All courses listed in the options above are transferable to CSU/UC and may be applied to the appropriate areas of the CSU General Education Breadth and the UC General Education (IGETC) patterns. Those courses marked with an \*asterisk can only be used for Foreign Language proficiency listed in IGETC section “Language Other Than English.” These courses may also be used for CSU GE Breadth Humanities credit Area C-2.

Students wishing to transfer to the California State University system must select additional General Education courses from *either* the “CSU

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General Education pattern or from the “Intersegmental General Education Transfer Core Curriculum (IGETC)” pattern listed in the [Transfer Information](#) section of this catalog.

Students wishing to transfer to the University of California system must select additional General Education courses *only* from the “Intersegmental General Education Transfer Core Curriculum (IGETC)” pattern listed in the [Transfer Information](#) section of this catalog.

### Credit Courses Not Transferable/Not Applicable to the Associate Degree and Certificate Programs

Effective Fall 1988, selected credit courses shall not apply to the associate degree and certificate programs.

Students who enroll in credit courses not applicable to the degree or certificate can use these credits for eligibility purposes, i.e., full-time status, intercollegiate athletic status and financial aid status. In the course description section of this catalog, these courses are designated as: **Credit course not applicable to the associate degree and certificate programs.** Grades will not count in calculating the GPA when received in credit courses not applicable to the associate degree and certificate programs. All courses that do apply to the associate degree or certificates are designated as (AVC).

The list of credit courses not applicable to the associate degree and certificate programs include:

#### Basic Skills Courses:

ENGL 095, Composition Skills  
ENGL 097, Composition Portfolio A  
ENGL 099, Composition Portfolio B  
ESL 018, ESL Reading and Writing 1  
ESL 019, ESL Skills Building 1  
ESL 020, ESL Vocabulary and Pronunciation 2  
ESL 023, ESL Grammar 2  
ESL 028, ESL Reading and Writing 2  
ESL 029, ESL Skills Building 2  
ESL 030, ESL Vocabulary and Pronunciation 3  
ESL 033, ESL Grammar 3  
ESL 038, ESL Reading and Writing 3  
ESL 039, ESL Skills Building 3  
ESL 040, ESL Vocabulary and

Pronunciation 4  
ESL 043, ESL Grammar 4  
ESL 048, ESL Reading and Writing 4  
ESL 049, ESL Skills Building 4  
ESL 058, ESL Reading and Writing 5  
ESL 059, ESL Skills Building 5  
MATH 020, Managing Math Anxiety  
MATH 021, Math Study Strategies  
MATH 050, Arithmetic  
MATH 050A, Arithmetic-First Half with SAS  
MATH 050B, Arithmetic-Second Half with SAS  
MATH 060, Prealgebra  
MATH 070, Elementary Algebra  
MATH 070A, Elementary Algebra-First Half with SAS  
MATH 070B, Elementary Algebra-Second Half with SAS  
MATH 080, Plane Geometry  
READ 095, Basic Reading Strategies for College Success  
READ 097, Reading Comprehension for College Success  
READ 099, Critical Reading and Study Skills

#### Academic Support Courses:

EOPS 060, Enrichment Class  
LAC 098, Math for Nursing  
LAC 099, Dosage Calculation  
ENGL 061, Grammar and Mechanics  
ENGL 062, Basic Writing  
ENGL 063, Vocabulary  
ENGL 064, Spelling

#### Certificate Programs

(Title 5, Section 55070, 55072)

At Antelope Valley College (AVC) there are two types of educational programs which lead to certificates of achievement.

1. There are programs that lead to certification or licensing by agencies other than AVC, usually state or federal agencies, after an examination or further training. Such programs at AVC usually lead to the associate in arts degree as well.
2. There are programs that lead to Certificates of Achievement from AVC (see list on next page) that have been reviewed by the Academic Policies & Procedures Committee, the Board of Trustees, and the Chancellor’s Office. These certificates are comprised of 1) a minimum of 18 or more semester units (or 27 or more quarter units) of degree-applicable coursework designed as a pattern of learning experiences intended

to develop certain capabilities that may be oriented to career or general education, or 2) a designated sequence of courses consisting of 12 or more semester units (or 18 or more quarter units) of degree-applicable credit coursework. These certificate programs will be consistent with the mission of the college, meet a demonstrated need, be feasible, and adhere to guidelines on academic integrity which may be developed by the Chancellor, the Academic Senate for California Community Colleges, or other appropriate statewide bodies. Such programs are usually less than two years in length and may or may not lead to an associate in arts or science degree. Courses taken in these programs at AVC will apply toward an associate degree.

To avoid delays in completing your certificate of achievement, it is important that you recognize that many courses are not offered every semester (including a very limited summer school offering). Note how certain designated courses are offered on a rotating basis (either fall or spring) and develop your educational plan very carefully. Required courses that are rarely offered or potential problems should be discussed with the appropriate division dean as early in the planning process as possible.

#### Filing for Certificate Programs:

An application for a certificate may be completed online or students can print the application from the AVC website at [www.avc.edu](http://www.avc.edu). Awarded certificates will be posted to the student permanent record three times annually following the fall, spring and summer semesters. Students will receive information on participating in the annual commencement ceremony from Student Development during spring term. While participation in the commencement ceremony is encouraged, it is not mandatory and does not indicate the completion of a certificate.

#### Resident Requirement:

All certificate of achievement programs require a minimum of 12 units completed in residence at AVC with a minimum of 9 of those units completed in the certificate coursework.

#### Grade Point Average:

All certificate of achievement programs require a minimum GPA of 2.0 (“C” average) unless otherwise stated.

## DEGREES AND CERTIFICATES

Subject Area						Subject Area					
Degree or Certificate Title						Degree or Certificate Title					
	AA-T	AS-T	AA	AS	C		AA-T	AS-T	AA	AS	C
<b>Accounting-</b> (pg. 59)						Interactive Media-Web Design			AA		C
Professional Bookkeeping				AS	C	Video Design & Production			AA		C
<b>Administration of Justice</b> (pg. 62)			AA			<b>Drafting/Computer Aided Design</b> (pg. 153)				AS	C
<b>Aeronautical &amp; Aviation Technology-</b> (pg. 66)						<b>Education- Instructional Aide</b> (pg. 158)			AA		C
Aircraft Airframe				AS	C	<b>Electrical Technology</b> (pg. 160)				AS	C
Aircraft Powerplant				AS	C	<b>Electronics Technology</b> (pg. 163)				AS	C
General Aircraft Maintenance				AS	C	<b>Engineering</b> (pg. 167)				AS	
<b>Agriculture/Park &amp; Landscape Management-</b> (pg. 70)						Engineering Technology				AS	C
Environmental Horticulture				AS	C	<b>English-</b> (pg. 170)					
Landscaping Construction				AS	C	English - Transfer			AA		
<b>Air Conditioning &amp; Refrigeration-</b> (pg. 75)						English - Non-Transfer			AA		
Air Conditioning Specialist				AS	C	<b>Family and Consumer Sciences-</b> (pg. 186)					
Air Conditioning & Refrig. Specialist				AS	C	Child and Family Development			AA		
Refrigeration Specialist				AS	C	Clothing and Textiles			AA		
<b>Aircraft Fabrication and Assembly</b> (pg. 79)				AS	C	Consumer Services			AA		
<b>Auto Body-</b> (pg. 91)						Interior Design			AA		
Collision Repair Specialist				AS	C	Nutrition and Foods			AA		
Collision Repair & Refinishing Specialist				AS	C	<b>Fire Technology</b> (pg. 191)				AS	C
Refinishing Specialist				AS	C	Firefighter I Academy					C
<b>Automotive Technology-</b> (pg. 95)						Wildland Fire Technology				AS	
Driveability, Emissions & Electrical				AS	C	<b>IGETC - General Education</b> (pg. 55)					C
Engine and Drive Trains				AS	C	<b>Interior Design</b> (pg. 214)			AA		C
<b>Biological Sciences</b> (pg. 100)				AS		<b>Kinesiology</b> (pg. 219)			AA		
<b>Business-</b> (pg. 103)						<b>Liberal Arts and Sciences-</b> (pg. 51)					
Business Administration				AS		Option I - Math and Sciences			AA		
General Business				AS	C	Option II - Social/Behavioral Sciences			AA		
<b>Child and Family Education</b> (pg. 109)			AA		C	Option III - Arts and Humanities			AA		
School-Aged Child Care			AA		C	<b>Management</b> (pg. 231)				AS	C
<b>Clothing and Textiles - Fashion Design</b> (pg. 116)			AA		C	Small Business Management				AS	C
<b>Communication Studies</b> (pg. 119)	AA-T					<b>Marketing</b> (pg. 235)				AS	C
<b>Computer Applications</b> (pg. 123)				AS	C	<b>Mathematics</b> (pg. 238)		AS-T		AS	
Computer Networking Core					C	<b>Medical Assisting-</b> (pg. 245)					
Computer Networking Multi-Platform				AS	C	Clinical Medical Assistant				AS	C
<b>Computer Information Science-</b> (pg. 123)						Medical Assistant				AS	C
Business Computer Info. Science				AS	C	<b>Music</b> (pg. 248)			AA		
Computer Software Developer				AS	C	<b>Music, Commercial -</b> (pg. 255)					
<b>CSU - General Education</b> (pg. 57)					C	Level I - General					C
<b>Deaf Studies-</b> (pg. 137)						Level II - Performance Specialty					C
American Sign Language			AA		C	<b>Nursing Science-</b>					
Interpreter Training			AA		C	Licensed Vocational Nurse (pg. 309)					C
<b>Digital Media</b> (pg. 142)						Registered Nursing (pg. 292)				AS	
Computer Animation			AA		C	<b>Office Technology-</b> (pg. 262)					
Digital Photographic Imaging			AA		C	Administrative Assistant				AS	C
Digital Printing			AA		C	Administrative Medical Assistant				AS	C
Graphic Design			AA		C	Office Specialist				AS	C

## 54 Graduation/Associate Degree and Certificate Requirements

### DEGREES AND CERTIFICATES (CONT.)

Subject Area Degree or Certificate Title	AA	AS	C
<b>Photography-Commercial &amp; Photographic Imaging</b> (pg. 269)			
Commercial Photography	AA		C
<b>Physical Sciences</b> (pg. 274)		AS	
<b>Radiologic Technology</b> (pg. 282)		AS	
<b>Real Estate</b> (pg. 288)		AS	
Real Estate Broker			C
Real Estate Salesperson			C
<b>Respiratory Care</b> (pg. 299)		AS	
<b>Welding</b> (pg. 315)		AS	C
<b>Low-Unit Certificates of Achievement</b>			
<b>Fire Technology</b> (pg. 191)			
Wildland Fire Technology			C
<b>Geosciences</b> (pg. 204)			
Geographic Information Systems (GIS)			C

### IGETC and CSU/GE: Certificates of Achievement (Title 5, Section 55070)

A General Education Certificate of Achievement ensures that students have a broad background in a variety of disciplines at the college and university level in order to appreciate the breadth of human knowledge and the responsibilities of concerned and engaged citizens. General Education courses will provide students with skills that include the ability to read critically, to write and communicate with clarity, to evaluate and draw well-informed conclusions and inferences from information gleaned from many sources, and to access the wealth of technical, scientific, and cultural information that is increasingly necessary in our global community. It is through General Education that students gain an appreciation of how diverse cultures lead us to be more creative thinkers with different perspectives and insights from which to view human endeavors.

In order to be awarded either Certificate of Achievement (IGETC or CSU/GE), students must complete a minimum of 39 units, with grades of "C" or better. No class may be used to satisfy requirements in more than one of the five general areas. Courses taken at other accredited institutions can be certified by Antelope Valley College. Students should consult with a counselor for the most current requirements. (See pages 55-58)

- Completing the IGETC Certificate ensures that students planning to transfer to a CSU or UC campus have satisfied their lower division General Education requirements and will not be required to satisfy any further lower division requirements upon transfer.
- Completing the CSU/GE Certificate ensures that students planning to transfer to one the CSU campuses have satisfied their lower division General Education requirements and will not be required to satisfy any further lower division requirements upon transfer.

### Local Certificates:

#### Certificate of Proficiency

Locally approved Certificates of Proficiency may consist of one or more courses totaling from 6-17 units that lead to an occupationally relevant set of skills. These programs are shorter in duration and narrower in scope than the achievement certificate programs of 18 units or more, and they usually provide instruction related to occupational advancement. They may also meet the needs of continuing education for those in an evolving profession or meet a demonstrated local need that is recognized by the community and verified by the college.

These locally approved certificate programs do not require Chancellor Office approval, nor can they appear on a student's transcript. Locally approved certificates are:

- Grounds Maintenance
- Office Support Award

### Low-Unit Certificates:

#### Certificate of Achievement

These low unit certificate of achievement programs are Chancellor Office approved and can appear on a student's transcript. These low-unit certificates of achievement are:

- Geographic Information Systems
- Wildland Fire Technology

### Catalog Rights Policy

Provided that continuous attendance is maintained, AVC students may elect the degree requirements in effect at:

1. The time they entered AVC; or
2. The time they graduate from AVC.

A student will lose catalog rights if there is no course notation (Grade, W, I, Pass/No Pass, RD) on the transcript for two consecutive, regular (fall/spring) semesters. Summer and intersession terms cannot be used to establish catalog rights nor to maintain continuous attendance.

Once catalog rights are established, absence related to attendance at another accredited institution of higher learning shall not be considered an interruption, providing the absence does not exceed two years.

The "Catalog Rights Policy" sets forth the criteria used for determining the degree requirements under which students may graduate. New students should check AVC's online catalog ([www.avc.edu](http://www.avc.edu)) for the most up to date version, which may include changes to academic policies or procedures as a result of new or revised legislation, course prerequisites, or other academic concerns.

**NOTE:** Those students, regardless of catalog rights, who receive a substandard grade (D, F, NP) for a course have the opportunity to repeat the course once. If on the subsequent attempt the course has a current prerequisite, corerequisite, or limitation on enrollment that was not in effect the first time the course was taken, the student must meet the most recent academic requirement.

### Changes in Majors

Students changing major will be subject to the major requirements in effect at the time of the change, but will be allowed to continue with previously established non-major requirements (general education, proficiencies, etc.).

## Preparation for Transfer to Four-Year Institutions

### (Title 5, Section 51022[b])

The most important actions a student can take to prepare for transfer are:

1. Read the Antelope Valley College Catalog carefully, paying special attention to the sections on transfer and certification of General Education requirements.
2. Discuss educational plans with a counselor.
3. Plan a course of study being careful to select courses that will be accepted by a transfer school toward a degree there.
4. Become familiar with one or more transfer school catalogs; catalogs are available in the Transfer Center.
5. Review application booklets for information about the application process and deadlines for prospective transfers.

It is important that a prospective transfer student plans a program that is similar to the freshman and sophomore years at a particular four-year school. This is why it is so important that the student reviews transfer school catalogs to see which courses are required of lower division students.

The Antelope Valley College Catalog identifies courses that are transferable and which count toward a bachelor's degree. The catalog also contains information about General Education (GE) requirements and how a student can meet some or all of the lower division general education at Antelope Valley College.

Even with these assurances, *it is important that a student works closely with a counselor in planning a program of study* so that the student completes as many transfer requirements as possible.

## Requirements for the Associate in Arts for transfer (AA-T) or Associate in Science for transfer (AS-T)

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established

variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalog publication, a student may earn an AA-T in Communication Studies and AS-T in Mathematics. Additional majors are being developed. Please see a counselor and [www.avc.edu](http://www.avc.edu) for more information.

## Transferability of AVC Courses

Many courses are designated as transferable to either the CSU or UC Systems. The designation for UC transferable courses is based on the most current UC transferable course list. *Students are cautioned that many of these courses will only transfer as elective credit.* Students desiring to continue at a four-year school should follow the requirements listed in the four-year school's catalog and work closely with a counselor to ensure that courses will meet major and general education requirements upon transfer.

## Intersegmental General Education Transfer Curriculum (IGETC)

The IGETC is a series of courses that community college students can use to satisfy lower division general

education requirements at any CSU or UC campus for most majors. The IGETC will provide an option to the California State University General Education Requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, GE requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

Completion of all of the requirements in the IGETC will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education requirements.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of "C" or better. Additionally, the IGETC must be completed and certified before the student enrolls at a CSU or UC campus. Requirements for the IGETC cannot be completed once the student enrolls at a CSU or UC campus.

The following information is based on the 2011-12 IGETC list. Consult with a counselor for the most current requirements, which are subject to change.

### AREA 1 – English Communication

CSU – Three courses required, minimum of one from Group A, B and C.

UC – Two courses required, minimum of one from Group A and B.

#### Group A: English Composition

One course, 3 semester units/4-5 quarter units.

ENGL 101

#### Group B: Critical Thinking– English Composition

One course, 3 semester units/4-5 quarter units. Course selected must have English Composition as a prerequisite.

ENGL 102, 103

PHIL 201

#### Group C: Oral Communication (CSU only)

One course, 3 semester units/4-5 quarter units.

COMM 101, 103



## 56 Transfer Information

### AREA 2 – Mathematical Concepts and Quantitative Reasoning

One course, 3 semester units/4–5 quarter units.

MATH 115, 125, 130, 140, 150, 160, 220, 230, 250

### AREA 3 – Arts and Humanities

At least three courses, 9 semester units/12–15 quarter units. At least one course from the Arts and one from the Humanities.

#### Arts:

ART 100, 101, 102, 103, 104  
DA 101  
ENGL 235, 236, 246, 248  
FTV 101, 107, 108, 203  
MUS 101, 105, 201, 202  
MUSC 102, 103, 107  
THA 101, 110

#### Humanities:

ENGL 221, 222, 225, 226, 227, 230, 231, 233, 234, 235, 236, 240, 242, 244, 246, 248, 250, 252, 253, 256, 257, 259, 260, 265, 270, 272, 279  
FREN 201, 202, 203  
FTV 201, 203  
GER 201, 202, 203  
HIST 115  
LATN 201  
PHIL 105, 106, 108  
PHOT 107  
SPAN 201, 202, 203

### AREA 4 – Social and Behavioral Sciences

At least three courses, 9 semester units/12–15 quarter units. Courses from at least two disciplines or an interdisciplinary sequence.

AJ 206  
ANTH 102, 103, 112  
ECON 100, 101, 102, 110  
GEOG 105  
HIST 101, 102, 104, 105, 107, 108, 109, 110, 111, 112, 113, 114, 119  
POLS 101, 103, 200, 202, 203  
PSY 101, 201, 211, 212, 215, 218, 219, 233, 234, 235, 236  
SOC 101, 105, 110, 112, 115

### AREA 5 – Physical and Biological Sciences

At least two courses required, 7–9 semester/quarter units. One Physical Science course and one Biological Science course; at least one must include a lab.

#### Physical Sciences:

ASTR 101, 101L#

CHEM 101#, 102#, 110#, 120#  
ERSC 101#  
GEOG 101  
GEO 101, 101L#, 102  
PHYS 101#, 102#, 110#, 120#, 211#  
PSCI 101#

#### Biological Sciences:

ANTH 101  
BIOL 101#, 103#, 110#, 120#, 201#, 202#, 204#

# Meets laboratory requirement.

### Language Other Than English (UC Requirement ONLY)

Proficiency equivalent to two years of high school in the same language with a grade of “C,” **OR** earn a score of 3 or higher on the AP Foreign Language test, **OR** 550 on the College Board Achievement Test in Foreign Language, **OR** complete one of the foreign language courses listed below.

CHIN 102  
DFST 102  
FREN 102  
GER 102  
LATN 102  
SPAN 102

### CSU Graduation Requirement in U.S. History, Constitution and American Ideals 6 units

(Not part of IGETC; may be completed prior to transfer.)  
HIST 107 and POLS 101  
HIST 108 and POLS 101  
HIST 109 and POLS 101  
HIST 110 and POLS 101

## The California State University System (CSU)

The CSU system is composed of 23 campuses which serve more than 315,000 students. CSU has more than 1,400 bachelor’s and master’s degree programs in over 200 different subject areas and a variety of teaching and school service credential programs. CSU campuses offer undergraduate and graduate programs providing liberal arts education as well as preparation for occupations such as business, engineering, the arts, and science and health professions.

A community college student may transfer a maximum of 70 semester units to a campus of the CSU. Courses that are transferable to the CSU are designated as (CSU) in the description of courses

in this catalog. Please be cautioned that some of these courses will only transfer as elective credit.

## Eligibility for Admission to the CSU System

All CSU campuses have the same admission requirements for transfer students. Some exceptions occur at campuses or in programs where there are more applicants than can be admitted. In general, however, a student will qualify for most campuses and programs if the student has a 2.0 GPA or better in all transferable units and meets one of the following standards:

1. If a student was eligible for admission to the CSU from high school—i.e., had satisfied the subject requirements and achieved the required scores on the eligibility index—a student is eligible to transfer at any time, provided that a 2.0 GPA is maintained in transferable college courses.  
**NOTE:** Consult the CSU Application Packet for information on required high school subjects and eligibility index.
2. If a student earned the required scores on the eligibility index, but had not satisfied the required college preparatory high school subjects, a student may take college courses in the subjects that were missing and be eligible to transfer upon their completion, provided the student maintains a 2.0 GPA in transferable courses.
3. If a student was ineligible for admission from high school because the student lacked required subjects and did not achieve the required scores on the eligibility index, the student must do three things:
  - a. Complete 56-60 transferable semester units at AVC (depending on the campus selected);
  - b. Establish a minimum 2.0 GPA at AVC; and,
  - c. Complete a minimum of 39 semester units from the CSU General Ed. Requirements. Of these 39 units a student must include courses from A-1, A-2, A-3 and B-4 with a minimum evaluative grade of “C” before he/she matriculates to a CSU campus.

## General Education Requirements for the CSU System

A candidate for a bachelor's degree from the California State University system shall complete a minimum of 48 semester units in general education courses. A student may complete 39 of the 48 required units at Antelope Valley College. In addition to these 39 units of lower division general education courses, students must complete 9 units of upper division course work at a California State University campus. AVC will certify general education for students who meet the 12 units residency requirement of Antelope Valley College. No more than 30 units may be certified in categories B, C and D. No class may be used to satisfy requirements in more than one of the five general areas. Courses taken at other institutions can be certified by Antelope Valley College.

The following information is based on the 2010–11 CSU GE list. Consult with a counselor for the most current requirements, which are subject to change.

### A. English Language Communication and Critical Thinking (9 units)

Select at least 3 units from each of the following sub-categories.

- A-1 \*\*Oral Communication  
COMM 101, 103
- A-2 \*\*Written Communication  
ENGL 101
- A-3 \*\*Critical Thinking  
COMM 115  
ENGL 102, 103  
PHIL 101, 106, 110, 201

\*\* Courses in this area must be completed with a grade of "C" or better to be certified.

### B. Scientific Inquiry and Quantitative Reasoning (9–12 units)

Select at least one course from physical sciences, one course from life sciences, and one course from mathematics/quantitative reasoning. One science course shall include a laboratory component/activity.

- B-1 Physical Science  
ASTR 101  
CHEM 101\*, 102\*, 110\*, 120\*  
ERSC 101\*  
GEOG 101, 102  
GEOL 101, 102

- PHYS 101\*, 102\*, 110\*, 120\*, 211\*  
PSCI 101\*  
B-2 Life Science  
ANTH 101  
BIOL 101\*, 102\*, 103\*, 104, 110\*, 120\*, 201\*, 202\*, 204\*

- B-3 Laboratory Activity  
ASTR 101L  
GEOG 101L, 102L  
GEOL 101L

- B-4 \*\*Mathematics/Quantitative Reasoning  
CIS 121  
MATH 115, 125, 130, 135, 140, 150, 160, 220, 250

\* Class includes a laboratory component. Credit will also be granted for Area B-3.

\*\* Courses in this area must be completed with a grade of "C" or better to be certified.

### C. Arts and Humanities (9 units)

Select one course from the arts and one course from the humanities. Select the remaining units from C-1 or C-2. No more than 4 units of performance or art activity classes shall be chosen. Performance/activities are indicated in **bold & italics**.

- C-1 Arts (Art, Dance, Music, Theatre)  
ART 100, 101, 102, 103, 104, **110, 113, 130, 131, 132, 140, 145, 160, 210, 213**  
COMM 103, 112, 114  
DA 101  
FTV 101, 107, 108, 201, 203  
HIST 115  
MUS 101, 105, 111, **121, 126, 131, 132, 142, 151, 153, 160, 161, 163, 164, 166, 185, 190, 201, 202, 231, 232, 235, 241, 251A, 251B, 253A, 253B, 291, 292**  
MUSC 102, 103, 107, **124, 141, 173, 222, 223, 224, 273**  
PHOT 107, **250**  
PHTC **101, 101L, 150, 150L, 201, 201L**  
THA 101, 102, 110, **120D, 121, 130, 225, 239**

- C-2 Humanities (Literature, Philosophy, Foreign Languages)  
CHIN 101, 102  
COMM 112  
DFST 201, 202  
ENGL 111, 112, 221, 222, 225, 226, 227, 230, 231, 233, 234, 235, 236, 240, 242, 244, 246, 248, 250, 252, 253, 256, 257, 259, 260, 265, 270, 272, 274, 279

- FREN 101, 102, 201, 202, 203  
FTV 203  
GER 101, 102, 201, 202, 203  
LATN 101, 102, 201  
PHIL 105, 106, 108  
SPAN 101, 101HL, 102, 102HL, 120A, 120B, 201, 202, 203

### D. Social Sciences (9 units)

Select from at least two different disciplines.

- D-1 ANTH 102, 103, 112, 140  
D-2 ECON 100, 101, 102, 110  
D-3 POLS 202  
PSY 211  
SOC 110  
D-4 COMM 217  
PSY 217, 218, 219  
D-5 GEOG 105, 106  
D-6 HIST 101, 102, 104, 105, 107, 108, 109, 110, 111, 112, 113, 114, 118, 119  
D-7 N/A  
D-8 POLS 101, 103, 200, 201, 202, 203  
D-9 PSY 101, 201, 211, 212, 215, 218, 219, 230, 232, 233, 234, 235, 236  
D-10 AJ 206  
PSY 219  
SOC 101, 105, 110, 111, 112, 115

### E. Lifelong Learning and Self-Development (3 units)

- Select 3 units.  
COMM 103, 107, 219  
HD 101, 105  
HE 101, 120  
NF 100  
PSY 212, 219, 236  
SOC 111

### Requirements for

#### American Institutions (6 units)

Select one pair. Courses used to satisfy the American Institutions requirement may also apply to Category D above.

- HIST 107 and POLS 101  
HIST 108 and POLS 101  
HIST 109 and POLS 101  
HIST 110 and POLS 101

### Major Requirements at CSU Campuses

Refer to CSU catalogs and consult a counselor. CSU catalogs are available in the Transfer Center, Room SSV 101, Student Services Building.

### **The University of California System (UC)**

The University of California system is made up of ten campuses located throughout California—in Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara and Santa Cruz. All of these campuses have certain features in common—uniform admission requirements, highly qualified faculty and excellent libraries. All maintain the same high academic standards. Nine of the campuses offer comprehensive undergraduate programs with a variety of individual specialties. The San Francisco campus is unique because all of its programs are in the health sciences. Each campus has its own character and distinctive features which contribute to the diversity of the University as a whole.

A community college student may transfer a maximum of 70 semester units to a campus of the UC. Courses that are transferable to the UC are designated as (UC) in the description of courses in this catalog. The designation for UC transferable courses is based on the most current UC transferable course list. Please be cautioned that some of these courses will only transfer as elective credit.

### **Eligibility for Admission to the UC System**

All UC campuses have the same admission requirements for transfer students. Some exceptions occur at campuses or in programs where there are more applicants than can be admitted. The way a transfer student can meet the UC's admission requirements is:

If a student was ineligible for admission from high school due to lack of required subjects and did not achieve the required scores on the eligibility index, the student must do three things:

1. complete 60 transferable semester units at AVC;
2. establish a minimum 2.4 GPA\* at AVC; and,
3. complete college courses to make up any high school subject deficiencies (refer to the UC application packet for options to clear subject deficiencies).

\* Earning a 2.4 GPA does not guarantee admission to all programs at the University of California. Certain programs and/or campuses may be impacted and therefore require additional criteria for acceptance.

### **Major Requirements at UC Campuses**

Refer to the UC catalogs and consult a counselor. UC catalogs are available in the Transfer Center, Room SSV 101, Student Services Building.

### **Independent Colleges and Universities**

Admission and graduation requirements for independent schools vary according to the institution. To determine specific requirements, check the catalog of the school of your choice. Antelope Valley College's Transfer Center has a catalog file of many independent institutions.

### Definition

Accounting and bookkeeping are the “language of business” and involve the dollars and cents of financial information used to help managers make decisions within their organizations. Accounting and bookkeeping information is also used by bankers, investors, regulatory bodies, the IRS, and auditors.

### Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

#### Program Advisement:

Dr. Tom O’Neil, Dean ext. 6370

#### Administrative Assistant:

Christi Crosby ext. 6370

#### Faculty:

Stacey Adams ext. 6377

Kathleen Moore ext. 6378

#### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Julie Kocina	2129
Wayne Lynch	2611
Shannon Macias	2277
Ken Scott	2163
Martin Telezing	2966

### Program Description

Accounting courses are offered for two separate career goals based on the level of formal education. Freshman-level courses (100 series) are available for those seeking to earn the professional bookkeeping certificate or other business-related certificate and also for an associate degree. Sophomore-level courses (200 series) are offered as transferable courses for the student preparing for a four-year degree primarily in accounting, business, or economics.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

### Career Options

Accountant  
Accounting Clerk  
Accounting Technician

Auditing Clerk  
Bookkeeping Clerk  
Budget Analyst  
Certified Management Accountant (CMA)  
Certified Public Accountant (CPA)  
Controller  
Financial Analyst  
Financial Planner  
Full-Charge Bookkeeper  
Securities Analyst  
Tax Preparer  
(Most of these careers require education beyond the two-year college level.)

**Transfer Students:**  
Students planning to transfer to a four-year institution are strongly advised to follow the Business Administration degree.

### Program Learning Outcomes

1. Understand and apply ethics in a bookkeeping environment.
2. Analyze, compute and record bookkeeping transactions in the form of journal entries.
3. Prepare and analyze basic financial statements, financial ratios and tax forms.
4. Demonstrate communication, presentation, math and computer skills needed to function effectively as a team member in a diverse business environment.

### Certificate Program

#### Professional Bookkeeping

This certificate requires a minimum of 28-31 units. This program provides entry-level bookkeeping skills to those considering the bookkeeping/accounting field and will enhance the skills of currently employed individuals to facilitate advancement opportunities.

A maximum of 6 pass/no pass units will be accepted for a Professional Bookkeeping certificate. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

Required Courses:	units
ACCT 111, Bookkeeping	3
ACCT 113, Bookkeeping II	3
ACCT 115, Payroll Bookkeeping	2
ACCT 121, Microcomputer Accounting	2
ACCT 131, Introduction to Income Tax	3
BUS 105, Business Mathematics or MATH 125, Math for Business and Economics	3-5
BUS 113, Business Communications	3
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business	3-4
CA 121, Microcomputer Spreadsheets	3
Program Elective	3
<b>Total</b>	<b>28-31</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:	units
Select three units from the following program electives.	
ACCT 199, Occupational Work Experience	1-8
BUS 101, Intro. to Business	3
BUS 201, Business Law	3
CA 131, Relational Database Management and Design	3
MGT 115, Human Behavior in Organizations	3
OT 101, Beginning Computer Keyboarding	3
CA 111, Word Processing-Microsoft Word	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

### Associate Degree

#### Professional Bookkeeping

This major is primarily intended for those business majors who plan on obtaining employment or attaining promotions in their current positions after completing this two-year degree. The requirements for this degree are satisfied by completing all requirements for the Professional Bookkeeping Certificate plus completing general education requirements that

are shown on the Recommended Plan of Study found on this page of this catalog. In any case, a minimum of 60 units is required in order to earn the Professional Bookkeeping Associate Degree. (See Graduation/Associate Degree Requirements.)

Students who complete this associate degree have enhanced employability with various types of employers and in various fields of bookkeeping and accounting. For example, students may be employed by governmental agencies, not-for-profit organizations, and private businesses. They may decide to even go into business for themselves, preferably after gaining initial or additional experience on the job. Specific positions of employment for Professional Bookkeepers include accounting clerks, accounting technicians, auditing clerks, bookkeeping clerks, and full-charge bookkeepers. The general education obtained with the associate degree will provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

#### Recommended Plan of Study

First Semester	units
ACCT 111, Bookkeeping	3
BUS 105, Business Mathematics <b>or</b> MATH 125, Math for Business and Economics	3-5
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business	3-4
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
<b>Total</b>	<b>15-18</b>

Second Semester	units
ACCT 113, Bookkeeping II	3
ACCT 115, Payroll Bookkeeping	2
BUS 113, Business Communications	3
Course from GE requirement Area C	3
Course from GE requirement Area D2	3
<b>Total</b>	<b>14</b>

Third Semester	units
ACCT 121, Microcomputer Accounting	2
ACCT 131, Introduction to Income Tax	3
Course from GE requirement Area A	3
Course from GE requirement Area F	3
Elective*	5
<b>Total</b>	<b>16</b>

\* Only two elective units will be needed if CA 221 **AND** MATH 125 are taken in the first semester above.

Fourth Semester	units
CA 121, Microcomputer Spreadsheets	3
Course from GE requirement Area E	3
Program Elective	3
Electives	6
<b>Total</b>	<b>15</b>

**Degree Total 60-63**

#### Program Electives:

Please refer to the Program Electives listed under the certificate program.

#### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

#### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Accounting Courses

### ACCT 111 \*BOOKKEEPING

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Students will learn introductory theory and application of the double-entry accounting cycle for service and merchandising sole-proprietorships, payroll, and banking procedures. For many students, completing ACCT 111 will help their transition into ACCT 201. (AVC)

### ACCT 113 \*BOOKKEEPING II

3 units

3 hours weekly

**Prerequisite:** Completion of ACCT 201 or ACCT 111.

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070.

In this continuation course in bookkeeping, students will learn specifics on receivables and payables, inventory, plus fixed and intangible assets. Accounting for partnerships and corporations will also be studied along with the statement of cash flows, analysis of financial statements, and segmented and manufacturing accounting. **NOTE:** This course is mainly intended for those seeking to earn the Professional Bookkeeping certificate and it should not be used by business or economics majors transferring to a four-year institution. Please refer to ACCT 201 course description. (CSU, AVC)

### ACCT 115 \*PAYROLL BOOKKEEPING

2 units

36 hours total

**Advisory:** Completion of ACCT 111, and Eligibility for READ 099.

Students will learn the specific human resource and payroll accounting required under the Fair Labor Standards Act, Social Security Administration, plus Federal and State withholding tax systems. The actual tasks that payroll clerks and payroll

accountants perform are practiced so that students can explore potential payroll and bookkeeping employment opportunities. Note: This course counts toward the Professional Bookkeeping certificate. (AVC)

### **ACCT 121 \*MICROCOMPUTER ACCOUNTING**

2 units

3 hours weekly

**Prerequisite:** Completion of ACCT 201 or ACCT 111 within the past five years.

**Advisory:** Basic keyboarding skills, and Eligibility for READ 099.

This course involves the study of concepts and skills of microcomputer accounting systems using typical integrated computerized accounting software systems. Topics to be covered include setup and maintenance of new company systems, manage chart of accounts and ledgers, analyze and enter transactions, generate financial reports, import/export data, file management, incorporate online resources into system processes, and manage system security. BEFORE ENROLLING, students should have good computer software skills, including managing folders and files, plus good Internet and browser skills. Software used in class includes students' choice of learning Peachtree or QuickBooks. Microsoft Office and telecommunication software such as email and discussion forums and online exams are also used. (CSU, AVC)

### **ACCT 131 \*INTRODUCTION TO INCOME TAX**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading, ENGL 099, and MATH 070.

Principles of Federal and California taxation relating to individual income taxes with emphasis on preparation of personal tax returns. (CSU, AVC)

### **ACCT 199 \*OCCUPATIONAL WORK EXPERIENCE**

1–8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **ACCT 201 \*FINANCIAL ACCOUNTING**

4 units

4 hours weekly

**Advisory:** Completion of ENGL 101, and Eligibility for MATH 125 or MATH 130.

Students will learn how to process, report, and communicate financial information both in written and oral format. They will record and analyze financial statement data in manual and computerized systems. This course focuses both on the preparation of accounting information and the use of accounting information to make decisions. THIS IS A SOPHOMORE-LEVEL course intended primarily for business administration or economics majors. Students planning to transfer to a four-year university should wait to take this course until the second to the last semester prior to transferring. (CSU, UC, AVC)

### **ACCT 205 \*MANAGERIAL ACCOUNTING**

4 units

4 hours weekly

**Prerequisite:** Completion of ACCT 201 within the past five years.

Students will learn how to process, report, and communicate managerial accounting information both in written and oral format. They will be able to identify, explain, calculate, and use accounting information to make managerial decisions. BEFORE ENROLLING, students should have a basic knowledge of spreadsheets and know how to use word processing. This course is primarily targeted for transfer students. Business or economics majors should take this class the next term after successfully completing ACCT 201. (CSU, UC, AVC)

## Definition

The Administration of Justice Program involves the study of the theory and practice of law enforcement, police work, the court and corrections systems.

Law enforcement, whether as a line police officer, deputy sheriff, marshal, or state traffic officer, offers a rewarding opportunity to serve society. Specialized officers such as game wardens, forest rangers, or criminal investigators make unique contributions throughout our state and nation. They investigate crime, present cases in court and render other service to the justice system and the people.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Administrative Assistant:

Maureen Rethwisch ext. 6327

### Faculty:

M. Dexter Cummins ext. 6558

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Laura Bettencourt	2415
Tom Campbell	2123
Jim Henchey	2351
Fred Hermann	2307
Cynthia Herrera	2338
Willard Howard	2478
Watson Lee	2472
Timothy Lynskey	2976
Michael McPolin	2325
Carlos Pinho	2426
Brian Shreves	2516
Ronald Shreves	2109
Eugene Siegel	2456
Nicholas Titiriga	2432

## Program Description

The administration of justice courses provide the student with a broad base of knowledge and proficiencies in the general area.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as

program electives in order to qualify for the degree or certificate.

## Distinctive Features

Instructors are credentialed law enforcement personnel.

## Career Options

Animal Control Officer  
 Border Patrol Officer  
 Correctional Officer  
 Criminal Investigator  
 Customs Agent  
 Drug Enforcement Agent  
 Evidence Technician  
 FBI Agent  
 Fingerprint Classifier  
 Forest Ranger  
 Highway Patrol Officer  
 Industrial Security Officer  
 Insurance Investigator  
 Lawyer  
 Legal Secretary  
 Paralegal  
 Park Ranger  
 Parole Agent  
 Police Clerk  
 Police Dispatcher  
 Police Officer  
 Polygraph Operator  
 Private Detective  
 Probation Officer  
 Security Specialist  
 Sheriff  
 Warden  
 (Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

The requirements for an associate degree in Administration of Justice may be satisfied by completing 12 units of required courses, selecting an additional 6 units from the restricted list of program electives, 21 units of general education requirements and sufficient elective units to total 60 units. (See Graduation/Associate Degree Requirements.)

## Required Courses (12 units):

	units
AJ 101, Intro. to Administration of Justice	3
AJ 102, Criminal Law	3
AJ 103, Criminal Evidence	3
AJ 205, Criminal Investigation	3

## Program Electives:

	units
Select 6 units from the following:	
AJ 104, Intro. to Corrections	3
AJ 109, Crime Analysis	3
AJ 110, Terrorism Investigation	3
AJ 199, Occupational Work Experience	1-8
AJ 201, Police-Community Relations	3
AJ 203, Narcotics Control	3
AJ 204, Juvenile Procedures	3
AJ 206, Criminology	3
AJ 207, Probation and Parole	3
AJ 208, Intro. to Forensic Science	3
AJ 209, Public Safety Communications	3

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Administration of Justice Courses

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### AJ 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

An introduction to the field of criminal justice which includes the police, courts, attorneys, corrections, probation and parole, and alternatives to traditional punishment. The course takes a brief look at the evolution of law and the processes of its administration. The controversies over what causes criminal conduct are explored. (CSU, AVC)

### AJ 102 CRIMINAL LAW

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

An examination of criminal law, both substantive and procedural, as found in the various California State Codes and as interpreted by our courts. The course will cover the origin and development of law, including English Common Law, the U.S. and California Constitutions, California State statutes and Appellate Court decisions. The distinction between torts and crimes, felonies and misdemeanors, and venue and jurisdiction will be examined. Crimes against persons and property and crimes popularly deemed to be victimless will be discussed. (CSU, UC, AVC)

### AJ 103 CRIMINAL EVIDENCE

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course presents the origin, development, philosophy, and legal basis of evidence; types and ways of presenting evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings,

and material objects at motions and trial; constitutional and procedural considerations affecting searches and seizures and admissions and confessions. (CSU, AVC)

### AJ 104 INTRODUCTION TO CORRECTIONS

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is designed to help the student develop an understanding of the concepts of criminal parole, probation and the corrections system. Students will examine these areas of criminal justice from a historical, theoretical, and practical viewpoint, to understand how these different types of convicted offender supervisions overlap. Students will also study the political and economic ramifications for juvenile delinquents and their rights of Due Process. This will be discussed along with the special problems these offenders pose, including the issues of public safety and juvenile parole. (CSU, AVC)

### AJ 109 CRIME ANALYSIS

3 units

3 hours weekly

**Advisory:** Completion of AJ 101 and Eligibility for College Level Reading and ENGL 101, and Eligibility for MATH 070.

An introduction to the field of crime analysis and its role in law enforcement, crime prevention and public safety. Topics will include the history and current functions of crime analysis, along with its changing roles and future applications. Students will explore each of the major types of crime analysis: administrative, strategic, tactical, and investigative. This class is intended for those students who wish to work in a nontraditional role in law enforcement and for sworn personnel who want to better understand how crime analysis can optimize their law enforcement efforts. (CSU, AVC)

### AJ 110 TERRORISM INVESTIGATION

3 units

3 hours weekly

**Advisory:** Completion of AJ 101, and Eligibility for College Level Reading and ENGL 101.

This course will examine the phenomenon known as terrorism. A historical perspective will trace its origin from at least the first century through present times. This course will study the ideologies and philosophies of terrorist groups on both an international as well as national scale. Identification of terrorist groups as well as terrorist tactics will be examined. Emphasis will be on exploring the law enforcement/intelligence methods used to prevent and respond to terrorist-related crimes. (CSU, AVC)

### AJ 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)



**AJ 201 POLICE–  
COMMUNITY RELATIONS***3 units**3 hours weekly**Advisory: Eligibility for ENGL 099 and READ 099.*

This course is designed to help the student develop an understanding of the role of police-community relations as it relates to current law enforcement organizations. Students will learn to appreciate the purpose and objectives of good police-community relations and the benefits that come from these relationships. Students will also study the causative factors and problems related to police-community relations and understand the changing functions of community groups, public and private agencies, and law enforcement in this partnership. (CSU, UC, AVC)

**AJ 203 NARCOTICS  
CONTROL***3 units**3 hours weekly**Advisory: Eligibility for ENGL 099 and READ 099.*

History and impact of drugs on society, law enforcement, the courts, corrections, and treatment programs. Students will learn legal classifications for drugs, criminal codes, how drug cases are handled in the judicial system, drug use detection, and drug testing systems. (CSU, AVC)

**AJ 204 JUVENILE  
PROCEDURES***3 units**3 hours weekly**Advisory: Eligibility for ENGL 099 and READ 099.*

This course is designed to give the student an understanding of the juvenile justice system. Emphasis will be placed on basic organization, function, and jurisdiction of the various juvenile related law enforcement agencies. The study of the processing and detention of juveniles, their court procedures, dispositions, and juvenile diversion will be examined. The development of an understanding of juvenile delinquency will be explored while gaining insight into the numerous rules of evidence, basic criminal laws,

and the tactics used in dealing with juvenile offenders. (CSU, AVC)

**AJ 205 CRIMINAL  
INVESTIGATION***3 units**3 hours weekly**Advisory: Eligibility for ENGL 099 and READ 099.*

This course is designed to give the student an understanding of the field of criminal investigation. Emphasis will be placed on basic criminal investigative techniques and areas of importance to working police officers in their regular duties. The study of identifying and collecting evidence, development of informants, interview and interrogation techniques, courtroom testimony, and the utilization of scientific laboratory analysis will be covered. In this course, those mistakes made by officers during criminal investigations, which sometimes lead to criminal trial dismissals, will be examined. Insight into the rules of evidence, basic criminal law and the tactics used in criminal prosecutions will also be discussed. (CSU, AVC)

**AJ 206 CRIMINOLOGY***3 units**3 hours weekly**Advisory: Eligibility for ENGL 099 and READ 099.*

This course is designed to help the student develop an understanding of the nature, organization and consequences of the American criminal justice system. Topics explored include the myths and realities about crime and criminal behavior, definitions of crime and its measurement, and the varieties of criminal behavior. Criminological theories of criminal activity are examined and an effort is made to find relevance and meaning of these theoretical constructs with the actual patterns of criminality. The prison system is examined, including problems of overcrowding and the use of criminal rehabilitation. The role of law enforcement is also explored. Lastly, an examination and evaluation of the changing nature of criminal patterns in America is made with an attempt to ascertain the meaning and implications of

these changes for the future of American society. (CSU, UC, AVC)

**AJ 207 PROBATION AND  
PAROLE***3 units**3 hours weekly**Advisory: Eligibility for ENGL 099 and READ 099.*

This course is designed to help the student develop an understanding of the concepts of criminal parole and probation. Students will examine this area of criminal justice from a historical, theoretical, and practical viewpoint, to understand how these different types of convicted offender supervisions overlap. Students will also study the political and economic ramifications of juvenile delinquents and their rights of Due Process. This will be discussed along with the special problems these offenders pose, including the issues of public safety and juvenile parole. (CSU, AVC)

**AJ 208 INTRODUCTION TO  
FORENSIC SCIENCE***3 units**3 hours weekly**Advisory: Eligibility for College Level Reading and ENGL 101.*

An introduction to the field of Forensic Science and the integrated role it plays in the detection and conviction of criminal suspects. Topics will include the protection and investigation of crime scenes; the collection analysis, and storage of evidence; and courtroom testimony. Students will explore the different techniques used to identify criminal suspects from the circumstances and facts found at a crime's location. This class is intended for those students who wish to work in a non-traditional role in law enforcement and for those students who wish to have a broader perspective of the criminal investigative process. (CSU, AVC)

## AJ 209 PUBLIC SAFETY COMMUNICATIONS

3 units

3 hours weekly

**Prerequisite:** Completion of AJ 102.

**Advisory:** Eligibility for ENGL 099 and READ 099.

An introductory course dealing with all aspects of public safety communication. The course will cover the techniques of effectively communicating facts, information, and ideas in a clear and logical manner for a variety of public safety systems reports, i.e. crime/violation/incident reports, letters, memoranda, directives and administrative reports. Students will gain practical experience in interviewing, note taking, report writing and testifying. (CSU, AVC)

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## Reserve/Peace Officer Training Courses

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### AJ 800 PEACE OFFICER INTENSIVE BASIC TRAINING

16 units

717 hours total

(452 hours lecture, 265 hours lab)

**Limitation on Enrollment:** Completion of POST reading and writing skills examination. Completion of POST physical fitness assessment. Possession of valid Calif. driver's license. Certification of eligibility to possess firearms from Calif. Dept. of Justice (DOJ). Successful completion of a medical exam. Proof of health insurance. Enrollment may also be limited to persons hired by Los Angeles County Sheriff's Department for employment as a deputy sheriff.

**Advisory:** Eligibility for ENGL 099 and READ 099.

Intensive basic peace officer instruction designed to satisfy the minimum requirements of a peace officer as established by California State law and regulated by California Commission on Peace Officer Standards and Training (POST). The course will emphasize patrol procedures, crowd control, criminal law, laws of arrest, investigative report writing, preliminary investigation, first aid, firearms and chemical agents, defensive tactics, hazardous materials and cultural diversity. (AVC)

### AJ 810 LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (LASD) CUSTODY ASSISTANT COURSE

6 units

234 hours total

(180 hours lecture, 54 hours lab)

**Limitation on Enrollment:** Enrollment is limited to students hired by the Los Angeles County Sheriff's Department as Custody Assistants (CAs). CAs are a support position to the law enforcement function. Therefore, students will be subject to LASD background and fingerprint clearance through the California Department of Justice.

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course satisfies training requirements for the Los Angeles County Sheriff's Department (LASD) Custody Assistant (CA) position. Eligible students will receive training to assist deputy sheriffs supervise, control, and process inmates. (AVC)

## Definition

This program is designed to prepare students for careers in the Aeronautical and Aviation industry.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Administrative Assistant:

Maureen Rethwisch ext. 6327

### Faculty:

Jack Halliday ext. 6736

Tyrone Mettler ext. 6772

### Instructional Assistant:

Patti Browne ext. 6286

Jack B. Halliday ext. 6289

## Program Description

The certificate and associate degree programs include course work to help students prepare for the Airframe and Powerplant (A&P) license exams.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Career Options

Aircraft Dispatcher

Aircraft Operator

Airframe and Powerplant Repair

Airport Management (General Aviation and Airline Related Operator)

Structural Assembler

(Some of these careers may require education beyond the two-year college level.)

## Program Learning Outcomes

1. Analyze and evaluate critical aspects of the aerospace industry related to safe work practices, standards and tolerances, standard shop practices, proper use of tools, power equipment, and personal protective equipment.
2. Analyze, evaluate, troubleshoot, and repair structural, propulsion, electrical, and guidance systems to meet air worthy standards.

3. Evaluate and apply Federal Aviation Regulations, technical maintenance data, and acceptable industry standards pertinent to proper maintenance and safety standards.

## Certificate Programs

Three A&P certificates (General Aircraft Maintenance, Aircraft Airframe, and Aircraft Powerplant) are designed for those individuals seeking an Aircraft License. After earning these certificates a student may seek permission from the Federal Aviation Administration to take the necessary exams for an Airframe and Powerplant license.

### General Aircraft Maintenance

This program provides the basic understanding and principles of basic electricity, basic physics, math, fluid lines and fittings, materials and processes, cleaning and corrosion control, maintenance publications, mechanics privileges and limitations, maintenance forms and records, weight and balance, ground handling and aircraft drawings.

### Required Courses: units

The following courses (18 units minimum) are required for the certificate:	
AERO 120, Aircraft General I*	7.5
AERO 121, Aircraft General II*	7.5
Program Elective	<u>3</u>
	<b>Total 18</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

### Program Electives: units

AERO 180, SPACETEC Core Certification Readiness	1-3
AFAB 110, Basic Blueprint Interpretation	4
AFAB 115, Aircraft Structures	6
AFAB 120, Composites Fabrication and Repair	6
AFAB 130, Aerospace Workplace Issues and Ethics	4
AFAB 210, Aircraft Production Systems	6
ELTE 252, Intro. to Avionics	3
ELTE 254, Radio Telephone License	3

\* Offered during Summer Semester only. Students may begin with either AERO 120 or AERO 121.

**NOTE:** Students may begin the program at any point in the certificate plan.

### Aircraft Airframe

This program provides in-depth understanding and principles along with "hands-on" experience to aircraft airframe structures. It entails the following subjects: sheet metal structures, wood structures, dope and fabric, aircraft airframe inspection, assembly and rigging, hydraulic and pneumatic systems, aircraft electrical systems, cabin atmosphere controls, fuel systems, ice and rain systems, fire protection systems, instrument systems, position and warning systems, landing gear systems, and navigation and communication systems. Depending on the individuals' aircraft experience and previous licenses, some individuals will have to qualify for the General Aircraft Maintenance certificate in order to receive the FAA Aircraft Airframe Certificate of completion. **Contact instructor for further information.**

### Required Courses: units

The following courses (30 units) are required for the certificate:	
AERO 230, Aircraft Airframe I	15
AERO 231, Aircraft Airframe II	<u>15</u>
	<b>Total 30</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

### Aircraft Powerplant

This program provides an in-depth understanding, "hands-on" experience and principles in powerplant operation. This course entails the following subjects: reciprocating engines, turbines, lubrication systems, engine fuel systems, fuel metering systems, induction systems, ignition systems, engine electrical systems, engine cooling systems, engine exhaust system, engine instrument systems, engine fire protection systems and propellers. Depending on the individuals' aircraft experience and

previous licenses, some individuals will have to qualify for the General Aircraft Maintenance certificate in order to receive the FAA Aircraft Powerplant Certificate of completion. **Contact instructor for further information.**

<b>Required Courses:</b>	<b>units</b>
The following courses (30 units) are required for the certificate:	
AERO 240, Aircraft Powerplant I	15
AERO 241, Aircraft Powerplant II	<u>15</u>
<b>Total</b>	<b>30</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Airframe and Powerplant License**  
Students who wish to obtain an FAA Airframe and Powerplant license should complete the following courses:

AERO 120, Aircraft General I	7.5
AERO 121, Aircraft General II	7.5
AERO 230, Aircraft Airframe I	15
AERO 231, Aircraft Airframe II	15
AERO 240, Aircraft Powerplant I	15
AERO 241, Aircraft Powerplant II	15

## Associate Degrees

**General Aircraft Maintenance**  
The requirements for an associate degree in General Aircraft Maintenance may be satisfied by completing 15 units of required courses, selecting an additional 3 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of aviation maintenance. They have enhanced promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
Course from GE requirement Area A	3
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
Program Elective	<u>3</u>
<b>Total</b>	<b>12</b>

<b>Second Semester</b>	<b>units</b>
Course from GE requirement Area C	3
Course from GE requirement Area D2	3
Course from GE requirement Area E	3
Elective	<u>3</u>
<b>Total</b>	<b>12</b>

<b>Summer</b>	<b>units</b>
AERO 120, Aircraft General I* or	
AERO 121, Aircraft General II*	<u>7.5</u>
<b>Total</b>	<b>7.5</b>

<b>Third Semester</b>	<b>units</b>
Course from GE requirement Area F	3
Electives	<u>9</u>
<b>Total</b>	<b>12</b>

<b>Fourth Semester</b>	<b>units</b>
Electives	<u>9</u>
<b>Total</b>	<b>9</b>

<b>Summer</b>	<b>units</b>
AERO 120, Aircraft General I* or	
AERO 121, Aircraft General II*	<u>7.5</u>
<b>Total</b>	<b>7.5</b>
<b>Degree Total</b>	<b>60</b>

**Program Electives:**  
Please refer to the Program Electives listed under the certificate program.

\* Offered during Summer semester only.  
Students may begin with either AERO 120 or AERO 121.

**NOTE:** Semester order for courses and time to complete may vary for night students.

**Aircraft Airframe**  
The requirements for an associate degree in Aircraft Airframe Maintenance may be satisfied by completing 30

units of required courses, 21 units of general education requirements, and sufficient electives to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of aviation maintenance. They have enhanced promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
AERO 230, Aircraft Airframe I	<u>15</u>
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>units</b>
AERO 231, Aircraft Airframe II	<u>15</u>
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Elective	<u>3</u>
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
Course from GE requirement Area B	3
Course from GE requirement Area C	3
Course from GE requirement Area D2	3
Electives	<u>6</u>
<b>Total</b>	<b>15</b>

**Degree Total 60**

**NOTE:** Semester order for courses and time to complete may vary for night students.

### Aircraft Powerplant

The requirements for an associate degree in Aircraft Powerplant maintenance may be satisfied by completing 30 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of aviation maintenance. They have enhanced promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

#### Recommended Plan of Study

<b>First Semester</b>	<b>units</b>
AERO 240, Aircraft Powerplant I	<u>15</u>
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>units</b>
AERO 241, Aircraft Powerplant II	<u>15</u>
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Elective	<u>3</u>
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
Course from GE requirement Area B	3
Course from GE requirement Area C	3
Course from GE requirement Area D2	3
Electives	<u>6</u>
<b>Total</b>	<b>15</b>

**Degree Total 60**

### Transfer

The Airframe and Powerplant Certificate courses are transferable to most four-year institutions offering an Aviation Mechanics Degree. Requirements may vary, so check the appropriate catalog(s) and consult with a counselor.

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Airframe and Powerplant Courses

### AERO 120 \*AIRCRAFT GENERAL I

7.5 units

225 hours total

*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*

Fundamental concepts of aircraft maintenance. Topics include aircraft mathematics, basic electricity, fluid lines and fittings, materials, and processes. Intended for students who wish to attain FAA General Mechanic Certificate. (AVC)

### AERO 121 \*AIRCRAFT GENERAL II

7.5 units

225 hours total

*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*

Provides training in the processes involving cleaning and corrosion control, maintenance publications, mechanic privileges/limitations, maintenance forms and records, ground operation, weight and balance, and aircraft drawings. The student will meet qualifying standards for the FAA comprehensive testing leading to a General Mechanic Certificate. (AVC)

### AERO 180 \*SPACETEC CORE CERTIFICATION READINESS

1-3 units

18-54 hours total

*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*

This course is designed to prepare students for the SpaceTEC Core certification written exam. Students will be pre-tested to determine their level of expertise; then the course material and level of instruction will be tailored to their specific needs. Upon the successful completion of this course and the subsequent successful passing of the SpaceTEC written and practical exams, students will be awarded the SpaceTEC Core Certificate/License. **BEFORE ENROLLING**, students must meet at least one of the following verifiable criteria: have a two year technical college program degree or have/had a two year technical military assignment or hold FAA Airframe & Powerplant certificate, or have two or more years of on the job training and experience in the aerospace industry. (AVC)

### AERO 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

*Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students'

educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **AERO 230 \*AIRCRAFT AIRFRAME I**

*15 units*

*25 hours weekly*

**Advisory:** *Eligibility for ENGL 099, READ 099 and MATH 070.*

Inform and train students to become familiar with the techniques and operations involved with aircraft wood structures, finishes, covering, sheet metal and non-metallic structures, welding, assembly and rigging, aircraft inspection and aircraft fuel systems. Students will meet qualifying standards for the FAA comprehensive testing leading to an Airframe Mechanic Certificate. (AVC)

### **AERO 231 \*AIRCRAFT AIRFRAME II**

*15 units*

*25 hours weekly*

**Advisory:** *Eligibility for ENGL 099, READ 099 and MATH 070.*

Inform and train students to become familiar with the techniques and operations involved with aircraft instruments, communication and navigation, position and warning, cabin atmosphere, ice and rain, fire protection, aircraft electrical, hydraulic and pneumatic, and landing gear systems. Students will meet qualifying standards for the FAA comprehensive testing leading to an Airframe Mechanic Certificate. (AVC)

### **AERO 240 \*AIRCRAFT POWERPLANT I**

*15 units*

*25 hours weekly*

**Advisory:** *Eligibility for ENGL 099, READ 099 and MATH 070.*

Provides instruction related to aircraft reciprocating and turbine engines. Topics include inspection, fuel systems, unducted fans and auxiliary power units. Intended for students who wish to attain FAA Powerplant Mechanic Certificate. (AVC)

### **AERO 241 \*AIRCRAFT POWERPLANT II**

*15 units*

*25 hours weekly*

**Advisory:** *Eligibility for ENGL 099, READ 099 and MATH 070.*

Provides instruction related to aircraft reciprocating and turbine engines. Topics include lubrication systems, induction systems, cooling systems, exhaust systems, electrical and instruments systems, fire systems and propellers. Intended for students who wish to attain FAA Powerplant Mechanic Certificate. (AVC)

**Definition**

The courses offered are designed to prepare students for occupations in either the landscape or nursery business.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

Administrative Assistant:

Maureen Rethwisch ext. 6327

Faculty:

Neal Weisenberger ext. 6512

Lab Technician:

Marilyn Buchanan ext. 6254

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Sharon Weisenberger 2072

**Program Description**

The two-year certificate program is designed to prepare students for occupations in a field of horticulture such as landscape construction, landscape maintenance, and nursery operations. Completion of this program is one of the first steps toward obtaining a landscape contractor’s license.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

Students enrolled in the Park and Landscape Management certificate program receive “hands-on” experience in all phases of landscape construction. The program also includes computer-aided instruction.

**Career Options**

- Grounds Maintenance
- Landscape Architect
- Landscape Construction Worker
- Landscape Contractor
- Landscape Designer
- Landscape Gardener
- Nursery Worker

(Some of these careers may require education beyond the two-year college level.)

**Program Learning Outcomes**

**Environmental Horticulture**

1. Identify, install and maintain various fruit trees that grow in the Antelope Valley.
2. Identify and create a method to legally control weeds, diseases, vertebrate, and insects pest in a California Landscape.
3. Determine a method to propagate and develop the skills to propagate various indoor and outdoor plants.
4. Create a functional landscape plan applying the principles, client needs, and elements of design.
5. Determine the best method to install and maintain a landscape according to the needs of the plant, landscape situation and to have the skills need to install and maintain a landscape.
6. Identify and select plants used in California landscapes.
7. Identify soil problems and determine a plan to maintain or correct the soil problem.
8. Demonstrate the understanding of plant anatomy and physiology.
9. Plan, design and construct wood, fencing and electrical features in a Landscape.

**Landscape Construction**

1. Identify, install and maintain various fruit trees that grow in the Antelope Valley.
2. Identify and create a method to legally control weeds, diseases, vertebrate, and insects pest in a California Landscape.
3. Determine a method to propagate and develop the skills to propagate various indoor and outdoor plants.
4. Create a functional landscape plan applying the principles, client needs, and elements of design.
5. Determine the best method to install and maintain a landscape according to the needs of the plant, landscape situation and to have the skills need to install and maintain a landscape.

6. Identify and select plants used in California landscapes.
7. Identify soil problems and determine a plan to maintain or correct the soil problem.
8. Demonstrate the understanding of plant anatomy and physiology
9. Plan, design and construct wood, fencing and electrical features in a Landscape.
10. Plan, design and construct concrete, brick or block features in a Landscape.
11. Plan, design, construct and maintain various landscape irrigation systems.
12. Demonstrate an understanding of Federal, State and local contractor licenses, laws, regulations and permits pertaining to landscape businesses.
13. Use, read and interpret and landscape plans and specifications.

**Certificate Programs**

**Environmental Horticulture**

The following courses (31 units) are required for the certificate.

<b>Required Courses:</b>	<b>units</b>
AGRI 100, Fruit and Nut Production	3
AGRI 102, Plant Pest Control	3
AGRI 104, Nursery Practices	2
AGRI 110, Basic Landscape Design	2
AGRI 112, Plant and Landscape Maintenance	2
AGRI 130, Environmental Gardening	2
AGRI 132, Turf and Landscape Maintenance	2
AGRI 134, Plant Identification I	3
AGRI 212, Interior Plantscape	2
AGRI 230, Soils and Plant Nutrition	3
AGRI 234, Plant Identification II	3
BIOL 103, Introduction to Botany	4
<b>Total</b>	<b>31</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Landscape Construction**

The following courses (51 units) are required for the certificate.

<b>Required Courses:</b>	<b>units</b>
AGRI 100, Fruit and Nut Production	3
AGRI 102, Plant Pest Control	3
AGRI 104, Nursery Practices	2
AGRI 110, Basic Landscape Design	2
AGRI 112, Plant and Landscape Maintenance	2
AGRI 130, Environmental Gardening	2
AGRI 132, Turf and Landscape Maintenance	2
AGRI 134, Plant Identification I	3
AGRI 153, Landscape Construction - Concrete & Masonry	3
AGRI 155, Landscape Construction - Wood & Lighting	3
AGRI 210, Advanced Landscape Design	3
AGRI 212, Interior Plantscape	2
AGRI 220, Landscape Irrigation	3
AGRI 230, Soil and Plant Nutrition	3
AGRI 234, Plant Identification II	3
AGRI 250, Landscape Management	2
BIOL 103, Introduction to Botany	4
BUS 111, Business English	3
MGT 201, Small Business Mgt.	3
<b>Total</b>	<b>51</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

### Locally Approved Certificate

#### Grounds Maintenance

The following courses (8 units) are required for the certificate.

<b>Required Courses:</b>	<b>units</b>
AGRI 104, Nursery Practices	2
AGRI 112, Plant and Landscape Maintenance	2
AGRI 130, Environmental Gardening	2
AGRI 132, Turf and Landscape Maintenance	2

### Associate Degree

#### Environmental Horticulture

The requirements for an associate degree in Environmental Horticulture may be satisfied by completing 31 units of required courses, 21 units of general education requirements, and

sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of Environmental Horticulture, including nursery sales, landscape design, landscape technician, city and county park's worker and other similar career fields. They have enhanced promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

#### Recommended Plan of Study

<b>*First Semester (Fall)</b>	<b>units</b>
AGRI 100, Fruit and Nut Production	3
AGRI 102, Plant Pest Control	3
AGRI 104, Nursery Practices	2
AGRI 110, Basic Landscape Design	2
AGRI 112, Plant and Landscape Maintenance	2
Course from GE requirement Area D1	3
<b>Total</b>	<b>15</b>

<b>*Second Semester (Spring)</b>	<b>units</b>
AGRI 130, Environmental Gardening	2
AGRI 132, Turf and Landscape Maintenance	2
AGRI 134, Plant Identification I	3
BIOL 103, Introduction to Botany	4
Course from GE requirement Area D2	3
<b>Total</b>	<b>14</b>

<b>*Third Semester (Fall)</b>	<b>units</b>
AGRI 212, Interior Plantscape	2
Course from GE requirement Area B	3
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Elective	3
<b>Total</b>	<b>14</b>

<b>*Fourth Semester (Spring)</b>	<b>units</b>
AGRI 230, Soils and Plant Nutrition	3
AGRI 234, Plant Identification II	3
Course from GE requirement Area C	3
Electives	8
<b>Total</b>	<b>17</b>

**Degree Total 60**

\* Students may begin the program at any point in the degree plan.

#### Landscape Construction

The requirements for an associate degree in Landscape Construction may be satisfied by completing 51 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 69 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of Landscape Construction with emphasis in obtaining a Contractor's License, other occupational careers including nursery sales, landscape design, landscape technicians, city and county park's worker and other similar career fields. They have enhanced promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

#### Recommended Plan of Study

<b>*First Semester (Fall)</b>	<b>units</b>
AGRI 100, Fruit and Nut Production	3
AGRI 102, Plant Pest Control	3
AGRI 104, Nursery Practices	2
AGRI 110, Basic Landscape Design	2
AGRI 112, Plant and Landscape Maintenance	2
AGRI 130, Environmental Gardening	2



Course from GE requirement Area D1 \_\_\_3  
**Total 17**

**\*Second Semester (Spring) units**

AGRI 132, Turf and Landscape Maintenance 2  
 AGRI 134, Plant Identification I 3  
 AGRI 153, Landscape Construction - Concrete & Masonry 3  
 BIOL 103, Introduction to Botany 4  
 Course from GE requirement Area D2 \_\_\_3  
**Total 15**

**\*Summer Semester units**

Course from GE requirement Area B 3  
 Course from GE requirement Area E \_\_\_3  
**Total 6**

**\*Third Semester (Fall) units**

AGRI 155, Landscape Construction - Wood & Lighting 3  
 AGRI 210, Advanced Landscape Design 3  
 AGRI 212, Interior Plantscape 2  
 AGRI 220, Landscape Irrigation 3  
 BUS 111, Business English 3  
 Course from GE requirement Area F \_\_\_3  
**Total 17**

**\*Fourth Semester (Spring) units**

AGRI 230, Soil and Plant Nutrition 3  
 AGRI 234, Plant Identification II 3  
 AGRI 250, Landscape Management 2  
 MGT 201, Small Business Mgt. 3  
 Course from GE requirement Area C \_\_\_3  
**Total 14**

**Degree Total 69**

\* Students may begin the program at any point in the certificate/degree plan.

**NOTE:** Semester order for classes and time to complete may vary for night students.

## Transfer

A bachelor's degree in Landscape Architecture is available at Cal State Polytechnic Univ., Pomona and Cal Polytechnic State Univ., San Luis Obispo. Check the schools' catalogs and consult with a counselor regarding transfer requirements.

A bachelor's degree in Ornamental Horticulture is available from Cal State

Polytechnic Univ., Pomona and Cal State Polytechnic Univ., San Luis Obispo, and Cal State Univ., Fresno.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Agriculture/Park and Landscape Management Courses

### AGRI 100 \*FRUIT AND NUT PRODUCTION

3 units  
 5 hours weekly  
 (2 hours lecture, 3 hours lab)  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course covers the botany, taxonomy, and development of major fruit, vine, and nut crops in California. Variety selection, production practices including site selection establishment, fertilization, pollination, irrigation, harvest, storage, processing, marketing, pest management and pruning are explored in this course. (CSU, UC, AVC)

### AGRI 102 \*PLANT PEST CONTROL

3 units  
 5 hours weekly  
 (2 hours lecture, 3 hours lab)  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Focuses on the exploration, identification, and control of major horticultural pests, including insects, weeds, and diseases. The impact of pests on commercial nursery crops and the landscape is also discussed. Integrated pest management including cultural, biological, mechanical/physical and chemical

control methods is emphasized. Course is designed to assist students in preparing for California licensing examinations in pest management. (CSU, AVC)

### AGRI 104 \*NURSERY PRACTICES

2 units  
 3 hours weekly  
**Advisory:** Eligibility for READ 099.

Course involves plant propagation and production practices with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control, structures and site layout. Preparation and use of propagating and planting mediums. Use and maintenance of common tools and equipment. Regulations pertaining to plant production will be included. (CSU, AVC)

### AGRI 110 \*BASIC LANDSCAPE DESIGN

2 units  
 3 hours weekly  
**Advisory:** Eligibility for READ 099 and MATH 070.

This course involves the study and implementation of the art and science of landscape design, including principles of design and the design process. Project emphasis is placed upon residential and small commercial sites. A home landscape design project is required. (CSU, UC, AVC)

### AGRI 112 \*PLANT AND LANDSCAPE MAINTENANCE

2 units  
 4 hours weekly  
**Advisory:** Eligibility for READ 099 and MATH 070.

Skills used in a typical landscape maintenance program with emphasis on the plants in the landscape, including, but not limited to, planting, pruning and care of shrubs and trees. Care of turf areas will also be covered. (CSU, AVC)

**AGRI 130**  
**\*ENVIRONMENTAL**  
**GARDENING**

2 units

3 hours weekly

*Advisory: Eligibility for READ 099.*

A general course in environmental horticulture with emphasis on nursery operations, landscaping and turf management. Topics include basic botany, propagation, soils, fertilization, pest management, planting, container gardening, vegetable and fruit gardening, houseplants, turf grass installation and care. (CSU, AVC)

**AGRI 132 \*TURF**  
**AND LANDSCAPE**  
**MAINTENANCE**

2 units

4 hours weekly

*Advisory: Eligibility for READ 099 and MATH 070.*

Skills used in a typical landscape maintenance program with emphasis on turf and ground covers in the landscape, including, but not limited to, planting and care of turf. Care and pruning of shrubs and trees will also be covered. (CSU, AVC)

**AGRI 134 \*PLANT**  
**IDENTIFICATION I**

3 units

3 hours weekly

*Advisory: Eligibility for READ 099.*

This course involves identification, growth habits, culture and ornamental use of landscape plants adapted to climates of California. Plants emphasized will come from the current California Association of Nurserymen & Garden Centers (CANGC) and Associated Landscape Contractors of America (ALCA) Certification Tests Plant Lists. Approximately 280 plants will be covered. A leaf collection will be required. The plants covered in this class differ from AGRI 234. (CSU, UC, AVC)

**AGRI 153 \*LANDSCAPE**  
**CONSTRUCTION -**  
**CONCRETE AND MASONRY**

3 units

5 hours weekly

*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*

Construction and repair of concrete and masonry projects using materials and methods used in landscape construction. Discussion, as well as demonstrated manual skills needed to construct various concrete and masonry projects in a landscape, including ponds and waterfalls. (CSU, AVC)

**AGRI 155 \*LANDSCAPE**  
**CONSTRUCTION - WOOD**  
**AND LIGHTING**

3 units

5 hours weekly

*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*

Construction and repair of wood, lighting and drainage projects using materials and methods used in landscape construction. Discussion, as well as demonstrated manual skills needed to construct various wood, lighting, and drainage projects in a landscape. (CSU, AVC)

**AGRI 199 \*OCCUPATIONAL**  
**WORK EXPERIENCE**

1-8 units

hours vary

*Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based

occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**AGRI 210 \*ADVANCED**  
**LANDSCAPE DESIGN**

3 units

7 hours weekly

*Advisory: Completion of AGRI 110, and Eligibility for READ 099 and MATH 070.*

This advanced course involves the implementation of landscape design, including principles of design, the design process, drafting, graphics and presentation methods. Project emphasis is placed upon residential and small commercial sites. Course includes the use of computer landscape design programs. (CSU, AVC)

**AGRI 212 \*INTERIOR**  
**PLANTSCAPE**

2 units

3 hours weekly

*Advisory: Eligibility for READ 099.*

Study of common plants used in interior plantscape. Will discuss how to use plants in the home or office, what plants are best suited, pests and diseases, and the environment needed to keep the plants alive. (CSU, AVC)

**AGRI 220 \*LANDSCAPE**  
**IRRIGATION**

3 units

5 hours weekly

*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*

This course prepares students to design, install, and maintain a water-efficient landscape irrigation system. Topics include water supply, basic hydraulics, component identification and terminology, system layout, pipe sizing, types of heads, valves, controllers and practices related to appropriate horticulture for California. (CSU, AVC)

### **AGRI 230 \*SOILS AND PLANT NUTRITION**

*3 units*

*5 hours weekly*

*(2 hours lecture, 3 hours lab)*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course involves a study of soil derivation, classification and characteristics. Soil use and management including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Laboratory topics include soil type, classification, soil reaction, soil fertility and physical properties of soil. (CSU, UC, AVC)

### **AGRI 234 \*PLANT IDENTIFICATION II**

*3 units*

*3 hours weekly*

**Advisory:** Eligibility for READ 099.

This course involves identification, growth habits, culture, and ornamental use of landscape plants adapted to climates of California. Plants emphasized will come from the current California Association of Nurserymen & Garden Centers (CANGC) and Associated Landscape Contractors of America (ALCA) Certification Tests Plant Lists. Approximately 280 plants will be covered. A leaf collection will be required. The plants covered in this class differ from AGRI 134. (CSU, UC, AVC)

### **AGRI 250 \*LANDSCAPE MANAGEMENT**

*2 units*

*4 hours weekly*

**Advisory:** Eligibility for READ 099 and MATH 070.

This course is an introduction to professional landscape management practices, including bidding, estimating, contracts and various business management practices. (CSU, AVC)

## Definition

Air Conditioning and Refrigeration is a constantly changing, self gratifying program designed to satisfy the mechanically oriented person. The goal of the AC&R program is to provide entry level skills in the rapidly growing service industry. A student may specialize in either air conditioning or refrigeration. A combination of both is recommended.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402  
 Administrative Assistant:  
 Maureen Rethwisch ext. 6327  
 Faculty:

Joseph Owens ext. 6508  
 Instructional Assistant:

Charles Gordon ext. 6277  
 Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Earnest Bridges	2308
Angelo Galiano	2340
Stanley Goldstein	2959
Ken Hymen	2360

## Program Description

The program is built on the block principle with refrigeration divided into domestic and commercial, and air conditioning divided into residential and commercial. Alternate energy concepts are included in the commercial refrigeration and residential air conditioning courses. State of the art electronics, as used in this industry, is included in the commercial air conditioning course.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

Students perform tests and repairs on actual equipment as well as built-up trainers. Field trips to various course-related installations are taken, familiarizing students with actual application.

## Career Options

AC&R Contractor  
 Dispatcher  
 Manufacturers Service Representative  
 Sales Engineer  
 Service Engineer  
 Service Manager  
 Service Technician  
 (Some of these careers may require education beyond the two-year college level.)

## Certificate Programs

The air conditioning and refrigeration curriculum is designed to provide pre-employment instruction in the manipulative skills, technical knowledge, and related trade information which will prepare the student for employment in the air conditioning and refrigeration industry.

### Refrigeration Specialist

The following courses (20 units) are required for the certificate.

Required Courses:	units
ACRV 115, Basic Refrigeration Systems and Controls <b>or</b> ACRV 112, Basic Refrigeration Systems and ACRV 113, Basic Refrigeration Controls**	10
ACRV 212, Commercial Refrigeration Systems and ACRV 213, Commercial Refrigeration Controls**	10
<b>Total</b>	<b>20</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

\*\*These courses intended for night students.

### Air Conditioning Specialist

The following courses (20 units) are required for the certificate.

Required Courses:	units
ACRV 125, Residential Air Conditioning Systems and Controls <b>or</b> ACRV 122, Residential Air Conditioning Systems and ACRV 123, Residential Air Conditioning Controls**	10

ACRV 222, Commercial Air Conditioning Controls and ACRV 223, Commercial Air Conditioning Systems**	10
<b>Total</b>	<b>20</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

## Air Conditioning–Refrigeration Specialist

A certificate in Air Conditioning–Refrigeration Specialist may be earned by completing the requirements for the Air Conditioning Specialist and the Refrigeration Specialist. Duplicate courses need only be taken once. **The requirements for an associate degree may be satisfied by completing the certificate requirements in addition to the associate degree requirements.**

## Associate Degrees

### Refrigeration

The requirements for an associate degree in Refrigeration may be satisfied by completing 20 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree in Refrigeration have enhanced employability in the field of Refrigeration. They are well prepared for entry level service positions with eventual leadership roles. Additionally, they have shown that they are capable of advanced training, and able to comprehend and apply complex theory. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the diverse field of opportunity in the Refrigeration Industry.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

### Recommended Plan of Study

#### First Semester units

ACRV 115, Basic Refrigeration Systems and Controls <b>or</b> ACRV 112, Basic Refrigeration Systems and ACRV 113, Basic Refrigeration Controls**	10
Course from GE requirement Area D1	3
<b>Total</b>	<b>13</b>

#### Second Semester units

ACRV 212, Commercial Refrigeration Systems and ACRV 213, Commercial Refrigeration Controls**	10
Course from GE requirement Area D2	3
Electives	3
<b>Total</b>	<b>16</b>

#### Third Semester units

Course from GE requirement Area A	3
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Electives	6
<b>Total</b>	<b>15</b>

#### Fourth Semester units

Course from GE requirement Area B	3
Course from GE requirement Area C	3
Electives	10
<b>Total</b>	<b>16</b>

**Degree Total 60**

### Air Conditioning

The requirements for an associate degree in Air Conditioning may be satisfied by completing 20 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree in Air Conditioning have enhanced employability in the field of Air Conditioning. They are well prepared for entry level service positions with eventual leadership roles. Additionally, they have shown that they are capable of advanced training, and able to comprehend and apply complex theory. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the diverse field of opportunity in the HVAC Industry.

Except in cases of a prerequisite requirement, it is not required to take

courses in exactly this sequence; they are recommended in this order to facilitate success.

### Recommended Plan of Study

#### \*First Semester units

ACRV 125, Residential Air Conditioning Systems and Controls <b>or</b> ACRV 122, Residential Air Conditioning Systems and ACRV 123, Residential Air Conditioning Controls**	10
Course from GE requirement Area D1	3
<b>Total</b>	<b>13</b>

#### \*Second Semester units

ACRV 222, Commercial Air Conditioning Controls and ACRV 223, Commercial Air Conditioning Systems**	10
Course from GE requirement Area D2	3
Electives	3
<b>Total</b>	<b>16</b>

#### \*Third Semester units

Course from GE requirement Area A	3
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Electives	6
<b>Total</b>	<b>15</b>

#### \*Fourth Semester units

Course from GE requirement Area B	3
Course from GE requirement Area C	3
Electives	10
<b>Total</b>	<b>16</b>

**Degree Total 60**

\* Students may begin the program at any point in the degree plan.

\*\*Semester order for classes and time to complete may vary for night students.

### Air Conditioning and Refrigeration

The requirements for an associate degree in Air Conditioning and Refrigeration may be satisfied by completing 40 units of required courses and 21 units of general education requirements to total 61 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree in Air Conditioning and Refrigeration have increased employability with firms that work in

both Air Conditioning and Refrigeration Industries. They are well prepared for entry level service positions with eventual leadership roles. Additionally, they have shown that they are capable of advanced training, and able to comprehend and apply complex theory. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the diverse field of opportunity in the HVAC/R Industry.

### Transfer

Not a transfer major.

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Air Conditioning and Refrigeration Courses

### ACRV 112 BASIC REFRIGERATION SYSTEMS

*5 units*

*10 hours weekly*

**Advisory:** *Eligibility for ENGL 099, READ 099, and MATH 070.*

Study of refrigeration fundamentals including heat transfer, energy, and the basic refrigeration system. Basic tools with some specialty tools and basic refrigerant handling skills will also be covered. Topics include: brazing of copper tubing; repair and replacement of components, along with maintenance on domestic refrigeration equipment. Recommended for students desiring to enter the air conditioning and refrigeration industry. (AVC)

### **ACRV 113 BASIC REFRIGERATION CONTROLS**

5 units

10 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070.

Study of electrical diagrams and circuits in domestic refrigerators and freezers. Includes terminology, legends, ATL and pictorial electrical diagrams used in domestic refrigeration equipment. The testing and repair or replacement of specialized circuitry on refrigeration equipment including types of motors and start components, temperature controls and defrost timers used on domestic refrigeration equipment will also be covered. Recommended for students desiring to enter the air conditioning and refrigeration industry. (AVC)

### **ACRV 115 BASIC REFRIGERATION SYSTEMS AND CONTROLS**

10 units

20 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070.

Study of refrigeration fundamentals including heat transfer, energy, and the basic refrigeration system. Basic tools with some specialty tools and basic refrigerant handling skills will also be covered. Topics include: brazing of copper tubing; study of electrical diagrams and circuits in domestic refrigerators and freezers including the terminology, legends, and both ATL and pictorial electrical diagrams used in domestic refrigeration equipment. Testing and repair or replacement of specialized circuitry on refrigeration equipment including types of motors and start components, temperature controls and defrost timers used on domestic refrigeration equipment. Recommended for students desiring to enter the air conditioning and refrigeration industry. (AVC)

### **ACRV 122 RESIDENTIAL AIR CONDITIONING SYSTEMS**

5 units

10 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070.

Study of air conditioning fundamentals including methods of heating, cooling and humidification. Topics include: repair and replacement of components along with maintenance on residential air conditioning equipment. Environmental controls are introduced with basic electrical schematics using temperature and humidity controls. (AVC)

### **ACRV 123 RESIDENTIAL AIR CONDITIONING CONTROLS**

5 units

10 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070.

Study of air conditioning fundamentals including methods of heating, cooling and humidification. Load calculations along with air flow, duct design, air quality and air handling are covered. The characteristics of air and psychrometrics are introduced. A residential system is designed from calculating load to laying out the air handling system (blower and ducts). Also includes system evaluation and diagnostics of the air side of the system. Recommended for students entering the air conditioning industry. (AVC)

### **ACRV 125 RESIDENTIAL AIR CONDITIONING SYSTEMS AND CONTROLS**

10 units

20 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070.

Study of air conditioning fundamentals including methods of heating, cooling and humidification. Topics include: repair and replacement of components along with maintenance on residential air conditioning equipment. Environmental controls are introduced with basic electrical schematics using temperature and humidity controls and the

characteristics of air and psychrometrics. Load calculations along with air flow, duct design, air quality and air handling are also covered. A residential system is designed from calculating load to laying out the air handling system (blower and ducts). Course also includes system evaluation and diagnostics of the air side of the system. Recommended for students entering the air conditioning industry. (AVC)

### **ACRV 199 \*OCCUPATIONAL WORK EXPERIENCE**

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **ACRV 212 COMMERCIAL REFRIGERATION SYSTEMS**

5 units

10 hours weekly

**Prerequisite:** Completion of ACRV 112 and 113 or ACRV 115.

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070.

Study of commercial refrigeration

applications and design concerns including calculating of heat loads and equipment sizing. Installation and service procedures including maintenance practices are covered in the “hands-on” lab portion of class. Emphasis on the refrigerant handling and recovery practices used in the repair and replacement of components. Recommended for students desiring to enter the refrigeration industry. (AVC)

## **ACRV 213 COMMERCIAL REFRIGERATION CONTROLS**

*5 units*

*10 hours weekly*

**Prerequisite:** Completion of ACRV 112 and 113 or ACRV 115.

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070.

Equipment specific refrigeration principles and applications are studied. Commercial refrigeration applications and design concerns including analyzing efficiency and optimizing performance. Diagnostics, service and repair are covered in the “hands-on” lab portion of class. Emphasis on the refrigerant handling and recovery practices used in the repair and replacement of components. Recommended for students desiring to enter the refrigeration industry. (AVC)

## **ACRV 222 COMMERCIAL AIR CONDITIONING CONTROLS**

*5 units*

*10 hours weekly*

**Prerequisite:** Completion of ACRV 122 and 123 or ACRV 125.

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070.

Study of commercial air conditioning covering electricity and controls. Reviews basic electrical theory and takes the student through electrical schematics and controls as they apply to the light commercial air conditioning industry. Topics include: motors, magnetic line starters, transformers, solid-state devices and programmable logic controllers. ATL and pictorial schematic wiring diagrams for commercial single and three-phase systems are also covered. Recommended for students desiring to enter the air conditioning industry. (AVC)

## **ACRV 223 COMMERCIAL AIR CONDITIONING SYSTEMS**

*5 units*

*10 hours weekly*

**Prerequisite:** Completion of ACRV 122 and 123 or ACRV 125.

**Advisory:** Eligibility for ENGL 099, READ 099, and MATH 070.

Study of commercial air conditioning covering building environments. Course covers the commercial facility and its systems management and control. Energy conservation, occupant comfort and productivity are issues considered in system design and control. Equipment types to include boilers, heat recovery equipment, cooling towers and hydronic systems along with air handling and filtration are introduced. Control strategies for occupant comfort, and facility control management are discussed. (AVC)

## Definition

This program is designed to prepare students for careers in aircraft structures and composites fabrication and assembly.

**NOTE:** These courses are not intended to prepare students to work as licensed aircraft maintenance mechanics. Students must complete the General Aircraft Maintenance, Aircraft Airframe and the Aircraft Powerplant Certificates to be eligible to sit for the FAA aircraft maintenance license exam.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Karen Cowell, Dean	ext. 6402
Administrative Assistant:	
Maureen Rethwisch	ext. 6327
Faculty:	
Maria Clinton	ext. 6577

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Harold Bloemendaal	2241
Jeffrey Bryant	2281
Ronald Coleman	2334
Randy Durfee	2143
Roger Lynn	2704
Marc Sas	2242

## Program Description

The certificate and associate degree programs include course work to help prepare students for entry-level employment in the aerospace industry. Students who complete this program will have the necessary skills to be employed by aircraft manufacturers and subcontractors in a variety of positions.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.”

## Career Options

Basic Aircraft Assembler  
 Composite Fabricator  
 General Mechanic/Electrical Technician

Multi-skilled Composite/Low

Observable Technician

(Some of these careers may require education beyond the two-year college level.)

## Program Learning Outcomes

1. Plan, design, and construct aircraft structures to industry standards using sheet metal and composites materials.
2. Analyze and evaluate critical aspects of the aerospace industry related to safe work practices, standards and tolerances, standard shop practices, proper use of tools, power equipment, and personal protective equipment.
3. Use, read, and interpret industry standard blueprints to construct aircraft components.
4. Assure that actions and decisions are based on ethical work practices and human factors directly related to proficiency level degradation in the work environment.

## Certificate Program

### Aircraft Fabrication and Assembly Technician

The following courses (26 units) are required for the certificate.

Required Courses:	units
AFAB 110, Basic Blueprint Interpretation	4
AFAB 115, Aircraft Structures	6
AFAB 120, Composites Fabrication and Repair	6
AFAB 130, Aerospace Workplace Issues and Ethics	4
AFAB 210, Aircraft Production Systems	6
<b>Total</b>	<b>26</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

## Associate Degree

### Aircraft Fabrication and Assembly Technician

The requirements for an associate degree in Aircraft Fabrication and Assembly Technician may be satisfied by completing 26 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of aerospace technology. They have enhanced promotional opportunities into supervisory and/or management positions as they gain experience and training within this career field. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

#### *Recommended Plan of Study*

First Semester (Fall)	units
AFAB 110, Basic Blueprint Interpretation	4
AFAB 115, Aircraft Structures	6
AFAB 120, Composites Fabrication and Repair	6
<b>Total</b>	<b>16</b>

Second Semester (Spring)	units
AFAB 130, Aerospace Workplace Issues and Ethics	4
Course from GE requirement Area A	3
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
<b>Total</b>	<b>13</b>

Third Semester (Fall)	units
AFAB 210, Aircraft Production Systems	6
Course from GE requirement Area C	3
Course from GE requirement Area D2	3
Course from GE requirement Area E	3
<b>Total</b>	<b>15</b>

Fourth Semester (Spring)	units
Course from GE requirement Area F	3
General Electives	13
<b>Total</b>	<b>16</b>

**Degree Total 60**



**Transfer**

Not a transfer major.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Aircraft Fabrication and Assembly Courses

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### AFAB 110 \*BASIC BLUEPRINT INTERPRETATION

4 units

4 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Classroom lecture and "hands-on" practice reading and interpreting actual blueprints. Students will be required to interpret basic geometric definitions, basic lines and drafting methods, drawing numbering systems, types of drawings, engineering parts lists, and coordinating reference systems. (AVC)

### AFAB 115 \*AIRCRAFT STRUCTURES

6 units

8 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in AFAB 110.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Designed to give students the necessary skills to perform journeyman aerospace structures assembly and repair. Classroom lecture and "hands-on" practice drilling holes in aluminum, composites, steel and titanium, cold working of holes and installation of special fasteners, the importance of aircraft sealants and proper preparation of surfaces for application

of sealants. Includes material fabrication using sheet metal equipment and completion of a final project of moderate complexity. (AVC)

### AFAB 120 \*COMPOSITES FABRICATION AND REPAIR

6 units

8 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in AFAB 110.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Designed to give students the necessary skills to perform composite lay-up and fabrication, as well as composite repair procedures. Consists of classroom lecture and hands-on practice in graphite, aramid, and fiberglass reinforcement materials. Vacuum bagging techniques, lay-ups and repairs using room temperature and oven cures will also be covered. Students are required to interpret engineering prints and or drawings. (AVC)

### AFAB 130 \*AEROSPACE ETHICS AND ISSUES

4 units

4 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Addresses the ethical responsibilities of aircraft maintenance technicians (AMTs). Course will articulate an ethical framework for aircraft technicians by critically reflecting on aerospace practices and examining the ethical challenges that confront the aerospace industry, and aerospace technicians and professionals working within these organizations. Includes: social and personal responsibilities in aerospace, truth-telling and disclosure, whistleblowing, professionalism, safety, and human factors. A detailed analysis of many case studies in industry will be reviewed. (AVC)

### AFAB 210 \*AIRCRAFT PRODUCTION SYSTEMS

6 units

6 hours weekly

**Prerequisite:** Completion of AERO 230 or AFAB 115.

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 080.

The course is designed to give students with basic aircraft fabrication skills the necessary knowledge and practical experience to perform effectively and grow professionally in an aircraft production organization. The course will introduce the student to the many functional groups that manage, design, plan, schedule, supply, and oversee aircraft production operations. Students will gain experience with production and quality standards, process controls, and documentation requirements through participation in hands-on laboratory fabrication projects. (AVC)

### Definition

Anthropology is a science of humankind, both past and present. It is a holistic discipline, which means that anthropologists study the similarities and differences in biological and cultural adaptations and features across the globe throughout all of human history. The field of Anthropology has been broken up into four main sub-fields: Archaeology, Cultural Anthropology, Physical Anthropology, and Linguistics. Archaeology is the study of our past, focused specifically on reconstructing past behavior by looking at objects used by past people. Cultural Anthropology is concerned with the study of human culture and its variations across time and space. Physical Anthropologists aim to study our species from a biological perspective- examining our DNA, relationship to our closest animal relatives, the primates and the fossil evidence of our earliest human ancestors. Linguistic Anthropologists study human language and communication. From this wide perspective anthropology helps us to understand other peoples and thereby enables us to better understand ourselves.

### Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

#### Program Advisement:

Dr. Tom O'Neil, Dean ext. 6482

#### Administrative Assistant:

Cindy Kline ext. 6482

#### Faculty:

Dr. Darcy Wiewall ext. 6902

#### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

David Earle V.M. 2170

### Program Description

The anthropology program has been developed to provide the student with a holistic perspective of human biological and cultural origins, evolution and variations. The program emphasizes a solid foundation in anthropology as well as the standard prerequisites for upper division coursework for those intending to pursue a baccalaureate degree.

### Distinctive Features

Anthropology teaches distinctive skills, such as applying theories, employing research methodologies, participant observation, and formulating and testing hypotheses. Students are exposed to many different teaching techniques and a variety of learning opportunities, both theoretical and practical. Real-world research opportunities, extra curricular activities, and field trips, are regular components of classes. Fossil skeleton and archaeological artifact collections are used to illustrate the topics being discussed.

### Career Options

Anthropology serves as a basic springboard for understanding and working within the global arena. Anthropology graduates find opportunities in colleges, universities, and museums as teachers and researchers, in federal and state governments as community planners, social science and public health analysts, archaeologists, and education officers. There are also employment possibilities with the United Nations, UNESCO, and World Health organizations. International corporations with offices and plants overseas need anthropologists as do consulting firms that deal with both private corporations and governments.

- Archaeologist
- Corporate Analyst
- Corporate Anthropologist
- Cultural Resource Management
- Editor
- Educational Planner
- Environmental Impact Analyst
- Ethnic Relations Specialist
- Forensic Specialist
- Government Analyst
- High School Teacher
- Medical Researcher
- Museum Management/Curator
- Non-Profit Sector
- Park Ranger
- Peace Corps Staffer
- Policy Analyst
- Primatologist
- Public Health Services
- Social Worker
- Technical Writer
- Tourism

Translator

University Administrator

Urban Planner

(Most of these careers require education beyond the two-year college level.)

### Certificate Program

Certificate not applicable.

### Associate Degree

An associate degree with a major in Anthropology is not available. Anthropology courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Anthropology Courses

### ANTH 101 \*INTRODUCTION TO PHYSICAL ANTHROPOLOGY

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 099.*

This course provides an introduction to the study of humankind as a biological and “cultural” animal. General emphasis is placed on scientific explanations for human origins, modern human diversity, and the place of our species in the natural world. Specifically, emphasis is placed on the biological processes involved in organic evolution, fossil evidence of human evolutionary change, interpretations of the fossil record, physical and behavioral characteristics of primates, human genetics, modern human biological diversity, the biological significance of “race,” and interpretations of the archaeological evidence for the origin of culture. (CSU, UC, AVC)

### **ANTH 102 \*INTRODUCTION TO CULTURAL ANTHROPOLOGY**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 099.

This course provides an introduction to the study of human culture. It is a general survey of human culture and variation the world over. Emphasis is placed on identifying the basic elements common to all human cultures and developing an understanding of the significance of both similarities and differences in cultural expression. An appreciation of the significance of ethnic and/or cultural diversity is stressed, as well as a basic understanding of the fundamental characteristics shared by all human cultures. The course provides an explanatory framework for cultural difference, both in the past and in the modern world. It also discusses ethnocentrism as a barrier to cross-cultural understanding. All of this provides an important basis for discussions of ethnic diversity within our own society as well as around the world. (CSU, UC, AVC)

### **ANTH 103 \*INTRODUCTION TO PREHISTORY**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 099.

This course is an introduction to

world prehistory, archaeology, and anthropology. Emphasis is placed on a general survey of human cultural development and prehistory throughout the world. The broad history of the human species is traced from its earliest beginnings through the advent of written history and early state political systems. Examples of various stages of cultural evolution, major cultural and social developments, and historical events will be drawn from all parts of the world. Methods and theories used by archaeologists in the identification of prehistoric and ancient cultural sequences in different culture areas of the world are discussed. (CSU, UC, AVC)

### **ANTH 112 \*NATIVE NORTH AMERICANS**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 099.

This course is a general survey of the origins and development of Native American culture in North America from prehistoric times to the present. Ethnohistory, archaeology, language studies, and cultural anthropology are used to understand the complex cultural processes, which combined over thousands of years of cultural development to produce the rich and diverse cultural systems encountered by Europeans beginning in the sixteenth century. Emphasis is placed on understanding the nature of Native American and European contact and the impact of the contact on both Native American and European culture. Students are expected to develop a substantial general knowledge of Native American peoples and their cultural history and diversity. (CSU, UC, AVC)

### **ANTH 130 \*FIELD ARCHAEOLOGY IN LATIN AMERICA**

(formerly Archaeology in Peru)

5 units

168 hours total

**Advisory:** Eligibility for College Level Reading and ENGL 099.

This course is a summer archaeology field school course held at an archaeological

field site in Latin America. The Latin American archaeological field site may be located in the south coast of Peru, Belize, or another Latin American location. Students travel to the field site for the duration of the field school, during which they participate in the archaeological mapping, excavation, and cataloguing of artifacts from prehistoric and/or historic archaeological sites. The field school program includes archaeological training in recording environmental context, field mapping, site survey, excavation techniques, use of survey and excavation forms, cataloguing, and photography. Lecture topics covered during the field school include regional prehistory and the archaeology and history of the field site area. Students will also have the opportunity to experience local Latin American culture and to interact with members of local communities in the field school region. Students will consult with the instructor regarding costs and requirements. (CSU, AVC)

### **ANTH 140 \*INTRODUCTION TO ARCHAEOLOGY**

4 units

6 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 099.

This course provides an introduction to archaeological field work and laboratory analysis, and involves student field work at off-campus archaeological sites. It also provides an introduction to the theoretical basis of archaeological field research, in which artifacts and archaeological sites are examined in order to understand how culture has changed over time. Students will gain practical experience in field and laboratory research and methods. They will be exposed to a variety of real research situations in archaeology and will be taught to recognize and solve problems commonly arising in such situations. (CSU, AVC)

## Definition

The Art programs are directed toward individual artistic development with an emphasis on developing the students ability to create independent artistic works as well as the ability to gain an enhanced comprehension, appreciation, and personal enjoyment of art works.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Newton Chelette, Dean ext. 6385

### Administrative Assistant:

Tangie Hunter ext. 6385

### Faculty:

Rae Agahari ext. 6005

David Babb ext. 6395

Glen Knowles ext. 6687

Christine Mugnolo ext. 6798

Rich Sim ext. 6397

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Frank Dixon V.M. 2081

Sarah Donaldson 2232

Jim Laiben 2323

Bruce McAllister 2036

Katie McGuire 2101

Lisa Vath 2265

## Program Description

The program includes concentrations in art history, art appreciation, ceramics, color and design, computer for publishing, computer graphics, drawing, film, illustration, digital video production, painting, and sculpture. The studio courses are at the beginning and intermediate levels. The art appreciation and art history courses present a survey of artistic creations from the Paleolithic period to today's contemporary art forms.

## Distinctive Features

Individuals have the opportunity to develop artistic expertise in two and three dimensional media, criticism, and evaluation skills through individual exploration as well as through the exploration of a rich range of gallery exhibits. Among the activities students

are involved with are: field trips to regional exhibits, guest lectures, portfolio presentations, and student shows.

## Career Options

Art Critic  
 Art Dealer  
 Art Education  
 Art Historian  
 Arts Administrator  
 Advertising Specialist  
 Ceramist  
 Commercial Ceramist  
 Community Artist  
 Computer Artist  
 Computer Graphics Illustrator  
 Computer Publishing  
 Design Consultant  
 Display Designer  
 Gallery Director  
 Graphic Artist  
 Illustrator  
 Multimedia Production  
 Muralist  
 Painter  
 Printmaker  
 Sculptor  
 Visual Information Specialist  
 (Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable. For Digital Media Certificate, see Digital Media section of this catalog. For Photography Certificate, see Photography section of this catalog.

## Associate Degree

An associate degree with a major in Art is not available. Art courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses

can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Art Courses

### ART 100 \*ART APPRECIATION

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

*Instructional materials fee required for this course and must be paid at registration.*

A survey of Western paintings, sculpture and architecture from human beginnings until 1300. Slide lectures examine functions and meanings of artworks from ancient civilizations in Mesopotamia, Egypt, Greece, and Rome. In the latter part of the course Early Christian and Medieval Arts in Europe will be discussed according to their historical, socio-cultural and philosophical contexts. (CSU, UC, AVC)

### ART 101 \*HISTORY OF ART, PREHISTORIC TO GOTHIC

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

A survey of Western paintings, sculptures and architecture from 14th to 20th century encompassing artistic periods such as the Renaissance, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism to early movements of Modern Art. Slide lectures and class

discussions examines functions and meanings of artworks within historical, social, cultural and philosophical contexts. (CSU, UC, AVC)

### **ART 102 \*HISTORY OF ART, RENAISSANCE TO MODERN**

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

A survey of Western paintings, sculptures and architecture from 14th to 20th century encompassing artistic periods such as the Renaissance, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism to early movements of Modern Art. Slide lectures and class discussions examines functions and meanings of artworks within historical, social, cultural and philosophical contexts. (CSU, UC, AVC)

### **ART 103 \*HISTORY OF NON-WESTERN ART**

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

A survey of art created in the non-Western traditions including Asia, Africa, the Americas, Australia, and the Pacific regions. Through slide lectures and class discussions, the course examines functions and meanings of visual art and architecture within their religious, social, historical, and cultural contexts. Students will develop visual, analytical, and critical thinking skills by examining the arts of these cultures individually as well as comparatively. (CSU, UC, AVC)

### **ART 104 \*HISTORY OF MODERN AND CONTEMPORARY ART IN THE 20th CENTURY**

(formerly Survey of 20th Century Art)

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

A survey of Western art produced in the 20th century presented through lectures and class discussion. Beginning with an overview of visual art in Europe in the late 19th century, the course is geared

towards the examination of philosophies and visual characteristics of modern art in the first half of the 20th century such as Fauvism, Cubism, Futurism, and Surrealism. The investigation will continue with the development of contemporary art after World War II covering art movements such as Abstract Expressionism, Pop Art, Minimalism, and Conceptualism. In the late 20th century, issues of race, gender, identity, and globalization in visual art take the center stage. Students will develop writing, analytical, and critical thinking skills through the analyses of paintings, sculptures, and non-traditional media in art. (CSU, UC, AVC)

### **ART 110 \*DRAWING**

3 units

6 hours weekly

*Instructional materials fee required for this course and must be paid at registration.*

Introduction to the basic principles, theories, and techniques of 2-dimensional drawing. Projects emphasize the organization of subject matter in terms of composition and skill development as well as individual interpretation. To give students an understanding of the principles of art and elements of design that are essential to all art forms from the earliest of cultures to the arts of today. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

### **ART 113 \*PAINTING**

3 units

6 hours weekly

*Instructional materials fee required for this course and must be paid at registration.*

An introductory course in the techniques, tools and materials used to create paintings. Emphasis is placed on using painting media to create the illusion of three dimensional form and space upon a two dimensional surface. Projects explore conceptual development and an awareness of the history of painting. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

### **ART 116 \*ILLUSTRATION**

3 units

6 hours weekly

*Prerequisite: Completion of ART 110 or ART 145.*

*Instructional materials fee required for this course and must be paid at registration.*

Introduction to basic principles, theories, and techniques of traditional illustration for commercial art applications. Projects emphasize the application of design elements, art principles, conceptual development, and effective visual communication using a variety of illustration media. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

### **ART 121 \*INTRODUCTION TO COMPUTERIZED DRAWING**

3 units

6 hours weekly

*Prerequisite: Completion of ART 110.*

*Corequisite: Concurrent enrollment in ART 121L.*

*Advisory: Completion of DM 101.*

*Instructional materials fee required for this course and must be paid at registration.*

This course provides the student with an introduction to the basic principles, theories, and techniques in digital drawing by using the computer as an artistic tool. Projects emphasize composition, skill and conceptual development, and individual interpretation. Students further their knowledge and application of the elements of design and the principles of art that are essential to all art forms. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

### **ART 121L \*INTRODUCTION TO COMPUTERIZED DRAWING LAB**

.5 unit

1.8 hours weekly

*Corequisite: Concurrent enrollment in ART 121.*

A laboratory in support of ART121, Computerized Drawing, designed to allow the student to apply their computer drawing skills. (CSU, UC, AVC)

**ART 130 \*CERAMICS***3 units**6 hours weekly**Advisory: Eligibility for READ 099.**Instructional materials fee required for this course and must be paid at registration.*

Introduction to pottery facilities, the basic technology of clay, glazes, and firing. Introduction to basic hand-building techniques and the potter's wheel. Provides students with an understanding of the principles of art and elements of design from past and present cultures within the context of the ceramic art form. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

**ART 131 \*ADVANCED CERAMICS***3 units**6 hours weekly**Prerequisite: Completion of ART 130.**Advisory: Eligibility for READ 099.**Instructional materials fee required for this course and must be paid at registration.*

This course is designed to advance students' skills in hand-building techniques, the potter's wheel, the technology of clay, glazing, and firing. Provides students with an understanding of the principles of art and elements of design from past and present cultures within the context of the ceramic art form. Develops students' design of functional wheel-thrown forms and study of ceramic materials for use in clay and glaze experimentation. Introduction to firing procedures. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

**ART 132 \*INTRODUCTION TO CERAMICS: HAND-BUILDING***3 units**6 hours weekly**Advisory: Eligibility for READ 099.**Instructional materials fee required for this course and must be paid at registration.*

Students are introduced to ceramic hand building techniques. Lecture/discussion covers the history and background of

hand building techniques, such as pinch pots, coil and slab construction, extruding and glazing with clay. The history and construction techniques will be discussed. Develops student's understanding and application of the principles of art and the elements of design as demonstrated in ceramic art forms from both a historical and contemporary perspective. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

**ART 140 \*WATERCOLOR***3 units**6 hours weekly**Instructional materials fee required for this course and must be paid at registration.*

An introductory course in the techniques, tools and materials used to create watercolor paintings. Emphasis is placed on using watercolor media to create clearly conceived and designed visual statements. This course also explores the history of watercolor and its uses in different cultures. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

**ART 145 \*DESIGN AND COLOR***(formerly same course as CG 102)**3 units**6 hours weekly**Corequisite: Concurrent enrollment in ART 145L.**Advisory: Eligibility for ENGL 099 and READ 099.**Instructional materials fee required for this course and must be paid at registration.*

An introduction to the application and theory of color, art principles, and design elements common to all visual art forms. Students will solve 2-dimensional visual problems using traditional and digital media. The course will explore the use of color and composition from the beginning of art history to contemporary trends. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

**ART 145L \*DESIGN AND COLOR LAB***(formerly same course as CG 102L)**.5 unit**1.8 hours weekly**Corequisite: Concurrent enrollment in ART 145.*

A laboratory in support of ART 145, Design and Color, designed to allow the student to apply techniques and practice digital rendering skills. (CSU, UC, AVC)

**ART 150 \*3-D DESIGN BASICS***3 units**6 hours weekly**Instructional materials fee required for this course and must be paid at registration.**Advisory: Eligibility for ENGL 099 and READ 099.*

An introduction to the application and theory of design elements and art principles common to all visual art forms. Students will solve 3-dimensional visual problems using a variety of mixed-media. The course will explore composition from the beginning of Art History to contemporary trends. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

**ART 160 \*PAINTING AND DRAWING TECHNIQUES***1.5 units**3 hours weekly**Instructional materials fee required for this course and must be paid at registration.*

An introduction to the materials, techniques, and principles of drawing and painting. Projects will emphasize the study of translating three dimensional objects onto a two dimensional surface. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

**ART 199 \*OCCUPATIONAL WORK EXPERIENCE***1-8 units**hours vary**Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the*

supervisor and instructor supervising work experience in the specific subject area. *PRIOR TO ENROLLING*, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **ART 210 \*ADVANCED DRAWING**

3 units  
6 hours weekly

*Prerequisite:* Completion of ART 110.

*Instructional materials fee required for this course and must be paid at registration.*

This course is designed to advance students' drawing skills and abilities. Projects emphasize advanced rendering techniques, conceptual development, individual interpretation and composition. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

### **ART 213 \*ADVANCED PAINTING**

3 units  
6 hours weekly

*Prerequisite:* Completion of ART 113.

*Instructional materials fee required for this course and must be paid at registration.*

This course is a continuation of the principles, theories, and techniques of painting at a more advanced level. Content includes the application of

traditional and contemporary painting techniques with an emphasis on individual interpretation and conceptual development. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

### **ART 216 \*LIFE DRAWING**

3 units  
6 hours weekly

Introduction to the basic principles, theories and techniques of drawing the human figure using draped and undraped models. Projects emphasize the organization of the human figure in terms of anatomy, composition and skill development as well as individual interpretation. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

### **ART 219 \*INTERMEDIATE ILLUSTRATION**

3 units  
6 hours weekly

*Prerequisite:* Completion of ART 116.

*Instructional materials fee required for this course and must be paid at registration.*

A continuation of ART 116, \*Illustration. Students will develop principles, theories, and techniques of traditional illustration for commercial art applications. Projects emphasize conceptual development, skill development, development of individual style and expression, and effective visual communication using a variety of illustration media. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

### **ART 222 \*COMPUTERIZED LIFE DRAWING**

3 units  
6 hours weekly

*Prerequisite:* Completion of ART 110.

*Corequisite:* Concurrent enrollment in ART 222L.

*Advisory:* Completion of DM 101.

*Instructional materials fee required for this course and must be paid at registration.*

Introduction to the basic principles, theories, and techniques of drawing and 2-dimensional computer drawing of the human figure using draped and

undraped models, a pressure sensitive tablet, and various software drawing and painting programs. Projects emphasize the organization of the human figure in terms of anatomy, composition and skill development as well as individual interpretation. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

### **ART 222L \*COMPUTERIZED LIFE DRAWING LAB**

.5 unit  
1.8 hours weekly

*Corequisite:* Concurrent enrollment in ART 222.

A laboratory in support of the course designed to allow students to apply their computer drawing skills of the human figure. (CSU, UC, AVC)

### **ART 223 \*ADVANCED COMPUTERIZED DRAWING**

3 units  
6 hours weekly

*Prerequisite:* Completion of ART 121.

*Corequisite:* Concurrent enrollment in ART 223L.

*Instructional materials fee required for this course and must be paid at registration.*

This course provides the student with advanced principles, theories, and techniques in drawing using the computer as the artistic tool. Projects emphasize developed composition skills, individual interpretations, and conceptual development. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

### **ART 223L \*ADVANCED COMPUTERIZED DRAWING LAB**

.5 unit  
1.8 hours weekly

*Corequisite:* Concurrent enrollment in ART 223.

A laboratory in support of ART 223, Advanced Computerized Drawing, designed to allow the student to practice and apply their computer drawing skills. (CSU, UC, AVC)

**ART 225 \*ADVANCED  
COMPUTERIZED LIFE  
DRAWING**

3 units

6 hours weekly

**Prerequisite:** Completion of ART 222.

**Corequisite:** Concurrent enrollment in ART 225L.

**Instructional materials fee** required for this course and must be paid at registration.

This course provides the student advanced principles and techniques in drawing the draped and undraped figure using the computer as an artistic tool. Projects emphasize skill development in anatomy, composition, and conceptual development. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

**ART 225L \*ADVANCED  
COMPUTERIZED LIFE  
DRAWING LAB**

.5 unit

1.8 hours weekly

**Corequisite:** Concurrent enrollment in ART 225.

A laboratory in support of ART 225, Advanced Computerized Life Drawing, designed to allow the student to practice and apply their computer drawing skills, complete course assignments and master learning objectives. (CSU, UC, AVC)

**ART 230 \*HUMAN FIGURE  
PAINTING**

3 units

6 hours weekly

**Prerequisite:** Completion of ART 113 or ART 140 or ART 216.

**Instructional materials fee** required for this course and must be paid at registration.

An introduction to the basic principles, theories and techniques of painting the nude and costumed human figure. Projects emphasize the organization of the human figure in terms of skill development, color mixing, anatomy, design and composition, as well as individual interpretation. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

**ART 298 SPECIAL STUDIES  
IN ART**

1-3 units

2-6 hours weekly

**Limitation on Enrollment:** Instructor approval of portfolio/study plan/interview prior to enrollment only.

Individual study or visual research projects in techniques, styles, genres, skills development, or other issues relating to the field of visual arts. Attendance and periodic student/instructor conferences required. Content and unit credit to be determined by student/instructor conferences and/or department. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)



## Definition

Astronomy is perhaps the oldest science that investigates the fundamental physical and chemical laws that govern our solar system, universe and all of nature.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Leslie Uhazy, Dean ext. 6417

### Administrative Assistant:

Wendy Cios ext. 6415

### Clerical Assistant:

Suzanne Olson ext. 6046

### Faculty:

Richard Balogh ext. 6428

Dr. Mark McGovern ext. 6006

## Program Description

The astronomy courses are designed to meet the general education and major transfer requirements for the physical sciences.

## Distinctive Features

Traditional teaching may be supplemented with computer and Internet-based instruction. Laboratory activities provide “hands-on” experimentation and discovery into the natural, physical and chemical characteristics of the earth and our universe. Computer-based data acquisition and analysis may assist in some lab instruction.

## Career Options

Astrobiology

Astronomer

Astrophysicist

(These careers require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Astronomy is not available. Astronomy courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

## Astronomy Courses

### ASTR 101 \*ASTRONOMY

3 units

3 hours weekly

**Prerequisite:** Completion of MATH 102.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course is designed as an introduction into the study of planetary, stellar, galactic and cosmological systems. Emphasis is placed on astronomical observations and the use of physical laws and principles to investigate the properties and dynamics of these systems. Topics include understanding celestial motion as a function of the motion of the Earth and the Moon, the development of modern astronomy, telescopes and imaging technology, the properties of light and atoms, the formation of spectra, stellar structure and evolution, galactic structure and evolution, cosmology, comparative planetology, and search for extraterrestrial life. (CSU, UC, AVC)

### ASTR 101L \*ASTRONOMY LABORATORY

1 unit

3 hours weekly

**Prerequisite:** Completion of MATH 102, and Completion of or concurrent enrollment in ASTR 101.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Laboratory applications of principles discussed in ASTR 101. Classroom activities and topics include the use of star charts, cause of the seasons, telescope observations of the Moon, planets, and stars; the laws of optics as related to telescopes, how light is analyzed to deduce the physical properties of stars and galaxies, Kepler’s laws of planetary motion, constructing Hertzsprung-Russell diagrams to organize stellar data, cosmic distances, and the Hubble Law as it relates to the age and size of the Universe. (CSU, UC, AVC)

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## Definition

Athletic training includes the study of prevention and management of athletic injuries. Athletic trainers work directly with athletes and coaches to design and implement training and rehabilitation.

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## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Newton Chelette, Dean ext. 6441

### Administrative Assistant:

Julie Montana ext. 6440

### Faculty:

Jerry Lewis ext. 6446

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## Program Description

The athletic training program provides course work that emphasizes prevention, management and treatment of sports injuries. Rehabilitation and fitness are also addressed in the program. The program prepares students for transfer to a four-year college program to prepare for employment as an athletic trainer.

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## Distinctive Features

Students in the athletic training program participate in practical applications of classroom learning. Students should expect to perform procedures that involve physical activity such as bending, lifting, twisting, squatting, pulling, pushing and walking. Manual dexterity of the hands and fingers is necessary for activities such as taping and bandaging. Emotional stability and ability to cope with stress during a crisis situation are important when performing infrequent procedures related to cardiopulmonary resuscitation (CPR).

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## Career Options

Fitness Instructor (personal or clinical)

Athletic Trainer Assistant

Camp Counselor

(These careers require education beyond the two-year college level.)

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## Certificate Program

Certificate not applicable.

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## Associate Degree

Associate degree not available.

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## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

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## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Athletic Training Courses

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### ATH 100 \*INTRODUCTION TO ATHLETIC TRAINING

3 units

3 hours weekly

**Prerequisite:** Completion of PE 191.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

The course introduces the role of the athletic trainer and concepts of sports medicine. Students will learn prevention, evaluation and treatment for athletic injuries. The course provides hours for a Certified Athletic Trainer to fulfill the requirements toward certification by a nationally recognized association. (CSU, AVC)

### ATH 102 \*PRACTICAL APPLICATIONS OF ATHLETIC TRAINING I

3 units

3 hours weekly

**Prerequisite:** Completion of ATH 100.

**Corequisite:** Concurrent enrollment in ATH 102L.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

The course includes practice as an athletic trainer trainee under the supervision of a certified athletic trainer. Students learn to assess, evaluate, treat and rehabilitate common sports injuries in realistic settings for fall sports. Safety, legal and ethical issues are addressed. The course provides hours for a Certified Athletic Trainer to fulfill requirements toward certification by a nationally recognized association. (CSU, AVC)

### ATH 102L \*PRACTICAL APPLICATIONS OF ATHLETIC TRAINING I LAB

4 units

12 hours weekly

**Prerequisite:** Completion of ATH 100, and Completion of or concurrent enrollment in ATH 102.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

The course includes practice as an athletic trainer trainee under the supervision of a certified athletic trainer. Students learn to assess, evaluate, treat and rehabilitate common sports injuries in realistic settings for fall sports. Safety, legal and ethical issues are addressed. The course provides hours for a Certified Athletic Trainer to fulfill requirements toward certification by a nationally recognized association. (CSU, AVC) (R3)

**ATH 103 \*PRACTICAL  
APPLICATIONS OF  
ATHLETIC TRAINING II**

3 units

3 hours weekly

**Prerequisite:** Completion of ATH 100.

**Corequisite:** Concurrent enrollment in ATH 103L.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

The course includes the theoretical basis for practice as an athletic trainer trainee under the supervision of a certified athletic trainer. Students learn to assess, evaluate, treat and rehabilitate common sports injuries in realistic settings for spring sports. Safety, legal and ethical issues are addressed. This course provides hours for a Certified Athletic Trainer to fulfill requirements toward certification by a nationally recognized association. (CSU, AVC)

**ATH 103L \*PRACTICAL  
APPLICATIONS OF  
ATHLETIC TRAINING II LAB**

4 units

12 hours weekly

**Prerequisite:** Completion of ATH 100, and Completion of or concurrent enrollment in ATH 103.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

The course includes practice as an athletic trainer trainee under the supervision of a certified athletic trainer. Students learn to assess, evaluate, treat and rehabilitate common sports injuries in realistic settings for spring sports. Safety, legal and ethical issues are addressed. The course provides hours for a Certified Athletic Trainer to fulfill requirements toward certification by a nationally recognized association. (CSU, AVC) **(R3)**

### Definition

Auto Body is a vocational program designed to provide pre-employment instruction in the manipulative skills and technical knowledge of modern auto body shop procedures.

### Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

Administrative Assistant:

Maureen Rethwisch ext. 6327

Faculty:

Timothy Sturm ext. 6146

Instructional Assistant:

Jarrod Shiplett ext. 6911

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Tony Pustizzi 2034

Joseph Whittlow 2271

### Program Description

The program has three main components: 1) auto collision repair; 2) automotive refinishing; and 3) a combination of both, which is highly recommended.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

### Distinctive Features

In a facility and with equipment closely resembling today’s modern auto body repair shop, students are trained on actual collision-damaged vehicles and engage in industry-like procedures that range from estimating damage through collision repair, refinishing, and detail for delivery.

### I-CAR Certified Program

AVC has been certified as an Inter-Industry Conference on Automotive Collision Repair (I-CAR) alliance school. Students who successfully complete the program will be able to carry industry certifications.

### Career Options

Auto body assistant  
 Auto paint assistant  
 Estimator  
 Shop management  
 Small auto body repair shop owner

### Program Learning Outcomes

#### Automotive Collision Repair Specialist

1. Analyze, evaluate, and apply critical aspects of the collision repair industry related to safe work practices, standards and tolerances, standard employer practices. Proper use of tools, power equipment, hazardous materials and personal protective equipment
2. Use oxyacetylene, MIG (metal inert gas) and plasma arc welding/cutting equipment to join automotive sheet metal/structural panels in a variety of joints/configurations common to automobile body construction.
3. Evaluate, analyze and repair damaged automotive body panels/structures using body solder, fiberglass and plastic composite materials.

#### Automotive Refinishing Specialist

1. Analyze, evaluate, and apply critical aspects of the collision repair industry related to safe work practices, standards and tolerances, standard employer practices. Proper use of tools, power equipment, hazardous materials and personal protective equipment.
2. Use, read and properly interpret standard specifications for production-type spray equipment, coating materials, masking materials and color matching procedures.
3. Evaluate, analyze, and prepare, mask and spray automotive panel(s) using current technology paint coatings to industry standards.
4. Evaluate, analyze, color-sand and final detail a vehicle for customer delivery to industry standard.

### Certificate Programs

#### Automotive Collision Repair Specialist

The following courses (30 units) are required for the certificate.

Required Courses:	units
ABDY 115, Basic Auto Body Repair or ABDY 112 and 113, Basic Auto Body Repair**	10
ABDY 125, Basic Automotive Refinishing or ABDY 122 and 123, Basic Automotive Refinishing and Automotive Refinishing**	10
ABDY 215, Advanced Collision Repair or ABDY 212 and 213, Advanced Collision Repair I and II**	10
<b>Total</b>	<b>30</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

\*\*These courses are intended for night students.

#### Automotive Refinishing Specialist

The following courses (30 units) are required for the certificate.

Required Courses:	units
ABDY 115, Basic Auto Body Repair or ABDY 112 and 113, Basic Auto Body Repair	10
ABDY 125, Basic Automotive Refinishing or ABDY 122 and 123, Basic Automotive Refinishing and Automotive Refinishing**	10
ABDY 225, Adv. Automotive Refinishing or ABDY 222 and 223, Advanced Automotive Refinishing I and II**	10
<b>Total</b>	<b>30</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

\*\*These courses are intended for night students.

**Automotive Collision Repair and Refinishing Specialist**

A certificate in Automotive Collision Repair and Refinishing Specialist may be earned by completing the requirements for the Automotive Collision Repair Specialist and the Automotive Refinishing Specialist. Duplicate courses need only be taken once. **The requirements for an associate degree may be satisfied by completing the certificate requirements in addition to the associate degree requirements.**

**ASE Certification**

Two years of work experience as a technician in auto body repair or painting are required for the National Institute for Automotive Service Excellence (ASE) certificate. Completion of the Automotive Collision Repair and Refinishing Specialist certificate may be counted as one year of work experience.

**Associate Degree**

The requirements for an associate degree in Auto Body may be satisfied by completing 30 units of required courses in any of the certificate programs, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of the auto collision industry. They have enhanced promotional opportunities as a cost estimator, insurance adjuster or shop supervisor. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

**Automotive Collision Repair Specialist**

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>*First Semester</b>	<b>units</b>
ABDY 115, Basic Auto Body Repair or ABDY 112 and 113, Basic Auto Body Repair**	10
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
<b>Total</b>	<b>16</b>

<b>*Second Semester</b>	<b>units</b>
ABDY 125, Basic Automotive Refinishing or ABDY 122 and 123, Basic Automotive Refinishing and Automotive Refinishing**	10
Course from GE requirement Area D2	3
Course from GE requirement Area E	3
<b>Total</b>	<b>16</b>

<b>Third Semester</b>	<b>units</b>
ABDY 215, Adv. Collision Repair or ABDY 212 and 213, Adv. Collision Repair I and II**	10
Course from GE requirement Area B	3
Electives	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
Course from GE requirement Area C	3
Course from GE requirement Area F	3
Electives	6
<b>Total</b>	<b>12</b>
<b>Degree Total 60</b>	

\* Students may begin the program with either first or second semester classes.  
 \*\*Semester order for classes and time to complete may vary for night students.

**Automotive Refinishing Specialist**  
 Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>*First Semester</b>	<b>units</b>
ABDY 125, Basic Automotive Refinishing or ABDY 122 and 123, Basic Automotive Refinishing and Automotive Refinishing**	10
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
<b>Total</b>	<b>16</b>

<b>*Second Semester</b>	<b>units</b>
ABDY 115, Basic Auto Body Repair or ABDY 112 and 113, Basic Auto Body Repair**	10
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
<b>Total</b>	<b>16</b>

<b>Third Semester</b>	<b>units</b>
ABDY 225, Adv. Automotive Refinishing or ABDY 222 and 223, Advanced Automotive Refinishing I and II**	10
Course from GE requirement Area E	3
Electives	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
Course from GE requirement Area C	3
Course from GE requirement Area F	3
Electives	6
<b>Total</b>	<b>12</b>

**Degree Total 60**

\* Students may begin the program with either first or second semester classes.  
 \*\*Semester order for classes and time to complete may vary for night students.

**Transfer**

Not a transfer major.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Auto Body Courses

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### ABDY 112 \*BASIC AUTO BODY REPAIR

5 units

10 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Intended for students interested in the collision repair industry. Introductory to intermediate topics will be covered. Topics will include safety, auto body equipment, basic auto body techniques, corrosion protection, and proper use of tools and equipment. (AVC)

### ABDY 113 \*BASIC AUTO BODY REPAIR

5 units

10 hours weekly

**Prerequisite:** Completion of ABDY 112.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070

A continuation of ABDY 112 with instruction and practice in resistance and Metal Inert Gas (MIG) welding on automotive panels; panel replacement and alignment; servicing vehicle doors and door glass; modern auto body construction. (AVC)

### ABDY 115 \*BASIC AUTO BODY REPAIR

10 units

20 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Intended for students interested in the collision repair industry. Introductory to intermediate topics will be covered. Topics will include: Safety, auto body equipment, basic auto body techniques, corrosion protection, proper use of tools and equipment. Completion of ABDY 115 is equivalent to the completion of both ABDY 112 and ABDY 113. (AVC)

### ABDY 122 \*BASIC AUTOMOTIVE REFINISHING

5 units

10 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Intended for students interested in automotive refinishing techniques. Introductory to intermediate topics will be covered. Topics will include: safety, refinishing equipment, basic preparation and painting techniques, corrosion protection, and proper use of tools and equipment. (AVC)

### ABDY 123 \*AUTOMOTIVE REFINISHING

5 units

10 hours weekly

**Prerequisite:** Completion of ABDY 122.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Intended for students interested in automotive refinishing techniques. Introductory to intermediate topics will be covered. Topics will include: safety, refinishing equipment, basic preparation and painting techniques, corrosion protection, and proper use of tools and equipment. (AVC)

### ABDY 125 \*BASIC AUTOMOTIVE REFINISHING

10 units

20 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Intended for students interested in automotive refinishing techniques. Introductory to intermediate topics will be covered. Topics will include: safety, refinishing equipment, basic preparation and painting techniques, corrosion protection, proper use of tools and equipment. Completion of ABDY 125 is equivalent to the completion of both ABDY 122 and ABDY 123. (AVC)

### ABDY 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### ABDY 212 \*ADVANCED AUTOMOTIVE COLLISION REPAIR I

5 units

10 hours weekly

**Prerequisite:** Completion of ABDY 113 or ABDY 115.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

An advanced course in the theory and techniques of automotive collision repair. Course of study includes: resistance and Metal Inert Gas (MIG) welding of automotive sheet metals and structural members and an introduction to the repair of major collision damage. (AVC)

**ABDY 213 \*ADVANCED  
AUTOMOTIVE COLLISION  
REPAIR II**

5 units

10 hours weekly

**Prerequisite:** Completion of ABDY 212.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

An advanced course in the theory and techniques of automotive collision repair. Course of study includes: conventional and unitized frame repair and repair systems; replacement of automotive glass, trim, and moldings, and repair of major collision damage. (AVC)

**ABDY 215 \*ADVANCED  
AUTOMOTIVE COLLISION  
REPAIR**

10 units

20 hours weekly

**Prerequisite:** Completion of ABDY 115.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

A continuation of ABDY 115. Intermediate to advanced automotive collision repair techniques will be covered. Topics will include: shop safety, Metal Inert Gas (MIG) welding, vehicle designs, frame designs, measuring structural damage, and suspension alignment. Completion of ABDY 215 is equivalent to the completion of both ABDY 212 and ABDY 213. (AVC)

**ABDY 222 \*ADVANCED  
AUTOMOTIVE  
REFINISHING I**

5 units

10 hours weekly

**Prerequisite:** Completion of ABDY 123 or ABDY 125.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

An advanced course in the theories and techniques of automotive refinishing. Course of study to include: shop equipment, estimating collision damage, spot panel, and sectional refinishing of automotive surfaces; color tinting, color matching and blending of automotive paints. (AVC)

**ABDY 223 \*ADVANCED  
AUTOMOTIVE  
REFINISHING II**

5 units

10 hours weekly

**Prerequisite:** Completion of ABDY 222.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Intended for students who are continuing their studies in automotive refinishing techniques. Intermediate to advanced topics will be covered. Topics will include: spot, panel, and complete refinishing of automotive surfaces; color tinting and color matching of automotive paints; prevention and cure of paint problems; final detailing of vehicle paint finishes. (AVC)

**ABDY 225 \*ADVANCED  
AUTOMOTIVE  
REFINISHING**

10 units

20 hours weekly

**Prerequisite:** Completion of ABDY 125.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Intended for students who are continuing their studies in automotive refinishing techniques. Intermediate to advanced topics will be covered. Topics will include: spot, panel, and complete refinishing of automotive surfaces; color tinting and color matching of automotive paints; prevention and cure of paint problems; final detailing of vehicle paint finishes. Completion of ABDY 225 is equivalent to the completion of both ABDY 222 and ABDY 223. (AVC)

### Definition

Automotive Technology is designed to provide the future and working technician with a strong foundation in automotive repair, including knowledge of and skills in the most up-to-date and advanced technology. The goal of the Automotive Technology program is to provide pre-employment instruction in the manipulative skills, technical knowledge, and related trade information which will prepare the student for employment in the automotive industry. Class offerings allow students with any experience level the opportunity to prepare for entry into the current automotive job market. Improvement and upgrading of technicians is another goal of the program.

### Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

#### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

#### Administrative Assistant:

Maureen Rethwisch ext. 6327

#### Faculty:

Kevin Mawhorter ext. 6510

#### Instructional Assistant:

Donald Jackson ext. 6539

Kenneth Miller ext. 6891

#### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Chuck Capsel	6539
Mark Hartmann	2059
John Mawhorter	2107
Bruce Shanks	2010

### Program Description

The Automotive Technology program is in a constant state of development and expansion into new technology. The two-year program is offered in four major sections: engine, electrical, fuel, and chassis. Normally the two-year vocational program may be taken during both day and evenings. Classes vary from entry level to advanced training in specialized topics.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

### Distinctive Features

Students have direct access to specialized and up-to-date automotive repair equipment. They are able to run equipment and perform automotive repairs in the automotive shop. The program features both lecture and "hands-on" instruction, covers both domestic and imported vehicles, and emphasizes the latest in high-technology.

### Career Options

#### Two-year application:

Entry-level training for automotive service outlets such as new car dealerships, independent garages, mass merchandisers, local, state and federal motor pools.

#### Advanced specialization and upgrading:

California clean air car course, ASE A-6, A-8, and L-1 California equivalence courses, fuel injection, computer controls, automatic transmissions, air conditioning, and air conditioning certification.

### Program Learning Outcomes

#### Engine and Drive Trains

1. Rebuild and assemble an automotive engine to factory specifications.
2. Troubleshoot, repair and align suspension and steering systems to factory specifications.
3. Perform manual transmission overhaul and repair to factory specifications.
4. Perform automatic transmission overhaul and repair to factory specifications.
5. Diagnose and overhaul brake systems to factory specifications.

#### Driveability, Emissions, and Electrical

1. Perform basic automotive electrical and electronic system repairs to factory standards.
2. Troubleshoot and repair fuel and carburetor systems to factory standards.
3. Troubleshoot and repair fuel injection systems to factory standards.
4. Perform a "Smog Check" in

accordance with California Bureau of Automotive Repair (BAR) Standards.

### Certificate Programs

#### Engine and Drive Trains

The following courses (26 units) are required for the certificate.

Required Courses:	units
AUTO 110, Automotive Engines or AUTO 111 and 112, Automotive Engine Rebuilding**	8-10
AUTO 125, Automotive Chassis or AUTO 126, Automotive Brakes and AUTO 127, Automotive Suspension, Steering and Align- ment and AUTO 128, Automotive Power Trains**	10-13
AUTO 130, Basic Automatic Transmissions and Transaxles	4
Program Electives	3-8
	<b>Total 26</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

#### Program Electives:

Program Electives:	units
AUTO 113, Automotive Engine Rebuilding (Advanced)	4
AUTO 151, Automotive Chassis and Body Electrical Systems	4
AUTO 231, Automatic Transmissions (General Motors)	2
AUTO 232, Automatic Transmissions (Ford and Chrysler)	2
WELD 101, Welding Fundamentals	2

\*\*These courses are intended for night students.

#### Driveability, Emissions, and Electrical

The following courses (26 units) are required for the certificate.

Required Courses:	units
AUTO 150, Automotive Electrical Systems or AUTO 151, Auto- motive Chassis and Body Electrical Systems and AUTO 152, Auto- motive Ignition Systems and AUTO 153, Automotive Starting and Charging Systems**	8-10



AUTO 175, Automotive Fuel, Emission Systems, and Calif. Clean Air Car Course <b>or</b> AUTO 276, Calif. Clean Air Car Course and AUTO 176, Automotive Carburetor Fuel Systems and AUTO 177, Elect. Fuel Injection**	10-14
Program Electives	<u>2-8</u>
<b>Total</b>	<b>26</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
AUTO 277, Elect. Engine Controls– General Motors Systems	4
AUTO 278, Elect. Engine Controls– Ford/Chrysler Systems	4
WELD 101, Welding Fundamentals	2

\*\*These courses are intended for night students.

Antelope Valley College is not an Automotive Service Excellence General Auto Mechanic certification testing site. The following courses are suggested for students who are preparing to take the **\*Automotive Service Excellence General Auto Mechanic Certification (ASE) test:**

AUTO 110, Automotive Engines	10
AUTO 125, Automotive Chassis	10
AUTO 128, Auto. Power Trains	4
AUTO 150, Auto. Electrical Systems	10
AUTO 152, Auto. Ignition Systems	2
AUTO 175, Auto. Fuel, Emission Systems, and Calif. Clean Air Car Course	10
AUTO 231, Automatic Transmissions (General Motors)	2
AUTO 232, Automatic Transmissions (Ford and Chrysler)	2

\*Two years experience as a mechanic are required for the ASE certificate. A two-year full-time college program will suffice for one year of experience.

### Associate Degree

The requirements for an associate degree in Automotive Technology may be satisfied by completing 26 units of required courses in any of the certificate programs, 21 units of general education

requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree will enhance their knowledge and skills needed to compete for employment in the automotive field. They will be better prepared and qualified for a full time position as an automotive technician as they gain valuable experience in the various disciplines. The associate degree will further enhance their opportunity for promotion into supervisory and management positions. The associate degree will help the student excel in the automotive field by broadening their thinking and communication skills needed along with their mechanical skills.

### Engine and Drive Trains

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

<i>Recommended Plan of Study</i>	
<b>First Semester</b>	<b>units</b>
AUTO 110, Automotive Engines <b>or</b> AUTO 111 and 112, Automotive Engine Rebuilding**	8-10
Course from GE requirement Area A	3
Course from GE requirement Area D1	<u>3</u>
<b>Total</b>	<b>14-16</b>

<b>Second Semester</b>	<b>units</b>
AUTO 125, Automotive Chassis <b>or</b> AUTO 126, Automotive Brakes and AUTO 127, Automotive Suspension, Steering and Alignment and AUTO 128, Automotive Power Trains**	8-10
Course from GE requirement Area B	3
Course from GE requirement Area D2	<u>3</u>
<b>Total</b>	<b>14-16</b>

<b>Third Semester</b>	<b>units</b>
AUTO 130, Basic Automatic Transmissions and Transaxles	4
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Program Electives	2-6
Elective	<u>3</u>
<b>Total</b>	<b>15-19</b>

<b>Fourth Semester</b>	<b>units</b>
Course from GE requirement Area C	3

Electives	<u>6-14</u>
<b>Total</b>	<b>9-17</b>

**Degree Total 60**

### Program Electives:

Please refer to the Program Electives listed under the certificate program.

\*\*Semester order for classes and time to complete may vary for night students.

### Driveability, Emissions, and Electrical

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

<i>Recommended Plan of Study</i>	
<b>First Semester</b>	<b>units</b>
AUTO 150, Automotive Electrical Systems <b>or</b> AUTO 151, Automotive Chassis and Body Electrical Systems and AUTO 152, Automotive Ignition Systems and AUTO 153, Automotive Starting and Charging Systems**	8-10
Course from GE requirement Area A	3
Course from GE requirement Area D1	<u>3</u>
<b>Total</b>	<b>14-16</b>

<b>Second Semester</b>	<b>units</b>
AUTO 175, Automotive Fuel, Emission Systems, and Calif. Clean Air Car Course <b>or</b> AUTO 276, Calif. Clean Air Car Course and AUTO 176, Automotive Carburetor Fuel Systems and AUTO 177, Elect. Fuel Injection**	10-14
Course from GE requirement Area D2	<u>3</u>
<b>Total</b>	<b>13-17</b>

<b>Third Semester</b>	<b>units</b>
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Program Electives	4-6
Electives	<u>6</u>
<b>Total</b>	<b>16-18</b>

<b>Fourth Semester</b>	<b>units</b>
Course from GE requirement Area B	3
Course from GE requirement Area C	3
Electives	<u>5-9</u>
<b>Total</b>	<b>11-15</b>

**Degree Total 60**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

\*\*Semester order for classes and time to complete may vary for night students.

**Transfer**

Not a transfer major.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Automotive Technology Courses

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**AUTO 100 \*BASIC  
AUTOMOTIVE**

2 units

2 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

A basic course in automotive principles of operation designed for the entry-level person. **NOTE:** This class is lecture only on the basic operation of automotive systems. It is highly recommended that students desiring to learn proper maintenance and perform "live" work on their own cars take AUTO 101 concurrently. (AVC)

**AUTO 101 \*BASIC  
AUTOMOTIVE PRACTICUM**

1 unit

3 hours weekly

**Advisory:** Completion of or concurrent enrollment in AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A basic "hands-on" course in automotive preventive maintenance and minor repair. Students must furnish own work clothes and safety glasses. (AVC)

**AUTO 102 \*BASIC  
AUTOMOTIVE PRACTICUM**

1 unit

3 hours weekly

**Prerequisite:** Completion of AUTO 101.

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course in automotive preventative servicing, and simple repairs. Students repeat some of the same operations as required in AUTO 101, this time with greater proficiency; as well as tackle additional repairs and service. Consult with the instructor for individual instruction on more complex jobs. (AVC)

**AUTO 110 \*AUTOMOTIVE  
ENGINES**

10 units

20 hours weekly

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course in the fundamentals of automotive engine repair. Includes laboratory experience in modern techniques of engine diagnosis, overhaul, maintenance, and rebuilding. (AVC)

**AUTO 111 \*AUTOMOTIVE  
ENGINE REBUILDING  
(LOWER END)**

4 units

8 hours weekly

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course in the fundamentals of automotive engine repair and rebuilding includes laboratory experience in modern techniques of engine diagnosis, overhaul, maintenance and rebuilding. This class is the first in the sequence and deals primarily with the engine lower end/ short block and lubrication system. (AVC)

**AUTO 112 \*AUTOMOTIVE  
ENGINE REBUILDING  
(UPPER END)**

4 units

8 hours weekly

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course in the fundamentals of

automotive engine repair and rebuilding primarily with cylinder head, cooling system, valve train, and related parts. Included is laboratory experience in modern techniques of engine diagnosis, overhaul, maintenance, and rebuilding. (AVC)

**AUTO 113 \*AUTOMOTIVE  
ENGINE REBUILDING  
(ADVANCED)**

4 units

8 hours weekly

**Prerequisite:** Completion of AUTO 110, or completion of both AUTO 111 and AUTO 112.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

A course in the repair and rebuilding of automotive engines. The student will already have completed AUTO 110 or completed both AUTO 111 and 112. The student will complete projects at his/her own rate. (AVC)

**AUTO 125 \*AUTOMOTIVE  
CHASSIS**

10 units

20 hours weekly

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course designed to help prepare students for a career in the automotive industry. Topics covered include fundamentals, maintenance, service, and repair of automotive braking systems, steering systems, suspension systems, wheel alignment, and manual power trains. Students who successfully complete the course are prepared for entry level job positions in the area of steering and suspension. Required course for Automotive Engine and Drive Train Certificate. (AVC)

**AUTO 126 \*AUTOMOTIVE  
BRAKES**

4.5 units

6 hours weekly

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course designed to help prepare students for a career in the automotive industry. Course will cover fundamentals,

maintenance, service, and repair of automotive braking systems, both conventional and anti-lock brakes. Required course for Automotive Engine and Drive Train Certificate. (AVC)

### **AUTO 127 \*AUTOMOTIVE SUSPENSION, STEERING AND ALIGNMENT**

4.5 units

6 hours weekly

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course designed for students preparing for a career in the automotive profession. Course will cover fundamentals, maintenance, service and repair of automobiles steering and suspension systems. Special emphasis will be placed on wheel alignment procedures. Required course for Automotive Engine and Drive Train Certificate. (AVC)

### **AUTO 128 \*AUTOMOTIVE POWER TRAINS**

4 units

72 hours total

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course designed for students interested in a career in the automotive discipline. Course will cover fundamentals, maintenance, service and repair of manual transmissions, manual transaxles, drive shafts, constant velocity joints and rear differentials. Required course for Automotive Engine and Drive Train Certificate. (AVC)

### **AUTO 130 \*BASIC AUTOMATIC TRANSMISSIONS AND TRANSAXLES**

4 units

6 hours weekly

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course designed to help prepare students for a career in the automotive industry. Course will cover fundamentals, maintenance, service, and repair of automotive automatic transmissions

and transaxles. Required course for automotive certificate in automotive engines and drive trains. (AVC)

### **AUTO 150 \*AUTOMOTIVE ELECTRICAL SYSTEMS**

10 units

20 hours weekly

**Advisory:** Completion of AUTO 100 and AUTO 101, and Eligibility for ENGL 099, READ 099 and MATH 070.

Fundamentals, maintenance, diagnosis, repair, and service of starting, charging, ignition, lighting, safety, accessories and computer systems associated with automotive technology. (AVC)

### **AUTO 151 \*AUTOMOTIVE CHASSIS AND BODY ELECTRICAL SYSTEMS**

4 units

8 hours weekly

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course in automotive electrical systems. Includes laboratory experiences in accessory circuitry, dash instruments, lighting, safety, and related control circuits. Emphasis is placed on the correct use of the ohmmeter, voltmeter, ammeter, digital storage oscilloscope, test light, jumperwire, wiring diagrams, and modern techniques of electrical diagnosis. (AVC)

### **AUTO 152 \*AUTOMOTIVE IGNITION SYSTEMS**

2 units

4 hours weekly

**Advisory:** Completion of AUTO 100, AUTO 101 and AUTO 151, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course in automotive electrical tune-up, includes fundamentals of electricity, electronics, service, repair and adjustment of components dealing with various automotive starting and ignition systems. (AVC)

### **AUTO 153 \*AUTOMOTIVE STARTING AND CHARGING SYSTEMS**

2 units

4 hours weekly

**Advisory:** Completion of AUTO 100, AUTO 101 and AUTO 151, and Eligibility for ENGL 099, READ 099 and MATH 070.

This course is to familiarize the student with the principles of automotive starting and charging systems on an advanced level. Operation of the different electrical components, diagnosis and service are stressed. (AVC)

### **AUTO 175 \*AUTOMOTIVE FUEL, EMISSIONS SYSTEMS, AND CALIFORNIA CLEAN AIR CAR COURSE**

10 units

20 hours weekly

**Advisory:** Completion of AUTO 100, AUTO 101 and AUTO 150, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course developed to prepare the automotive technician to diagnose and repair carburetor and electronic fuel injection, electronic engine control systems, emission systems, and pass the California Bureau of Automotive Repair Smog Check Mechanic Qualified Unlimited examination. (AVC)

### **AUTO 176 \*AUTOMOTIVE CARBURETOR FUEL SYSTEMS**

2 units

64 hours total

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course in automotive carburetor fuel systems. Includes fundamentals in fuel delivery, internal and external carburetor adjustments on computer and non-computer controlled carburetors. (AVC)

### **AUTO 177 \*ELECTRONIC FUEL INJECTION**

4 units

72 hours total

**Advisory:** Completion of AUTO 100 and AUTO 151, and Eligibility for ENGL 099,

READ 099 and MATH 070.

A course in understanding, diagnosis, and testing electronic fuel injection systems. This course will cover systems used on Chrysler, Ford, GM, and selected imports. (AVC)

### **AUTO 198 SEMINARS**

units vary

hours vary

**Advisory:** Eligibility for ENGL 099 and READ 099.

(**Note: Advisory for AUTO 198C is Eligibility for ENGL 099 and READ 099 and MATH 070.**)

Short courses of varying duration on specialized topics in automotive systems, operations, and repairs. (AVC)

### **AUTO 199 \*OCCUPATIONAL WORK EXPERIENCE**

1–8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **AUTO 231 \*AUTOMATIC TRANSMISSIONS (GENERAL MOTORS)**

2 units

64 hours total

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course intended to prepare students for an entry level position in automatic transmission diagnosis and repair. Course will cover fundamentals, maintenance, service, and repair of late model General Motors transmissions and transaxles. Required course for automotive certificate in automotive engines and drive trains. (AVC)

### **AUTO 232 \*AUTOMATIC TRANSMISSIONS (FORD AND CHRYSLER)**

2 units

64 hours total

**Advisory:** Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.

A course intended to prepare students for an entry level position in automatic transmission diagnosis and repair. Course will cover fundamentals, maintenance, service, and repair of late model Ford and Chrysler transmissions and transaxles. Required course for automotive certificate in automotive engines and drive trains. (AVC)

### **AUTO 276 \*CALIFORNIA CLEAN AIR CAR COURSE**

8 units

140 hours total

**Advisory:** Completion of AUTO 150, AUTO 176 and AUTO 177, and Eligibility for ENGL 099, READ 099 and MATH 070.

Designed to prepare students and technicians wishing to become state of California licensed smog inspection technicians. Covers both the basic and advanced California Clean Air Car Courses. Both courses are needed to partially satisfy the education prerequisite required to become a licensed "Advanced Emission Specialist". Students wishing to take the exam must have one year of experience or education in the

automotive engine performance area prior to taking the exam. Other interested parties are allowed to take the course, but will not be certified as eligible to take the state licensing examination given by the Bureau of Automotive Repair (BAR). (AVC)

### **AUTO 277 \*ELECTRONIC ENGINE CONTROLS–GENERAL MOTORS SYSTEMS**

4 units

72 hours total

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

A course designed for students preparing for a career in the automotive profession. Course will cover General Motors microprocessor controlled ignition and fuel systems. Subjects covered include microprocessor operation, sensors, actuators, and closed loop operation. Special emphasis will be placed on diagnosis and testing of electronic components. Students who successfully complete course are prepared for entry level job position in the area of engine performance. **BEFORE ENROLLING**, it is advised that students should have a background in engine performance and electrical systems. (AVC)

### **AUTO 278 \*ELECTRONIC ENGINE CONTROLS–FORD/CHRYSLER SYSTEMS**

4 units

72 hours total

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

A course designed for students preparing for a career in the automotive profession. Course will cover Ford and Chrysler microprocessor controlled ignition and fuel systems. Subjects covered include microprocessor operation, sensors, actuators, and closed loop operation. Special emphasis will be placed on diagnosis and testing of electronic components. Students who successfully complete course are prepared for entry level job position in the area of engine performance. **BEFORE ENROLLING**, it is advised that students should have a background in engine performance and electrical systems. (AVC)

## Definition

Biology is the study of life. Biological Sciences cover all aspects of the study of life and emphasizes both the unity and diversity of living things. Special emphasis is placed on the relationship between structure and function, progressing through molecular, cellular, organismic and ecological levels of complexity. Evolutionary relationships are explained and illustrated.

Branches of biology such as anatomy, physiology, microbiology, zoology, botany, and ecology are concerned with the application of biological principles to human affairs.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Leslie Uhazy, Dean ext. 6417

### Administrative Assistant:

Wendy Cios ext. 6415

### Clerical Assistant:

Suzanne Olson ext. 6046

### Faculty:

Dr. Joseph Esdin ext. 6075

Debra Feickert ext. 6174

Dr. Barbara Fredette ext. 6921

Dr. Anne Hemsley ext. 6436

Stephen Langjahr ext. 6432

Dr. Zia Nisani ext. 6916

Dr. Matthew Rainbow ext. 6369

Dr. Nikki Riley ext. 6758

Dr. Bassam Salameh ext. 6920

Dr. George Shahla ext. 6625

Judy Sullivan ext. 6435

Dr. Callyn Yorke ext. 6437

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Suda Anunta V.M. 2204

Melissa Berube 2288

Lena Coleman 2227

Jennifer Cook 2349

Barbara Leonard 2290

Jedidiah Lobos 2087

Rebecca Miller 2379

Dr. Patricia Palavecino 2515

Junko Suzuki 2322

## Program Description

Various courses within the biology program satisfy general education requirements, transfer level requirements and nursing/health occupations requirements. The program also meets the needs of students interested in improving their knowledge in biologically related fields such as agriculture and athletics. The biological sciences program includes: anatomy, biology, microbiology, and physiology.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

The Biology Department stresses both theoretical and applied aspects of the life sciences. Extracurricular projects and field trips are regular features of some courses. Four well-equipped labs are used to provide excellent training in practical biological techniques.

## Career Options

Agricultural Biologist

Bacteriologist

Biologist

Biotechnologist

Botanist

Chiropractor

Clinical Lab Technologist

Curator

Dental Hygienist

Dentist

Ecologist

Environmental Scientist

Fish/Game Warden

Food/Drug Inspector

Geneticist

Horticulturist

Industrial Hygienist

Marine Biologist

Medical Technologist

Parasitologist

Physician

Physician's Assistant

Pharmaceutical Sales

Physical Therapist

Physiologist

Public Health Technician

Registered Nurse

Teacher

Veterinarian

Wildlife Biologist

Zoologist

(Most of these careers require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate in science degree with a major in Biological Sciences is available. In addition to the GE requirements, the student should complete at least 18 units of biology including:

Required Courses (10 units):	units
BIOL 110, General Molecular Cell Biology	5
BIOL 120, General Organismal, Ecological and Evolutionary Biology	5
Elective	8
<b>Total</b>	<b>18</b>

### Program Electives (8 or more units):

BIOL 201, General Human Anatomy	4
BIOL 202, General Human Physiology	4
BIOL 204, General Microbiology	5
CHEM 110, 120, General Chemistry	10

Specific areas of study, e.g., Environmental Science, Anatomy, Physiology, Microbiology, etc. should be arranged with the assistance of the biology faculty. The faculty suggests that appropriate courses in chemistry, physics, and mathematics be taken concurrently with the biology courses.

Suggested Courses:	units
MATH 140, Precalculus or MATH 135, Plane Trigonometry and MATH 130, College Algebra	5-7
PHYS 101, 102, Introductory Physics	8

Completion of this degree is only a partial fulfillment of the requirements for transfer as a Biology major to an institution granting a baccalaureate degree. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Biological Sciences Courses

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### BIOL 100, 100L ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY

3 units

5 hours weekly

(2 hours lecture, 3 hours lab)

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course covers the basic structure and function of the human body. Knowledge obtained may be used by students entering either an allied health science or non-transfer level field. (AVC)

### BIOL 101, 101L GENERAL BIOLOGY

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Advisory:** Eligibility for College Level Reading and ENGL 101.

A general education non-major biology course designed to acquaint the student with the nature of science, the unity of life processes, the diversity of living things,

the interdependence of organisms in the biosphere, the mechanisms that have shaped life on Earth, and with humans as biological entities. The laboratory focuses on the kinds of living organisms.

**NOTE:** Biology majors should take BIOL 110 and BIOL 120 instead of this course. (CSU, UC, AVC)

### BIOL 102, 102L \*HUMAN BIOLOGY

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 070.

This course explores the principles of biology using the human species as its primary tool. It is an introductory level, transfer course designed for non-science majors, students who want to further their professional development, or to enrich their knowledge of biology in general and their bodies in particular. Topics discussed include the scientific method, cell biology, genetics, evolution, aging, major concepts of structure, function and pathology of most organ systems, as well as how humans interact with their internal and external environment. (CSU, UC, AVC)

### BIOL 103, 103L INTRODUCTION TO BOTANY

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This is an introduction course in the study of plants. This course deals with the structure of plants, how plants grow and function and types of plants. Plant ecology and geography will also be discussed. (CSU, UC, AVC)

### BIOL 104 ENVIRONMENTAL BIOLOGY

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 101 and MATH 070.

A general education biology course dealing with current environmental issues. Topics include environmental

sustainability, ecological principles, human population impact, energy, climate change, species extinction, pollution and toxic wastes. (CSU, UC, AVC)

### BIOL 110 GENERAL MOLECULAR CELL BIOLOGY

5 units

7 hours weekly

(4 hours lecture, 3 hours lab)

**Prerequisite:** Completion of MATH 102, and Completion of or concurrent enrollment in CHEM 110.

**Advisory:** Completion of a general biology course is recommended, and Eligibility for College Level Reading and ENGL 101.

A comprehensive and in-depth introduction for all biology majors (as well as physics, chemistry, engineering, computer science, and math majors who will concern themselves with biology) to the unifying principles of modern cellular biology, molecular biology and biochemistry. Topics include the structure of the atom, quantum mechanics, the nature of the chemical bond, general principles of thermodynamics and equilibrium, prokaryotic and eukaryotic cell structure, lipid chemistry and membrane biology, protein structure and function, photosynthesis and cellular respiration, nucleic acids (DNA and RNA) and their role in protein synthesis, principles of classical and molecular genetics, the control of gene expression, cell signalling systems, molecular embryology, evolutionary developmental biology, and biotechnology. Lab work includes investigations with live bacteria, protists, flowering plants and fruit flies as model organisms, and includes experiments in photosynthesis, enzymology, gel electrophoresis, genetics and biotechnology. This course stresses evolutionary mechanisms. (CSU, UC, AVC)

## **BIOL 120 GENERAL ORGANISMAL, ECOLOGICAL AND EVOLUTIONARY BIOLOGY**

5 units

7 hours weekly

(4 hours lecture, 3 hours lab)

**Prerequisite:** Completion of MATH 102.

**Advisory:** Completion of a general biology course and/or BIOL 110, and Eligibility for College Level Reading and ENGL 101.

A comprehensive, in-depth course designed for biology majors to complement the cell molecular perspective presented in BIOL 110. A survey of multicellular organisms, emphasizing morphology, systematics, evolution, physiology, heredity, development, behavior and ecology. Laboratories consist of dissection and analysis of representative taxa and student projects. Data analysis and preparation of scientific reports are taught and applied to individual research projects. (CSU, UC, AVC)

## **BIOL 165 \*BIRDS OF SOUTHERN CALIFORNIA**

3 units

54 hours total

**Advisory:** Completion of BIOL 101, 120 or 170.

This is a lecture and field biology course. Lectures at AVC will alternate with required Saturday field trips to various locations in Southern California. Topics covered include identification, taxonomy, distribution, ecology and behavior of birds in our region. The course is designed for both students majoring in life sciences and those with a special interest in Ornithology. Students may be required to provide their own transportation for field trips. (CSU, AVC)

## **BIOL 170 \*TROPICAL BIOLOGY**

3 units

100 hours total

**Prerequisite:** Completion of BIOL 101 or BIOL 120.

This is a field biology course to be conducted in a tropical region. Topics covered include wildlife ecology, animal behavior, plant ecology and conservation.

This course is suitable for biology majors and non-majors seeking first-hand knowledge of tropical biology. Students will consult with the instructor regarding program costs and requirements. (CSU, AVC)

## **BIOL 201, 201L GENERAL HUMAN ANATOMY**

4 units

8 hours weekly

(2 hours lecture, 6 hours lab)

**Prerequisite:** Completion of BIOL 100 or 101 or 110 or 120.

**Advisory:** Eligibility for College Level Reading and MATH 070.

Introduction to the structure and function of the human body. Included are lectures and demonstrations using models, isolated specimens and multimedia images of human anatomy. Laboratory study includes demonstrations and dissections of a cat and other animal and human material, including the cadaver. Completion of this class requires full participation and use of all lab materials. **NOTE:** This course is taken by students who wish to enter the Associate Degree Nursing Program, students who plan to combine their education in various healthcare fields, and students who plan to transfer to four-year institutions to major in biology. (CSU, UC, AVC)

## **BIOL 202, 202L GENERAL HUMAN PHYSIOLOGY**

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Prerequisite:** Completion of BIOL 201 and CHEM 101.

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 070.

An analysis of basic processes of the human body, emphasizing the coordinated physical and chemical mechanisms of cell biology, neuromuscular, cardiovascular, respiratory, digestive, immune, renal, endocrine and reproductive systems. Includes work with computerized instrumentation and living animals. Completion of this course requires full participation and use of all laboratory materials. **NOTE:** This course is necessary for students entering many healthcare professions including the

Associate Degree Nursing Program. It is also applicable for transfer students in the biological sciences. (CSU, UC, AVC)

## **BIOL 204, 204L GENERAL MICROBIOLOGY**

5 units

9 hours weekly

(3 hours lecture, 6 hours lab)

**Prerequisite:** Completion of BIOL 101 or 110 or 120, and CHEM 101.

**Advisory:** Completion of BIOL 201, BIOL 202, CHEM 102, COMM 103 and ENGL 101.

This course is designed to present an overview of the biology of microorganisms including bacteria, viruses, protozoa, fungi and helminths. Information is directed towards students in preprofessional programs for nursing, dental hygiene, surgical technology, physicians assistant, food science, environmental monitoring, animal and crop sciences as well as biological science majors. Wherever possible, new development in Biotechnology, Virology and Immunology are discussed to provide students with current knowledge in this important field of science. The laboratory introduces a broad spectrum of microorganisms and the concepts and techniques required to identify and classify unknown bacteria. (CSU, UC, AVC)

**Definition**

A wide variety of business courses are offered for both the transfer and non-transfer student. First- and second-year transferable courses are available for the student who is preparing for a four-year degree. Certificate and associate degree programs are offered for all students who desire to upgrade their business skills.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Program Advisement:**

Dr. Tom O’Neil, Dean ext. 6370

**Administrative Assistant:**

Christi Crosby ext. 6370

**Faculty:**

Dr. Edward Beyer ext. 6374

MaryAnne Holcomb ext. 6381

Donna Meyer ext. 6682

**Adjunct Faculty:**

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
David Adams	2266
John Berry	2079
Somil Choudhary	2217
Violet Christopher	2965
Lawrence Hales	2336
Chuck Kokoska	2284
Dan Ledbetter	2142
Lela Lemell	2243
Gail Lofdahl	2658
Robert Plunkett	2262
David Ranish	2990
Deborah Sullivan-Ford	2923
Martin Telezing	2966
Larry Veres	2910
Cindy Walter	2311
Dr. Stephen Young	2465

**Program Description**

The Business program offers students the opportunity to recognize and respond to changing economic conditions within the business environment that determine how goods and services are produced, distributed, and consumed in a society. Students will gain the skills and knowledge needed to work within an economic system that rewards firms for their ability to perceive and serve the needs and demands of consumers. Studies in the Business program seek

to continue creating strategies that allow companies to grow and compete in today’s interactive marketplace by understanding how the private enterprise system encourages competition and innovation while preserving business ethics.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Transfer Students:**  
Students planning to transfer to a four-year institution are strongly advised to follow the Business Administration degree.

**Program Learning Outcomes**

**General Business**

1. Understand and apply ethics to effectively operate as a business manager within the global business environment.
2. Prepare and analyze basic financial statements, financial ratios, and tax forms to assess opportunities and risks for the purpose of formulating and implementing business strategies.
3. Demonstrate written, verbal, and nonverbal communication skills required for the workplace, including the effective use of appropriate technologies, written reports, and formal presentations.
4. Demonstrate an understanding of the legal and social environment of business, in particular civil and criminal law, consumer protection, contracts, employment and personal property rights.
5. Demonstrate an understanding of economic theory, analysis, and policy applications, including supply and demand and market equilibrium, the American banking system, and the Federal Reserve System.

**Business Administration**

1. Understand and apply ethics to

effectively operate as a business manager within the global business environment.

2. Prepare and analyze basic financial statements, financial ratios, and tax forms to assess opportunities and risks for the purpose of formulating and implementing business strategies.
3. Demonstrate written, verbal, and nonverbal communication skills required for the workplace, including the effective use of appropriate technologies, written reports, and formal presentations.
4. Demonstrate an understanding of the legal and social environment of business, in particular civil and criminal law, consumer protection, contracts, employment and personal property rights.
5. Demonstrate an understanding of economic theory, analysis, and policy applications, including supply and demand and market equilibrium, the American banking system, and the Federal Reserve System.

**Certificate Program**

**General Business**

The following courses (30-34 units) are required for the Business certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in office management, sales, customer service, or human resources, or may apply their knowledge and skills as an entrepreneur.

A maximum of 6 pass/no pass units will be accepted for a Business certificate. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

<b>Required Courses:</b>	<b>units</b>
ACCT 111, Bookkeeping <b>or</b> ACCT 201, Financial Accounting	3-4
BUS 101, Introduction to Business	3
BUS 105, Business Mathematics <b>or</b> MATH 115, Statistics <b>or</b> MATH 125, Math for Business and Economics	3-5
BUS 111, Business English	3
BUS 113, Business Communications	3



BUS 201, Business Law	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Intro. to Computer Information Science	3-4
ECON 101, Principles of Macroeconomics <b>or</b> ECON 102, Principles of Microeconomics	3
Program Electives	<u>6</u>
<b>Total</b>	<b>30-34</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:** **units**

Select six units from the following program electives.

ACCT 113, Bookkeeping II	3
ACCT 115, Payroll Bookkeeping	3
BUS 199, Occupational Work Experience	1-8
BUS 203, Business Law	3
BUS 212, Women in Organizations	3
CA 111, Word Processing—Microsoft Word	3
CA 121, Microcomputer Spreadsheets	3
CIS 101, Introduction to Computer Information Science	3
ECON 102, Principles of Macroeconomics	3
ECON 110, Economics of the Underclass	3
MGT 101, Management Principles	3
MGT 105, Elements of Supervision	3
MKTG 101, Principles of Marketing	3
OT 101, Beginning Computer Keyboarding	3
RE 101, Real Estate Principles	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**Associate Degrees**

**General Business**

The requirements for an associate degree in General Business may be satisfied by completing the General Business certificate, 21 units of general education requirements, and sufficient elective credits to total 60-64 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for entry-level career opportunities in areas such as marketing, purchasing, retail, sales, customer service, accounting, and entrepreneurship. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
BUS 101, Introduction to Business	3
BUS 105, Business Mathematics <b>or</b> MATH 115, Statistics <b>or</b> MATH 125, Math for Business and Economics	3-5
BUS 111, Business English	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Intro. to CIS	3-4
Course from GE requirement Area B	<u>3</u>
<b>Total</b>	<b>15-18</b>
<b>Second Semester</b>	<b>units</b>
ACCT 111, Bookkeeping <b>or</b> ACCT 201, Financial Accounting	3-4
Course from GE requirement Area C	3
Course from GE requirement Area D1	3
Course from GE requirement Area D2	3
Program Elective	<u>3</u>
<b>Total</b>	<b>15-16</b>

<b>Third Semester</b>	<b>units</b>
BUS 113, Business Communications	3
BUS 201, Business Law	3
ECON 101, Principles of Macro- economics <b>or</b> ECON 102, Principles of Microeconomics	3
Course from GE requirement Area F (BUS 212 or MGT 212 recommended)	3
Elective	<u>3</u>
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
Course from GE requirement Area A	3

Course from GE requirement Area E	3
Program elective	3
Electives	<u>6</u>
<b>Total</b>	<b>15</b>

**Degree Total 60-64**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Business Administration**

This major is for the business student who intends to complete the associate degree and transfer to a four-year institution.

A maximum of 6 pass/no pass units will be accepted for this degree. A minimum of 9 units from this degree must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

The requirements for an associate degree in Business Administration may be satisfied by completing the required core lower-division Business Administration courses (24-26 units), 21 units of general education requirements, and sufficient elective credits to total 61-62 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for entry-level career opportunities in areas such as marketing, advertising, purchasing, retail, retail management, sales, sales management, human resources, customer service, accounting, communication, financial administration, operations, project management, health services administration, and entrepreneurship. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

<b>Required Courses:</b>	<b>units</b>	
ACCT 201, Financial Accounting	4	
ACCT 205, Managerial Accounting	4	
BUS 201, Business Law	3	
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Introduction to Computer Information Science	3-4	
ECON 101, Principles of Macroeconomics	3	
ECON 102, Principles of Microeconomics	3	
MATH 125, Math for Business and Economics <b>or</b> MATH 150, Calculus and Analytic Geometry <b>or</b> MATH 115, Statistics	4-5	
	<u>    </u>	<b>Total 24-26</b>

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>	
ECON 101, Principles of Macroeconomics	3	
Course from GE requirement Area D1	3	
Course from GE requirement Area D2	3	
Elective	<u>    </u>	
		<b>Total 12</b>

<b>Second Semester</b>	<b>units</b>	
ECON 102, Principles of Microeconomics	3	
MATH 125, Math for Business and Economics <b>or</b> MATH 150, Calculus and Analytic Geometry <b>or</b> MATH 115, Statistics	4-5	
Course from GE requirement Area A	3	
Electives	<u>    </u>	
		<b>Total 16-17</b>

<b>Third Semester</b>	<b>units</b>	
ACCT 201, Financial Accounting	4	
BUS 201, Business Law	3	
Course from GE requirement Area B	3	
Course from GE requirement Area F (BUS 212 or MGT 212 recommended)	3	
Elective	<u>    </u>	
		<b>Total 16</b>

<b>Fourth Semester</b>	<b>units</b>	
ACCT 205, Managerial Accounting	4	
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Introduction to Computer Information Science	3-4	
Course from GE requirement Area C	3	
Course from GE requirement Area E	3	

Elective \_\_\_\_\_ 3  
**Total 16-17**  
**Degree Total 61-62**

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

**Business Courses**

**BUS 101 \*INTRODUCTION TO BUSINESS**

3 units  
 3 hours weekly  
*Advisory: Eligibility for College Level Reading and ENGL 099.*

This course is an introduction to the organization, principles, and practices of business as it operates within the current economic and governmental environment. (CSU, AVC)

**BUS 105 \*BUSINESS MATHEMATICS**

3 units  
 3 hours weekly  
*Advisory: Eligibility for READ 099 and MATH 070.*

Business Mathematics presents the basic principles of mathematics used in business operations. This course applies mathematics to daily business

experiences and includes practical application of equations, formulas, and arithmetic processes essential to business. (AVC)

**BUS 111 \*BUSINESS ENGLISH**

3 units  
 3 hours weekly  
*Advisory: Eligibility for ENGL 099 and READ 099.*

This course presents the principles of effective written and spoken communication styles applicable to business or professional careers. Business English is a comprehensive review and reinforcement of the fundamentals of English grammar and style, punctuation, word usage, vocabulary, writing mechanics, and sentence, paragraph, and business document construction. (AVC)

**BUS 113 \*BUSINESS COMMUNICATIONS**

3 units  
 3 hours weekly  
*Prerequisite: Completion of ENGL 101.*  
*Advisory: Completion of BUS 111.*

This course presents the principles and techniques of effective written and oral business communications in a global environment. Students will discuss, critique, and practice business-writing strategies to produce messages, letters, reports, presentations, and collaborative projects, while developing critical research and thinking skills. Social media applications used in the workplace are explored. Basic computer keyboarding and word processing skills are highly recommended. (CSU, AVC)

**BUS 121 \*INVESTMENT FUNDAMENTALS**

3 units  
 3 hours weekly  
*Advisory: Eligibility for College Level Reading, ENGL 101 and MATH 070.*

This course provides an introduction to the principles of investments and money management. It will introduce students to personal finance practices, the variety of assets an individual investor may accumulate, their institutional settings and valuation with primary focus on

stocks, bonds, and mutual funds as wealth accumulation instruments. (CSU, AVC)

### **BUS 199 \*OCCUPATIONAL WORK EXPERIENCE**

1–8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

### **BUS 201 \*BUSINESS LAW**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course presents an examination of our commercial environment. Includes analysis of the historical development leading into our contemporary institutions and processes. Contracts, sales, Uniform Commercial Code and negotiable instruments are emphasized. Students will be challenged in areas of critical analysis, logic and reasoning. (CSU, UC, AVC)

### **BUS 203 \*BUSINESS LAW**

3 units

3 hours weekly

**Advisory:** Completion of BUS 201, and Eligibility for College Level Reading and ENGL 101.

This course examines our commercial environment, including the law of property, wills, estates, trusts, the various forms of business organization, creditor's rights, secured transactions, bankruptcy, securities along with securities regulation, international law and government regulation of business. Students will be challenged in areas of critical analysis, logic and reasoning. (CSU, UC, AVC)

### **BUS 212 \*WOMEN IN ORGANIZATIONS**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This transfer-level course is designed to identify and compare differences in gender communication and workplace diversity in an organizational setting. Awareness of the differences in both genders is emphasized to improve interaction between genders in business settings. The effects of gender communication and workplace diversity on the specific ethnic groups of African American, Asian American, Latino, and Native American women are examined. Special emphasis is placed on how gender impacts the outlook regarding work in organizations, the differences in work/life prioritization, and evaluation of work performance based on gender-specific criteria. The course will evaluate the role of women in such areas as enhanced employee relations, goal setting, networking, competing, sexism, mentoring, and career leadership planning. (CSU, AVC)

## Definition

Chemistry is the discipline of science that explores the physical and chemical laws that define fundamental elemental interactions and hence the composition, properties and reactivity of all matter.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Leslie Uhazy, Dean ext. 6417

### Administrative Assistant:

Wendy Cios ext. 6415

### Clerical Assistant:

Suzanne Olson ext. 6046

### Faculty:

Dr. Jeffery Cooper ext. 6953

Dr. Jessica Harper ext. 6434

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### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Dr. Daniel Evans V.M. 2441

Dr. Ismail Ismail 2060

Diane Jewell 2004

Vinita Kulkarni 2939

Nash Saleh 2131

Dr. Alexandra Schroer 6922

Neena Suri 2076

Dr. Suresh Suri 2909

Michael Tinnirello 2233

## Program Description

The Chemistry courses are designed to meet the general education and major transfer requirements for the physical sciences.

## Distinctive Features

Traditional teaching may be supplemented with computer and Internet-based instruction. Laboratory activities provide “hands-on” experimentation and discovery into the natural, physical and chemical characteristics of the earth and our universe. Engineering and life science applications may be presented and computer-based data acquisition and analysis may assist in some lab instruction.

## Career Options

Biochemistry

Chemist

Pharmacy

(These careers require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Chemistry is not available. Chemistry courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

## Chemistry Courses

### CHEM 101 INTRODUCTORY CHEMISTRY

5 units

7 hours weekly

(3 hours lecture, 1 hr SAS, 3 hours lab)

**Advisory:** Completion of MATH 070 and

*Eligibility for College Level Reading and ENGL 099.*

An introductory study of the nature of matter and its chemical and physical transformation. An emphasis is placed on fundamental laws and principles, elements, compounds and simple chemical reactions. Examines chemical theory in the context of familiar phenomena. Theories are tested and evaluated in the laboratory. One-hour of lecture time, small assembly section, is reserved for small group activities and analysis. This is a general education course for non-science majors. It is an advisory for science majors who have not previously studied chemistry. Science majors who have studied chemistry should consider CHEM 110 instead of this course. (CSU, UC, AVC)

### CHEM 102

#### \*INTRODUCTORY CHEMISTRY (ORGANIC & BIOCHEMISTRY)

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Prerequisite:** Completion of CHEM 101.

This course is a basic study of molecular structure, bonding, nomenclature, reactivity and other physical and chemical properties of organic compounds. An emphasis will be placed on the preparations, reactions, and naming of organic and biological compounds. The laboratory generally evaluates material that is being studied in lecture. The students learn to use and interpret the data obtained by the use of general organic laboratory techniques and equipment. The course is intended for those planning to earn a degree in an allied health science or a related field. (CSU, UC, AVC)

### CHEM 110 GENERAL CHEMISTRY

5 units

7 hours weekly

(4 hours lecture, 3 hours lab)

**Prerequisite:** Completion of MATH 102.

**Advisory:** Completion of CHEM 101, 101L, and Eligibility for College Level Reading and ENGL 099.

Introduces the atom and its largest

subatomic particles. Describes and quantifies, where possible, how these particles and the nature of the atom are involved in chemical reactions, physical state, chemical energy, and bonding models. Algebra is used extensively to solve problems involving quantities. Examines chemical theory in the context of familiar phenomena. Theories are tested and evaluated in the laboratory. One hour of lecture time may be reserved for small group activities and analysis. This course is designed for science, mathematics and related majors. (CSU, UC, AVC)

### CHEM 120 GENERAL CHEMISTRY

5 units

9 hours weekly

(3 hours lecture, 6 hours lab)

**Prerequisite:** Completion of CHEM 110 and MATH 130 or MATH 140.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Investigates and quantifies, where possible, the kinetics, entropy, and enthalpy that underlie chemical reactivity. Relates these concepts to chemical equilibrium. Explores application of equilibrium to colligative properties of solutions, acid-base chemistry, precipitation from aqueous solutions, electrochemistry and coordination compounds. Algebra is used extensively in the development of these topics. Includes a cursory introduction to the fields of nuclear, organic, polymer and biochemistry. Examines chemical theory in the context of familiar phenomena. Theories are tested and evaluated in the laboratory. One hour of lecture time is reserved for small group activities and analysis. This course is designed for science, mathematics and related majors. (CSU, UC, AVC)

### CHEM 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject

*area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### CHEM 205 QUANTITATIVE ANALYSIS

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Prerequisite:** Completion of ENGL 101 and CHEM 120.

**Advisory:** Eligibility for College Level Reading and MATH 150.

Quantitative, gravimetric, volumetric, and instrumental methods of analysis. Stoichiometric calculations and applications of principles of chemical equilibrium to analytical problems. Laboratory accuracy is required. The theory and practice of some of the more modern techniques of instrumental method are studied. This course is applicable for students interested in working in a variety of careers including biotechnology, research, environmental laboratories, medical laboratories, crime laboratories, and government agency laboratories. (CSU, AVC)

### CHEM 210 ORGANIC CHEMISTRY

5 units

9 hours weekly

(3 hours lecture, 6 hours lab)

**Prerequisite:** Completion of CHEM 120.

This course is a study of molecular structure, bonding, nomenclature, stereochemistry, spectral and other physical properties of organic compounds. A major topic will be the preparations, reactions and reaction mechanisms of organic compounds. The laboratory generally evaluates material that is being studied in lecture. The student learns to use and interpret the data from infrared spectroscopy, gas chromatography and various equipment available in the laboratory. The course is intended for those planning to pursue a four-year degree in science or a related field. (CSU, UC, AVC)

### CHEM 212 ORGANIC CHEMISTRY SUPPORT LABORATORY

.5 unit

2 hours weekly

**Corequisite:** Concurrent enrollment in CHEM 210.

This optional course provides access to the laboratory facilities used in the CHEM 210 Organic Chemistry course. This course will provide opportunities to complete course assignments and master learning objectives. Students in CHEM 210 are strongly encouraged to enroll in this course. **NOTE:** No grade will be given for this course; student will receive "pass" or "no pass" only.

### CHEM 220 ORGANIC CHEMISTRY

5 units

9 hours weekly

(3 hours lecture, 6 hours lab)

**Prerequisite:** Completion of CHEM 210.

This course is a continuation of the study of molecular structure, bonding, nomenclature, stereochemistry, spectral and other physical properties of organic compounds. A major topic will be the preparations, reactions, and reaction mechanisms of organic compounds. A short introduction will be given covering biochemical topics. The laboratory generally follows material that is being studied in lecture. The course is intended for those planning to pursue a four-year degree in science or a related field. (CSU, UC, AVC)

**Definition**

Child and Family Education is the study of three major areas addressing the needs of the child and family. They are: the physical, social, emotional and intellectual development of the child; the child in a social and educational setting outside the home; and studies concerned with parenting in modern society.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Program Advisement:**

Dr. Karen Cowell, Dean ext. 6402

**Program Coordinator:**

Karen Smith ext. 6402

**Clerical Assistant III**

Rocio Heasley ext. 6882

**Child Development Center:**

Dr. Katarina Orlic-Babic, Director ext. 6250

**Secretary:**

Gloria Mills ext. 6251

**Faculty:**

Catherine Overdorf ext. 6766

Melanie Parker ext. 6252

Andrea Sanders ext. 6502

**Adjunct Faculty:**

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Matt Case	2022
Julie Ferebee	2270
Stephanie Lester	2047
Suzu M. Love	2389
Harriett Miles	2324
Dr. Katarina Orlic-Babic	ext. 6250
Linda Secretan	2197
Diane Stein	2926

**Program Description**

The Child and Family Education curriculum is designed to meet the needs of students who wish to qualify for work with groups of young children under private or public auspices. The following courses will meet this requirement: CFE 101, 102, 103, and one of the following: CFE 104, 105, 106 or 114. The certificate program is designed to enable students to gain employment at the entry level in selected occupational areas. Completion of certificate qualifies students for the California Child Development Permit.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

The quality of instruction and the varying educational and professional backgrounds of the faculty provide a program that meets the diverse demands of the many career options. Students receive “hands-on” learning experiences which include observations at different locations and participation with young children. Current texts are used along with films, videos, and other media to implement and support the instruction. Lecture sessions include discussion of material and question and answer periods concerning the material and locations observed during field trips.

**Career Options**

Assistant Teacher  
 Child Development Specialist  
 Child Mental Health Specialist  
 Children’s Center Supervisor  
 Children’s Center Teacher  
 Early Childhood Education Aide  
 Early Childhood Education Director  
 Early Childhood Education Teacher  
 Elementary School Teacher  
 Family and Child Counselor  
 Family Day Care Provider  
 Infant/Toddler Teacher  
 Parent Education/Adult Education  
 Pediatric Worker  
 Psychologist  
 Social Worker  
 (Some of these careers may require education beyond the two-year college level.)

**Program Learning Outcomes**

1. Students will integrate needs, characteristics, and multiple influences on the development of children birth to age eight as they develop, implement, and evaluate early childhood program practices.
2. Students will intentionally use systematic observations, documentation, and other

assessment strategies in the design, implementation, and evaluation of environments, curricula, and activities that support learning through developmental play and positive learning outcomes.

3. Students will demonstrate positive interaction strategies that support all children’s learning, identity, and self-confidence.
4. Students will develop strategies that promote respectful, reciprocal partnerships between program teachers, families, and their communities.
5. Students will evaluate and incorporate ethical standards and professional behaviors that deepen understanding, knowledge, and commitment to the early childhood profession.

**Certificate Programs**

The Child and Family Education and the School-Aged Child Care Certificates can be pursued concurrently.

**Child and Family Education**

The Child and Family Education curriculum is designed to meet the needs of students who wish to qualify for work with groups of young children under private or public auspices.

**Required Courses (33 units):**      **units**

The following courses (33 units) are required for the certificate:

CFE 101, Introduction to Early Childhood Education	3
CFE 102, The Developing Child	3
CFE 103, The Child in Family/Community Relationships	3
CFE 104, Literature for Children	3
CFE 105, Discovery-Based Education for Children	3
CFE 106, Creative Experiences for Children	3
CFE 115, Guiding Children’s Behavior	3
CFE 201, Child Development Practicum-Observation and Assessment	3
CFE 202, Child Development Practicum-Emergent Leadership	3
CFE 211, Health, Safety, and Nutrition for the Young Child	3
Program Electives	3

**Total 33**

**Program Electives (3 units):**      **units**  
 Select 3 units from the following:

ART 160, Painting and Drawing Techniques	1.5
CFE 107, Literacy for Young Children	3
CFE 109, Supervision and Admin. of Childhood Programs I	3
CFE 110, Supervision and Admin. of Childhood Programs II	3
CFE 111, Supervising Adults in Child Care Settings	2
CFE 113, Inclusive Classrooms for Nurturing Exceptional Children	3
CFE 114, Music and Movement Education for the Young Child	3
CFE 116, Diversity in Early Childhood Education	3
CFE 120, Infant/Toddler Development	3
CFE 122, Infant/Toddler Strategies	3
CFE 150, Parenting: Infancy	1
CFE 151, Parenting: The Preschool Child	1
CFE 152, Parenting: The Elementary and Preadolescent Child	1
CFE 155, Single Parenting	1
CFE 156, Stepparenting and Blended Families	1
CFE 157, Parenting the Exceptional Child	1
CFE 199, Occupational Work Experience	1-8
NF 100, Nutrition	3
NF 102, Nutrition and Food for Children	3
DA 103, Beginning Modern Dance	1

### School-Aged Child Care

This program will meet the needs of students planning to qualify to work with school-aged children in child care centers under public or private auspices.

**Required Courses:**      **units**

The following courses (33 units) are required for the certificate:	
CFE 102, The Developing Child	3
CFE 103, The Child in Family/Community Relationships	3
CFE 104, Literature for Children	3
CFE 105, Discovery-Based Education for Children	3
CFE 106, Creative Experiences for Children	3
CFE 201, Child Development Practicum-Observation and Assessment	3

CFE 202, Child Development Practicum-Emergent Leadership	3
CFE 211, Health, Safety, and Nutrition for the Young Child	3
CFE 212, School Age Programs	3
CFE 213, Curriculum Strategies for School-Aged Programs	3
Program Elective	3
<b>Total</b>	<b>33</b>

**Program Electives (3 units):**      **units**  
 Select 3 units from the following:

CFE 107, Literacy for Young Children	3
CFE 109, Supervision and Admin. of Childhood Programs I	3
CFE 110, Supervision and Admin. of Childhood Programs II	3
CFE 111, Supervising Adults in Child Care Settings	2
CFE 113, Inclusive Classrooms for Nurturing Exceptional Children	3
CFE 114, Music and Movement Education for the Young Child	3
CFE 115, Guiding Children's Behavior	3
CFE 116, Diversity in Early Childhood Education	3
CFE 150, 151 and 152, Parenting	3
CFE 157, Parenting the Exceptional Child	1
CFE 199, Occupational Work Experience	1-8
NF 102, Nutrition and Food for Children	3

### Associate Degrees

The requirements for an associate degree in Child and Family Education and School-Aged Child Care may be satisfied by completing the respective certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of Early Childhood and School-Aged Child Care. Students are well prepared with an indepth understanding, hands-on experience and principals of Early Childhood and School Age child development.

The associate degree will also provide students with a broad range of knowledge with which to evaluate the learning environment and analyze the dynamics of

teaching in child care settings.

Child and Family Education courses can be included in the requirements for the associate degree in Family and Consumer Education. (Please see Family and Consumer Education Program.)

### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Child and Family Education Courses

### CFE 101 \*INTRODUCTION TO EARLY CHILDHOOD EDUCATION

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Designed for students planning to work in early childhood care and education settings, this course will provide an overview of early childhood programs, their histories, philosophies, emphases, and methods. Students will review theories of learning and development, philosophies of educating young children, and early childhood program models. Developmentally appropriate

practices and the interactive influences of culture, family, and individual needs on environmental and curriculum planning will be discussed. Students will conduct directed observations of early childhood programs in the community. A current TB clearance may be required. (CSU, AVC)

### **CFE 102 \*THE DEVELOPING CHILD**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Designed for students planning to work in early childhood and school-age settings, this course will provide a study of child growth and development from conception through adolescence. Developmental theory, patterns of child behavior, and the physical, social, emotional and cognitive development of the child within family and cultural contexts will be examined. Child observation in home, community, and classroom settings will be emphasized. A current TB clearance may be required. (CSU, AVC)

### **CFE 103 \*THE CHILD IN FAMILY AND COMMUNITY RELATIONSHIPS**

3 units

3 hours weekly

**Prerequisite:** Completion of CFE 102.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Designed for students planning to work in early childhood and school-age settings, this course will examine the interaction of the child, family, peers, school, media, and community upon child development. The influence of diverse ethnicities, cultures, languages, social classes, gender roles, and individual abilities and the impact of family behavior, morals, values, and attitudes upon child development will be explored. Directed observation in early childhood and school-age settings will be emphasized. A current TB clearance may be required. (CSU, UC, AVC)

### **CFE 104 \*LITERATURE FOR CHILDREN**

3 units

3 hours weekly

**Prerequisite:** Completion of CFE 102.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Designed for students planning to work in early childhood and school-age settings, this course will introduce a variety of quality literary selections and the pleasures gained from reading, listening to, and viewing children's literature for pleasure and informational purposes. Students will examine literary theories and genres and discuss literary preferences and responses of learners, while identifying and describing, children's fiction and non-fiction literature. Students will learn strategies and techniques to apply when presenting literature in early childhood and school-age programs. This course may be used with CFE 107 to satisfy the 6-unit specialization requirement for the Master Teacher level of the Child Development Permit. A current TB clearance may be required. (CSU, AVC)

### **CFE 105 \*DISCOVERY-BASED EDUCATION FOR CHILDREN**

3 units

3 hours weekly

**Prerequisite:** Completion of CFE 102.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Designed for students planning to work in early childhood and school-age settings, this course will explore discovery-based, developmentally appropriate education experiences for young children in four integrated curriculum areas: language arts, science, mathematics and social studies. Students will analyze and evaluate methods of investigative and inquiry-based instruction, explore the value of a discovery approach to curriculum, and learn to apply theories of child growth and development in the evaluation of children's learning experiences. This course may be used with CFE 106 to satisfy the 6 unit specialization requirement for the Master Teacher level of the Child Development Permit. A current TB clearance may be required. (CSU, AVC)

### **CFE 106 \*CREATIVE EXPERIENCES FOR CHILDREN**

3 units

3 hours weekly

**Limitation on Enrollment:** TB skin test clearance within the past year.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Designed for students planning to work in early childhood and school-age settings, this course will promote an understanding of children and their creative needs. Students will discuss theories of creativity and the integration of creative practices into curriculum content areas, explore a variety of media techniques, evaluate and formulate plans for creative environments and activities, and develop creative learning plans. Directed observation in early childhood and/or school-age settings will be emphasized. (CSU, AVC)

### **CFE 107 \*LITERACY FOR YOUNG CHILDREN**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Designed for students planning to work in early childhood settings, this course will provide instruction in the key components of early literacy experiences which researchers have linked to later reading success. Early literacy is defined as the knowledge, skills, and attributes that come before and lead up to conventional reading and writing. Students will examine the following components of early literacy: oral language, vocabulary and comprehension development, phonological and phonemic awareness, alphabet knowledge, and background knowledge. Students will critique early childhood literacy experiences while conducting directed observations in early childhood settings. This course may be used with CFE 104 to satisfy the 6-unit specialization requirement for the Master Teacher Child Development Permit. A current TB clearance may be required. (CSU, AVC)



**CFE 109 \*SUPERVISION AND ADMINISTRATION OF CHILDHOOD PROGRAMS I***3 units**3 hours weekly***Prerequisite:** *Completion of any six units in CFE courses.***Advisory:** *Eligibility for College Level Reading, ENGL 101 and MATH 070, and on-the-job experience in preschool, day care, or before-and-after school age care.*

Designed for students with prior experience in infant-toddler, preschool or school-age programs, this course will teach principles and practices related to the supervision and operation of child care and educational programs for preschool and school-aged children. Topics include: Titles 5 and 22 guidelines, organizational structures, budgeting, staff relationships, staff-parent relationships, record-keeping, reporting, and maintaining relationships with community and regulatory agencies. This course provides three of the six units in supervision and administration required to direct licensed child care programs and for the Site Supervisor and Program Director levels of the Child Development Permit. (CSU, AVC)

**CFE 110 \*SUPERVISION AND ADMINISTRATION OF CHILDHOOD PROGRAMS II***3 units**3 hours weekly***Prerequisite:** *Completion of CFE 109.***Advisory:** *Eligibility for College Level Reading, ENGL 101, and MATH 070, and on-the-job experience in preschool, day care, or before-and-after school age care.*

Designed to supplement the information presented in CFE 109, this course will provide students with an in-depth study of the administration and management of child care and education programs. Topics include: business plans, personnel management, proposal and grant writing, advocacy, Title 5 and 22 regulations, updates of regulatory laws and licensing, current research in the field of child care and education, professional growth, and community involvement. This course provides three of the six units in

supervision and administration required to direct licensed child care programs and for the Site Supervisor and Program Director levels of the Child Development Permit. (CSU, AVC)

**CFE 111 \*SUPERVISING ADULTS IN CHILD CARE SETTINGS***2 units**2 hours weekly***Prerequisite:** *Completion of CFE 101, CFE 102, and CFE 103.*

This class explores methods and principles of supervising adults in early childhood education settings. Emphasis will be on the role of experienced teachers and administrators acting as mentors to new teachers while addressing other classroom needs. This course is required for Master Teacher, Site Supervisor, and Director categories of the Child Development permit, and to apply to become a mentor teacher in the California Mentor Teacher Project. (CSU, AVC)

**CFE 113 \*INCLUSIVE CLASSROOMS FOR NURTURING EXCEPTIONAL CHILDREN***3 units**3 hours weekly***Advisory:** *Eligibility for College level Reading and ENGL 101.*

This course will introduce students to methods and principles of evaluating and planning appropriate classroom practices and settings for young children with diverse exceptional needs. It is designed to aid early childhood professionals in understanding and implementing programs for the inclusion of children with special needs in the least restrictive environment. Students will explore a variety of exceptional children's needs as well as teaching strategies that welcome and enhance diversity in classroom settings. A current TB clearance may be required. (CSU, AVC)

**CFE 114 \*MUSIC AND MOVEMENT EDUCATION FOR THE YOUNG CHILD***3 units**3 hours weekly***Limitation on Enrollment:** *TB skin test clearance within the past year.***Advisory:** *Eligibility for College level Reading and ENGL 101.*

This course is designed for students planning employment or already employed in early childhood and school-age programs. Students will analyze the principles of music and movement education and will design, assess and implement developmentally appropriate music and movement activities for all areas of classroom curriculum. (CSU, AVC)

**CFE 115 \*GUIDING CHILDREN'S BEHAVIOR***3 units**3 hours weekly***Prerequisite:** *Completion of CFE 102.***Advisory:** *Eligibility for College Level Reading and ENGL 101.*

Designed for students preparing to work in early childhood and school-age settings, this course provides an overview of positive child guidance practices, foundations for understanding children's behavior, guidelines for effective communication, and assistance in planning curriculum and environments that promote the growth of social competence. Directed observations of early childhood programs in the community will be required. A current TB clearance may be required. (CSU, AVC)

**CFE 116 \*DIVERSITY IN EARLY CHILDHOOD EDUCATION**

(formerly Teaching Justice, Equity and Inclusion in Early Childhood Education)

*3 units**3 hours weekly***Limitation on Enrollment:** *TB skin test clearance within the past year.***Prerequisite:** *Completion of CFE 103.***Advisory:** *Eligibility for College Level Reading and ENGL 101.*

This course will assist early childhood

students and professionals in building inclusive, equitable and caring communities for learning. This course examines stereotypes and bias, fosters respect for differences, and facilitates the development of tolerance, peace and justice in early childhood settings. Students will examine and develop positive intergroup attitudes and behavior and learn to modify their own teaching strategies so that children and families from different ethnic, language, cultural, ability, age and social groups will experience equal educational opportunities. (CSU, AVC)

### **CFE 120 \*INFANT/TODDLER DEVELOPMENT**

3 units

3 hours weekly

*Advisory:* Eligibility for College Level Reading, ENGL 101, and MATH 070.

Designed for students planning to work in infant/toddler programs, this course promotes an understanding of infant/toddler development, accepted infant/toddler care theories and practices, health and safety concerns, and appropriate educational and parenting strategies. Students will observe infants and toddlers in home and childcare settings and evaluate adult/child interactions in the context of care-giving relationships. A current TB clearance may be required. This course meets California licensing requirements for the care of infants and toddlers in center-based and family child care-based settings. (AVC)

### **CFE 122 \*INFANT/TODDLER STRATEGIES**

3 units

3 hours weekly

*Advisory:* Eligibility for College Level Reading, ENGL 101, and MATH 070.

Designed for students planning to work in early childhood settings, the course focuses on the child development sequences of children ages birth through age three. It includes development of appropriate learning environments, resources, and curriculum strategies for use with infants and toddlers. Students will observe infants and toddlers at home and early childhood centers and develop curriculum for use with children from

birth to age three. A current TB clearance may be required. The course meets California licensing requirements for the care and education of infants and toddlers in center-based and family-based child care programs. (CSU, AVC)

### **CFE 150 \*PARENTING: INFANCY**

1 unit

18 hours total

*Advisory:* Eligibility for ENGL 101 and READ 099.

This course is designed to develop an awareness of the dynamics of the parent-child relationship. Focus is on the cognitive, social, emotional, and physical maturation processes as they apply to the unique nature of parenting the infant through 2 years of age. (AVC)

### **CFE 151 \*PARENTING: THE PRESCHOOL CHILD**

1 unit

18 hours total

*Advisory:* Eligibility for ENGL 101 and READ 099.

This course is designed to develop an awareness of the dynamics of the parent-child relationship. Focus is on the cognitive, social, and physical maturation processes as they apply to the unique nature of parenting the preschool child ages 2-6 years. Students will be required to complete directed field observations of preschool age children as part of this course. (AVC)

### **CFE 152 \*PARENTING: THE ELEMENTARY AND PREADOLESCENT CHILD**

1 unit

18 hours total

*Advisory:* Eligibility for ENGL 101 and READ 099.

This course is designed to develop an awareness of the dynamics of the parent-child relationship. Focus is on the emotional, social, and physical maturation processes as they apply to the unique nature of parenting the elementary and preadolescent child. Students will be required to complete directed field observations of elementary and preadolescent children as part of this course. (AVC)

### **CFE 155 \*SINGLE PARENTING**

1 unit

18 hours total

*Advisory:* Eligibility for ENGL 101 and READ 099.

This course is designed to develop insights into the dynamics of the single parent-child relationship in the single family. Focus is on the social maturation process as it relates to the unique nature of the single parenting experience. The course addresses the special dynamics single parents confront in raising children both within and outside of the family. Interactions between the family, community, and various social systems will be identified and explored. (AVC)

### **CFE 156 \*STEPARENTING AND BLENDED FAMILIES**

1 unit

18 hours total

*Advisory:* Eligibility for ENGL 101 and READ 099.

This course is designed to develop an awareness of the dynamics of the parent-child relationship in a stepfamily or blended family. Focus is on the emotional and social maturation processes as they apply to this unique and ever-growing segment of the family in society. Communication and relationships both within and outside of the family are studied. Interactions between the family and the community, various social systems, and the effects on children's development and socialization are examined and explored. (AVC)

### **CFE 157 \*PARENTING THE EXCEPTIONAL CHILD**

1 unit

18 hours total

*Advisory:* Eligibility for ENGL 101 and READ 099.

This course is designed to develop an awareness of the dynamics of the relationship between the parent and the child with special needs. Focus is on the cognitive, emotional, physical, and social maturation processes as they apply to the special needs child in the family. Components of parenting and varying family life circumstances will be examined and issues of diversity

and social systems will be emphasized. (AVC)

### **CFE 168 \*F RATE PRE-SERVICE TRAINING**

(formerly Foster Parenting the Medically Fragile Child-F Rate Pre-Service Training)

1 unit

18 hours total

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course is designed for licensed foster parents and kinship caregivers seeking to provide care for children with special medical needs. Topics will include an overview of medical foster care, available community resources, services, special skills, health issues, working with the Medical Placement Unit, and other concerns of care providers. This course meets the initial training requirements for certified F Rate caregivers in Los Angeles County. (AVC) (R1)

### **CFE 169 \*D RATE PRE-SERVICE TRAINING**

(formerly Foster Parenting the Emotionally Disturbed Child-D Rate Pre-Service Training)

1 unit

18 hours total

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course is designed for licensed foster parents and relative caregivers who may provide care for children with severe emotional and/or behavioral needs. Topics will include the definition of the child with severe emotional and behavioral needs, dynamics of the foster family, and overview of typical and atypical child development, behavior management, and information on professional intervention, special education services, community resources, and current licensing regulations. This course meets the initial training requirements for certified D-Rate caregivers in Los Angeles County. (AVC)

### **CFE 177 \*INDEPENDENT LIVING SKILLS FOR FOSTER YOUTH**

2 units

36 hours total

This course is designed to help foster youth understand the emancipation process and develop the necessary skills needed for successful independent living. Topics covered will include health and safety issues, employability, choices and consequences, and current community resources. (AVC)

### **CFE 199 \*OCCUPATIONAL WORK EXPERIENCE**

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **CFE 201 \*CHILD DEVELOPMENT PRACTICUM - OBSERVATION AND ASSESSMENT**

3 units

6 hours weekly

**Limitation on Enrollment:** TB skin test clearance within the past year. Current Livescan fingerprint clearance required.

**Prerequisite:** Completion of CFE 105.

This course focuses on observation and assessment of children as it relates to the development of curriculum, preparation of classroom environments, and facilitation of classroom practices. Application of child development theory to educational practices will be emphasized. Students will employ a variety of child observation, assessment, and documentation techniques and create learning plans using negotiated curriculum strategies. Two hours per week will be spent in the college classroom; four hours per week will be spent in a supervised early childhood classroom setting, under the direction of an approved early childhood mentor teacher. Students must obtain an information packet in the AVC Child Development Center four weeks before the class begins. (CSU, AVC)

### **CFE 202 \*CHILD DEVELOPMENT PRACTICUM - EMERGENT LEADERSHIP**

3 units

6 hours weekly

**Limitation on Enrollment:** TB skin test clearance within the past year. Current Livescan fingerprint clearance required.

**Prerequisite:** Completion of CFE 201.

This course is designed to provide the continuing practicum student with in-depth practice in the application of child development theory to classroom environments, curriculum development, educational practices, and staff, family and community relationships. Two hours per week will be spent in the college classroom; four hours per week will be spent in a supervised early childhood classroom setting, under the direction of an approved early childhood mentor/

teacher. Students must obtain an information packet from the AVC Child Development Center four weeks before the class begins. (CSU, AVC)

### **CFE 211 \*HEALTH, SAFETY, AND NUTRITION FOR THE YOUNG CHILD**

3 units

3 hours weekly

**Limitation on Enrollment:** TB skin test clearance within the past year.

**Prerequisite:** Completion of CFE 101 and CFE 102.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Guidelines for creating a nutritious, safe and healthy environment for young children will be explored. While the focus of this course is on young children in educational settings, the course will be useful for parents and community volunteers as well as early childhood professionals. This course includes content in emergency preparedness, public health and safety, personal health, safety and nutrition, and emphasizes partnerships between home, school and the community. (CSU, AVC)

### **CFE 212 \*SCHOOL AGE PROGRAMS**

3 units

3 hours weekly

**Limitation on Enrollment:** TB skin test clearance within the past year.

**Prerequisite:** Completion of CFE 102 and CFE 106.

This course is designed for students employed in or planning employment in before and after school programs for elementary school children. Students will study the needs of school-age children and environments for school-aged care, review models of before and after school child care programs and develop curriculum plans. Students will learn ways to effectively support children and their families and to identify community resources available to children and families. (CSU, AVC)

### **CFE 213 \*CURRICULUM STRATEGIES FOR SCHOOL AGE PROGRAMS**

3 units

3 hours weekly

**Prerequisite:** Completion of CFE 102 and CFE 106.

Designed for those students working in or planning to work in school-age programs. Topics to be covered include creating environments, reviewing school-age program models and designing developmentally appropriate curriculum experiences for before and after school-age programs. A current TB clearance may be required. (CSU, AVC)

## Definition

The clothing area addresses the personal and professional requirements of individuals seeking to improve their knowledge of clothing selection and construction techniques.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

Administrative Assistant:

Maureen Rethwisch ext. 6327

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Ruth Cooper	2034
Carol Dykehouse	2414
Nayma Karamanos	2146
Melissa Ramiro	2245

## Program Description

The Clothing and Textiles program provides professional information within the context of a humanistic perspective which considers the psychological, sociological, emotional, and physical needs of individuals. The program is designed to meet the minimum entry level qualifications for clothing occupations.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

Students take field trips to the garment district, clothing businesses, and fabric outlets to learn about current trade practices.

## Career Options

Alteration Shops  
 Clothing Construction Businesses  
 Educational Institutions  
 Retail Stores

## Program Learning Outcomes

1. Analyze and evaluate all aspects of the apparel design/construction industry related to safe work environment, and proper use of tools, equipment, and machinery.
2. Choose appropriate fabric, commercial patterns (where applicable), and notions for construction of garments that meet industry standards.
3. Analyze and choose garment construction techniques (ranging from basic to complex), apply alteration principles, and revise proper fit for various body types while measuring industry tolerances.
4. Analyze and evaluate commercial engineering practices such as product cost, textile technologies, and industrial methods of production design and construction.
5. Examine and create original designs utilizing fashion design principles and elements, while evaluating the appropriateness of the design as related to consumer group, clientele, specific function, psychological aspects, and marketability.

## Certificate Program

The Clothing and Textiles certificate requires a minimum of 33 units. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

Required Courses:	units
CT 100, Introduction to Fashion	3
CT 102, Textiles	3
CT 105, Principles of Sewing	3
CT 110, Fundamentals of Clothing Construction	3.5
CT 114, Principles of Clothing Selection	3
CT 200, Tailoring Techniques- Alterations and Fit	3.5
CT 212, Intermediate Construction- Pants	3.5
CT 222, Pattern Making by Flat Pattern	3.5
CT 241, Advanced Construction- Fashion Sewing	3.5
CT 243, Draping for Fashion Design	3.5
<b>Total</b>	<b>33</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

## Associate Degree

The requirements for an associate degree in Clothing and Textiles-Fashion Design may be satisfied by completing 33 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of fashion design, and may qualify for employment in entry-level design and pattern making positions in Southern California. The diverse apparel industry and entertainment industry supports the largest number of employees and contributes significantly to the economy of the region. Additionally, they may also seek employment in small, self-owned businesses in clothing construction and alterations in the fashion field. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the interior environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

<i>Recommended Plan of Study</i>	
First Semester	units
CT 100, Introduction to Fashion	3
CT 102, Textiles	3
CT 105, Principles of Sewing	3
Course from GE requirement Area A	3
Course from GE requirement Area B	3
<b>Total</b>	<b>15</b>

Second Semester	units
CT 110, Fundamentals of Clothing Construction	3.5
CT 114, Principles of Clothing Selection	3
Course from GE requirement Area C	3
Course from GE requirement Area D1	3
Course from GE requirement Area D2	3
<b>Total</b>	<b>15.5</b>

Third Semester	units
CT 200, Tailoring Techniques-Alterations and Fit	3.5
CT 212, Intermediate Construction-Pants	3.5
CT 222, Pattern Making by Flat Pattern	3.5
Course from GE requirement Area E	3
<b>Total</b>	<b>13.5</b>

Fourth Semester	units
CT 241, Advanced Construction-Fashion Sewing	3.5
CT 243, Draping for Fashion Design	3.5
Course from GE requirement Area F	3
Elective	6
<b>Total</b>	<b>16</b>
<b>Degree Total</b>	<b>60</b>

Clothing and Textiles courses can be included in the major requirements for the associate degree in Family and Consumer Education. (Please see Family and Consumer Education Program).

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See

"Pass/No Pass Option" in the catalog for full explanation.

## Clothing and Textiles Courses

### CT 100 \*INTRODUCTION TO FASHION

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 070.

Study of creation, production, marketing, and merchandising of fashion and fabric. Emphasis placed on consumer influences, acceptance, and forecasting of fashion as they relate to manufacturing and merchandising product lines. History of fashion evolution along with international and domestic design centers are included. Overview of textile products, trims development, and marketing will also be covered. Introduction to promotion and advertising of retail fashion along with an overview of employment opportunities in all areas of fashion and textile industry will be included. (CSU, AVC)

### CT 102 \*TEXTILES

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 070.

The study of the characteristics of plant, animal, and synthetic fibers and their use in fabrics. The course includes information for the student concerning textile weaves and finishes, and the selection and care of fabrics for garments and household use. This course is suggested for prospective homesewers, family and consumer science majors, and those interested in the interior designing and/or clothing industries. (CSU, UC, AVC)

### CT 105 \*PRINCIPLES OF SEWING

(formerly CT 050)

3 units

5 hours weekly

(2 hours lecture, 3 hours lab)

**Advisory:** Eligibility for ENGL 099, READ 097 and MATH 060.

**Instructional materials fee required**

for this course and must be paid at registration.

Beginning skill level course for students to be introduced to hand and machine sewing techniques, tool selection and use, basic commercial pattern information, measuring fundamentals. Designed to prepare the student for a college level clothing construction class. Students will study basic safety in the classroom, as well as sewing machine parts, care, and maintenance. Students learn basic beginning sewing techniques by constructing a notebook of samples and a tote bag. (CSU, AVC)

### CT 110 \*FUNDAMENTALS OF CLOTHING CONSTRUCTION

3.5 units

5 hours weekly

(3 hours lecture, 2 hours lab)

**Advisory:** Completion of CT 105, and Eligibility for ENGL 099, READ 097 and MATH 070.

As a college level apparel construction class, students will develop skills of fabric/notion/pattern selection, accurate measuring techniques, basic commercial pattern adjustments, and ability to prepare a garment for construction. Students will review sewing machines, pressing equipment, and tool safety procedures and use. Students will be introduced to different types of sewing machines. Students will construct a personal fitted "sloper" (which will include developed construction skills), a dress shirt or blouse, and a vest. Although the emphasis will be on commercial patterns and fitting methods, an introduction to industrial methods of apparel manufacturing will be included in this course. Required for Clothing and Textile Majors. (CSU, AVC)

### CT 114 \*PRINCIPLES OF CLOTHING SELECTION

(formerly CT 101)

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

The social-psychological aspects of clothing selection will be introduced in this course. Emphasis is placed on

the study of design, line and color as they relate to personal appearance and dressing for the job. Fashion vocabulary, recognition and description of styles, fashion cycles and trends are included. An overview and introduction to employment opportunities, job interviewing and resume preparation will also be covered. Students will plan and participate in the annual fashion show. (CSU, AVC)

### **CT 199 \*OCCUPATIONAL WORK EXPERIENCE**

1–8 units  
hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **CT 200 \*TAILORING TECHNIQUES - ALTERATIONS AND FIT**

(formerly CT 200)  
3.5 units

5 hours weekly  
(3 hours lecture, 2 hours lab)

**Prerequisite:** Completion of CT 110.

**Advisory:** Concurrent enrollment in CT 212, Eligibility for College Level

Reading, ENGL 101 and MATH 080.

Advanced clothing construction course involving the techniques used in both speed and traditional tailoring. Advanced fabrication as well as construction techniques will be developed while constructing a fitted suit jacket, coat, or complete ensemble. Deconstruction and fitting techniques will be applied to alter a commercial garment for a well-fitted, tailored piece. Emphasis will be placed on fit, pattern adjustment, construction techniques as well as alteration principles. (CSU, AVC)

### **CT 212 \*INTERMEDIATE CONSTRUCTION - PANTS**

(formerly CT 112)  
3.5 units

5 hours weekly  
(3 hours lecture, 2 hours lab)

**Prerequisite:** Completion of CT 110.

**Advisory:** Concurrent enrollment in CT 200, Eligibility for College Level Reading, ENGL 101 and MATH 080.

Intermediate clothing construction techniques to increase skill level in garment construction of men's and woman's pants. Students will develop a basic pant sloper from a basic pant pattern. Two additional pair of pants will be designed and constructed from the sloper. Emphasis will be placed on commercial pattern adjustments, fit and construction techniques. (CSU, AVC)

### **CT 222 \*PATTERN MAKING BY FLAT PATTERN**

(formerly CT 242)  
3.5 units

5 hours weekly  
(3 hours lecture, 2 hours lab)

**Prerequisite:** Completion of CT 110.

**Advisory:** Completion of MATH 080, Eligibility for College Level Reading and ENGL 101.

Design, plan, and create an original design through the flat pattern process. Experiment with both pattern manipulation as well as pattern drafting to create individual design patterns for garment construction. Correct fitting techniques and basic construction of muslin "sloper" will result in a fitted personal pattern by which all designs and styles can be applied and drafted. Industry

techniques will introduce students to pattern design for apparel production. (CSU, AVC)

### **CT 241 \*ADVANCED CONSTRUCTION - FASHION SEWING**

(formerly CT 213)  
3.5 units

5 hours weekly  
(3 hours lecture, 2 hours lab)

**Prerequisite:** Completion of CT 110.

**Advisory:** Completion of CT 222, Concurrent enrollment in CT 243, and Eligibility for College Level Reading, ENGL 101 and MATH 080.

Advanced clothing construction course involving the techniques used in fashion sewing. Instruction and practice in techniques used to create couture and custom garments. Techniques of handling special and difficult fabrics, special and designer patterns. Features fine finishing details. Emphasis will be placed on advanced couture sewing techniques, fit, and application of specialty fabrications. Industry methods will be applied as well as critiqued in each garment. (CSU, AVC)

### **CT 243 \*DRAPING FOR FASHION DESIGN**

3.5 units  
5 hours weekly

(3 hours lecture, 2 hours lab)

**Prerequisite:** Completion of CT 110.

**Advisory:** Completion of CT 222, Concurrent enrollment in CT 241, Eligibility for College Level Reading, ENGL 101 and MATH 080.

Advanced clothing course applying pattern making concepts while experimenting with draping techniques. Custom patterns of various designs will be created by preparing the pattern through fabric. Draping of custom patterns in muslin on dress forms or live models will be made for numerous design samples. Some are cut in intended fabric and constructed. Selection of method for construction of personal dress form will be demonstrated. (CSU, AVC)

## Definition

Communication Studies encompasses the areas of Human Communication, Mass Communication, Speech, and Rhetoric. The intent of the program is to provide students with an understanding of theory, research, and application in various aspects of the communication process.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Charlotte Forte-Parnell, Dean  
ext. 6463

### Administrative Assistant:

Donna Casey ext. 6463

### Faculty:

Thomas Graves ext. 6042  
Kenneth Lee ext. 6846  
Tina McDermott ext. 6144  
Harish Rao ext. 6003

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
M. Jane Arnett	2134
Bill Buchynski	2460
Nune Dervishian	2186
Samantha Garagliano	2187
Alex Hatlestad-Shey	2629
Mike Kalustian	2205
Leah Katona	2410
William Konovalov	2171
Asya Mazurova	2423
Schuyler McKaig	2947
Merri Nelson	2592
Patricia Reed	2529
Polly Robinson	2075
Diana Solorzano	2425

## Program Description

All Communication Studies courses, whether they are broadly conceived courses in effective communication, critical inquiries into the nature of human communication or the media, or professionally-oriented exercises in writing and producing a newspaper, are aimed at developing critical discernment and equipping the student with the theoretical, aesthetic, and technical means to communicate these insights effectively to others.

COMM 101 helps students improve their

formal speaking skills. It satisfies the Oral Communication requirement for transfer to the California State University system and the Communication and Analytical Thinking requirement for the associate degree. COMM 103 also fulfills the California State University system Oral Communication requirement for IGETC. COMM 105 gives students an overview of the breadth of Mass Communication and is required for transfer students to CSUN in Journalism and the Communication Studies Option.

## Distinctive Features

The program allows students to explore the many contexts of communication. Students are exposed to many different teaching techniques and a variety of learning opportunities, both theoretical and practical. Critical thinking and collaborative learning are stressed.

## Career Options

The ability to organize one's thoughts and present them with clarity and precision is an asset in all careers. Communication skills are especially applicable to the following occupations:

Filmmaker  
Film Critic  
Journalist  
Lawyer  
Lobbyist  
Personnel Manager  
Public Information Officer  
Public Relations Specialist  
Radio/TV Announcer  
Screenwriter  
Speech Writer  
Sportscaster  
Teacher (all levels and all disciplines)  
Television Program Director  
Videographer  
(Many of these careers may require education beyond the two-year college level.)

## Program Learning Outcomes

1. Program majors will demonstrate articulate and professional verbal expression.
2. Through active listening, program majors will critically analyze verbal and non-verbal messages in a variety

of contexts.

3. Program majors will make ethical communication decisions based on an understanding of cultural diversity.

## Certificate Program

Certificate not applicable.

## Associate Degree

The Communication Studies Associate Arts Transfer (AA-T) degree offers students a comprehensive course of study of the many facets of human communication. Public speaking and performance, interpersonal and group communication, argumentation, and mass media are some of the contexts studied. Students will enhance their own communication practices in professional and personal settings, as well as study theories and concepts that examine the impact of communication on relationships and society at large.

The Associates in Arts in Communication Studies for Transfer meets the requirements of SB 1440 for Associate Degrees for Transfer (AA-T). These degrees are intended to make it easier for students to transfer to a California State University campus. Specifically, if a student completes an "associate degree for transfer":

1. The CSU shall guarantee admission with junior status.
2. Admission to the CSU does not guarantee admission for specific majors or campuses.
3. The CSU shall grant a student priority admission to his or her local CSU campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the CSU campus to which the student is admitted.

While the AA-T degree is specifically designed for ease of transfer to a CSU, it should be noted that it does not exclude admittance to other colleges and universities.

To earn an Associates in Arts in Communication Studies for Transfer





### COMM 112 \*ORAL INTERPRETATION

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 101.

A course in theory and practice of effective oral presentations. Training in selection, editing, and analysis of various genres of literature. Techniques of physical and oral expression. (CSU, UC, AVC).

### COMM 114 \*THE ART OF STORYTELLING

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course is a study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition will be covered using a multicultural approach. Students will find, prepare, and perform stories from a variety of cultures (e.g., African American, Native American, Euro American, African, South American, etc.) as well as different genres of storytelling literature. (CSU, AVC)

### COMM 115 \*INTRODUCTION TO ARGUMENTATION AND DEBATE

(formerly Introduction to Argumentation)

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 101.

The special skills of critical thinking and reasoning are an important part of daily reactions to what you hear, think, and read. This course is designed to enable students to create valid and well-supported arguments; to understand and improve their own reasoning processes; and to effectively critique the arguments presented by others. While the course is not primarily designed to teach formal debating skills, informal strategies for advocating and arguing positions will be honed. (CSU, UC, AVC)

### COMM 116 \*FORENSICS

3 units

3 hours weekly

**Advisory:** Completion of COMM 101 or COMM 112 and, Eligibility for College Level Reading and ENGL 101.

A course in competitive public speaking. Students may choose to compete in oral interpretation or platform speaking events at intercollegiate speech tournaments. (CSU, AVC)

### COMM 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.**

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### COMM 214 \*STUDIES IN STORYTELLING

3 units

3 hours weekly

**Prerequisite:** Completion of COMM 114.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course is designed for students who have completed COMM 114 and desire further study in storytelling. Students will refine their oral storytelling skills and will strengthen their ability to research the historical, cultural, and literary sources of folktales. Students will have the opportunity to perform stories outside of class. (CSU, AVC)

### COMM 215 PUBLIC RELATIONS COMMUNICATION

(formerly same course as JOUR 215)

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This course introduces theory-based communication concepts (such as Source-Message-Channel-Receiver) and presents methods for disseminating information to the public. Composition methods for print, electronic, and graphic communication media are taught. Skill in basic math computation, public speaking, art, and computer literacy are recommended. The course is applications-based and designed for students pursuing an AA degree, and/or those desiring practical public communication applications training and study. (CSU, AVC)

### COMM 217 \*GENDER AND COMMUNICATION

3 units

3 hours weekly

**Advisory:** Completion of ENGL 101.

This course is an analysis of communication in terms of gender. Feminine verbal and non-verbal communication patterns will be compared and contrasted with masculine communication patterns. Students will examine how society, media, and culture influence gender. Further, the communication of women from various non-dominant cultures within the United States will be examined. Issues of sexism, sexual harassment, and racism will be explored. (CSU, UC, AVC)

### COMM 219

#### **\*INTRODUCTION TO INTERCULTURAL COMMUNICATION**

*3 units*

*3 hours weekly*

**Prerequisite:** *Completion of ENGL 101.*

**Advisory:** *Eligibility for College Level Reading.*

Introduction to intercultural communication in domestic and/or global contexts. Influence of cultures, languages, and social patterns on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures. Appreciation and comparison of communication of diverse groups within the larger context of American culture. (CSU, UC, AVC)

### Definition

Computerized systems are an integral part of today’s society, and understanding them is key to success. Computer information science, computer networking, and computer applications are fields that are dynamic, exciting, and rewarding for people who enjoy challenges. At AVC, the computer studies programs are designed to provide students with the skills necessary to compete in computer-related fields or to prepare for further study at the university level.

### Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Program Advisement:**

Dr. Tom O’Neil, Dean ext. 6370

**Administrative Assistant:**

Christi Crosby ext. 6370

**Faculty:**

Dr. Ed Beyer ext. 6374

Kathleen Moore ext. 6378

Ron Mummaw ext. 6379

**Adjunct Faculty:**

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Sharon Adam	2167
Allen Andrews	2261
Jim Bowen	2602
Jim Hensel	2158
Richard Hoffman	2954
Mark Ivey	2128
Dennis Kallemeyn	2604
Dr. Adam Lee	2453
Gail Lofdahl	2658
Wayne Lynch	2611
Daniel McMahon	2324
Kent Moser	2294
Kathy Osburn	
Robert Price	2316
Tim Ross	2449
Jason Schalow	2385
Roland Thomas	2279
Terry Tretter	2286
Samuel Vitale	2309
Lori Young	2668

### Program Description

The Computer Applications, Computer Networking, Computer Software Developer, and Business Computer Information Science programs continue

to evolve with technology. The Computer Applications program concentrates on microcomputer applications in the area of electronic spreadsheets, electronic presentations, database management, word processing, networks, Internet, and computer operating systems.

The Computer Networking Certificate provides students with entry-level skills and the essential knowledge needed to succeed in the computer networking field. The certificate program also provides an opportunity for students to expand their knowledge through advanced networking and network operating system classes.

In the Computer Software Developer Program, students explore the theory of software design and improve individual skills through a “hands-on” approach to writing, testing, and debugging computer programs. Students will develop analytical skills, along with a solid foundation in several computer programming languages, through the analysis of generalized computer algorithms.

The Business Computer Information Science Program offers students an opportunity to develop computer skills in a business environment. Through theoretical discussions and a “hands-on” approach, students will explore the integration of business and computer concepts, while developing skills necessary to enter and succeed in the work environment.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

### Distinctive Features

Most computer courses include in-class time for “hands-on” computer work. Students in computer studies have access to open computer labs outside of class time. These open computer labs provide computer access for students who may not have the hardware or software required for computer courses.

### Career Options

- Business Applications Programmer
  - Communications Manager
  - Computer Engineer
  - Computer Sales
  - Database Specialist
  - Network Administrator
  - Programming Manager
  - Scientific Applications Programmer
  - Software Application Specialist
  - Systems Engineer
  - Systems Analyst
  - Systems Programmer
- (Some of these careers may require education beyond the two-year college level.)

### Program Learning Outcomes

#### Computer Networking, and Computer Networking Multi-Platform

1. Demonstrate the ability to setup, configure, troubleshoot, and maintain a microcomputer operating system.
2. Demonstrate networking skills that include installing, configuring, and troubleshooting network devices, protocols, and services.
3. Demonstrate networking administration skills related to server operating systems, network security, and directory services administration.

#### Business Computer Information Science

1. Create common documents in an Office Application Suite.
2. Design, and create and test a program in a high-level, objectoriented, programming language based on a given set of specifications.
3. Identify the primary hardware components of a complete computer system.

### Certificate Programs

#### Computer Applications

This certificate requires a minimum of 31 units. A maximum of 6 pass/no pass units will be accepted for any of these certificates. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination

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will not be included in these 9 units.)

<b>Required Courses:</b>	<b>units</b>
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business	3-4
CA 111, Word Processing–Microsoft Word	3
CA 121, Microcomputer Spreadsheets	3
CA 131, Relational Database Management and Design	3
CA 151, Microcomputer Operating Systems	3
CA 171, Introduction to Networking	3
CIS 145, Intro. to Visual BASIC. NET Programming <b>or</b> CA 175, Administering Windows Server <b>or</b> CIS 157, Intro. to LINUX	3
CIS 141, Intro. to Basic Programming	3
MATH 102, Intermediate Algebra	4
Program Elective	<u>3</u>
<b>Total</b>	<b>31-32</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
Select any 3 units from the following program electives.	
CA 103, Intro. to Microcomputers	3
CA 175, Administering Windows Server	3
CA 199, Occupational Work Experience	1-8
CA 221, Computer Concepts and Applications in Business	4
CIS 145, Introduction to Visual BASIC. NET Programming	3
CIS 157, Introduction to LINUX	3
CIS 199, Occupational Work Experience	1-8

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

## Computer Networking

The Computer Networking Program consists of two parts: the Computer Networking Core Certificate—an 18-unit, entry-level certificate composed of five basic computer courses and one network operating system elective; and the Computer Networking Multi-Platform Certificate—a 30-unit program

that includes the six courses in the Core program plus two more networking operating system courses and two computer networking electives to provide the student with a breadth of networking experience.

A maximum of 6 pass/no pass units will be accepted for any of these certificates. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

## Computer Networking Core

This entry-level “core” certificate is composed of five basic computer courses and one network operating system elective for a total of 18 units.

<b>Required Courses:</b>	<b>units</b>
CA 107, Microcomputer Hardware and Software Support	3
CA 151, Microcomputer Operating Systems	3
CA 171, Intro. to Networking	3
CA 175, Administering Windows Server <b>or</b> CIS 157, Intro. to LINUX	3
CA 176, Windows Server Networking	3
CA 182, Network Security	<u>3</u>
<b>Total</b>	<b>18</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

## Computer Networking Multi-Platform

The Multi-Platform Certificate builds on the Computer Networking Core certificate to enhance the skills and knowledge of the student. Any course taken in the Core Certificate does not need to be taken again for the Multi-Platform Certificate.

<b>Required Courses:</b>	<b>units</b>
CA 107, Microcomputer Hardware and Software Support	3
CA 151, Microcomputer Operating Systems	3
CA 171, Intro. to Networking	3

CA 175, Administering Windows Server	3
CA 176, Windows Server Networking	3
CA 182, Network Security	3
CIS 157, Intro. to LINUX	3
CIS 159, SUSE Linux Server Administration	3
Program Electives	<u>6</u>
<b>Total</b>	<b>30</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
Select 6 units from the following networking program electives:	
CA 103, Intro. to Microcomputers	3
CA 131, Relational Database Management and Design	3
CA 132, Oracle SQL Database Management	3
CA 153, Windows Installation and System Support	3
CIS 111, Introduction to Programming and Algorithms	3
CIS 113, Data Structures	3
CIS 123, Assembly Language and Computer Architecture	3
CIS 141, Introduction to Basic Programming	3
CIS 145, Intro. to Visual BASIC.NET Programming	3
CIS 161, Introduction to C Programming	3
CIS 173, Introduction to C++ Programming	3
CIS 175, Java Programming	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

## Business Computer Information Science

This certificate requires a minimum of 30 units. This program provides entry-level training to the person entering the computer field and focuses on the operation and programming of computers with an emphasis on business applications.

A maximum of 6 pass/no pass units will be accepted for any of these certificates.

A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

<b>Required Courses:</b>	<b>units</b>
ACCT 201, Financial Accounting	4
BUS 101, Intro. to Business <b>or</b> MGT 101, Mgt. Principles	3
BUS 105, Business Mathematics <b>or</b> MATH 125, Math for Business and Economics <b>or</b> MATH 140, Precalculus	3-5
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Intro. to Computer Information Science	3-4
CA 121, Microcomputer Spreadsheets <b>or</b> ACCT 121, Intro. to Micro- computer Accounting	2-3
CA 171, Introduction to Networking	3
CIS 111, Intro. to Programming and Algorithms <b>or</b> CIS 145, Intro. to Visual BASIC.NET Programming	3
CIS 141, Introduction to BASIC Programming	3
Program Electives	<u>6</u>
<b>Total</b>	<b>30-34</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
Select any 6 units from the following program electives.	
ACCT 121, Microcomputer Accounting	2
BUS 101, Introduction to Business	3
BUS 105, Business Mathematics	3
CA 103, Intro. to Microcomputers	3
CA 121, Microcomputer Spreadsheets	3
CA 199, Occupational Work Experience	1-8
CA 221, Computer Concepts and Applications in Business	4
CIS 111, Introduction to Programming and Algorithms	3
CIS 145, Introduction to Visual BASIC. NET Programming	3
CIS 199, Occupational Work Experience	1-8
MATH 125, Math for Business and Economics	5

MATH 140, Precalculus	5
MGT 101, Management Principles	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**Computer Software Developer**

This certificate requires a minimum of 36 units. This program provides entry-level training to the person entering the computer programming field. The focus is on software development, and allows specialization in several programming languages.

A maximum of 6 pass/no pass units will be accepted for any of these certificates. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

<b>Required Courses:</b>	<b>units</b>
CA 131, Relational Database Management and Design	3
CA 151, Microcomputer Operating Systems	3
CIS 101, Intro. to Computer Info. Science	3
CIS 111, Intro. to Programming and Algorithms	3
CIS 113, Data Structures	3
CIS 121, Computer Mathematics	3
CIS 123, Assembly Language and Computer Architecture	3
CIS 161, Intro. to C Programming	3
MATH 130, College Algebra <b>or</b> MATH 140, Precalculus <b>or</b> MATH 150, Calculus and Analytic Geometry <b>or</b> MATH 220, Linear Algebra	4-5
PHIL 110, Intro. to Logic	3
Program Electives	<u>6</u>
<b>Total</b>	<b>37-38</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
Select any 6 units from the following program electives.	
CIS 157, Introduction to LINUX	3
CIS 173, Introduction to C++ Programming	3

CIS 174, Introduction to C#.NET Programming	3
CIS 175, Java Programming	3
CIS 199, Occupational Work Experience	1-8
MATH 130, College Algebra	4
MATH 140, Precalculus	5
MATH 150, Calculus and Analytical Geometry	5
MATH 220, Linear Algebra	4

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**TRANSFER STUDENTS:**  
Students planning to transfer to a four-year institution are strongly advised to follow the Business Administration degree listed in the Business section of this catalog.

**Associate Degrees**

**Computer Applications**

The requirements for an associate degree in Computer Applications may be satisfied by completing the Computer Applications certificate, 21 units of general education requirements, and sufficient elective credits to total 61-62 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields, and are well prepared for entry-level career opportunities in areas such as information technology, help desk support, and general office computer management. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

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*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business	3-4
MATH 102, Intermediate Algebra	4
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
Elective	3
<b>Total</b>	<b>16-17</b>

<b>Second Semester</b>	<b>units</b>
CA 121, Microcomputer Spreadsheets	3
CA 151, Microcomputer Operating Systems	3
Course from GE requirement Area D2	3
Course from GE requirement Area F (BUS 212 or MGT 212 recommended)	3
Program Elective	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
CA 111, Word Processing—Microsoft Word	3
CA 171, Introduction to Networking	3
CIS 141, Introduction to BASIC Programming	3
Course from GE requirement Area C	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
CA 131, Relational Database Management and Design	3
CIS 145, Intro. to Visual BASIC. NET Programming or CA 175, Administering Windows Server or CIS 157, Intro. to LINUX	3
Course from GE requirement Area A	3
Course from GE requirement Area E	3
Elective	3
<b>Total</b>	<b>15</b>

**Degree Total 61-62**

**Program Electives:**  
Please refer to the Program Electives listed under the certificate program.

## Computer Networking

The requirements for an associate degree in Computer Networking Multi-Platform may be satisfied by completing the Computer Networking Multi-Platform certificate, 21 units of general education requirements, and sufficient elective

credits to total 60 units (See Graduation/Associate Degree Requirements).

Students who complete the associate degree have enhanced employability in several fields, and are well prepared for entry-level career opportunities in areas such as computer repair, service, maintenance, and installation of computer network hardware and software. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
CA 107, Microcomputer Hardware and Software Support	3
CA 151, Microcomputer Operating Systems	3
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>units</b>
CA 171, Intro. to Networking	3
CA 175, Administering Windows Server	3
Course from GE requirement Area A	3
Course from GE requirement Area D2	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
CA 176, Windows Server Networking	3
CIS 157, Intro. to LINUX	3
Course from GE requirement Area C	3
Course from GE requirement Area E	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
CA 182, Network Security	3
CIS 159, SUSE Linux Server Administration	3
Course from GE requirement Area F	3

Program Elective	6
<b>Total</b>	<b>15</b>

**Degree Total 60**

## Program Electives:

Please refer to the Program Electives listed under the certificate program.

## Business Computer Information Science

The requirements for an associate degree in Business Computer Information Science may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. With a varied background in Business, Computer Programming and Computer Applications, students are well prepared for full-time, entry-level positions in the programming of business and other applications as well as advanced use of existing office applications in industry. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
BUS 101, Intro. to Business or MGT 101, Mgt. Principles	3
BUS 105, Business Mathematics or MATH 125, Math for Business and Economics or MATH 140, Precalculus	3-5
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business or CIS 101, Intro. to Computer Info. Science	3-4
Course from GE requirement Area D1	3
Elective	3
<b>Total</b>	<b>15-18</b>

Second Semester	units
ACCT 201, Financial Accounting	4
CIS 141, Intro. to BASIC Programming	3
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
Elective	3
<b>Total</b>	<b>16</b>

Third Semester	units
CA 121, Microcomputer Spreadsheets or ACCT 121, Introduction to Microcomputer Accounting	2-3
CIS 111, Intro. to Programming and Algorithms or CIS 145, Intro. to Visual BASIC.NET Programming	3
Course from GE requirement Area A	3
Course from GE requirement Area C	3
Program Elective	3
<b>Total</b>	<b>14-15</b>

Fourth Semester	units
CA 171, Introduction to Networking	3
Course from GE requirement Area E	3
Course from GE requirement Area F (BUS 212 or MGT 212 recommended)	3
Program Elective	3
Elective	3
<b>Total</b>	<b>15</b>

**Degree Total 60-64**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Computer Software Developer**

The requirements for an associate degree in Computer Software Developer may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of computer programming/software development, and are well prepared for full-time, entry-level positions in such job titles as programmer or programmer/analyst. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

First Semester	units
CIS 101, Introduction to Computer Information Science	3
MATH 130, College Algebra or MATH 140, Precalculus or MATH 150, Calc. & Analytic Geometry or MATH 220, Linear Algebra	3-5
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
Elective	3
<b>Total</b>	<b>15-17</b>

Second Semester	units
CIS 111, Intro. to Programming and Algorithms	3
CIS 121, Computer Mathematics	3
CIS 161, Intro. to C Programming	3
PHIL 110, Introduction to Logic	3
Course from GE requirement Area D2	3
<b>Total</b>	<b>15</b>

Third Semester	units
CIS 113, Data Structures	3
CIS 123, Assembly Language and Computer Architecture	3
Course from GE requirement Area A	3
Course from GE requirement Area F (BUS 212 or MGT 212 recommended)	3
Program Elective	3
<b>Total</b>	<b>15</b>

Fourth Semester	units
CA 131, Relational Database Management and Design	3
CA 151, Microcomputer Operating Systems	3
Course from GE requirement Area C	3
Course from GE requirement Area E	3
Program Elective	3
<b>Total</b>	<b>15</b>

**Degree Total 60-62**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

**Computer Applications Courses**

**CA 103 \*INTRODUCTION TO MICROCOMPUTERS**

3 units

4 hours weekly

*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*

This course is designed to teach the first-time computer user the features of a microcomputer, how a microcomputer operates, and how to select a microcomputer that best fits individual needs. Students will learn how to use the major features of popular software applications, including word processors, spreadsheets, database managers, presentation managers, and Internet browsers. This course includes "hands-on" operation of a microcomputer. No prior computer experience is needed.

**NOTE:** Business majors who have completed ACCT 201, with a grade of "C" or better, and are planning on transferring to a university, are advised to take CA 221. Computer-oriented majors should consider CIS 101. (CSU, UC, AVC)



### CA 107 \*MICROCOMPUTER HARDWARE AND SOFTWARE SUPPORT

3 units

4 hours weekly

**Advisory:** Completion of CA 103, CA 221 or CIS 101, and Eligibility for ENGL 099, READ 099, and MATH 070.

This course is intended to provide the student with the workable knowledge that is needed for the installation, set-up, and troubleshooting of hardware and software related to personal computers and peripheral devices. The course will also provide information needed to help prepare for the A+ Certification Exams. **BEFORE ENROLLING**, students should be able to create folders, format disks, copy files, rename files, create shortcuts and use Windows Explorer. This course will involve problem solving and troubleshooting. Students should also be familiar with DOS commands and the installation of application software. (AVC)

### CA 111 \*WORD PROCESSING—MICROSOFT WORD

3 units

4 hours weekly

**Advisory:** Completion of CA 103 or CA 221 and OT 101, or the Ability to type 30 wpm, and Eligibility for ENGL 099 and READ 099.

This course covers the concepts of word processing emphasizing Microsoft Word. Topics covered include preparing documents, text formatting and editing, management of files and folders, formatting paragraphs, using multiple windows, and standard letter and punctuation styles. This vocationally oriented course will serve students seeking a certificate, associate degree, or desiring to transfer to a four-year institution. **BEFORE ENROLLING**, students should have used a word processing program to create, save, retrieve, edit, and print. (CSU, AVC)

### CA 121 \*MICROCOMPUTER SPREADSHEETS

3 units

4 hours weekly

**Advisory:** Completion of CA 103 or CA 221, and Eligibility for READ 099 and MATH 070.

This course involves the study of computer concepts and computer skills needed to use computers effectively and efficiently in business. Computer concepts covered include hardware and software operations, computer ethics and security, utilization of computers for business tasks, Internet and WorldWideWeb tasks and resources, and evaluation of hardware components and software capabilities. Introductory computer skills consist of care and management of hardware; learning to use systems software, operating systems, utilities, and applications, such as word processor, spreadsheet, database management, presentation graphics; and Internet, WorldWideWeb and telecommunication resources. Software used in the class includes an integrated productivity suite, Microsoft Office, browsers, file compression and other special purpose applications, and telecommunication software such as e-mail, discussion forums and assignments drop-box. **BEFORE ENROLLING**, students should have knowledge of the following accounting concepts: accounting equation, debits and credits, journals and ledgers, transactions, depreciation, financial statements, and the accounting cycle. **NOTE:** Business majors who have completed ACCT 201, with a grade of "C" or better, and are planning on transferring to a university, are advised to take CA 221. Computer-oriented majors should consider CIS 101. (CSU, AVC)

### CA 131 \*RELATIONAL DATABASE MANAGEMENT AND DESIGN

3 units

4 hours weekly

**Advisory:** Completion of CA 103 or CA 221, and Eligibility for READ 099 and MATH 070.

Database management systems (DBMS) concepts and designs are explored using Microsoft Access. The relational

model of database management, which is commonly used on micro and larger computers, is emphasized. The course covers database design, building a model using computer software, application generators, programming in database software, structured query language, and database administration. **BEFORE ENROLLING**, students should have used the Microsoft Access database software to create a structure, enter records, reorder records, save, and print. Students should also possess an understanding of how personal computers, software, and peripherals work together (CSU, AVC)

### CA 132 \*ORACLE SQL DATABASE MANAGEMENT

3 units

4 hours weekly

**Advisory:** Completion of CA 103, CA 121, CA 131, or CIS 101, and Eligibility for ENGL 099, READ 099, and MATH 102.

This course trains students to work with the Oracle Relational Database Management System in a client/server environment. In both lecture and lab, students will learn Structured Query Language (SQL) by using the Oracle SQL\*Plus tool. Proper relational database design that enforces referential integrity will be taught using schema diagrams and entity relationship diagrams. SQL Data Manipulation Language (DML) for reporting and Data Definition Language (DDL) for database creation will be covered. Students will also learn about database security issues such as database users, roles and grants. This course helps prepare students for the SQL portion of Oracle's Exam #1Z0-001. **BEFORE ENROLLING**, students should have used database software to create a table, enter, edit and delete records, and sort the records. It is also recommended that students understand how to save and retrieve files from local and network drives. (CSU, AVC)

### CA 141 \*DEVELOPING POWERPOINT PRESENTATIONS

1.5 units

32 hours total

**Advisory:** Completion of CA 103 or CA

221. Students will acquire intermediate knowledge of presentation graphics software by using Microsoft PowerPoint. Students will create various types of presentations and will learn to insert and edit objects to produce the desired graphics. This will include bulleted lists, clip art, sounds, graphs, and tables. **BEFORE ENROLLING**, students should be able to perform basic operations of a personal computer including working with a keyboard and mouse. There should also be a basic understanding of the Windows Operating System. (CSU, AVC)

**CA 151 \*MICROCOMPUTER OPERATING SYSTEMS**

3 units  
4 hours weekly

**Advisory:** Completion of CA 103 or CA 221, and Eligibility for ENGL 099 and READ 099.

The purpose of this course is to provide an understanding of the role of an operating system in the interaction between computer hardware components and application software. The concept of how a computer works from power-on until power-off will be discussed at length, as well as the boot process. Details will be explored on how an operating system is evaluated based on user needs. This course includes discussions on Windows 7, Linux, and Mac OS. There will be extensive hands on exposure to Windows 7 and Linux. **BEFORE ENROLLING**, students should be advanced Windows Vista or Windows 7 computer users with the ability to manage disks, folders, and files using Windows Explorer. (CSU, AVC)

**CA 153 \*WINDOWS INSTALLATION AND SYSTEM SUPPORT**

3 units  
4 hours weekly

**Advisory:** Completion of CA 103 or CIS 101, Eligibility for ENGL 099, READ 099 and MATH 102.

This course is designed to provide the knowledge and skills needed to support Microsoft Windows in both a stand-alone environment and networking

environment. These skills include setup, configuration, migration, optimization, network integration, administration, troubleshooting, and messaging. **BEFORE ENROLLING**, students should be advanced Windows users with ability to create folders, copy files, rename files, create shortcuts and execute applications. (CSU, AVC)

**CA 171 \*INTRODUCTION TO NETWORKING**

3 units  
4 hours weekly

**Advisory:** Completion of CA 103 or CA 221, and Eligibility for ENGL 099, READ 099 and MATH 070.

This is a beginning course for the individual who would like to have a career in computer networking or for an individual who is majoring in management and needs to be able to make decisions where networks are concerned. The course will cover such topics as Local Area Networks (LANs), Wide Area Networks (WANs), Optical System Interconnection (OSI) model, protocols, physical topologies, logical topologies, network operating systems, network hardware, network troubleshooting, network maintenance, network security. This aids in the preparation for the Network+ exam. **BEFORE ENROLLING**, students should be able to manage files and folders using Windows Explorer. Students should be able to start programs within the Windows operating system and be able to browse the Internet. (CSU, AVC)

**CA 173 \*NOVELL NETWARE SYSTEM ADMINISTRATION**

3 units  
4 hours weekly

**Prerequisite:** Completion of CA 103 or CA 153 or CA 171 or CA 175 or CA 221 or CIS 101 or CIS 157, or CIS 159.

**Advisory:** Eligibility for ENGL 099, READ 099.

This course is designed to provide students with the knowledge and skills necessary to perform in the role of network administrator or system manager. Students will be able to accomplish basic and fundamental network management tasks on a NetWare 6.5 network. Students

will identify a NetWare 6.5 network, including the physical components and their function, services available and the role of Novell Directory Services (NDS) in accessing and managing those services. Students will identify the issues involved in using and managing a multi-context NDS environment. This course assists in the preparation for the Novell Administration CNA Exam. **BEFORE ENROLLING**, students must have basic understanding of and experience with computer terminology, microcomputer hardware and software, and disk and file management. (CSU, AVC)

**CA 175 \*ADMINISTERING WINDOWS SERVER**

3 units  
4 hours weekly

**Advisory:** Completion of CA 103 or CA 221 or CIS 101, and Eligibility for ENGL 099 and READ 099.

In this “hands-on” course students will create domains, administer users and groups, manage permissions and resources, and provide network resources. Students will monitor and optimize a Windows network and implement security. **BEFORE ENROLLING**, students must have basic understanding of and experience with computer technology, microcomputer hardware and software, and disk and file management. (CSU, AVC)

**CA 176 \*WINDOWS SERVER NETWORKING**

3 units  
4 hours weekly

**Prerequisite:** Completion of CA 175.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 102.

This course trains network administrators and support professionals to design, implement, optimize, monitor and troubleshoot networking services on a Windows server. Students will also learn Transfer Control Protocol/Internet Protocol (TCP/IP) networking design, subnetting, and address resolution. Topics covered will also include Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), Windows Internet Naming Service (WINS), Remote Access Service (RAS), Internet Protocol

(IP) routing and IP security. **BEFORE ENROLLING**, students should know how to install Microsoft Windows server, create and administer user and group accounts, set share permissions, set up network printing, and audit resources. (CSU, AVC)

## CA 182 \*NETWORK SECURITY

3 units

4 hours weekly

**Advisory:** Completion of CA 171 or CA 175, and Eligibility for ENGL 099, READ 099 and MATH 102.

This course is designed to provide a comprehensive look at network security and provide students with an organized view of the field, and the tools and techniques necessary to safeguard computers and data. The course will provide preparation for the Computing Technology Industry Association (CompTIA) Security + Certification exam. **BEFORE ENROLLING**, students should be familiar with Internet Protocol (IP) addressing. (CSU, AVC)

## CA 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of

one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

## CA 221 \*COMPUTER CONCEPTS AND APPLICATIONS IN BUSINESS

4 units

5 hours weekly

**Advisory:** Completion of ACCT 201, and Eligibility for College Level Reading, ENGL 101 and MATH 070.

This course involves the study of computer concepts and computer skills needed to use computers effectively and efficiently in business. Computer concepts covered include hardware and software operations, computer ethics and security, utilization of computers for business tasks, Internet and World Wide Web tasks and resources, and evaluation of hardware components and software capabilities. Introductory computer skills consist of care and management of hardware, plus learning to use systems software, operating systems, utilities, and applications, such as word processor, spreadsheet, database management, presentation graphics, Internet, World Wide Web and telecommunication resources. Software used in the class includes an integrated productivity suite, Microsoft Office, browsers, file compression and other special purpose applications, and telecommunication software such as Email, discussion forums and assignments drop-box. **BEFORE ENROLLING**, students should have knowledge of the following accounting concepts: accounting equation, debits and credits, journals and ledgers, transactions, depreciation, financial statements, and the accounting cycle. **NOTE:** Business majors who have completed ACCT 201, with a grade of "C" or better, and are planning on transferring to a university, are advised to take CA 221. Computer-oriented majors should consider CIS 101. (CSU, UC, AVC)

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## Computer Information Science Courses

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(Engineering and science majors consult counselors)

## CIS 101 \*INTRODUCTION TO COMPUTER INFORMATION SCIENCE

3 units

4 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 102.

A beginning course designed to acquaint the student with the general concepts and basic vocabulary of computers and information systems. Includes introduction to the organization and functions of basic components of computers and information processing systems. Instruction in programming procedures and programming logic is provided. Other topics include Internet and networking fundamentals as well as basic computer software such as spreadsheets and database applications. Appropriate for the student with a general interest in this area as well as for the student desiring to pursue further training in computer science or information systems. (Engineering and science majors consult counselors.) (CSU, UC, AVC)

## CIS 111 \*INTRODUCTION TO PROGRAMMING AND ALGORITHMS

3 units

4 hours weekly

**Advisory:** Completion of CA 103 or CA 221 or CIS 101, and Eligibility for ENGL 099, READ 099 and MATH 102.

This is a first course for students planning or exploring a career in software design and development. This course emphasizes a careful disciplined approach to computer programming. Problem solving through stepwise development of algorithms is presented. Students will learn programming language syntax, coding, program logic, and program testing. Students will plan, create, test, and run their own programs to solve typical problems. **BEFORE ENROLLING**,

students should have basic computer experience and be able to save and retrieve files, run applications, and print documents. (Engineering and science majors consult counselors.) (CSU, UC, AVC)

**CIS 113 \*DATA STRUCTURES**

3 units

4 hours weekly

*Prerequisite:* Completion of CIS 111 or CIS 161.

*Advisory:* Completion of CIS 121, and Eligibility for ENGL 099, READ 099 and MATH 130.

This course continues the introduction to programming and algorithms begun in CIS 111, with a particular focus on the ideas of data abstraction and object-oriented programming. Topics include object-oriented programming, fundamental data structures, design and implementation of abstract data types, common types of collections (such as stacks, queues, lists, graphs, trees and sets), algorithm analysis and complexity, search and sort algorithms, and the use of recursion. Students plan and create programs using data structures and collection types to solve problems frequently encountered by professional computer scientists. This course is intended for students majoring in CIS. (Engineering and science majors consult counselors) (CSU, UC, AVC)

**CIS 121 \*COMPUTER MATHEMATICS**

3 units

3 hours weekly

*Advisory:* Completion of MATH 130 or MATH 140, and Eligibility for College Level Reading and ENGL 099.

This is an introductory course in the area of mathematics applicable to computer science. Topics include logic and circuits, sets, mathematical induction, graphs, trees, algorithm development and refinement, and computational models like finite state automata and Turing machines. Emphasis is placed on problem solving and application of mathematical theory to data structures and database construction and operation. (Engineering and science majors consult counselors) (CSU, UC, AVC)

**CIS 123 \*ASSEMBLY LANGUAGE AND COMPUTER ARCHITECTURE**

3 units

4 hours weekly

*Advisory:* Completion of CIS 111, and Eligibility for ENGL 099, READ 099 and MATH 102.

This course introduces assembly language programming and computer architecture to enable students to understand how programs are actually executed at the machine level. Students will use Intel-compatible personal computers for the detailed study of the Intel IA-32 processor instruction set and architecture and to develop programs using a macro assembler. Both 32-bit Windows console programming and 16-bit real-mode programming are covered. Topics include machine/assembly level programming, instruction formats, internal data representation, addressing modes, procedure call and return mechanisms, and how high-level language constructs are implemented at the machine level, basic microcomputer organization, instruction execution cycle, memory segmentation and paging, and details of programming the processor in both protected-mode and in real-mode. **BEFORE ENROLLING**, students should be proficient in writing programs in a high-level language. (Engineering and science majors consult counselors) (CSU, UC, AVC)

**CIS 141 \*INTRODUCTION TO BASIC PROGRAMMING**

3 units

4 hours weekly

*Advisory:* Completion of CA 103 or CIS 101, and Eligibility for ENGL 099, READ 099 and MATH 102.

This course is an introduction to the structure of the BASIC (Beginners All-Purpose Symbolic Instructional Code) programming language, syntax, coding, program logic, and program testing. Students will learn the fundamentals of computer programming, problem specification, algorithm design, and the elements of the BASIC programming language. The course will include reading, writing, debugging, and verifying BASIC

programs. This course will prepare students for entry-level programming jobs and upper division courses requiring BASIC programming experience. Engineering and Science majors should consult counselors. (Engineering and science majors consult counselors.) (CSU, UC, AVC)

**CIS 145 \*INTRODUCTION TO VISUAL BASIC.NET PROGRAMMING**

3 units

4 hours weekly

*Advisory:* Completion of CIS 141 and either CIS 111 or CIS 173, and Eligibility for ENGL 099, READ 099 and MATH 102.

The students will learn the fundamentals of Microsoft Windows programming using the Visual Basic.NET programming language. The course will include designing, implementing and testing Visual Basic.NET programs, which will provide useful Windows applications to solve representative problems for business, science, mathematics, and engineering. This course is intended for students majoring in Business or CIS or those desiring to increase their programming skills. (CSU, AVC)

**CIS 157 \*INTRODUCTION TO LINUX**

3 units

4 hours weekly

*Advisory:* Completion of CA 103, CA 221 or CIS 101, and Eligibility for ENGL 099, READ 099 and MATH 102.

This lecture and laboratory course will provide the basic understanding of using the Linux operating system. The course targets audiences that are interested in operating systems and will benefit those who are pursuing careers in Computer Information Systems, Computer Science, and Network Administration. The course will focus on the shell environment, system administration and security, programming, and the graphical user interface. **BEFORE ENROLLING**, students must have a basic understanding of and experience with computer terminology, microcomputer hardware and software, and disk and file management. (CSU, AVC)

### CIS 159 \*SUSE LINUX SERVER ADMINISTRATION

3 units

4 hours weekly

**Prerequisite:** Completion of CA 151, CA 171, CA 173 or CIS 157.

**Advisory:** Eligibility for ENGL 099 and READ 099.

This in-depth, hands-on course covers a variety of topics: installing and configuring SUSE Linux Enterprise Server, managing users and groups, securing the system, and configuring Web services. By completing multiple lab exercises, students will be able to apply course concepts and strengthen their proficiency in Linux administration. (CSU, AVC)

### CIS 161 \*INTRODUCTION TO C PROGRAMMING

3 units

4 hours weekly

**Advisory:** Completion of CIS 101, and Eligibility for ENGL 099, READ 099 and MATH 130.

This course is designed to give the student an introduction to the C programming language. Students will learn the basic elements of the C language and a disciplined approach to program development using structured programming techniques for readability, maintainability and defensive programming. Problem solving through stepwise development of algorithms and the mechanics of running, testing, and debugging programs is presented. Students will plan, create, test, and run their own programs to solve typical problems. **BEFORE ENROLLING**, students should have basic computer experience and be able to save and retrieve files, run applications, print documents, and have sufficient aptitude with mathematics to solve simple algebraic equations and to appreciate the use of mathematical notation and formalism. (Engineering and science majors consult counselors.) (CSU, UC, AVC)

### CIS 173 \*INTRODUCTION TO C++ PROGRAMMING

3 units

4 hours weekly

**Prerequisite:** Completion of CIS 161.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 130.

Students will learn the syntax and semantics of the C++ programming language, what modifications and additions were made to the C programming language to produce C++, and how to implement an object-oriented design in C++. The course will include designing, implementing, and testing C++ programs that solve representative problems from business, science, mathematics, and engineering. This course is intended for students majoring in CIS. (CSU, UC, AVC)

### CIS 174 \*INTRODUCTION TO C#.NET PROGRAMMING

3 units

4 hours weekly

**Advisory:** Completion of CIS 111, and Eligibility for ENGL 099, READ 099 and MATH 102.

Students will learn the fundamentals of Microsoft Windows programming using the C#.NET programming language. The course will include designing, implementing, and testing C#.NET programs, which will provide useful Windows applications to solve representative problems for business, science, mathematics, and engineering. This course is intended for students majoring in business or CIS or those desiring to increase their programming skills. **BEFORE ENROLLING**, students should understand object-oriented programming concepts. (CSU, AVC)

### CIS 175 \*JAVA PROGRAMMING

3 units

4 hours weekly

**Prerequisite:** Completion of CIS 111.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 130.

This course teaches the Java programming language, the extensive Java class library, and object-oriented design and programming. The students will learn

techniques for using exceptions, file input/output, utility classes, multi-threading, network/Internet programming, and Graphical User Interface (GUI) programming. **BEFORE ENROLLING**, students should be able to solve programming problems using stepwise development of algorithms. Using a programming language like Java, students should be able to plan, create, test and run their own programs using proper syntax, code and logic. This course is intended for students majoring in business or CIS or those desiring to increase their programming skills. (CSU, UC, AVC)

### CIS 199 \*OCCUPATIONAL WORK EXPERIENCE

1–8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

## Definition

The Dance department offers experience in dance as an art form, both in practice and in theory. Students of dance experience creative expression through bodily movement, movement rhythmic structure, and the development of bodily alignment, form, strength, coordination, balance, control, physical agility, flexibility, and stamina. The grace and confidence one gains in dance is beneficial to everyone in all aspects of life.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Newton Chelette, Dean ext. 6441

### Administrative Assistant:

Julie Montana ext. 6440

### Faculty:

Cynthia Littlefield ext. 6205

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Chris Anderson	2546
Kathleen Burnett	2918
Shelby Curtis	ext. 6194
Sharon DeShane	2942
Rochelle Guardado	2548

## Program Description

The Dance program has two primary functions:

1. To provide a program of professional preparation courses for those students majoring in dance who wish to transfer to a four-year educational institution.
2. To give students training in dance technique, choreographic methods, dance theory and dance performance for personal development or to prepare them for a career in dance.

## Career Options

Choreographer  
 Commercial Dance Performer  
 Concert Dance Performer  
 Dance Critic  
 Dance Director  
 Dance Historian  
 Dance Teacher  
 Dance Therapist

Fitness/Aerobics Instructor  
 Movement Notator  
 Reconstructor  
 Recreation Leader  
 (Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Dance is not available. Dance courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Not a transfer major.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Dance Courses

### DA 101 \*DANCE APPRECIATION

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 099.*

A study of dance as it has evolved throughout history with an emphasis on western theatrical dancing. Introduces major concepts, approaches, and issues in the study of dance as a cultural, historical, and artistic practice. Uses text, audiovisual, demonstration, and performance to expose students to the prominent choreographers and performers

who have influenced dance culturally, historically, and as an art form. (CSU, UC, AVC)

### DA 102 \*BEGINNING BALLET

1 unit

3 hours weekly

*Advisory: Eligibility for ENGL 099 and READ 099.*

A beginning course that introduces the student to the basic vocabulary, movements, and discipline of classical ballet. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of DA 102, DA 122 or DA 202 is limited to 4 times.

### DA 103 \*BEGINNING MODERN DANCE

1 unit

3 hours weekly

*Advisory: Eligibility for ENGL 099 and READ 099.*

An introduction to the fundamentals of creative expression, and development of bodily strength, flexibility, coordination, balance, and rhythm through dance techniques. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of DA 103, DA 123 or DA 203 is limited to 4 times.

### DA 104 \*BEGINNING JAZZ DANCE

1 unit

3 hours weekly

*Advisory: Eligibility for ENGL 099 and READ 099.*

An introduction to the basic movement skills employed in jazz dance techniques. Compositional forms and rhythms are practiced leading to an understanding and appreciation of jazz as an artistic dance form. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of DA 104, DA 124 or DA 204 is limited to 4 times.

### DA 105 \*BEGINNING TAP DANCE

1 unit

3 hours weekly

*Advisory: Eligibility for ENGL 099 and READ 099.*

This course will introduce basic tap dance techniques using various beginning level combinations and rhythmic structures. It will provide an opportunity to develop motor coordination and rhythm. Some

history of tap dance will be included. Compositional forms and rhythms are practiced leading to an understanding and appreciation of tap as an artistic dance form. (CSU, UC, AVC) **(R3#)**

# Enrollment in any combination of DA 105, DA 125 or DA 205 is limited to 4 times.

### DA 106 \*BALLROOM DANCE

1 unit

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is designed to introduce students to ballroom dancing through developing an understanding of its history, music, and fundamental practices of performance. Basic steps, variations and styling techniques for the fox trot, swing, waltz, cha cha, tango, rumba, samba, mambo, polka, and selected novelty dances will be included. (CSU, UC, AVC) **(R3)**

### DA 107A \*DANCE PERFORMANCE

1 unit

3 hours weekly

**Limitation on Enrollment:** Audition required.

**Advisory:** Eligibility for ENGL 099 and READ 099.

Students will perform in a dance production. The course is primarily concerned with the performing aspects of dance as well as some choreography and staging. Through rehearsal and performance, students will improve performance skills and abilities. **BEFORE AUDITIONING**, students should have at least two years of dance experience and the knowledge of various dance techniques. (CSU, AVC) **(R3)**

### DA 107B \*DANCE PERFORMANCE

2 units

6 hours weekly

**Limitation on Enrollment:** Audition required.

**Advisory:** Eligibility for ENGL 099 and READ 099.

Students will perform in a dance production. The course is primarily concerned with the performing aspects of dance as well as some choreography and staging. Through rehearsal and

performance, students will improve performance skills and abilities. **BEFORE AUDITIONING**, students should have at least two years of dance experience and the knowledge of various dance techniques. (CSU, AVC) **(R3)**

### DA 107C \*DANCE PERFORMANCE

3 units

9 hours weekly

**Limitation on Enrollment:** Audition required.

**Advisory:** Eligibility for ENGL 099 and READ 099.

Students will perform in a dance production. The course is primarily concerned with the performing aspects of dance as well as some choreography and staging. Through rehearsal and performance, students will improve performance skills and abilities. **BEFORE AUDITIONING**, students should have at least two years of dance experience and the knowledge of various dance techniques. (CSU, AVC) **(R3)**

### DA 108 \*DANCE ENSEMBLE

3 units

9 hours weekly

**Limitation on Enrollment:** Audition required.

This is a college dance company class. The course is primarily concerned with the performing aspects of dance as well as some choreography and staging. Through rehearsal and performance, students will focus on learning various forms of repertory. This course will also offer experience in the many phases of dance productions, concerts, and demonstrations, which will be performed in various settings including schools, parks and theaters. **BEFORE AUDITIONING**, students should have at least two years of dance experience and the knowledge of various dance techniques. (CSU, AVC) **(R3)**

### DA 109 \*DANCE AND TECHNOLOGY

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

An exploration of how technology and multimedia can be integrated into dance

performance. Through the study of film and video media, sound technology, and the technical elements and operational procedures of a theatre, students will gain a heightened awareness of how dance continues to be affected through advancements in technology. **BEFORE ENROLLING**, students should have at least two years of dance experience and/or completion of DA 107, DA 108, or DA 111. (CSU, AVC)

### DA 111 \*CHOREOGRAPHY

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course explores the basic principles of dance composition emphasizing on the concepts of space, time, and energy. It provides the opportunity for the practical understanding and application of elements of choreography through problem solving, research, and critique of choreography. It integrates dance movement technique as a form of expression to communicate literal and non-literal themes. Solo and small group choreography will be emphasized as well as improvisations. **BEFORE ENROLLING**, students should have at least two years of dance experience and the knowledge of various dance techniques. (CSU, UC, AVC)

### DA 113 \*WORLD DANCE—ETHNIC FORMS

1 unit

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

An introduction to dance as cultural and social expression in a variety of cultures including Africa, Bali, Java, India, Hawaii, Spain, Russia and Japan. Through the practice of ethnic dance forms, students will gain an understanding of how dance relates to different cultures. (CSU, AVC) **(R3)**

### DA 115 \*DANCE REPERTORY

1 unit

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is an introduction to the study and reconstruction of various ballet,

modern dance and jazz dance pieces choreographed by outstanding artists in the field of dance. Students should have an understanding of the different dance idioms and their respective vocabulary including ballet, modern dance and jazz dance. Students need to be able to reproduce movements necessary for advanced compositions. **BEFORE ENROLLING**, students should have at least two years of previous dance experience. (CSU, AVC) (R3)

### DA 116 \*DANCE IMPROVISATION

1 unit

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

Students will learn to apply dance technique to improvisational movement studies in a creative and nonjudgmental environment. Various stimuli will be used to encourage the discovery of a unique and creative language of expression through movement. **BEFORE ENROLLING**, students should have at least one year of dance experience. (CSU, AVC) (R3)

### DA 122 \*INTERMEDIATE BALLET

1 unit

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

A course which uses the basic movements of beginning ballet as a base and progresses to a higher level of technical difficulty and competency. **BEFORE ENROLLING**, students should have completed one year of ballet training and/or completion of DA 102. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of DA 102, DA 122 or DA 202 is limited to 4 times.

### DA 123 \*INTERMEDIATE MODERN DANCE

1 unit

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

A study of dance techniques developed by outstanding dancers in the modern dance field, which uses beginning modern

dance as a base and progresses to a higher level of technical difficulty and competency. **BEFORE ENROLLING**, students should have completed one year of dance training and/or completion of DA 103. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of DA 103, DA 123 or DA 203 is limited to 4 times.

### DA 124 \*INTERMEDIATE JAZZ DANCE

1 unit

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course continues development of intermediate movement skills employed in jazz dance technique with an emphasis on style and form. Increased compositional forms and rhythms are practiced leading to an understanding and appreciation of jazz as an artistic dance form. **BEFORE ENROLLING**, students should know basic jazz movements including isolation coordination and complex rhythmic forms, and/or completion of one semester of DA 104. (CSU, AVC) (R3#)

# Enrollment in any combination of DA 104, DA 124 or DA 204 is limited to 4 times.

### DA 125 \*INTERMEDIATE TAP DANCE

1 unit

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is a continued development tap dance techniques and tap dances, emphasizing on intermediate level combinations and rhythmic structures. It will provide an opportunity to further develop motor coordination and rhythm. It includes the study of terminology, tap dance history, and tap dance styles. Compositional forms and rhythms are practiced leading to an understanding and appreciation of tap as an artistic dance form. **BEFORE ENROLLING**, students should have at least one year of tap dance, and/or completion of DA 105. (CSU, AVC) (R3#)

# Enrollment in any combination of DA 105, DA 125 or DA 205 is limited to 4 times.

### DA 199 \*OCCUPATIONAL WORK EXPERIENCE

1–8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### DA 202 \*ADVANCED BALLET

1 unit

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

Using beginning and intermediate ballet as a base, this course is a continuation of the study of classical ballet with an emphasis on performance style as well as increased technical and choreographic skills. **BEFORE ENROLLING**, students should have completed two years of ballet training and/or completion of DA 122. (CSU, AVC) (R3#)

# Enrollment in any combination of DA 102, DA 122 or DA 202 is limited to 4 times.



**DA 203 \*ADVANCED  
MODERN DANCE**

*1 unit*

*3 hours weekly*

**Advisory:** Eligibility for ENGL 099 and READ 099.

Using beginning and intermediate modern dance as a base, this course is a continuation of the study of modern dance with an emphasis on performance style as well as increased technical and choreographic skills. **BEFORE ENROLLING**, students should have completed two years of modern dance training and/or completion of DA 123. (CSU, AVC) (R3#)

# Enrollment in any combination of DA 103, DA 123 or DA 203 is limited to 4 times.

**DA 204 \*ADVANCED JAZZ  
DANCE**

*1 unit*

*3 hours weekly*

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is a progressive refinement of jazz dance technique with an emphasis on line, style and form. Advanced compositional forms and rhythms are practiced leading to an understanding and appreciation of jazz as an artistic dance form. Students will demonstrate various jazz dance styles at a performance level. **BEFORE ENROLLING**, students should know intermediate jazz movements including isolation coordination and complex rhythmic forms. Athletic stamina, strength and increased flexibility are necessary to succeed in advanced jazz. At least two years of previous jazz dance training and/or completion of DA 124 is advised. (CSU, AVC) (R3#)

# Enrollment in any combination of DA 104, DA 124 or DA 204 is limited to 4 times.

**DA 205 \*ADVANCED TAP  
DANCE**

*1 unit*

*3 hours weekly*

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is a continuation of intermediate tap dance, focusing on advanced level combinations and rhythmic structures. It will further expand the study of tap styles, tap dance history, and tap performance. Compositional forms and rhythms are practiced leading to an understanding and appreciation of tap as an artistic dance form. **BEFORE ENROLLING**, students should have the strength, coordination, and rhythmic ability to execute the technical skills necessary for intermediate tap dance steps. Students should have at least two years of tap dance experience, and/or completion of DA 125. (CSU, AVC) (R3#)

# Enrollment in any combination of DA 105, DA 125 or DA 205 is limited to 4 times.

## Definition

Deaf Studies offers associate degree and certificate programs in both American Sign Language and Interpreter Training. American Sign Language is suited for those interested in learning to communicate with people in the Deaf community, as well as enhancing cultural awareness. Interpreter Training focuses on developing and utilizing American Sign Language skills to provide communication access for persons who are Deaf or Hard-Of-Hearing. The successful student has many career opportunities to choose from upon completion.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Charlotte Forte-Parnel, Dean  
ext. 6463

### Administrative Assistant:

Donna Casey ext. 6463

### Faculty:

Daniel Humphrey  
dhumphrey@avc.edu

Duane Rumsey ext. 6104

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Michael Botte mbotte@avc.edu

Matt Brandfield  
mbrandfield@avc.edu

Julie Droustas 2182

Karla Reynolds 2048

Dave Sladek 2620

Elizabeth Weier 2623

Darlene Wynkoop 2220

## Distinctive Features

The American Sign Language courses teach the language used by the Deaf, hard of hearing, and include discussion about Deaf Culture and problems experienced by Deaf people.

## Career Options

Deaf Education Teacher  
Human Services  
Instructional Aide  
Interpreter (Signer)  
Special Education Teacher

(Some of these careers may require education beyond the two-year college level.)

## Certificate Program

There are two certificate programs available: 1) American Sign Language (ASL), and 2) Interpreter Training (INT). Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

### American Sign Language

This certificate requires a minimum of 38 units. Students must take all courses listed in the "Required Courses" and complete the remaining units from program electives.

#### Required Courses: units

DFST 101, Amer. Sign Language I	4
DFST 102, Amer. Sign Language II	4
DFST 105, Intro. to Amer. Deaf Culture	3
DFST 201, Amer. Sign Language III	4
DFST 202, Amer. Sign Language IV	4
DFST 204, Structure of Amer. Sign Language	3
COMM 103, Process of Communication	3
INT 101, Principles of Sign Language Interpreting	3
INT 201, Sign/English Translation	3
Program Electives	7
<b>Total</b>	<b>38</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

#### Program Electives: units

DFST 101L, ASL I Skill Building Lab	1
DFST 102L, ASL II Skill Building Lab	1
DFST 106, Intro. to Deaf Education	3
DFST 108, Visual, Gestural, and Non-Manual Aspects of ASL	3
DFST 201L, ASL III/IV Skill Building Lab	1
DFST 205, Numbers, Fingerspelling and Classifiers	3
DFST 206, Creative Signing	2
DFST 199, Occupational Work Experience	1-8

## Interpreter Training

This certificate requires a minimum of 38 units. Students must take all courses listed in the "Required Courses" and complete the remaining 7 units from program electives.

#### Required Courses: units

DFST 102, Amer. Sign Language II	4
DFST 201, Amer. Sign Language III	4
DFST 202, Amer. Sign Language IV	4
INT 101, Principles of Sign Language Interpreting	3
INT 201, Sign/English Translation	3
INT 202, Sign Language Interpreting I	3
INT 203, Sign Language Interpreting II	3
INT 204, Sign/English Transliteration	3
INT 206, Introduction to Sign to English Interpreting (Voicing)	4
Program Electives	7
<b>Total</b>	<b>38</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

#### Program Electives: units

COMM 103, Process of Communication	3
DFST 105, Intro. to American Deaf Culture	3
DFST 204, Structure of Amer. Sign Language	3
DFST 205, Numbers, Fingerspelling and Classifiers	3
INT 205, Interpreting in Specialized Settings	3
INT 199, Occupational Work Experience	1-8

## Associate Degree

### American Sign Language

The requirements for an Associate degree in American Sign Language may be satisfied by completing 31 units of required courses, selecting an additional 7 units from the program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability

working with the Deaf community in settings such as social work and education. They are well prepared for full-time, permanent positions rather than temporary, on-call positions. The associate degree will provide students with a broad range of knowledge with which to evaluate and appreciate American Sign Language, Deaf culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

#### *Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
DFST 101, Amer. Sign Language I	4
COMM 103, Process of Communication	3
DFST 101L, ASL I Skill Building Lab (Program Elective)	1
Course from GE requirement Area C	3
Course from GE requirement Area E	3
Course from GE requirement Area F	3
<b>Total</b>	<b>17</b>

<b>Second Semester</b>	<b>units</b>
DFST 102, Amer. Sign Language II	4
DFST 105, Intro. to Amer. Deaf Culture	3
DFST 102L, ASL II Skill Building Lab (Program Elective)	1
DFST 205, Numbers, Fingerspelling and Classifiers (Program Elective)	3
Course from GE requirement Area A	3
Course from GE requirement Area B	3
<b>Total</b>	<b>17</b>

<b>Third Semester</b>	<b>units</b>
DFST 201, Amer. Sign Language III	4
INT 101, Principles of Sign Language Interpreting	3
DFST 106, Intro. to Deaf Education (Program Elective)	3
DFST 108, Visual, Gestural, and Non-Manual Aspects of ASL (Program Elective)	3
DFST 201L, ASL III/IV Skill Building Lab (Program Elective)	1
Course from GE requirement Area D1	3
<b>Total</b>	<b>17</b>

<b>Fourth Semester</b>	<b>units</b>
DFST 202, Amer. Sign Language IV	4
DFST 204, Structure of Amer. Sign Language	3
INT 201, Sign/English Translation	3
DFST 199, Occupational Work Experience (Program Elective)	1-8
DFST 206, Creative Signing (Program Elective)	2
DFST 201L, ASL III/IV Skill Building Lab (Program Elective)	1
Course from GE requirement Area D2	3
<b>Total</b>	<b>17-24</b>

**Degree Total 68-75**

#### **Interpreter Training**

The requirements for an Associate degree in American Sign Language may be satisfied by completing 31 units of required courses, selecting an additional 7 units from the program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability working with the Deaf community in settings such as social work, education and interpreting. They are well prepared for full-time, permanent positions rather than temporary, on-call positions. The associate degree will provide students with a broad range of knowledge with which to evaluate and appreciate American Sign Language, Deaf culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

#### *Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
DFST 102, Amer. Sign Language II	4
DFST 205, Numbers, Fingerspelling and Classifiers (Program Elective)	3
Course from GE requirement Area C	3
Course from GE requirement Area D2	3
Course from GE requirement Area E	3
<b>Total</b>	<b>16</b>

<b>Second Semester</b>	<b>units</b>
DFST 201, Amer. Sign Language III	4
DFST 204, Structure of Amer. Sign Language (Program Elective)	3
INT 101, Principles of Sign Language Interpreting	3
INT 201, Sign/English Translation	3
Course from GE requirement Area A	3
<b>Total</b>	<b>16</b>

<b>Third Semester</b>	<b>units</b>
DFST 202, Amer. Sign Language IV	4
INT 202, Sign Language Interpreting I	3
INT 206, Introduction to Sign to English Interpreting (Voicing)	4
Course from GE requirement Area D1	3
<b>Total</b>	<b>14</b>

<b>Fourth Semester</b>	<b>units</b>
INT 203, Sign Language Interpreting II	3
INT 204, Sign/English Transliteration	3
INT 199, Occupational Work Experience (Program Elective)	2-8
Course from GE requirement Area B	3
Course from GE requirement Area F	3
<b>Total</b>	<b>14-20</b>

**Degree Total 60-66**

#### **Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

#### **Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Deaf Studies Courses

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### DFST 101 \*AMERICAN SIGN LANGUAGE I

4 units

5 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

As part of the American Sign Language (ASL) course sequence, ASL I is designed mainly to introduce ASL, a visual-gestural language used by the Deaf community in the United States and Canada, and, more importantly, to focus on the development of basic conversational skills, emphasizing receptive abilities. Deaf culture will be studied as it relates to the course. (CSU, UC, AVC)

### DFST 101L \*AMERICAN SIGN LANGUAGE (ASL I) SKILL BUILDING LAB

1 unit

3 hours weekly

**Corequisite:** Completion of or concurrent enrollment in DFST 101.

**Advisory:** Eligibility for ENGL 101 and READ 099.

This course is designed for students in ASL I wishing to become more proficient in using ASL and to further develop vocabulary, ASL grammar, finger-spelling, and basic conversational skills. This course is taught in ASL only. (CSU, AVC) (R3)

### DFST 102 \*AMERICAN SIGN LANGUAGE II

4 units

5 hours weekly

**Prerequisite:** Completion of DFST 101.

As part of the American Sign Language (ASL) course sequence, ASL II is designed for students who wish to develop or enhance their proficiency in ASL usage. The course stresses development of basic conversational skills with emphasis on vocabulary and expressive skills. Deaf culture will be studied as it relates to the course. (CSU, UC, AVC)

### DFST 102L \*AMERICAN SIGN LANGUAGE (ASL II) SKILL BUILDING LAB

1 unit

3 hours weekly

**Advisory:** Completion of or concurrent enrollment in DFST 102, and Eligibility for ENGL 101 and READ 099.

This course is designed for students in intermediate sign language (DFST 102) wishing to become increasingly more proficient in using ASL and to further develop their vocabulary, ASL grammar, and finger-spelling skills. This course is taught in ASL only. (CSU, AVC) (R3)

### DFST 105 \*INTRODUCTION TO AMERICAN DEAF CULTURE

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 101.

Discussion of various aspects of the American Deaf Culture, including description of deafness, deaf people and the Deaf community as defined by audiology and/or cultural means, services for and by deaf people, and culture as reflected in the language of Deaf people. Deaf culture vs. "Hearing" culture is also analyzed and discussed. (CSU, AVC)

### DFST 106 \*INTRODUCTION TO DEAF EDUCATION

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 101 and READ 099.

This course will provide the student with a general orientation to the Deaf community. The course provides an overview of the historical, philosophical, psychological and social aspects of Deaf education. In addition, it provides orientation to problems, issues and research in the field of educating the Deaf. (CSU, AVC)

### DFST 108 \*VISUAL, GESTURAL, AND NON-MANUAL ASPECTS OF AMERICAN SIGN LANGUAGE (ASL)

3 units

3 hours weekly

**Prerequisite:** Completion of DFST 102.

**Advisory:** Eligibility for ENGL 099 and READ 099.

Examines the visual and gestural aspects of communication which form an integral base for communicating in American Sign Language. Non-manual features of ASL such as facial expression and body movements will be identified and analyzed. This course will develop and enhance the student's expressive non-verbal communication skills and receptive understanding of visual communication. (CSU, AVC)

### DFST 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**DFST 201 \*AMERICAN SIGN LANGUAGE III**

4 units

5 hours weekly

**Prerequisite:** Completion of DFST 102.

This course is designed for students to acquire communicative competency in ASL. The course promotes the shifting from comprehension to production of ASL. With expanded vocabularies and grammatical patterns being exposed, the students continue to develop their ASL competencies in numerous conversational settings. The main emphasis is to bring the student's ASL fluency to a point of self-generated ASL for the purpose of furthering language use in ASL. Deaf culture will be studied as it relates to the course. (CSU, UC, AVC)

**DFST 201L \*AMERICAN SIGN LANGUAGE (ASL III/IV) SKILL BUILDING LAB**

1 unit

3 hours weekly

**Advisory:** Completion of or concurrent enrollment in DFST 201, and Eligibility for ENGL 101 and READ 099.

Designed for students in advanced sign language courses (DFST 201 or DFST 202) wishing to become more proficient in using ASL and to further expand and develop their vocabulary, ASL grammar, and fingerspelling skills. This course is taught in ASL only. (CSU, AVC) (R3)

**DFST 202 \*AMERICAN SIGN LANGUAGE IV**

4 units

5 hours weekly

**Prerequisite:** Completion of DFST 201.

Advanced study of ASL grammar. Further development and refinement of ASL skills and fluency. Deaf culture will be studied as it relates to the course. (CSU, UC, AVC)

**DFST 204 \*STRUCTURE OF AMERICAN SIGN LANGUAGE**

3 units

3 hours weekly

**Prerequisite:** Completion of DFST 102.**Advisory:** Eligibility for ENGL 101 and READ 099.

This course will provide the student with the basic concepts of phonological, morphological, syntactic, semantic, and sociolinguistic structure of American Sign Language (ASL). Social issues as they pertain to ASL will also be explored. (CSU, AVC)

**DFST 205 \*NUMBERS, FINGERSPELLING AND CLASSIFIERS**

3 units

3 hours weekly

**Prerequisite:** Completion of DFST 101.**Advisory:** Eligibility for ENGL 101 and READ 099.

This course will focus on providing more advanced experiences and communication techniques with expressive and receptive fingerspelling, the use of classifiers, and the use of American Sign Language (ASL) number systems. Numbers will include, but are not limited to: cardinal, ordinal, informational numbers; numbers related to time, temporal aspect signs, measurements, sports and mathematical numbers. (CSU, AVC) (R1)

**DFST 206 \*CREATIVE SIGNING**

2 units

2 hours weekly

**Prerequisite:** Completion of DFST 101.**Advisory:** Completion of or concurrent enrollment in DFST 102, and Eligibility for ENGL 101 and READ 099.

This course will provide the student with techniques of facial expression, characterization, body movement, and spatialization as it relates to American Sign Language. Development of expressive sign language skills through the use of poetry, songs, skits, storytelling, jokes and slang signs. (CSU, AVC) (R2)

**Interpreter Training Courses****INT 101 \*PRINCIPLES OF SIGN LANGUAGE INTERPRETING**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

An introduction to the profession of Sign Language Interpreting. Topics will include: the history and definitions of interpreting, modes and methods, the need for interpreters, the professional standards and Code of Professional Conduct, interpreter settings, evaluation (regional and national testing standards) and certification of interpreters, legal mandates (including the ADA–Americans with Disabilities Act), employment issues, and culture as it relates to interpreting. (CSU, AVC)

**INT 199 \*OCCUPATIONAL WORK EXPERIENCE**

1–8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory

completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

### **INT 201 \*SIGN/ ENGLISH TRANSLATION**

3 units

5 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in DFST 201.

**Advisory:** Completion of or concurrent enrollment in INT 101, and Eligibility for ENGL 099 and READ 099.

Introduction to the practice of translation between ASL/PSE and English texts. Discourse and text analysis will be introduced and emphasized throughout the course. As the first step toward simultaneous interpreting, translation enables students to discover meaning and render a written translation without the time constraints of real-time interpretation. Students will generate translations of texts with factors such as genre, audience and context. Students will produce final translation in ASL/PSE and English. (CSU, AVC)

### **INT 202 \*SIGN LANGUAGE INTERPRETING I**

3 units

5 hours weekly

**Prerequisite:** Completion of INT 201, and Completion of or concurrent enrollment in DFST 202.

**Advisory:** Completion of or concurrent enrollment in INT 101, COMM 101 and THA 110, and Eligibility for ENGL 099 and READ 099.

Designed to build on skills acquired in INT 201 (ASL/English Translation). Students will practice interpreting in a consecutive manner (i.e. receiving a message in its entirety, analyzing the content for meaning and producing an equivalent message in the target language, Sign-to-Voice and Voice-to-Sign). There will also be continued study and practice of discourse and text analysis. Equal emphasis will be given to ASL and English texts. (CSU, AVC)

### **INT 203 \*SIGN LANGUAGE INTERPRETING II**

3 units

5 hours weekly

**Prerequisite:** Completion of DFST 202 and INT 202.

**Advisory:** Completion of or concurrent enrollment in COMM 101 and THA 110, and Eligibility for ENGL 099 and READ 099.

Designed to build on skills acquired in INT 202 (Sign Language Interpreting I). Introduction to simultaneous interpretation, which requires processing information and transmitting it into a second language within the same time frame as the source language. Target languages are ASL/PSE and spoken English. Emphasis is on grammatical structure/discourse analysis, process time, vocal inflection, voice/sign clarity and monitoring. (CSU, AVC)

### **INT 204 \*SIGN/ ENGLISH TRANSLITERATION**

3 units

5 hours weekly

**Prerequisite:** Completion of DFST 202 and INT 202.

**Advisory:** Completion of or concurrent enrollment in COMM 101 and THA 110, and Eligibility for ENGL 099 and READ 099.

Introduction to transliteration theory and application. The student will develop the skills required to accurately interpret a spoken message into signed English and a signed English message into standard spoken English. The areas of concentration are non-manual signals, mouth movement, fingerspelling and monitoring for complete thoughts through the use of vocal and body inflection. (CSU, AVC)

### **INT 205 \*INTERPRETING IN SPECIALIZED SETTINGS**

3 units

5 hours weekly

**Prerequisite:** Completion of DFST 202 and INT 202.

**Advisory:** Completion of or concurrent enrollment in COMM 101 and THA 110, and Eligibility for ENGL 099 and READ 099.

Introduction to interpreting in a variety of settings including community, medical, mental health, minimal language skills, performing arts, religious, telephone and television interpreting. Focus will be on environmental considerations, vocabulary development, resource building, general knowledge, ethics and situation considerations. (CSU, AVC)

### **INT 206 \*INTRODUCTION TO SIGN TO ENGLISH INTERPRETING (VOICING)**

4 units

4 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in INT 201.

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course will provide the student with techniques for sign to voice (voicing) interpreting. This course focuses on the development of sign to voice translation abilities and sign to voice consecutive interpreting. (CSU, AVC)

**Definition**

The Digital Media program is directed toward providing individual artistic development with an emphasis on the students' ability to use computer technology to create graphic and photographic images.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Program Advisement:**

Newton Chelette, Dean ext. 6385

**Administrative Assistant:**

Tangie Hunter ext. 6385

**Faculty:**

Cynthia Kincaid ext. 6386

Terry Rezek ext. 6010

**Adjunct Faculty:**

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Kiley Craft	2310
Brian Curtis	2424
Tawyna Dunning	2312
Heather Kincaid	2916
Adriene King	2413
Frank Lucero	2042
Mike Mitsch	2094
Dean Richards	2327
Brad Smith	2193
Ron Smith	2596
Lisa Vath	2265

**Program Description**

The Digital Media program develops competencies in graphic design, digital photographic imaging, video design and production, animation, digital printing, and interactive media. Successful completion of a certificate program provides students with entry-level skills for a wide variety of digital media industry employment.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

Digital Media courses are directed toward career, technical, and artistic application

of the acquired skills within each of the designated areas.

**Career Options**

- Animation
  - Digital Photographic Imaging
  - Digital Printing
  - Graphic Design
  - Illustration
  - Interactive Media Development and Design
  - Motion Graphics Design
  - Video Design and Production
  - Videography
  - Web Design
- (Some of these careers may require education beyond the two-year college level.)

**Certificate Programs**

There are six certificate programs available: 1) Digital Photographic Imaging, 2) Computer Animation, 3) Digital Printing, 4) Graphic Design, 5) Interactive Media - Web Design 6) Video Design and Production.

**Graphic Design**

<b>Required Courses:</b>	<b>units</b>
DM 103, 103L, Graphic Design I/Lab	3.5
DM 203, 203L, Graphic Design II/Lab	3.5
DM 113, 113L, Photoshop I/Lab	3.5
DM 115, 115L, Graphic Communications I/Lab	3.5
DM 205, 205L, Digital Illustration/Lab	3.5
DM 246, 246L, Portfolio and Job Search/Lab	3.5
Program Elective	7
<b>Total</b>	<b>28</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
DM 101, 101L, Digital Media Arts/Lab	3.5
DM 106, 106L, Video Design and Production I/Lab	3.5
DM 110, 110L, Motion Graphics/Lab	3.5
DM 112, 112L, Experimental Digital Video/Lab	3.5
DM 127, 127L, Web Design and Production I/Lab	3.5

DM 128, 128L, Web Design and Production II/Lab	3.5
DM 133, 133L, Digital Printing I/Lab	3.5
DM 143, 143L, Computer 2-D Animation/Lab	3.5
DM 145, 145L, Computer 3-D Animation/Lab	3.5
DM 206, 206L, Video Design and Production II/Lab	3.5
DM 213, 213L, Photoshop II/Lab	3.5
DM 215, 215L, Graphic Communications II/Lab	3.5
DM 233/233L, Digital Printing II/Lab	3.5
DM 298, 298L, Special Studies in Digital Media/Lab	3.5

**Computer Animation**

<b>Required Courses:</b>	<b>units</b>
ART 110, Drawing	3
DM 113, 113L, Photoshop I/Lab	3.5
DM 143, 143L, Computer 2-D Animation/Lab	3.5
DM 145, 145L, Computer 3-D Animation/Lab	3.5
DM 205, 205L, Digital Illustration/Lab	3.5
DM 246, 246L, Portfolio and Job Search/Lab	3.5
DM 298, 298L, Special Studies in Digital Media/Lab	3.5
Program Elective	7
<b>Total</b>	<b>31</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
DM 101, 101L, Digital Media Arts/Lab	3.5
DM 103, 103L, Graphic Design I/Lab	3.5
DM 106, 106L, Video Design and Production I/Lab	3.5
DM 110, 110L, Motion Graphics/Lab	3.5
DM 112, 112L, Experimental Digital Video/Lab	3.5
DM 115, 115L, Graphics Communications I/Lab	3.5
DM 127, 127L, Web Design and Production I/Lab	3.5
DM 128, 128L, Web Design and Production II/Lab	3.5
DM 206, 206L, Video Design and Production II/Lab	3.5
DM 213, 213L, Photoshop II/Lab	3.5

**Digital Photographic Imaging**

<b>Required Courses:</b>	<b>units</b>
DM 113, 113L, Photoshop I/Lab	3.5
DM 115, 115L, Graphic Communications I/Lab	3.5
DM 133/133L, Digital Printing I/Lab	3.5
DM 213, 213L, Photoshop II/Lab	3.5
DM 246, 246L, Portfolio and Job Search/Lab	3.5
PHTC 125, 125L, Beginning Digital Photography/Lab	3.5
Program Elective	7
<b>Total</b>	<b>28</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:**

	<b>units</b>
DM 101, 101L, Digital Media Arts/Lab	3.5
DM 103, 103L, Graphic Design I/Lab	3.5
DM 106, 106L, Video Design and Production I/Lab	3.5
DM 110, 110L, Motion Graphics/Lab	3.5
DM 112, 112L, Experimental Digital Video/Lab	3.5
DM 127, 127L, Web Design and Production I/Lab	3.5
DM 128, 128L, Web Design and Production II/Lab	3.5
DM 143, 143L, Computer 2-D Animation/Lab	3.5
DM 145, 145L, Computer 3-D Animation/Lab	3.5
DM 203, 203L, Graphic Design II/Lab	3.5
DM 205, 205L, Digital Illustration/Lab	3.5
DM 206, 206L, Video Design and Production II/Lab	3.5
DM 215, 215L, Graphic Communications II/Lab	3.5
DM 233, 233L, Digital Printing II/Lab	3.5
DM 298, 298L, Special Studies in Digital Media/Lab	3.5

**Digital Printing**

<b>Required Courses:</b>	<b>units</b>
DM 103, 103L, Graphic Design I/Lab	3.5
DM 113, 113L, Photoshop I/Lab	3.5
DM 115, 115L, Graphic Communications I/Lab	3.5
DM 133, 133L, Digital Printing I/Lab	3.5
DM 233, 233L, Digital Printing II/Lab	3.5
DM 246, 246L, Portfolio and Job Search/Lab	3.5

Program Elective	7
<b>Total</b>	<b>28</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:**

	<b>units</b>
DM 101, 101L, Digital Media Arts/Lab	3.5
DM 106, 106L, Video Design and Production I/Lab	3.5
DM 110, 110L, Motion Graphics/Lab	3.5
DM 112, 112L, Experimental Digital Video/Lab	3.5
DM 127, 127L, Web Design and Production I/Lab	3.5
DM 128, 128L, Web Design and Production II/Lab	3.5
DM 143, 143L, Computer 2-D Animation/Lab	3.5
DM 145, 145L, Computer 3-D Animation/Lab	3.5
DM 203, 203L, Graphic Design II/Lab	3.5
DM 205, 205L, Digital Illustration/Lab	3.5
DM 206, 206L, Video Design and Production II/Lab	3.5
DM 213, 213L, Photoshop II/Lab	3.5
DM 215, 215L, Graphic Communications II/Lab	3.5
DM 298, 298L, Special Studies in Digital Media/Lab	3.5

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two year period.

**Interactive Media—Web Design**

<b>Required Courses:</b>	<b>units</b>
DM 103, 103L, Graphic Design I/Lab	3.5
DM 105, 105L, Interactive Media/Lab	3.5
DM 113, 113L, Photoshop I/Lab	3.5
DM 127, 127L, Web Design and Production I/Lab	3.5
DM 128, 128L, Web Design and Production II/Lab	3.5
DM 246, 246L, Portfolio and Job Search/Lab	3.5
DM 298, 298L, Special Studies in Digital Media/Lab	3.5
Program Elective	6.5-7
<b>Total</b>	<b>31-31.5</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:**

	<b>units</b>
ART 100, Art Appreciation	3
ART 145, 145L, Design and Color/Lab	3.5
DM 106, 106L, Video Design and Production I/Lab	3.5
DM 110, 110L, Motion Graphics/Lab	3.5
DM 115, 115L, Graphic Communications I/Lab	3.5
DM 213, 213L, Photoshop II/Lab	3.5
PHTC 125, 125L, Beginning Digital Photography/Lab	3.5

**Video Design and Production**

**Required Courses:**

	<b>units</b>
DM 106, 106L, Video Design and Production I/Lab	3.5
DM 110, 110L, Motion Graphics/Lab	3.5
DM 112, 112L, Experimental Digital Video/Lab	3.5
DM 113, 113L, Photoshop I/Lab	3.5
DM 127, 127L, Web Design and Production I/Lab	3.5
DM 206, 206L, Video Design and Production II/Lab	3.5
DM 246, 246L, Portfolio and Job Search/Lab	3.5
DM 298, 298L, Special Studies in Digital Media/Lab	3.5
Program Elective	3-3.5
<b>Total</b>	<b>31-31.5</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:**

	<b>units</b>
ART 100, Art Appreciation	3
DM 101, 101L, Digital Media Arts/Lab	3.5
DM 105, 105L, Interactive Media/Lab	3.5
DM 115, 115L, Graphic Communications I/Lab	3.5
FTV 101, Intro to Film	3
FTV 121, Intro to Digital Filmmaking	3.5
FTV 215, Directing For Film and Video	3
FTV 230, Digital Cinematography	3
PHTC 125, 125L, Beginning Digital Photography/Lab	3.5



THA 101, Theatre Appreciation	3
THA 220, Fundamentals of Directing	3

**Associate Degree**

Students who complete a Digital Media Associate Degree possess a broad range of knowledge that enhances employability within the industry. The degree program establishes the student as a candidate for advanced positions and supervisory opportunities.

The requirements for an Associate Degree in one of the Digital Media programs may be satisfied by completing the certificate program, plus 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

**Graphic Design**

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
DM 113, 113L, Photoshop I/Lab	3.5
DM 103, 103L, Graphic Design I/Lab	3.5
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
<b>Total</b>	<b>13</b>

<b>Second Semester</b>	<b>units</b>
DM 115, 115L, Graphic Communications I/Lab	3.5
DM 203, 203L, Graphic Design II/Lab	3.5
Course from GE requirement Area C	3
Electives	5
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
DM 205, 205L, Digital Illustration/Lab	3.5
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
Program Elective	3.5
Elective	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
DM 246, 246L, Portfolio and Job Search/Lab	3.5

Course from GE requirement Area E	3
Course from GE requirement Area F	3
Program Elective	3.5
Elective	3
<b>Total</b>	<b>16</b>

**Degree Total 60**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Computer Animation**

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
ART 110, Drawing	3
DM 113, 113L, Photoshop I/Lab	3.5
DM 205, 205L, Digital Illustration/Lab	3.5
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
<b>Total</b>	<b>16</b>

<b>Second Semester</b>	<b>units</b>
DM 143, 143L, Computer 2-D Animation/Lab	3.5
DM 298, 298L, Special Studies in Digital Media/Lab	3.5
Course from GE requirement Area C	3
Electives	5
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
DM 145, 145L, Computer 3-D Animation/Lab	3.5
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
Program Elective	3.5
Elective	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
DM 246, 246L, Portfolio and Job Search/Lab	3.5
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Program Elective	3.5
<b>Total</b>	<b>13</b>

**Degree Total 60**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Digital Photographic Imaging**

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
DM 113, 113L, Photoshop I/Lab	3.5
PHTC 125, 125L, Beginning Digital Photography/Lab	3.5
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
<b>Total</b>	<b>13</b>

<b>Second Semester</b>	<b>units</b>
DM 115, 115L, Graphic Communications I/Lab	3.5
DM 213, 213L, Photoshop II/Lab	3.5
Course from GE requirement Area C	3
Electives	5
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
DM 133, 133L, Digital Printing/Lab	3.5
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
Program Elective	3.5
Elective	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
DM 246, 246L, Portfolio and Job Search/Lab	3.5
Course from GE requirement Area E	3
Course from GE requirement Area F	3
DM Elective/Lab	3.5
Elective	3
<b>Total</b>	<b>16</b>

**Degree Total 60**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Digital Printing**

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<b>First Semester</b>	<b>units</b>
DM 113, 113L, Photoshop I/Lab	3.5
DM 103, 103L, Graphic Design I/Lab	3.5
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
<b>Total</b>	<b>13</b>

<b>Second Semester</b>	<b>units</b>
DM 115, 115L, Graphic Communications I/Lab	3.5
DM 133, 133L, Digital Printing I/Lab	3.5
Course from GE requirement Area C	3
Electives	5
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
DM 233, 233L, Digital Printing II/Lab	3.5
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
Program Electives	3.5
Electives	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
DM 246, 246L, Portfolio and Job Search/Lab	3.5
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Program Electives	3.5
Elective	3
<b>Total</b>	<b>16</b>

**Degree Total 60**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Interactive Media—Web Design**

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<b>First Semester</b>	<b>units</b>
DM 113, 113L, Photoshop I/Lab	3.5
DM 127, 127L, Web Design and Production I/Lab	3.5
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
<b>Total</b>	<b>13</b>

<b>Second Semester</b>	<b>units</b>
DM 105, 105L, Interactive Media/Lab	3.5
DM 128, 128L, Web Design and Production II/Lab	3.5
Course from GE requirement Area C	3
Program Electives	3.5
Electives	2
<b>Total</b>	<b>15.5</b>

<b>Third Semester</b>	<b>units</b>
DM 103, 103L, Graphic Design I/Lab	3.5
DM 298, 298L, Special Studies in Digital Media/Lab	3.5
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
Electives	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
DM 246, 246L, Portfolio and Job Search/Lab	3.5
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Program Electives	3.5
Elective	3
<b>Total</b>	<b>16</b>

**Degree Total 60.5**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program

**Video Design and Production**

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<b>First Semester</b>	<b>units</b>
DM 113, 113L, Photoshop I/Lab	3.5
DM 106, 106L, Video Design and Production I/Lab	3.5
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
Electives	3
<b>Total</b>	<b>16</b>

<b>Second Semester</b>	<b>units</b>
DM 127, 127L, Web Design & Production I/Lab	3.5
DM 206, 206L, Video Design and Production II/Lab	3.5
DM 110, 110L, Motion Graphics/Lab	3.5
Electives	3
<b>Total</b>	<b>13.5</b>

<b>Third Semester</b>	<b>units</b>
DM 112, 112L, Experimental Digital Video/Lab	3.5
DM 298, 298L, Special Studies in Digital Media/Lab	3.5
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
Course from GE requirement Area C	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
DM 246, 246L, Portfolio and Job Search/Lab	3.5
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Program Electives	3.5
Elective	3
<b>Total</b>	<b>16</b>

**Degree Total 61.5**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Digital Media Courses

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### DM 101 \*DIGITAL MEDIA ARTS

(formerly CG 101/MM 101, Introduction to Digital Media Arts)

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in DM 101L.

**Advisory:** Completion of ART 110, and Eligibility for READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

This course is designed to provide students with an introductory overview of the Media Arts field including print, illustration, typography, digital photography, video/audio, interactive media (web design, CD-ROM, DVD), animation, and game design. Students will be introduced to industry standard computer hardware and software (such as Adobe's Illustrator and Photoshop and Macromedia's DreamWeaver), terminology, as well as operating systems, design principles, and career paths. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

### DM 101L DIGITAL MEDIA ARTS LAB

(formerly CG 101L/MM 101L, Introduction to Digital Media Arts Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 101.

A laboratory in support of DM 101 designed to allow students to advance their computer skills in using appropriate media arts software and the Macintosh operating system along with other knowledge as related to DM 101. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

### DM 103 \*GRAPHIC DESIGN I (formerly CG 103, Computer Imaging I)

3 units

4 hours weekly

**Prerequisite:** Completion of DM 101.

**Corequisite:** Concurrent enrollment in DM 103L.

**Advisory:** Eligibility for READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

This class is an introduction to graphic design and production for the digital media arts industry. Students will learn to create visual designs for a variety of media such as television, web, and print using industry standard software and hardware. Primary software is Adobe Photoshop and Adobe Illustrator for creating designs for projects such as brochures, ads, packaging, Web pages, and television graphics. Focus will be on developing entry-level skills for creating contemporary visual design solutions to typical industry projects. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

### DM 103L GRAPHIC DESIGN I LAB

(formerly CG 103L, Computer Imaging I Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 103.

A laboratory in support of DM 103 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

### DM 105 FLASH ANIMATION FOR INTERACTIVE MEDIA

(formerly MM 105)

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in DM 105L.

**Advisory:** Completion of DM 101, and Eligibility for READ 099.

**Instructional materials fee required**

*for this course and must be paid at registration.*

Introduction to design and production methods using interactive media such as web authoring, CD/DVD, kiosk, mobile devices. This course covers how ideas are generated, storyboards are constructed, media requirements are identified, and interfaces are designed. Production and delivery methods are covered. **BEFORE ENROLLING**, working knowledge of Adobe Photoshop is strongly advised and students should be familiar with Mac OS. (CSU, AVC)

### DM 105L INTERACTIVE MEDIA LAB

(formerly MM 105L)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 105.

A laboratory in support of DM 105 to provide students with the opportunity and resources to complete interactive digital media projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

### DM 106 VIDEO DESIGN AND PRODUCTION I

(formerly MM 106, Video Design and Production for Multimedia I)

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in DM 106L.

**Advisory:** Completion of DM 101 and ART 110, and Eligibility for ENGL 099 and READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

This course will focus on the fundamentals of video field production and non-linear editing. The central emphasis of this class will be upon the foundational elements required to create an industry standard video segment using digital cameras and digital editing software. Basic camera composition, proper microphone usage and interview techniques will be folded into the curriculum. A strong emphasis will be placed on the individual creation of video segments which demonstrate a

clear understanding of basic video design and production. The course will also examine current trends in the television industry as well as program development and client/producer business relations along with questions of ethics and social responsibility. **BEFORE ENROLLING**, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

### **DM 106L VIDEO DESIGN AND PRODUCTION I LAB**

(formerly MM 106L, Video Design and Production for Multimedia I Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 106.

A laboratory in support of DM 106 to provide students with the opportunity and resources to complete digital video projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### **DM 110 MOTION GRAPHICS**

(formerly MM 110, Motion Graphics for Multimedia)

3 units

4 hours weekly

**Prerequisite:** Completion of DM 106.

**Corequisite:** Concurrent enrollment in DM 110L.

**Advisory:** Completion of ART 110, and Eligibility for READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

This course will focus on the development of design solutions that communicate using still images, photography, typography, sound and video. It covers the appropriate use of specialized motion graphics computer software to create innovative techniques and styles that will aesthetically enhance a Digital Media presentation. Television and movies special effects are deconstructed and analyzed. Motion graphics are translated into QuickTime movies for integration into television, Web, DVD, and film productions. **BEFORE ENROLLING**, students should be familiar with the

Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

### **DM 110L MOTION GRAPHICS LAB**

(formerly MM 110L, Motion Graphics for Multimedia Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 110.

A laboratory in support of DM 110 to provide students with the opportunity and resources to complete motion graphics projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### **DM 112 \*EXPERIMENTAL DIGITAL VIDEO**

(formerly MM 112/ART 234)

3 units

4 hours weekly

**Prerequisite:** Completion of DM 106.

**Corequisite:** Concurrent enrollment in DM 112L.

**Advisory:** Completion of ART 110, and Eligibility for READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

This course will introduce the student to various digital techniques and methods of experimental video. Intended to assist the student to unleash his/her imagination and creation skills as well as their intuition in creating artistic visual images in the context of a digital video format. The central focus of the class is to freely explore a variety of digital video techniques used in the production of artistic images. The student will experiment with the capabilities of these media to capture and represent images that may invoke various emotional states in the viewer using the elements of design, color, texture, shapes, form, space, and visual transformations within time sequences. **BEFORE ENROLLING**, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

### **DM 112L EXPERIMENTAL DIGITAL VIDEO LAB**

(formerly MM 112L/ART 234L)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 112.

A laboratory in support of the course designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### **DM 113 \*PHOTOSHOP I**

(formerly CG 113, Digital-Photographic Imaging)

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in DM 113L.

**Advisory:** Completion of DM 101, and Eligibility for READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

This course gives students instruction and practice using Adobe Photoshop® to artistically enhance digitally captured images at an introductory level. At the completion of the course, students will have created a series of related works that demonstrate entry-level technical and creative skills in digital photographic imaging. Participation in critiques will provide the opportunity to refine and improve projects. Examples of topics to be covered include digital capture, color correction, scanning, retouching, masking, compositing, special effects, filters, typography, and file preparation for output to print, web, and video. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

### **DM 113L PHOTOSHOP I LAB**

(formerly CG 113L, Digital-Photographic Imaging Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 113.

A laboratory in support of DM 113 is

designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### DM 115 \*GRAPHIC COMMUNICATIONS I

(formerly CG 115)

3 units

4 hours weekly

**Prerequisite:** Completion of DM 101.

**Corequisite:** Concurrent enrollment in DM 115L.

**Advisory:** Eligibility for READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

This course will provide a foundation for studying graphic design in the context of broader visual and commercial communication theories. Students will enhance their knowledge of the creative design process and improve their ability to communicate ideas by completing typical entry-level industry communication projects. Emphasis will be placed on creative communication and design concepts such as branding, corporate identity, and advertising campaigns. This course is designed for those who have a basic working knowledge of graphic design software and want to enhance their knowledge of graphic design in the context of wide-ranging communication topics. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

### DM 115L GRAPHIC COMMUNICATIONS I LAB

(formerly CG 115L)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 115.

A laboratory in support of DM 115 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### DM 127 WEB DESIGN AND PRODUCTION I

(formerly MM 115/CG 127, Internet Web Design and Production I)

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in DM 127L.

**Advisory:** Completion of DM 101 and ART 110, and Eligibility for READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

This course is designed to provide students with an introductory overview of web page development. Focus will be placed on the needed skills to develop and deliver information on the web. A central focus will be placed upon understanding html and DreamWeaver and the implementation of that knowledge to create a ten-page website. Students will be introduced to several related tools to accomplish this task including; flow charts, javascript, form creation, image maps, CSS (Cascading Styles Sheets), and basic animation. **BEFORE ENROLLING**, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

### DM 127L WEB DESIGN AND PRODUCTION I LAB

(formerly MM 115L/CG 127L, Internet Web Design and Production I Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 127.

A laboratory in support of DM 127 to provide students with the opportunity and resources to complete Web design projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### DM 128 WEB DESIGN AND PRODUCTION II

(formerly MM 215, Internet Web Design and Production II)

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in DM 128L.

**Advisory:** Completion of DM 101, and Eligibility for READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

Introduction to advanced Internet Web site design. A central focus will be on the advanced components required to develop interactive Web sites, using a variety of technologies including Java, Javascript and Flash elements. Other areas covered within this course are the methods necessary to create frames, image maps, animated gifs, and importing audio and video objects. Emphasis is on developing design techniques used to create projects and doing so independently and as part of a team. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

### DM 128L WEB DESIGN AND PRODUCTION II LAB

(formerly MM 215L, Internet Web Design and Production II Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 128.

A laboratory in support of DM128 to provide students with the opportunity and resources to complete Web design projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### DM 133 \*DIGITAL PRINTING I

(formerly CG 125, Digital Four-Color Printing)

3 units

4 hours weekly

**Prerequisite:** Completion of DM 101.

**Corequisite:** Concurrent enrollment in DM 133L.

**Advisory:** Eligibility for READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

This course provides students with basic instruction in software, hardware, and design and production skills necessary for various types of digital printing, with an emphasis on output to paper. Students will learn how to create projects with

appropriate specifications for typical industry standard entry-level print jobs such as brochures, fliers, and promotional pieces. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

### **DM 133L DIGITAL PRINTING I LAB**

(formerly CG 125L, Digital Four-Color Printing Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 133.

A laboratory in support of DM 133 designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

### **DM 143 \*COMPUTER 2-D ANIMATION**

(formerly CG 143)

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in DM 143L.

**Advisory:** Completion of DM 101 and ART 110, and Eligibility for READ 099.

**Instructional materials fee** required for this course and must be paid at registration.

This course provides the student with a basic overview and development of computer techniques required for the production of 2-dimensional animation. Topics covered are traditional methods, timing, spacing, keyframes, emotion, weight, and mood to communicate story or message. **BEFORE ENROLLING**, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

### **DM 143L COMPUTER 2-D ANIMATION LAB**

(formerly CG 143L)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 143.

A laboratory in support of DM 143 to provide students with the opportunity and resources to complete Web design projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

### **DM 145 \*COMPUTER 3-D ANIMATION**

(formerly CG 145)

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in DM 145L.

**Advisory:** Completion of DM 101 and ART 110, and Eligibility for ENGL 099, READ 099 and MATH 070.

**Instructional materials fee** required for this course and must be paid at registration.

This course provides the student with a basic overview and development of computer techniques required for the production of 3-dimensional animation. Topics covered will include structural wire-frame rendering, 3-dimensional modeling, lighting and shading techniques associated with dimensional animations. **BEFORE ENROLLING**, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

### **DM 145L COMPUTER 3-D ANIMATION LAB**

(formerly CG 145L)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 145.

A laboratory in support of DM 145 designed to allow students to advance their computer skills in using appropriate media arts software and the Macintosh operating system along with other knowledge as related to DM 145. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

### **DM 203 \*GRAPHIC DESIGN II**

(formerly CG 203, Computer Imaging II)

3 units

4 hours weekly

**Prerequisite:** Completion of DM 103.

**Corequisite:** Concurrent enrollment in DM 203L.

**Instructional materials fee** required for this course and must be paid at registration.

This class provides advanced instruction in graphic design and production for the digital media arts industry. Students will learn to create visual design solutions for a variety of media such as television, Web, and print using industry standard software and hardware at an advanced level for creation of design projects such as brochures, ads, packaging, Web pages, and television graphics. Focus will be on developing portfolio-quality contemporary visual design solutions to typical industry projects. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

### **DM 203L GRAPHIC DESIGN II LAB**

(formerly CG 203L, Computer Imaging II Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 203.

A laboratory in support of DM 203 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

### **DM 205 \*DIGITAL ILLUSTRATION**

(formerly CG 205, Computer Illustration)

3 units

4 hours weekly

**Prerequisite:** Completion of DM 101.

**Corequisite:** Concurrent enrollment in DM 205L.

**Advisory:** Completion of DM 113, and Eligibility for READ 099.

**Instructional materials fee** required for this course and must be paid at

registration.

This course is an introduction to the basic principles and practices of commercial illustration exploring the computer as a medium. Students are exposed to the skills needed to produce assignments that focus on current industry standards. Projects incorporate creativity and conceptual problem solving in illustration as a means of communicating ideas. Traditional illustration skills and theories are presented as they relate to digital media with an emphasis on composition, line, perspective, tonality, color, expression, storytelling, typography, and design. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

### DM 205L DIGITAL ILLUSTRATION LAB

(formerly CG 205L, Computer Illustration Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 205.

A laboratory in support of DM 205 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

### DM 206 VIDEO DESIGN AND PRODUCTION II

(formerly MM 225, Video Design and Production for Multimedia II)

3 units

4 hours weekly

**Prerequisite:** Completion of DM 106.

**Corequisite:** Concurrent enrollment in DM 206L.

**Instructional materials fee** required for this course and must be paid at registration.

This course will enhance the design skills of advanced video students. Using non-linear editing software, students will learn to create motion graphics as well as music beds to develop 30-second commercials. The curriculum is developed to augment the advanced student's knowledge of special effect

editing. An emphasis will be placed on the art of camera composition and the subtleties of editing design. Students will conceptualize through storyboards and paper edits using logs to organize and track video content. This course will also provide an introduction to studio production, including set design, lighting, sound mixing, camera operation, floor directing and technical directing. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

### DM 206L VIDEO DESIGN AND PRODUCTION II LAB

(formerly MM 225L, Video Design and Production for Multimedia II Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 206.

A laboratory in support of DM 206 to provide students with the opportunity and resources to complete digital video projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

### DM 213 \*PHOTOSHOP II

(formerly CG 219, Intermediate Digital-Photographic Imaging)

3 units

4 hours weekly

**Prerequisite:** Completion of DM 113.

**Corequisite:** Concurrent enrollment in DM 213L.

**Advisory:** Completion of DM 101, and Eligibility for READ 099.

**Instructional materials fee** required for this course and must be paid at registration.

This course provides advanced instruction in photographic digital imaging using Adobe Photoshop to artistically enhance digitally captured images. At the completion of the course, students will have created a series of works that demonstrate advanced-level technical and creative skills in digital photographic imaging. Participation in critiques will provide the opportunity to refine and improve projects. Examples of the topics to be covered include advanced-level digital design, color correction,

retouching, masking, compositing, special effects, filters, typography, channels, and file preparation for output to print, web, and video. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

### DM 213L PHOTOSHOP II LAB

(formerly CG 219L, Intermediate Digital-Photographic Imaging Lab)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in DM 213.

A laboratory in support of DM 213 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

### DM 215 \*GRAPHIC COMMUNICATIONS II

(formerly CG 215)

3 units

4 hours weekly

**Prerequisite:** Completion of DM 115.

**Corequisite:** Concurrent enrollment in DM 215L.

**Instructional materials fee** required for this course and must be paid at registration.

This advanced level course will cover graphic design topics in the context of wide-ranging visual and commercial communication theories that build upon skills learned in Graphic Communications I. Students will enhance their knowledge of the creative design process along with the communication of ideas by completing typical industry projects. Emphasis is on advanced software training and the integration of creative communications campaigns to prepare students for entry to the professional graphic communications industry. This course is designed for those who want advanced knowledge of graphic design as applied to the communications industry. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

**DM 215L GRAPHIC COMMUNICATIONS II LAB**

(formerly CG 215L)

*.5 unit**24 hours total***Corequisite:** *Concurrent enrollment in DM 215.*

A laboratory in support of DM 215 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**DM 233 \*DIGITAL PRINTING II**

(formerly CG 233, Computer Newspaper/Magazine Productions)

*3 units**4 hours weekly***Prerequisite:** *Completion of DM 133.***Corequisite:** *Concurrent enrollment in DM 233L.***Advisory:** *Completion of DM 101, and Eligibility for READ 099.***Instructional materials fee required for this course and must be paid at registration.**

This course provides students with advanced instruction in software, hardware, and design and production skills necessary for various types of digital printing, with an emphasis on output to paper. Students will learn how to create projects for typical industry standard advanced-level multiple page print jobs such as brochures, newsletters, newspapers, and magazines. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

**DM 233L DIGITAL PRINTING II LAB**

(formerly CG 233L, Computer Newspaper/Magazine Productions Lab)

*.5 unit**24 hours total***Corequisite:** *Concurrent enrollment in DM 233.*

A laboratory in support of DM 233 designed to allow students to advance their knowledge, complete course assignments and master learning

objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**DM 246 \*PORTFOLIO AND JOB SEARCH**

(formerly CG 246, Portfolios and Job Search Planning/MM 230, Multimedia Portfolios and Job Search Planning)

*3 units**4 hours weekly***Prerequisite:** *Completion of DM 113.***Corequisite:** *Concurrent enrollment in DM 246L.***Advisory:** *Completion of DM 101, and Eligibility for READ 099.***Instructional materials fee required for this course and must be paid at registration.**

This course provides students with the necessary skills associated with portfolio development, self-promotion, interview techniques, and job search in digital media arts. Students will refine their existing examples of digital media work and create new works as needed to showcase their abilities to prospective employers. Self-promotional pieces such as direct mail, business cards, and Web site designs will be developed. **BEFORE ENROLLING**, students should be able to operate the Mac OS and Adobe Photoshop and present portfolio quality examples of student work. (CSU, AVC)

**DM 246L PORTFOLIO AND JOB SEARCH LAB**

(formerly CG 246L, Portfolios and Job Search Planning Lab/MM 230L, Multimedia Portfolios and Job Search Planning Lab)

*.5 unit**24 hours total***Corequisite:** *Concurrent enrollment in DM 246.*

A laboratory in support of DM 246 designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**DM 298 \*SPECIAL STUDIES IN DIGITAL MEDIA**

(formerly CG 298, Special Studies in Computer Graphics/MM 298, Special Studies in Multimedia)

*3 units**4 hours weekly***Corequisite:** *Concurrent enrollment in DM 298L.***Advisory:** *Completion of DM 101.***Instructional materials fee required for this course and must be paid at registration.**

This course provides the student with the ability to conduct advanced individual study in the field of digital media under instructor guidance. Work during this course will provide the student with the opportunity to refine skills that can be demonstrated in a portfolio quality final project that will serve as part of the degree/certificate program. Cost for supplies beyond the instructional materials fee will depend on the type of individual study or project to be undertaken. **BEFORE ENROLLING**, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

**DM 298L SPECIAL STUDIES IN DIGITAL MEDIA LAB**

(formerly CG 298L, Special Studies in Computer Graphics Lab/MM 298L, Special Studies in Multimedia Lab)

*.5 unit**24 hours total***Corequisite:** *Concurrent enrollment in DM 298.*

A laboratory in support of DM 298 to provide students with the opportunity and resources to complete interactive digital media projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)



## Definition

The Office for Students with Disabilities (OSD) is designed to provide support services on an individual basis to our physically and cognitively disabled, so as to maximize their learning experience. Some of our support services are: course advisement, priority registration, test proctoring, disability-related counseling, notetakers, readers, equipment loan, ASL interpreting, real time captioning, & closed captioning for videotapes and alternative text production.

The philosophy of the OSD is to integrate disabled students into regular classes. However, an Adaptive Physical Education (PE 101) class is available for students who have physical limitations and want to participate in an exercise program, including swimming and weight training.

For more information, students should contact the Office for Students with Disabilities in T100. The OSD has computer software and adaptive computer equipment available in the High Tech Center located in the Learning Center and deployed both in the Lancaster and Palmdale Campuses.

## Staff

Main Number:  
Voice/Relay (661) 722-6360  
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Director:  
Dr. Louis Lucero ext. 6161

Program Secretary:  
Linda Rose ext. 6142

Faculty:  
Frank Blua ext. 6439

Learning Disability Specialist:  
Michael Hancock ext. 6162

Learning Disability Testing Tech:  
Maricela Marquez-Ruvalcaba  
ext. 6133

Educational Adviser:  
Debra Lose ext. 6147

OSD Counselor:  
*position vacant* ext. 6924

Interpreter/Deaf Services Coordinator:  
*position vacant*

High Tech. Ctr. Lab Tech:  
Ann Loi ext. 6231

Alternative Media Specialist:  
Kenneth Sawicki ext. 6697

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## Certificate Program

Certificate not applicable.

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## Associate Degree

Associate degree not available.

## Transfer

Not a transfer major.

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## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## KIN 101 \*ADAPTIVE PHYSICAL EDUCATION

*1 unit*

*3 hours weekly*

The course is designed for the student who may be confined in type and amount of activity because of a physical limitation. The student's program is individually tailored to meet the student's need. The student develops the program in consultation with the instructor and the student's physician or physical therapist. (CSU, UC, AVC) (R3)

## Definition

Drafting is the drawing or designing of manufactured products, machines, structures, etc. Computer Aided Design (and Drafting) means using the computer and peripheral devices in producing the documentation needed in support of the design process.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Leslie Uhazy, Dean ext. 6417  
 Administrative Assistant:  
 Wendy Cios ext. 6415  
 Clerical Assistant:  
 Suzanne Olson ext. 6046

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Victor Laxamana	2196
Michael Sauve	2935
Michael Willett	2430

## Program Description

The Drafting/Computer Aided Design program at Antelope Valley College offers mechanical, architectural, electronic, and aerospace drafting as it relates to industry and engineering transfer. This certificate program (which can be combined with the associate degree requirements to earn an associate degree) will prepare students for entry-level employment in industry.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

Many of the classes in the Drafting/Computer Aided Design program use the latest computers, laser printers, and color plotters; along with the current industry standard software, AutoCAD.

## Career Options

Computer Aided Design Drafter

## Certificate Program

### Drafting/Computer Aided Design

The following courses (20 units) are required for the certificate.

Required Courses:	units
ENGR 115, Basic Engineering Drawing	3
ENGR 120, Introduction to 2-D AutoCAD	3
DRFT 125, Mechanical Drafting or DRFT 230, Architectural Drafting II	3
DRFT 130, Architectural Drafting I	3
DRFT 150, Interm. 2-D AutoCAD	3
DRFT 240, Electronic Drafting	3
DRFT 250, Introduction to 3-D AutoCAD	2
<b>Total</b>	<b>20</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

## Associate Degree

The requirements for an associate degree in Drafting/Computer Aided Design may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree in Drafting/Computer Aided Design will have drafting skills of value in the engineering technology fields including aerospace manufacturing, construction technology (including building codes), and industrial research and development. They will have entry level skills that would serve as a foundation for advancement in their field of employment. Moreover, the associate degree will also provide students with a broad range of knowledge with which: to evaluate and appreciate the physical environment, the culture, and the society in which they live; the ability to think critically; and the ability to communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are

recommended in this order to facilitate success.

### Recommended Plan of Study

First Semester	units
ENGR 115, Basic Engineering Drawing	3
ENGR 120, Introduction to 2-D AutoCAD	3
Course from GE requirement Area D1	3
Electives	7
<b>Total</b>	<b>16</b>

Second Semester	units
DRFT 130, Architectural Drafting I	3
DRFT 150, Interm. 2-D AutoCAD	3
DRFT 250, Introduction to 3-D AutoCAD	2
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
<b>Total</b>	<b>14</b>

Third Semester	units
DRFT 125, Mechanical Drafting or DRFT 230, Architect. Drafting II	3
DRFT 240, Electronic Drafting	3
Course from GE requirement Area A	3
Course from GE requirement Area E	3
Course from GE requirement Area F	3
<b>Total</b>	<b>15</b>

Fourth Semester	units
Course from GE requirement Area C	3
Electives	12
<b>Total</b>	<b>15</b>

**Degree Total 60**

**NOTE:** Semester order for courses and time to complete may vary for night students.

## Transfer

Not a transfer major.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Drafting / CAD Courses

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### DRFT 125 MECHANICAL DRAFTING

3 units

6 hours weekly

**Prerequisite:** Completion of ENGR 120.

A second level course in mechanical engineering drafting following ENGR 115. Topics include: fasteners, successive auxiliary views, pictorial drawings (including shaded and exploded views), development, surface intersections, geometric tolerance, and working drawings. Work to be performed in AutoCAD. (CSU, AVC)

### DRFT 130 \*ARCHITECTURAL DRAFTING I

3 units

6 hours weekly

**Prerequisite:** Completion of ENGR 120.

**Advisory:** Eligibility for ENGL 097, READ 097 and MATH 070.

Techniques of basic architectural drawing practices and engineering principles, construction methods, materials, building ordinances, and the preparation of working drawings for one-story wood frame residential construction according to conventional practice. Emphasis on problems involving planning, design presentations and a complete set of drawings for residential frame construction. Work to be performed in AutoCAD. (AVC)

### DRFT 150 \*INTERMEDIATE 2-D AUTOCAD

3 units

6 hours weekly

**Prerequisite:** Completion of ENGR 120.

**Advisory:** Eligibility for READ 099.

This is an intermediate course in design/drafting covering orthographic projection. Topics include dimensioning, tolerancing, section views, auxiliary views, blocks, Xrefs, attributes, bill of materials, isometric drawings, 3D modeling, and script files. Work to be performed in AutoCAD. (CSU, AVC)

### DRFT 230 \*ARCHITECTURAL DRAFTING II

3 units

6 hours weekly

**Prerequisite:** Completion of DRFT 130.

**Advisory:** Eligibility for ENGL 097 and READ 097.

Techniques in architectural drafting are covered including the development of a complete set of plans for a two-story residential dwelling. Local and state codes, ASA and graphics standards are also included. Work to be performed in AutoCAD. (AVC)

### DRFT 240 \*ELECTRONIC DRAFTING

3 units

6 hours weekly

**Prerequisite:** Completion of ENGR 120.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

A drafting course intended particularly for electronic students. Topics include: lettering (freehand and with templates), use of instruments and special templates, orthographic projection, dimensioning, pictorial drawing, schematic wiring diagrams, connection drawings, printed circuit boards, electronic symbols, industrial standards, component and assembly drawings, and microelectronic drawings. Work to be performed in AutoCAD. (AVC)

### DRFT 250 \*INTRODUCTION TO 3-D CAD DRAFTING

(formerly Introduction to 3-D Autocad)

2 units

4.5 hours weekly

**Prerequisite:** Completion of ENGR 120.

An advanced course in Computer Aided Design and Drafting using AutoCAD and/or SolidWorks software. Topics include: Creation and editing of 3-D models using rendering, wireframes and solid elements and the subsequent creation of 2-D orthographic, auxiliary, and section views derived from 3-D models. (CSU, AVC)

### ENGR 115 \*BASIC ENGINEERING DRAWING

3 units

6 hours weekly

**Advisory:** Eligibility for MATH 070.

Introductory engineering drawing covers lettering, use of instruments and rulers, applied geometry, sketching, sectional views, orthographic projection and auxiliary views. Computerized software will be introduced. This course is intended for vocational training leading to a certificate and a basic drawing background for engineers transferring to a university. (CSU, AVC)

### ENGR 120 \*INTRODUCTION TO 2-D AUTOCAD

3 units

6 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in ENGR 115.

**Advisory:** Eligibility for READ 099.

Introduction to the study of 2-dimensional (2D) computer aided design/drafting (CADD). The student will learn to perform on the computer all the skills learned in ENGR 115. Includes lectures, demonstrations and laboratory practice. Student will gain experience in the preparation of industry quality drawings as a result of the training. Previous skills in computer operation are not required. Work to be performed in AutoCAD. (CSU, AVC)

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## Definition

Earth Science is the study of the Earth's atmosphere, lithosphere, hydrosphere, and biosphere together with its place in the solar system and the universe.

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## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Leslie Uhazy, Dean ext. 6417

Administrative Assistant:

Wendy Cios ext. 6415

Clerical Assistant:

Suzanne Olson ext. 6046

Faculty:

Dr. Richard Coffman ext. 6176

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## Program Description

The Earth Science course will present an overview of the general principles of geology, astronomy, meteorology and oceanography.

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## Distinctive Features

Traditional teaching may be supplemented with computer and Internet based activities. Laboratory activities will provide "hands-on" experiences and discovery into the natural, physical and chemical characteristics of the earth and our universe.

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## Career Options

Environmental Management

Naturalist

School Teacher

(These careers require education beyond the two-year college level.)

## Certificate Program

Certificate is not available.

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## Associate Degree

An associate degree with a major in Earth Science is not available. Earth Science course(s) can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

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## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

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## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Earth Science Courses

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### ERSC 101 \*INTRODUCTION TO EARTH SCIENCE

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

*Advisory: Eligibility for College Level Reading, ENGL 101 and MATH 102.*

Introduction to Earth Science is an overview of the general principles of geology, astronomy, meteorology and oceanography. Students will examine minerals, rocks, and the geological processes that shape Earth's surface, the atmosphere and oceans, stars and planets. Laboratory exercises will expose students to a variety of hands-on activities exploring the Earth Sciences. (CSU, AVC)

## Definition

Economics is concerned with the study of how people and societies produce various commodities and distribute them for consumption, now or in the future, among various persons and groups in society. The economics program includes the study of the American economic system, using techniques for the analysis of contemporary economic problems. There is an emphasis on developing the ability to exercise sound judgement in evaluating business issues.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Tom O'Neil, Dean ext. 6482

### Administrative Assistant:

Cindy Kline ext. 6482

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
John Berry	2079
Ronald Halcrow	ext. 6485
C. McKinley Kemp	2185
Jean Claude Mbomeda	2907
Misty Stowers	2367

## Program Description

Economics provides both a general academic experience and professional preparation. The program emphasizes economic analysis, institutions and policy in American, regional, and urban settings.

## Distinctive Features

Economics is designed to facilitate the students matriculation to the four-year colleges or to provide an understanding of the economic world we live in. Key concepts and methodology for analysis are emphasized.

## Career Options

Accountant  
Arbitrator  
Attorney  
Budget Analyst  
Business Analyst

Commodity Economist  
Development Economist  
Economic Analyst  
Economist  
Industrial Relations Specialist  
Investment Analyst  
Labor Relations  
Macro Economist  
Manpower Economist  
Natural Resource Economist  
Operations Research Analyst  
Project Economist  
Research Economist  
(Most of these careers require education beyond the two-year college level.)

## Certificate Program

Certificate is not available.

## Associate Degree

An associate degree with a major in Economics is not available. Economics courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Economics Courses

### ECON 100 \* SURVEY OF ECONOMICS

*Advisory: Eligibility for College Level Reading, ENGL 101 and MATH 070.*

A general education course surveying the American economy from both microeconomic and macroeconomic perspectives. The course is not intended for business or economics majors. Topics include business cycles; unemployment; inflation; international trade; income distribution; market structure and performance; and the economic behavior of firms, households, and government. Credit will not be given if taken after ECON 101 or 102. (CSU, AVC)

### ECON 101 \*PRINCIPLES OF MACROECONOMICS

3 units

3 hours weekly

*Prerequisite: Completion of MATH 102.*  
*Advisory: Eligibility for College Level Reading and ENGL 101.*

This course consists of an aggregate economic analysis of the U.S. economy. Topics include a study of market systems, economic business cycles, unemployment, inflation, national income accounts, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, globalization, international trade, and finance. (CSU, UC, AVC)

### ECON 102 \*PRINCIPLES OF MICROECONOMICS

3 units

3 hours weekly

*Prerequisite: Completion of MATH 102.*  
*Advisory: Eligibility for College Level Reading and ENGL 101.*

This course is a study of the basic economic principles governing individual and business decisions. It includes an introductory analysis of fundamental microeconomic concepts and the application of these concepts to understanding the causes and consequences of consumer and business firm actions. It examines the determinants

of firm specific supply and individual consumer demand, cost-benefit analysis, the theory of competitive equilibrium, price determination in various alternative market structures, and international trade. (CSU, UC, AVC)

**ECON 110 \*ECONOMICS OF THE UNDERCLASS**

*3 units*

*3 hours weekly*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Investigation of the economic inequalities as they presently exist in America and their ramifications for the permanent underclass in our society. Course focuses primarily on women, Blacks, Chicanos, and deals specifically with the economic impact of poverty, unemployment, and discrimination on these groups. (CSU, UC, AVC)

## Definition

This program provides an introduction to the teaching profession and prepares the student to function in a paraprofessional teaching capacity.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Tom O'Neil, Dean ext. 6482

### Administrative Assistant:

Cindy Kline ext. 6482

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Stella Konisek 2615

Joan Lingren 2254

## Program Description

The instructional aide program, 1) provides the student with the skills, knowledge, and understanding that is needed to become a successful paraprofessional teacher's aide, and 2) assists the continual vocational development of teacher aides by providing for the updating of skills needed in today's school environment.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

Students earn work experience credit in the instructional aide program through work experience in the public school setting.

Although not a requirement in a teacher credential program, these courses count as transferable elective credit. ED 140 provides valuable information to students contemplating a career in teaching. ED 141 provides an introductory background to the major disability groups. ED 145 equips students with knowledge and skills in working with the learning disabled.

## Career Options

Instructional Aide

Teacher

(Some of these careers may require education beyond the two-year college level.)

## Program Learning Outcomes

1. Communicate the duties and credentialing requirements for each level of educational employment.
2. Write measureable behaviorable objectives suitable for evaluating learning and outcomes in elementary and secondary settings.
3. Research at least five areas of exceptionality. Compare and analyze the defining characteristics, educational and social implications, and the effects of the exceptionalities on children and their families.
4. Analyze and discuss the educator's role in meeting the educational, ethical, and legal responsibilities and the socialemotional needs of learning disabled students in public education settings.

## Certificate Program

### Instructional Aide

Any combination of electives with required courses for a total of 24 units or more.

### Required Courses: units

CA 103, Introduction to Micro-computers <b>or</b> Computer Course of student choice	1-3
ED 140, Introduction to Education	3
ED 141, Introduction to Special Education	3
ED 145, Understanding and Educating the Learning Disabled	3
PSY 101, General Psychology	3
PSY 235, Child Psychology <b>or</b> CFE 103, The Child in Family/Community Relationships	3
Program Electives	6-8
<b>Total</b>	<b>24-26</b>

### Program Electives: units

CFE Classes	3-8
DFST 101, Amer. Sign Language I	4
DFST 102, Amer. Sign Language II	4

ED 199, Occupational Work

Experience 1-8

ENGL 101, Academic Composition 3

LAC 100, Introduction to Tutoring 3

LAC 200, Advanced Tutoring 3

MATH 102, Intermediate Algebra 4

ED 175, Literacy Tutoring and

Supervised Field Experience 4

SPAN 101, Elementary Spanish 1 5

SPAN 102, Elementary Spanish 2 5

## Literacy Tutoring and Supervised Field Experiences

This course (ED 175) helps prepare pre-service teachers for entering credential programs at four-year institutions of higher education. The purposes of this early field experience course include helping students decide on teaching as a future career path, teaching students research-based effective practices for Literacy (Reading and Writing) instruction at the Elementary (K-6) grade levels, and providing opportunities for college students to volunteer in local elementary school classrooms under the mentorship of a highly-qualified credentialed teacher.

### Distinctive Features

The innovative design of this course (ED 175) provides the students with 60 hours of contact with elementary school children within a classroom setting, helping the college student learn how to effectively tutor children in reading and writing, under the supervision of both the credentialed classroom teacher and the College Faculty member. Through extensive experiential learning at the school site, the college students gather valuable experiences in learning how to tutor children, develop classroom management skills, and explore elementary school teaching as a potential career. All students must be cleared by the Department of Justice (fingerprinting) and local health care providers (TB testing) prior to assignment in any school classroom.

### Career Options

The Literacy Tutoring course fulfills an early field experience requirement

for students intending to complete a credentialing program at four-year schools of higher education. In addition, it gives them a solid foundation in effective practices used for the teaching of reading and writing.

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## Associate Degree

### Instructional Aide

The requirements for an associate degree in Instructional Aide may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

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### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

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### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Education Courses

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### ED 140 \*INTRODUCTION TO EDUCATION

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

An introductory survey course to the field of education including the study of historical and philosophical perspectives;

school governance and funding; student diversity; instructional methods, curriculum and teacher practice and pathways towards teacher certification and other careers in education. In addition this course includes a foundational understanding of public school law as well as federal and state educational policies and regulations. Students will be introduced to such topics as educational psychology, student discipline, California Standards for the Teaching Profession, and current trends in education. Students will also gain practical experience in recent research, research sources and APA writing style. A current TB clearance might be required for field experiences. (CSU, AVC)

### ED 141 \*INTRODUCTION TO SPECIAL EDUCATION

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is designed for prospective special education teachers and paraeducators, parents, volunteers and workers interested in gaining basic information about the major disability groupings (i.e. mental retardation, visual impairment, communication disorders, etc.) in relationship to special education. The course will cover the history of the disabled, theories, and current trends and techniques used in educating and working with the disabled. (CSU, AVC)

### ED 145 UNDERSTANDING AND EDUCATING THE LEARNING DISABLED

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is designed for prospective special education teachers or paraeducators, community volunteers and workers, or anyone interested in having a better understanding of the learning disabled. The course will range from a history of the learning disabled in public schools to definitions, theories, evaluation and assessment, current trends, and techniques in educating and working with the learning disabled. (CSU, AVC)

### ED 175 LITERACY TUTORING AND SUPERVISED FIELD EXPERIENCE

(formerly same course as READ 175)

4 units

8 hours weekly (2 hrs lecture, 6 hrs field)

**Limitation on Enrollment:** TB skin test clearance within the past year. Fingerprints are required by the State of California.

**Prerequisite:** Completion of ENGL 101.

This course provides early, supervised field experience in the public schools to develop familiarity with literacy development, instruction, classroom management, and other necessary teaching skills. Students work one-on-one and in group settings with elementary school children, under the supervision of the classroom teacher. Recommended for students interested in teaching elementary school. (CSU, AVC)

### ED 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)



## Definition

The Electrical Technology program is intended to provide students with the opportunity to begin a career in the electrical technology occupation. The courses will provide the students with exposure to residential, commercial and industrial electrical techniques and practices. This exposure will provide them with the versatile job skills to build upon and flex during changing economic conditions.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Administrative Assistant:

Maureen Rethwisch ext. 6327

### Faculty:

Justin Shores ext. 6123

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

James Cipollone 2069

Carl Cron 2057

Toby Keith 2296

Kirk Sennett 2467

Eric Young 2714

## Program Description

This program will help students gain the skills and knowledge necessary to install, maintain and troubleshoot a variety of electrical systems. These include residential wiring, commercial/industrial wiring and cabling, National Electric Code, troubleshooting and maintenance, motor controls and programmable logic control. The program gives students theory and “hands-on” practical experience related to all aspects of this occupation.

Successful students will gain experience in basic electricity, proper use of tools and test equipment, residential and commercial installations, the National Electric Code and electrical maintenance and repair.

## California State Approved Program

The Electrical Technology Program at AVC is approved to offer the full curriculum for students through the State of California’s Electrical Certificate Curriculum Committee. Upon enrollment in the courses, students will be able to apply for their electrical trainee number. After completion of the certificate, the student will be eligible to take the California State Electrical Journeyman’s exam. Any courses offered in this program will satisfy the recertification for journeyman electrician.

## Career Options

Electrical or Commercial Electrical Installer

Electrical Maintenance Technician Electrician

Industrial Maintenance Electrician

(Some of these careers may require education beyond the two-year college level.)

## Program Learning Outcomes

1. Calculate values for voltage, current, resistance, and power, and contrast these values with measured values to determine the proper operation of a variety of electrical circuits.
2. Analyze, evaluate, troubleshoot, and repair residential, commercial, and industrial electrical systems to meet industry standards and the National Electric Code.
3. Read and interpret blueprints, architectural drawings and schematics to install, maintain and repair electrical systems.
4. Evaluate the operation of various motor control systems, including programmable control systems, and modify or repair as necessary.

## Certificate Program

The following courses (34 units) are required for the certificate.

Required Courses:	units
ELEC 110, Fund. of Electricity	4
ELEC 115, Electrical Codes and Ordinances	4

ELEC 120, Residential Wiring	4
ELEC 130, Alternating Current Theory	3
ELEC 140, Commercial/Industrial Wiring and Cabling	4
ELEC 150, Electrical Maintenance	4
ELEC 160, Fundamentals of Motor Control	4
ELEC 220, Advanced Motor Control	4
ELEC 250, Electricians Journeyman Review	<u>3</u>
<b>Total</b>	<b>34</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

## Associate Degree

The requirements for an associate degree in Electrical Technology may be satisfied by completing 34 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field as an Electrician. They have better chances for promotional opportunities into supervisory and management positions as they gain experience. The associate degree will also provide students with a broad range of knowledge with which to appreciate the environment, the culture, and the society in which they live. With the associate degree the student will have the ability to think and communicate clearly and effectively.

### Recommended Plan of Study

First Semester	units
ELEC 110, Fund. of Electricity	4
ELEC 115, Electrical Codes and Ordinances	4
ELEC 120, Residential Wiring	4
Course from GE requirement Area D1	<u>3</u>
<b>Total</b>	<b>15</b>

Second Semester	units
ELEC 130, Alternating Current Theory	3
ELEC 140, Commercial/Industrial Wiring and Cabling	4
ELEC 160, Fundamentals of Motor	

Control	4
Course from GE requirement Area A	3
<b>Total</b>	<b>14</b>

<b>Third Semester</b>	<b>units</b>
ELEC 150, Electrical Maintenance	4
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
Course from GE requirement Area E	3
Elective	2
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
ELEC 220, Advanced Motor Control	4
ELEC 250, Electricians Journeyman	
Review	3
Course from GE requirement Area C	3
Course from GE requirement Area F	3
Elective	3
<b>Total</b>	<b>16</b>

**Degree Total 60**

**NOTE:** Semester order and time to complete will vary for night students.

## Transfer

Not a transfer major.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Electrical Technology Courses

### ELEC 110 \*FUNDAMENTALS OF ELECTRICITY

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Basic concepts of electricity with

emphasis on the fundamental laws of electricity and magnetism and the practical application of those laws. Experimental verification of these laws with laboratory practice to support the theory. Students will be provided a foundation in electricity for vocational areas including: electronics, electrical, auto, appliance repair, refrigeration and air conditioning. (AVC)

### ELEC 115 \*ELECTRICAL CODES AND ORDINANCES

4 units

4 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in ELEC 110 .

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Familiarization with the electrical codes used in California including technical requirements, governing bodies and enforcement. A residential setting will be used to teach code requirements. The class will cover 50 percent of the National Electrical Code (NEC) and will build on the students' foundation of knowledge and skills to maintain or modify the electrical system in a residence. Close adherence to the NEC will be observed, resulting in safe wiring practices. Basic formulas necessary to understand electrical theory and applications are presented as they are needed throughout the class. (AVC) **(R unlimited\*)**

\* Course repeatability allowed for mandated training as stated in Title 5, Sections 55763(c) and 58161(c).

### ELEC 120 \*RESIDENTIAL WIRING

4 units

4 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in ELEC 110 .

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course is designed for students who want to learn the applications, selection and installation techniques of the most common electrical devices used in homes and apartment buildings. Course of study includes the basic theory of wiring circuits, blueprint reading, materials selection, installation, and code

requirements with hands-on application. Provides additional instruction on wiring practices in accordance with the National Electrical Code. Students will be able to perform and troubleshoot most common installations encountered in residential applications. (AVC)

### ELEC 130 \*ALTERNATING CURRENT THEORY

3 units

3 hours weekly

**Prerequisite:** Completion of ELEC 110.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Builds on the student's knowledge of electrical theory. Experiment with the interaction between magnetism, generators, transformers and the AC circuit. Students will analyze circuits using ladder diagrams. Inductance and capacitance theories are introduced. Practical application of electronics in an industrial setting. Construction requirements of 3-phase systems, and electrical safety. (AVC)

### ELEC 140 \*COMMERCIAL/ INDUSTRIAL WIRING AND CABLING

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Prerequisite:** Completion of or concurrent enrollment in ELEC 110.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Builds on the student's knowledge of electrical theory and wiring practices to install, repair and maintain electrical circuits in a commercial/industrial setting. Construction activities will cover tool identification, blueprint/symbol identification, conduit bending, wire pulling, rigging and electrical test equipment. Close attention will be paid to the National Electrical Code requirements with emphasis on installation of electrical equipment and controls. Records of amps, volts, and watts will be kept. Students will be instructed on how to use this information for optimum utilization of power in the commercial/industrial setting. Formulas necessary to understand the electrical theory and applications

will be presented as they are needed throughout the class. (AVC)

### **ELEC 150 \*ELECTRICAL MAINTENANCE**

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Prerequisite:** Completion of or concurrent enrollment in ELEC 110.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Students will progress from basic electrical diagram symbols and processes to advanced machinery troubleshooting in an industrial plant. CAL-OSHA requirements to prevent hazards from electrical shock, moving machinery and stored energy will be taught then implemented in a lab setting. The interaction between electrical, mechanical, hydraulic and pneumatic machinery and controls will be taught in a variety of lecture and lab settings using a variety of meters. The students will gain knowledge by developing a preventive maintenance program designed to reduce downtime and minimize production loss. (AVC)

### **ELEC 160 \*FUNDAMENTALS OF MOTOR CONTROL**

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Prerequisite:** Completion of ELEC 110.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Builds on the student's knowledge of electrical theory and apply this knowledge to electrical motor control. Close attention paid to the National Electrical Code requirements and NEMA requirements. Emphasis placed on installation, maintenance and modification of motor control, presented in a present-day setting. Students will learn new electrical symbols theory, and progress through such topics as circuit layout, control pilot devices, control circuits, reduced voltage starters and multi-speed controllers. Formulas necessary to understand and work with the electrical theory and applications are presented as they are needed throughout the class. (AVC)

### **ELEC 199 \*OCCUPATIONAL WORK EXPERIENCE**

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

### **ELEC 220 \*ADVANCED MOTOR CONTROL-PLC**

4 units

4 hours weekly

**Prerequisite:** Completion of ELEC 160.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course is designed to build on the student's knowledge of electrical motor control and introduces the basic theory, operation and programming of programmable logic controllers. Students learn PLC hardware components, system configuration, and relay ladder logic concepts. The topics will include configuration, operation, input/output devices, and basic PLC programming. Upon completion students will be able to identify components, troubleshoot control systems, and design basic control programs. (AVC)

### **ELEC 250 \*ELECTRICIANS JOURNEYMAN REVIEW**

3 units

3 hours weekly

**Advisory:** Completion of ELEC 115, and Eligibility for ENGL 099, READ 099 and MATH 070.

A series of sample tests and lectures intended for students who are preparing for the National Electrical Code (NEC) portion of the state journeyman exam. Provides a quick, easily understood study guide for those needing to update themselves on the NEC and the basic electrical mathematical formulas needed in the electrical field. Gain proficiency in the use of the NEC table of contents, the index and the ability to move quickly from cover to cover to find the answer to each question in a timely manner. (AVC)

**(R unlimited\*)**

\* Course repeatability allowed for mandated training as stated in Title 5, Sections 55763(c) and 58161(c).

## Definition

The Electronics Technology curriculum is designed to prepare the student for employment as an electronic technician.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Administrative Assistant:

Maureen Rethwisch ext. 6327

### Faculty:

Rick Motawakel ext. 6097

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Jose Alvarado 2160

John Berger 2001

Steven Brown 2238

Richard Chapman 2438

Jack Trapp 2214

Elmore Wigfall

## Program Description

This program will help students gain the skills and knowledge necessary to maintain, troubleshoot and repair a variety of electronic systems. These systems include aviation/avionics, test instrumentation, communications systems, navigational systems, and computer related electronics.

Successful students will gain experience in basic electronics, digital and analog systems, and microprocessor controlled electronics. They will also have the skills necessary to read and interpret electronic schematics and properly use electronic test equipment to evaluate the operation of a variety of systems.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

Students are provided with "hands-on" lab experience. Opportunities are provided to work on projects and

experiments and repair of electronic/telecommunications equipment.

## Career Options

Electronics Technicians:

Aircraft/Avionics

Computer

Microprocessor

Telecommunications (service and repair)

(Some of these careers may require education beyond the two-year college level.)

## Program Learning Outcomes

1. Analyze and evaluate critical aspects of the electronics industry related to safe work practices, standards and tolerances, standard shop practices, proper use of tools, test equipment, and personal protective equipment.
2. Analyze, evaluate, troubleshoot, and repair electronics systems.
3. Evaluate, read and properly interpret industry standard electronics schematics and technical manuals to assess, maintain, and repair electronics systems.

## Certificate Program

The following courses (30 units) are required for the certificate. Students who successfully complete the certificate requirements are qualified for entry level positions as electronics technicians, test technicians, or field service technicians.

Required Courses:	units
ELTE 110, Electronics Mathematics	4
ELTE 125, Direct Current and Alternating Current Principles	5
ELTE 130, Digital Circuit Analysis	4
ELTE 135, Analog Circuit Analysis	4
ELTE 180, Microprocessor Systems or ELTE 140, Microprocessor Sys. I and ELTE 220, Microprocessor Sys. II	6
ELTE 235, Elect. Communications I	4
Program Elective	<u>3</u>
<b>Total</b>	<b>30</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

## Program Electives: units

ELTE 105, Intro. to Robotics	3
ELTE 199, Occupational Work Experience	1-8
ELTE 252, Intro. to Avionics	3
ELTE 254, Radio Telephone License	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

## Associate Degree

The requirements for an associate degree in Electronics Technology may be satisfied by completing 27 units of required courses, selecting an additional 3 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of electronics technology. They are well prepared for promotional opportunities such as lead technician or supervisory positions. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

### Recommended Plan of Study

First Semester	units
ELTE 110, Electronics Mathematics	4
ELTE 125, Direct Current and Alternating Current Principles	5
ELTE 130, Digital Circuit Analysis	4
Course from GE requirement Area D1	<u>3</u>
<b>Total</b>	<b>16</b>

### Second Semester units

ELTE 135, Analog Circuit Analysis	4
ELTE 180, Microprocessor Systems	6
Course from GE requirement Area D2	3

Electives	2
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
ELTE 235, Elect. Communications I	4
Course from GE requirement Area A	3
Course from GE requirement Area E	3
Program Elective	3
Electives	3
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
Course from GE requirement Area B	3
Course from GE requirement Area C	3
Course from GE requirement Area F	3
Electives	4
<b>Total</b>	<b>13</b>

**Degree Total 60**

#### Program Electives:

Please refer to the Program Electives listed under the certificate program.

**NOTE:** Semester order for classes and time to complete may vary for night students.

### Transfer

Some institutions offer a bachelor's degree in Electronics Technology and Industrial Technology. Check appropriate catalog(s) and consult a counselor.

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Electronics Technology Courses

### ELTE 101 \*SURVEY OF ELECTRONICS

4 units

6 hours weekly

**Advisory:** Eligibility for ENGL 097, READ 099 and MATH 070.

A course giving an overview of the physics of direct and alternating current circuits, semiconductors, integrated circuits (IC's), magnetism, electromagnetism, and Ohms law. Application of these physical laws will be studied as they pertain to electrical power generation and distribution, alternative energy sources, electronic communication, computer technology and robotic controls. Throughout the course, the scientific method, scientific history, political and socio-economic aspects of electronics technology will be examined. The laboratory experiments facilitate hands-on use of electronic test equipment to allow the comprehension of the electrical principles to be displayed, providing the student the opportunity to witness the laws of physics, chemistry and mathematics as they apply to the electrical/electronic principles. (CSU, AVC)

### ELTE 105 \*INTRODUCTION TO ROBOTICS

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Intended for students who are interested in robotics and other applications for electronically controlled mechanical systems. Uses and applications for robotics, mechanical platforms, power sources, sensors, and basic controls will be covered. Students will construct and operate various small-scale robots. (AVC)

### ELTE 110 \*ELECTRONICS MATHEMATICS

4 units

4 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Scientific notation, manipulation of algebraic expressions, basic trigonometry, logarithms, Boolean algebra, and use of electronic calculators. Emphasis is on using mathematics as a tool for understanding the principles of electronics. (AVC)

### ELTE 125 \*DIRECT CURRENT AND ALTERNATING CURRENT PRINCIPLES

5 units

6 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in ELTE 110.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Basic concepts of direct current including voltage, current, power, and resistance Ohm's Law and Kirchoff's Laws are used to analyze series, parallel, and series-parallel circuits. Concepts of alternating current including voltage and current phasing, power factors, resistance, reactance and impedance. Capacitive and inductive circuits are included. Laboratory experiments reinforce theory and also teach proper use of test equipment and soldering techniques. Proper use of oscilloscopes and other test equipment is emphasized. (AVC)

### ELTE 130 \*DIGITAL CIRCUIT ANALYSIS

4 units

6 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Digital circuit concepts related to small and medium scale integrated circuits. Includes Boolean algebra, basic logic gates, flip flops and more complex combinational logic circuits such as multiplexers, decoders, counters and displays. Laboratory exercises emphasize use of IC specification books, troubleshooting, and use of test equipment. More advanced soldering techniques are also included. (AVC)

### **ELTE 135 \*ANALOG CIRCUIT ANALYSIS**

4 units

6 hours weekly

**Prerequisite:** Completion of ELTE 125.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Covers basic analog devices and circuits related to electronic signal processing. Includes diodes, transistors, and integrated circuits. Applications include power supplies, amplifier circuits, and basic operational amplifier circuits. Use of test equipment and troubleshooting is emphasized. (AVC)

### **ELTE 140 \*MICROPROCESSOR SYSTEMS I**

3 units

4 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in ELTE 130.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

The internal register set and basic microprocessor instructions are included in this course. Students write small programs to exercise registers and learn the concepts of the hardware/software interface. Basic input and output techniques introduce students to microprocessor controlled systems. **Students who have taken ELTE 180 have fulfilled the content of ELTE 140 and ELTE 220.** (AVC)

### **ELTE 180 \*MICROPROCESSOR SYSTEMS**

6 units

8 hours weekly

**Prerequisite:** Completion of ELTE 130.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

The internal register set and basic microprocessor instructions are included in this course. Students write small programs to exercise registers and learn the concepts of the hardware/software interface. Basic input and output techniques introduce students to microprocessor controlled systems. Covers topics related to interfacing microprocessors with other devices

required for microprocessor controlled systems. Includes; bus structures, addressing, memory, input, output, device control techniques, and the relationships between hardware and software. Emphasis in the lab is on troubleshooting hardware/software systems. **Students who have taken ELTE 140 and ELTE 220 have fulfilled the content of this course.** (AVC)

### **ELTE 199 \*OCCUPATIONAL WORK EXPERIENCE**

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.**

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **ELTE 220 \*MICROPROCESSOR SYSTEMS II**

3 units

4 hours weekly

**Prerequisite:** Completion of ELTE 140.

**Advisory:** Eligibility for ENGL 099 and READ 099.

A continuation of ELTE 140, and covers topics related to interfacing

microprocessors with other devices required for microprocessor controlled systems. Includes: bus structures, addressing, memory, input, output, device control techniques and the relationships between hardware and software. Emphasis in the lab is on troubleshooting hardware/software systems. **Students who have taken ELTE 180 have fulfilled the content of ELTE 140 and ELTE 220.** (AVC)

### **ELTE 235 \*ELECTRONIC COMMUNICATIONS I**

4 units

6 hours weekly

**Prerequisite:** Completion of ELTE 135.

Prepares the student for entry into the rapidly expanding field of communications. Includes the analyzing of electrical signals, waveforms and harmonics, combining signals, amplitude modulation, and sideband communications, and the creating, amplifying and reproducing of signals. Knowledge gained is applied to real-world problem solving and verified in the laboratory by experiments. (AVC)

### **ELTE 252 \*INTRODUCTION TO AVIONICS**

3 units

3 hours weekly

**Advisory:** Completion of ELTE 130 and ELTE 135, and Eligibility for ENGL 099, READ 099, and MATH 070.

The electronic systems used in aircraft navigation, communication and control. Emphasis on system purpose, terminology and function. Both ground and airborne systems will be covered. (AVC)

### **ELTE 254 \*RADIO TELEPHONE LICENSE**

3 units

3 hours weekly

**Prerequisite:** Completion of ELTE 110 or ELTE 135.

A course designed to give the student a knowledge and understanding of FCC rules and regulations, skills to tune and adjust communication and broadcast transmitters, receivers and antennas, and associated knowledge required to pass the FCC Radio Telephone operator's license exam. (AVC)

## Definition

Emergency Medical Technology is one course that prepares students to take the National Registry examination to become an EMT-1.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Program Coordinator:

Karen Smith ext. 6402

### Clerical Assistant III

Rocio Heasley ext. 6882

### Faculty:

Lance Hodge ext. 6626

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Michael Hill 2132

Tim Klein 2037

Kenneth Liebman 2032

## Distinctive Features

A noncredit continuing education course, EMT Refresher, is offered annually through the Corporate and Community Services office and is fee based. This course is dependent upon sufficient enrollment.

Students enrolling in EMT 101 will be required to complete a specific medical exam to include proof of immunizations, as well as a drug screening and criminal background check. Students should not have the medical exam and background screening until they are given the current forms and instructions by the instructor.

## Career Options

Emergency Medical Technician 1

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Transfer

Not a transfer major.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Emergency Medical Technology Course

### EMT 101 EMERGENCY MEDICAL TECHNICIAN (EMT)

5.5 units

8.5 hours weekly

(4 hours lecture, 4.5 hours lab)

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 050.

Students must be 18 years of age. Theory and techniques of emergency medical services to be performed by an EMT (EMT 1). Course is approved by the Los Angeles County EMS Agency. Upon successful completion of this course, a certificate of completion will be awarded by Antelope Valley College. Students

are required to pass a national exam after completing this course in order to receive EMT certification. Successful students will be required to complete clinical experience in an emergency room of an acute care facility, and/or with a qualified emergency ambulance service. Students are required to wear a uniform and meet grooming standards for the emergency room and ambulance experiences. Students participating in clinical experience will be required to complete a specific medical exam that may include but is not necessarily limited to, TB testing, proof of immunizations, and a specific health exam. Students may also be required to undergo background screening. Students should NOT have the medical exam or background screening done until given specific instructions by their instructor. Students will be required to have or obtain BLS (Basic Life Support) for the Professional Rescuer/BLS for the Healthcare Provider CPR certification, information will be provided at the first class meeting. Class size in each lab section is limited to 10 students per instructor with a maximum, if staffed, of 20 students in each lab section. NOTE: Successful students must perform procedures that require bending, squatting, lifting, climbing stairs, hearing and speaking to patients, using telephones and/or radio equipment, and other tasks that may be consistent with the emergency medical care of patients in a prehospital care environment. (AVC)

## Definition

Engineering is concerned with the application of scientific and mathematical theories and principles to solve practical technical problems. Under this wide engineering umbrella comes the Engineering Technology program for students desiring to work in engineering related jobs.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Leslie Uhazy, Dean ext. 6417

Administrative Assistant:

Wendy Cios ext. 6415

Clerical Assistant:

Suzanne Olson ext. 6046

Faculty:

Dr. Richard Colgren

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Nabeel Atique	6093
Steven Brown	2238
Roberto Diaz	6421
Dr. Ismail Ismail	2060
Vicror Laxamana	2196
Dr. Timothy Miller	2035
Michael Willett	2430

## Program Description

The Engineering program at Antelope Valley College has three distinct components: 1) a certificate program in Engineering Technology; 2) associate degree programs in Engineering and Engineering Technology; and 3) Engineering transfer.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

The Engineering program offers the student challenging and rewarding classes that transfer to four-year universities in California. The Engineering courses listed under the Associate Degree in Engineering should suffice for most

engineering majors transferring to a major university. See a counselor for specific general education requirements.

## Career Options

Aerospace Engineering  
 Agricultural Engineering  
 Architectural Engineering  
 Biomedical Engineering  
 Chemical Engineering  
 Civil Engineering  
 Computer Engineering  
 Electrical Engineering  
 Industrial Engineering  
 Mechanical Engineering  
 (Most of these careers require education beyond the two-year college level.)

## Certificate Program

### Engineering Technology

The following courses (32 units minimum) are required for the certificate.

Required Courses:	units
CIS 161, Introduction to C Programming	3
DRFT 125, Mechanical Drafting or DRFT 130, Architectural Draft. I	3
DRFT 150, Interm. 2-D AutoCAD	3
DRFT 240, Electronic Drafting	3
ELTE 125, Direct and Alternating Current Principles	5
ENGR 115, Basic Engineer Drawing	3
ENGR 120, Introduction to 2-D AutoCAD	3
MATH 130, College Algebra	4
Program Electives	5
<b>Total</b>	<b>32</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:	units
DRFT 230, Architectural Drafting II	3
DRFT 250, Intro. to 3-D AutoCAD	2
MATH 150, Calculus and Analytical Geometry	5

(See Drafting/Computer Aided Design for Drafting/CAD program.)

## Associate Degrees

### Engineering Technology

The requirements for an associate degree in Engineering Technology may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree in Engineering Technology will have drafting and programming skills of value in all fields of engineering and applied technologies including aerospace manufacturing, construction technology, public works, and industrial research and development. They will have entry level skills that would serve as a foundation for advancement in their field of employment. Moreover, the associate degree will also provide students with a broad range of knowledge with which: to evaluate and appreciate the physical environment, the culture, and the society in which they live; the ability to think critically; and the ability to communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

### Recommended Plan of Study

First Semester	units
ENGR 115, Basic Engineer Drawing	3
ENGR 120, Intro. to 2-D AutoCAD	3
MATH 130, College Algebra	4
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
<b>Total</b>	<b>16</b>

Second Semester	units
DRFT 125, Mechanical Drafting or DRFT 130, Architectural Draft. I	3
DRFT 150, Interm. 2-D AutoCAD	3
ELTE 125, Direct and Alternating Current Principles	5
Course from GE requirement Area C	3
<b>Total</b>	<b>14</b>

Third Semester	units
CIS 161, Introduction to C Programming	3
DRFT 240, Electronic Drafting	3



Course from GE requirement Area F	3
Program Electives	5
<b>Total</b>	<b>14</b>

<b>Fourth Semester</b>	<b>units</b>
Course from GE requirement Area E	3
Electives	13
<b>Total</b>	<b>16</b>

**Degree Total 60**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**NOTE:** Semester order for classes and time to complete may vary for night students.

**Engineering**

The requirements for an associate degree in Engineering may be satisfied by completing the courses listed below in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

<b>Required Courses:</b>	<b>units</b>
ENGR 110, Engineering Orientation and Basic Skills	3
ENGR 120, Introduction to 2-D AutoCAD	3
ENGR 130, Materials Science	3
ENGR 210, Statics	3
ENGR 210PS, Statics Problem Solving Session	1
ENGR 220, Strength of Materials	3
ENGR 220PS, Strength of Materials Problem Solving Session	1
ENGR 220L, Strength of Materials Lab	1
ENGR 230, Circuit Analysis	4

**Transfer**

A student planning to pursue a bachelor's degree in Engineering should consult with the Transfer Center for specific program information.

**Engineering Major—CSU and UC**

The following foundation courses are common to many programs.

CHEM 110, General Chemistry	5
ENGR 110, Engineering Orientation and Basic Skills	3
ENGR 120, Introduction to 2-D AutoCAD	3

ENGR 130, Materials Science	3
ENGR 210, Statics	3
ENGR 220, 220L, 220 PS, Strength of Materials/Lab/Problem Solving Session	5
ENGR 230, Circuit Analysis	4
MATH 150, 160, 250, Calculus and Analytic Geometry	15
MATH 230, Intro. to Ordinary Differential Equations	3
PHYS 110, 120, 211, General Physics/Lab	15

**NOTE:** No grade lower than "C" will be accepted for transfer from AVC in major courses. Always check the appropriate transfer institution catalog and consult with a counselor.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

**Engineering Courses**

**ENGR 110 \*ENGINEERING ORIENTATION AND BASIC SKILLS**

3 units

3 hours weekly

**Advisory:** Eligibility for MATH 102.

The purpose of this course is to provide an introduction to the profession of engineering and its connection with society today and in the future. The development of basic engineering skills for future success in the field will be emphasized. Engineering disciplines, functions, and employment opportunities will be considered. Application of the engineering problem solving method, teamwork, and the design process are practiced. Typical engineering problems

will be solved aided by use of computer software. College courses required for individual engineering majors will be illustrated. (CSU, UC, AVC)

**ENGR 115 \*BASIC ENGINEERING DRAWING**

3 units

6 hours weekly

**Advisory:** Eligibility for MATH 070.

Introductory engineering drawing covers lettering, use of instruments and rulers, applied geometry, sketching, sectional views, orthographic projection and auxiliary views. Computerized software will be introduced. This course is intended for vocational training leading to a certificate and a basic drawing background for engineers transferring to a university. (CSU, AVC)

**ENGR 120 \*INTRODUCTION TO 2-D AUTOCAD**

3 units

6 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in ENGR 115.

**Advisory:** Eligibility for READ 099.

Introduction to the study of 2-dimensional (2D) computer aided design/drafting (CADD). The student will learn to perform on the computer all the skills learned in ENGR 115. Includes lectures, demonstrations and laboratory practice. Student will gain experience in the preparation of industry quality drawings as a result of the training. Previous skills in computer operation are not required. Work to be performed in AutoCAD. (CSU, AVC)

**ENGR 130 MATERIALS SCIENCE**

3 units

3 hours weekly

**Prerequisite:** Completion of CHEM 110 and PHYS 110.

**Corequisite:** Concurrent enrollment in ENGR 130L.

A study of production, composition, test methods and properties of important engineering materials. Emphasizes relation of the atomic structure of engineering materials to their physical properties. (CSU, UC, AVC)

**ENGR 130L MATERIALS SCIENCE LAB***1 unit**3 hours weekly***Corequisite:** Concurrent enrollment in ENGR 130.

A laboratory course designed to accompany ENGR 130, Materials Science. (CSU, AVC)

**ENGR 185 \*DIGITAL LOGIC AND DESIGN***5 units**6 hours weekly**(3 hours lecture, 3 hours lab)***Prerequisite:** Completion of MATH 102.**Advisory:** Eligibility for ENGL 101 and READ 099.

This course covers discrete mathematics, logic Boolean algebra, binary arithmetic, logic gates, combinatorial logic, and minimization techniques. Includes an introduction to sequential circuits, state machines and synchronous state machine design. Students will design combinatorial circuits, flipflops, multivibrators, registers and counters. (CSU, UC, AVC)

**ENGR 199 \*OCCUPATIONAL WORK EXPERIENCE***1–8 units**hours vary***Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal.

Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**ENGR 210 STATICS***3 units**3 hours weekly***Prerequisite:** Completion of MATH 150 and PHYS 110.**Corequisite:** Concurrent enrollment in ENGR 210PS.Analytical and graphical study of force systems, concurrent and non-concurrent, coplanar and non-coplanar. Centroids, principal moment of inertia, trusses, frames, friction, virtual work, potential energy will be studied; vector methods and calculus will be used as appropriate. **NOTE:** Offered fall semester only. (CSU, UC, AVC)**ENGR 210PS \*STATICS PROBLEM SOLVING SESSION***1 unit**1 hour weekly***Corequisite:** Concurrent enrollment in ENGR 210.

Problem solving session for ENGR 210, Statics, which augments the theoretical lecture session with necessary "hands-on" experience. (CSU, AVC)

**ENGR 220 \*STRENGTH OF MATERIALS***3 units**3 hours weekly***Prerequisite:** Completion of ENGR 210.**Corequisite:** Concurrent enrollment in ENGR 220L.**Advisory:** Concurrent enrollment in ENGR 220PS.

Stresses and strains under axial, shearing, and torsional forces; flexural stresses and deflections of simple beams; columns and combined stresses. Failure theories, statically indeterminate problems, and energy methods will be considered. (CSU, UC, AVC)

**ENGR 220PS \*STRENGTH OF MATERIALS PROBLEM SOLVING SESSION***1 unit**1 hour weekly***Corequisite:** Concurrent enrollment in ENGR 220.

Problem solving session for the ENGR 220 class, which augments the theoretical lecture session with necessary "hands-on" experience. (CSU, AVC)

**ENGR 220L \*STRENGTH OF MATERIALS LAB***1 unit**3 hours weekly***Corequisite:** Concurrent enrollment in ENGR 220.

A laboratory course designed to accompany ENGR 220 lecture. (CSU, AVC)

**ENGR 230 CIRCUIT ANALYSIS***4 units**6 hours weekly***Prerequisite:** Completion of MATH 160 and PHYS 120.

Ohm's and Kirchoff's Law, Mesh and Nodal analysis, basic network theorems, RL and RC transients, phasors and steady-state sinusoidal analysis, first and second order circuits, current, voltage and power relationships. (CSU, UC, AVC)

## Definition

“English” includes the study of reading, writing, and literature. Reading and writing are skills absolutely essential to success in college or on the job. The study of literature is valuable in developing critical reading and thinking skills, acquainting students with a vital element of their cultural heritage, and fostering intellectual growth and maturity.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Charlotte Forte-Parnell, Dean  
ext. 6463

### Administrative Assistant:

Donna Casey ext. 6463

### Program Coordinator:

Mark Hoffer ext. 6755

### Faculty:

Jeffrie Ahmad ext. 6465  
Scott Covell ext. 6467  
Jennifer Gross ext. 6096  
Mark Hoffer ext. 6755  
Charles Hood ext. 6472  
Dr. Rachel Jennings ext. 6540  
Vejea Jennings ext. 6710  
Angela Koritsoglou ext. 6056  
Dr. Susan Lowry ext. 6594  
Karen Lubick ext. 6468  
Lynn McDonie ext. 6473  
Scott Memmer ext. 6110  
Kathryn Mitchell ext. 6554  
Kristine Oliveira ext. 6240  
Santi Tafarella ext. 6793  
Mary Rose Toll ext. 6908  
John Toth ext. 6323  
William Vaughn ext. 6479

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.  
Adam Berkley 2272  
Deborah Charlie ext. 6466  
Nicelle Davis 2975  
Cheryl Elsmore 2314  
Janis B. Fisher 2078  
Angela Forbes 2320  
Christopher Grado 2466  
Janice P. Hall  
John H. Hall  
Dan Horner 2328  
Nancy Inganni 2501  
JoAnn James 2405

Kimberly Jefferson	2984
Melanie Jeffrey	2482
Shone Kirkpatrick	2913
Brian Palagallo	2352
Wendy Rider	2981
Donna Tantalo	2331

## Program Description

The Language Arts division provides coursework designed to improve the student’s reading, writing, and critical thinking skills. There are basic and intermediate level reading courses as well as a speed reading course for the more advanced student. Writing courses range from basic through advanced, including creative writing, supplemented by one-unit courses providing extra help in areas like spelling, grammar, and mechanics. The literature program provides survey courses in English and American literature; genre courses in fiction, poetry and drama; and courses that explore culture and ethnic diversity, such as African American literature.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

Students enrolling in reading or writing are pretested to help determine their placement at the level best suited to their abilities and needs. Individualized plans are also developed for the students in the basic reading courses (READ 095, READ 097 and READ 099) to increase the effectiveness of the program. At the end of both basic reading and writing courses, evaluations are done to assess growth and to measure the student’s readiness to proceed to the next level of the instructional sequence. For example, at the end of ENGL 097 and ENGL 099, instructors evaluate the student’s writing portfolio to determine the student’s readiness to proceed to the next level of the composition sequence. Literature courses offer a wide variety of study and are enriched by interdisciplinary pedagogy and links to cultural events.

## Career Options

Because English majors generally have strong analytical and imaginative abilities and marked skills in reading, writing, research, and critical thinking, they are attractive to employers in many diverse occupations.

Advertising Copywriter  
Business Administrator  
Civil Servant  
Columnist/Journalist  
Contract Specialist  
Editor/Evaluator  
Information Specialist  
Insurance Examiner  
Interpreter  
Lawyer  
Legislative Assistant  
Lexicographer  
Librarian  
Manager  
Methods Analyst  
Program Developer  
Public Relations Director  
Publisher  
Researcher  
Teacher  
Technical Writer  
Writing Consultant

(Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in English is available. Also, English courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Associate of Arts English

The English AA degree program offers either an English-Transfer Degree or an English-Non-Transfer Degree. Both include courses in composition-rhetoric, literature, and creative writing. Distinctive features of the English AA degree program include courses emphasizing creative writing, critical thinking and writing, and opportunities to read and reflect upon great literature written in English. Also

studied is World Literature—ancient, modern, and indigenous (in English translation). Various courses within the English program satisfy general education requirements and transfer-level requirements of CSU and UC universities. The program may also meet the needs of students interested in improving their knowledge of related humanities fields, such as psychology, law, political science, history, and communication studies. Students interested in the English AA degree program, and who plan to transfer to a four-year institution after graduation from AVC, should consult an AVC counselor.

The requirements for an associate degree in English may be satisfied by completing the courses listed below in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

<b>Required Courses:</b>	<b>units</b>
ENGL 102, Critical Thinking and Literature	3
ENGL 225, English Literature, 800-1750	3
ENGL 226, English Literature, 1750-1900	3
ENGL 227, English Literature, 1900-Present	3
ENGL 221, American Literature, 1400-1865	3
ENGL 222, American Literature, 1865-Present	3
<b>Total</b>	<b>18</b>

<b>Program Electives: (9 units)</b>	<b>units</b>
ENGL 103, Critical Thinking and Research	3
ENGL 111, Creative Writing: Fiction <b>or</b> ENGL 112, Creative Writing: Poetry, <b>or</b> ENGL 113, Creative Writing: Nonfiction	3
ENGL 211, Advanced Fiction Writing	3
ENGL 212, Advanced Poetry Writing	3
ENGL 230, Masterpieces of World Literature: Antiquity to the Renaissance	3
ENGL 231, Masterpieces of World Literature: Since the Renaissance	3
ENGL 233, Bible as Literature—Old Testament <b>or</b> ENGL 234, Bible As Literature—New Testament	3

ENGL 235, Shakespeare: Tragedies and Histories	3
ENGL 236, Shakespeare: Comedies, Romances, and Sonnets	3
ENGL 240, Studies in Poetry	3
ENGL 242, Studies in Fiction: The Short Story	3
ENGL 244, Studies in Fiction: The Novel	3
ENGL 246, Studies in Drama: Survey of Drama (Beginnings to 1878)	3
ENGL 248, Studies in Drama: Survey of Modern and Contemporary Drama (from 1879)	3
ENGL 250, Cross-Cultural Literature in America	3
ENGL 252, African American Literature, 1746-1930 <b>or</b> ENGL 253, African American Literature, 1930-Present	3
ENGL 256, Chicano Literature	3
ENGL 257, Native American Literature	3
ENGL 259, Gender, Image and Rhetoric	3
ENGL 260, Myths and Meanings	3
ENGL 265, Literature and Film	3
ENGL 270, Literature and the Holocaust	3
ENGL 272, Literature of the American West	3
ENGL 274, Detective Fiction	3
ENGL 279, Science Fiction and Dystopic Literature	3
ENGL 299, Special Topics in Literature	3

**English - Transfer Degree**  
For students who wish to **transfer:** units  
Units required for English major as listed above 27  
General Education units from either CSU/GE or IGETC pattern listed in the AVC college catalog 37-43  
**Total 64-70**  
for a transfer-level AA Degree with a Major in English

Students planning to transfer to a university should meet with a college counselor to identify required courses and to develop a written educational plan for his/her targeted university.

**English - Non-Transfer Degree**  
For students who **do not** wish to transfer:  
Units required for English major as listed above 27  
General Education units from AVC/GE courses listed in the college catalog 21  
Elective units to fulfill degree requirements 12  
**Total 60**  
for AA Degree with a Major in English

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study (English-Non-Transfer Degree)**

<b>First Semester</b>	<b>units</b>
ENGL 101, Academic Composition (GE Area D1)	3
Course from GE requirement Area A	3
Course from GE requirement Area B	3
Course from GE requirement Area E	3
Course from GE requirement Area F	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>units</b>
ENGL 102, Critical Thinking and Literature	3
ENGL 225, English Literature, 800-1750	3
ENGL 221, American Literature, 1400-1865	3
Course from GE requirement Area D2	3
Program Elective	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
ENGL 226, English Literature, 1750-1900	3
ENGL 222, American Literature, 1865-Present	3
Course from GE requirement Area C	3
Program Electives	6
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
ENGL 227, English Literature, 1900-Present	3
Program Elective	3
Electives	9
<b>Total</b>	<b>15</b>

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**NOTE:** Semester order for classes and time to complete may vary for night students.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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**Composition and Writing Courses**


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**ENGL 095 COMPOSITION SKILLS**

(Formerly Developmental Writing Skills)  
3 units

3 hours weekly

This composition course will assist students with the writing of grammatically correct and properly punctuated sentences, the selection of various and appropriate sentence structures, and the production of well-developed and coherently organized paragraphs. The course is designed to prepare students for composition portfolio courses and to strengthen overall writing skills. **NOTE:** No grade will be given for this course; students will receive "pass" or "no pass" only. (Credit course not applicable

to the associate degree and certificate programs.)

**ENGL 097 COMPOSITION PORTFOLIO A**

(Formerly Basic Composition)

4 units

4 hours weekly

**Prerequisite:** Eligibility for ENGL 097 (AVC assessment), or Completion of ENGL 095.

**Advisory:** Completion of ESL 058, or Eligibility for READ 097 (AVC assessment).

This portfolio course focuses on the skills needed to produce clear expository and analytical essay writing for outside readers. Emphasis is placed on the development and support of an arguable thesis statement, the organization and elaboration of ideas, and the grammatical control necessary for clear written expression. Included is an introduction to MLA format and documentation. **NOTE:** No letter grade will be given for this course; students will receive "pass" or "no pass" only based solely on the score of their eligible final portfolio, a collection of their work that is evaluated by faculty readers using the departmental rubric. (Credit course not applicable to the associate degree and certificate programs.)

**ENGL 099 COMPOSITION PORTFOLIO B**

(Formerly Intermediate Composition)

4 units

4 hours weekly

**Prerequisite:** Eligibility for ENGL 099 (AVC assessment) or Completion of ENGL 097.

**Advisory:** Eligibility for READ 099 (AVC assessment).

This portfolio course prepares students for ENGL 101 (Academic Composition) by focusing on techniques for producing clear and developed persuasive writing that demonstrates a critical awareness of audience. Emphasis is placed on the writing and revision process, thesis construction, paragraph organization and development, sentence variety, and grammatical control. Included is an introduction to MLA format and documentation and a limited introduction

to academic research. **NOTE:** No letter grade will be given for this course; students will receive "pass" or "no pass" only based solely on the score of their eligible final portfolio, a collection of their work that is evaluated by faculty readers using the departmental rubric. (Credit course not applicable to the associate degree and certificate programs.)

**ENGL 101 \*ACADEMIC COMPOSITION**

(Formerly Freshman Composition)

3 units

3 hours weekly

**Prerequisite:** Eligibility for ENGL 101 (AVC assessment) or Completion of ENGL 099.

**Advisory:** Eligibility for READ 099.

This course is designed to promote standard college-level writing as measured by audience awareness, thesis, essay development, structure, organization, word choice, grammatical control, and rigorous attention to academic formats, conventions, and expectations. Readings and assignments encourage and facilitate the use of critical thinking skills, textual analysis, rhetorical strategies, and research methodologies, and prepare students for academic coursework across the disciplines and in transfer institutions. (CSU, UC, AVC)

**ENGL 102 \*CRITICAL THINKING AND LITERATURE**

(Formerly Freshman Composition II: Reasoning and Literary Analysis)

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

Using literature and literary analysis as the subject matter, this advanced composition course offers students instruction and practice in critical reading, thinking, and writing. Students will learn to create effective arguments that demonstrate their ability to reason logically, to recognize the structural, rhetorical, and aesthetic features of both primary and secondary texts, and to engage and converse with a variety of perspectives and approaches from different literary genres and traditions. (CSU, UC, AVC)

**ENGL 103 \*CRITICAL THINKING AND RESEARCH**

(Formerly A Critical Approach to Reading, Writing and Research)

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This advanced composition course gives students instruction and practice in critical thinking and argumentative writing skills through a synthesis of research, an awareness of language, and a study of the basic principles of logical analysis. Students will learn to interpret and analyze complex texts, write concisely and cogently, conduct research with efficiency, and successfully incorporate secondary sources in support of their own analytical arguments. (CSU, UC, AVC)

**ENGL 104 \*THE RESEARCH PAPER**

1 unit

17 hours total

**Advisory:** Completion of or concurrent enrollment in ENGL 099, and Eligibility for College Level Reading.

This course is designed for students who have limited research writing experience or for those who wish to refresh their skills. With its focus on writing papers across the curriculum, ENGL 104 functions as a bridge course for students who have not yet taken ENGL 101, and also as a supplement for those students either concurrently enrolled in or who have already completed ENGL 101. The student will develop a term paper, on the topic of his or her choice, in stages: generating ideas for suitable topics, narrowing the focus, deciding on research techniques and type, researching the topic, developing and organizing the paper's content, and, finally, documenting and preparing the paper for submission. (CSU, AVC)

**ENGL 111 \*CREATIVE WRITING: FICTION**

3 units

3 hours weekly

**Prerequisite:** Eligibility for ENGL 101 (AVC assessment).

Using a workshop format, this course examines the literary genre and traditions

of fiction as they relate to the technical skills needed to produce quality student writing. Emphasis is on the structural and aesthetic features of the fiction genre, as well as the evaluation of such, including the standards of professional editors and publishers. Students will read examples of literary fiction, as well as student writing produced for a critically adept audience. (CSU, UC, AVC)

**ENGL 112 \*CREATIVE WRITING: POETRY**

3 units

3 hours weekly

**Prerequisite:** Eligibility for ENGL 101 (AVC assessment).

Using a workshop format, this course examines the literary genre and traditions of poetry as they relate to the technical skills needed to produce quality student writing. Emphasis is on the structural and aesthetic features of the poetry genre, as well as the evaluation of such, including the standards of professional editors and publishers. Students will read examples of literary verse, as well as student writing produced for a critically adept audience. (CSU, UC, AVC)

**ENGL 113 \*CREATIVE WRITING: NONFICTION**

3 units

3 hours weekly

**Prerequisite:** Eligibility for ENGL 101 (AVC assessment).

In this workshop-formatted course, students analyze and employ various literary techniques to generate creative, fact-based writing, such as memoir, life-writing, literary journalism, oral history, and the personal essay. Emphasis is on the structural and aesthetic features of the creative nonfiction genre, as well as the evaluation of such, including the standards of professional editors and publishers. Students will read examples of creative nonfiction, as well as student writing produced for a critically adept audience. (CSU, UC, AVC)

**ENGL 199 \*OCCUPATIONAL WORK EXPERIENCE**

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**ENGL 211 \*ADVANCED FICTION WRITING**

3 units

3 hours weekly

**Prerequisite:** Eligibility for ENGL 101 (AVC assessment).

This is an advanced workshop-formatted course in which students further develop their fiction writing skills and their critical awareness of the literary genre and traditions of fiction. Students will more rigorously examine the structural and aesthetic features of fiction, both their own and that of literary models. Greater emphasis will be given to the social role of the fiction writer and to the fictional work as a polished, high-quality product that speaks to audiences across cultures, places and times. (CSU, UC, AVC)

**ENGL 212 \*ADVANCED  
POETRY WRITING***3 units**3 hours weekly***Prerequisite:** *Eligibility for ENGL 101 (AVC assessment).*

This is an advanced workshop-formatted course in which students further develop their poetry writing skills and their critical awareness of the literary genre and traditions of poetry. Students will more rigorously examine the structural and aesthetic features of poetry, both their own and that of literary models. Greater emphasis will be given to the public and social role of the poet and to the poem as a finished, high-quality product that speaks to audiences across cultures, places and times. (CSU, UC, AVC)

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### English–Literature Courses

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**ENGL 221 \*AMERICAN  
LITERATURE, 1400–1865***3 units**3 hours weekly***Prerequisite:** *Completion of ENGL 101.*

The concentration of this course is on the poetry, prose, and drama produced by explorers and Americans from 1400 to 1865; students are introduced to some of the historical, cultural, religious and social issues which helped shape the ideas of the times including the ideas of the early Spanish and British settlers and the Enlightenment Rationalists and Empiricists that dominated the 18th Century and literary and cultural movements of the 19th Century such as Romanticism, Symbolism, and Transcendentalism. Emphasis is placed on how and why a work may have been written, and some standard literary terminology is introduced. Poetry, prose, drama, and non-fiction readings are supplemented by discussions and audiovisual aids. (CSU, UC, AVC)

**ENGL 222 \*AMERICAN  
LITERATURE, 1865–  
PRESENT***3 units**3 hours weekly***Prerequisite:** *Completion of ENGL 101.*

The concentration of this course is on the poetry, prose, and drama produced by Americans from 1865 to the present; students are introduced to some of the historical, cultural, religious and social issues which helped shape the ideas of the times including literary and cultural movements such as Naturalism, Realism, Modernism, and Post-Modernism. Emphasis is placed on how and why a work may have been written, and some standard literary terminology is introduced. Poetry, prose, drama, and non-fiction readings are supplemented by discussions and audiovisual aids. (CSU, UC, AVC)

**ENGL 225 \*ENGLISH  
LITERATURE, 800–1750***3 units**3 hours weekly***Prerequisite:** *Completion of ENGL 101.*

This transfer-level course surveys English literature from the Anglo-Saxon period to the early neoclassical. Texts from a diverse range of poetry, plays, and prose are appreciated for their intrinsic qualities, connected to their original historical and cultural contexts, and reflected upon in relation to more recent history and the present (for example, in their appropriation, over time and space, by subsequent writers, translators, and filmmakers). This survey is characterized by critical thinking, close textual reading, and analytic writing. (CSU, UC, AVC)

**ENGL 226 \*ENGLISH  
LITERATURE, 1750–1900***3 units**3 hours weekly***Prerequisite:** *Completion of ENGL 101.*

This transfer-level course surveys English literature from the Late Neoclassical to the late Victorian period. Texts from a diverse range of poetry, plays, and prose are appreciated for their intrinsic qualities, connected to their original historical and cultural contexts, and

reflected upon in relation to more recent history and the present (for example, in their appropriation, over time and space, by subsequent writers, and filmmakers). This survey is characterized by critical thinking, close textual reading, and analytic writing. (CSU, UC, AVC)

**ENGL 227 \*ENGLISH  
LITERATURE, 1900–  
PRESENT***3 units**3 hours weekly***Prerequisite:** *Completion of ENGL 101.*

The concentration of this course is on the poetry, prose, and drama produced in England from 1900 to the present. Students are introduced to some of the historical, cultural, religious, and social issues which helped shape the ideas of the times including literary and cultural movements. Standard literary terminology is introduced. (CSU, UC, AVC)

**ENGL 230 \*MASTERPIECES  
OF WORLD LITERATURE:  
ANTIQUITY TO THE  
RENAISSANCE***3 units**3 hours weekly***Prerequisite:** *Completion of ENGL 101.*

This transfer-level course surveys Western and non-Western works of literature, with an emphasis on literature in translation. Students read, discuss, and write about drama, poetry, and narrative from Antiquity to the Renaissance. They are introduced to contemporary academic scholarship surrounding World Literature; they also learn about, and apply, rhetorical and literary-critical methods for reading it. As literature generally in translation, it is reflected upon, not just in its historical context, but in its appropriation, over time and space, by subsequent readers, writers, artists, translators, and filmmakers. This survey is characterized by critical thinking, close textual reading, class discussion, and analytic writing. (CSU, UC, AVC)

### **ENGL 231 \*MASTERPIECES OF WORLD LITERATURE: SINCE THE RENAISSANCE**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This transfer-level course surveys Western and non-Western works of literature, with an emphasis on literature in translation. Students read, discuss, and write about drama, poetry, and narrative since the Renaissance. They are introduced to contemporary academic scholarship surrounding World Literature; they also learn about, and apply, rhetorical and literary-critical methods for reading it. As literature generally in translation, it is reflected upon, not just in its historical context, but in its appropriation, over time and space, by subsequent readers, writers, artists, translators, and filmmakers. This survey is characterized by critical thinking, close textual reading, class discussion, and analytic writing. (CSU, UC, AVC)

### **ENGL 233 \*BIBLE AS LITERATURE—OLD TESTAMENT**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This transfer-level course surveys the Old Testament as a work of literature in translation. Students read, discuss, and write about a substantial and representative selection of its texts. They are introduced to contemporary academic scholarship surrounding the Old Testament, both literary and historical; they also learn about, and apply, rhetorical and literary-critical methods for reading it. As literature in translation, the Old Testament is reflected upon, not just in its historical context, but in its appropriation, over time and space, by subsequent readers, writers, artists, translators, and filmmakers. This survey is characterized by critical thinking, close textual reading, class discussion, and analytic writing. (CSU, UC, AVC)

### **ENGL 234 \*BIBLE AS LITERATURE—NEW TESTAMENT**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This transfer-level course surveys the New Testament as a work of literature in translation. Students read, discuss, and write about a substantial and representative selection of its texts. They are introduced to contemporary academic scholarship surrounding the New Testament, both literary and historical; they also learn about, and apply, rhetorical and literary-critical methods for reading it. As literature in translation, the New Testament is reflected upon, not just in its historical context, but in its appropriation, over time and space, by subsequent readers, writers, artists, translators, and filmmakers. This survey is characterized by critical thinking, close textual reading, class discussion, and analytic writing. (CSU, UC, AVC)

### **ENGL 235 \*SHAKESPEARE: TRAGEDIES AND HISTORIES**

(formerly same course as THA 235)

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This course studies the works of William Shakespeare, focusing on a minimum of five representative plays (tragedies and histories), with emphasis upon their structure, linguistic artistry, and impact on western culture. Attention is given both to the historical context (Shakespeare's life; the philosophical, aesthetic, cultural, and sociological realities of the Renaissance; the conventions of the Elizabethan/Jacobean theatre) and to the relevance of Shakespeare's work to today's audiences. The course includes extensive critical reading and analytical writing. (CSU, UC, AVC)

### **ENGL 236 \*SHAKESPEARE: COMEDIES, ROMANCES AND SONNETS**

(formerly same course as THA 236)

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This course studies the works of William Shakespeare, focusing on a minimum of five representative plays (comedies and romances) and the sonnets, with emphasis upon genre, structure, linguistic artistry, and impact on western culture. Attention is given both to the historical context (Shakespeare's life; the philosophical, aesthetic, cultural, and sociological realities of the Renaissance; the conventions of the Elizabethan/Jacobean theatre) and to the relevance of Shakespeare's work to audiences today. The course includes extensive critical reading and analytical writing. (CSU, UC, AVC)

### **ENGL 240 \*STUDIES IN POETRY**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

The course is designed to introduce students to the study of poetry as a literary form. Students are introduced to some of the historical, cultural, religious, and social issues which helped shape the ideas that inform the poems selected, including relevant literary and cultural movements. Emphasis is placed on how and why a work may have been written, and standard literary terminology is introduced. Readings are supplemented by discussions and audiovisual aids, as students learn to critically analyze and assess the structural and aesthetic features of poetry, and the vital role poetry has played in the human experience. (CSU, UC, AVC)

### **ENGL 242 \*STUDIES IN FICTION: THE SHORT STORY**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

The course is designed to introduce students to the study of the short story as



a literary form. Students are introduced to some of the historical, cultural, religious, and social issues which helped shape the ideas that inform the short fiction selected, including literary and cultural movements such as Realism, Naturalism, Modernism, Existentialism and/or Postmodernism. Emphasis is placed on how and why a work may have been written, and standard literary terminology is introduced. Readings are supplemented by discussions and audiovisual aids, including filmic interpretations where applicable. (CSU, UC, AVC)

### **ENGL 244 \*STUDIES IN FICTION: THE NOVEL**

3 units

3 hours weekly

*Prerequisite:* Completion of ENGL 101.

The course is designed to introduce students to the study of the novel as a literary form. This course will focus on a critical analysis of selected novels and their impact on society. Students are introduced to some of the historical, cultural, religious, and social issues which helped shape the ideas that inform the novels selected, including literary and cultural movements such as Realism, Naturalism, Modernism, Existentialism and/or Postmodernism. Emphasis is placed on how and why a work may have been written, and standard literary terminology is introduced. Readings are supplemented by discussions and audiovisual aids, including filmic interpretations where applicable. (CSU, UC, AVC)

### **ENGL 246 \*STUDIES IN DRAMA: SURVEY OF DRAMA (BEGINNINGS TO 1878)**

(formerly Studies in Drama: Survey of World Drama (Classic Greek to 19th Century)

(formerly same course as THA 246)

3 units

3 hours weekly

*Prerequisite:* Completion of ENGL 101.

This transfer-level course surveys drama from its classical origins up to Ibsen. Students engage with a broad

range of plays from high-brow tragedy to slapstick farce. They learn critical methods for appraising plays as both written texts and staged performances. Plays are reflected upon, not just in their original historical and cultural contexts, but in their appropriation, over time and space, by subsequent translators, actors, directors, and filmmakers. This survey is characterized by critical thinking, close textual reading, class discussion, and analytic writing. (CSU, UC, AVC)

### **ENGL 248 \*STUDIES IN DRAMA: SURVEY OF MODERN AND CONTEMPORARY DRAMA (FROM 1879)**

(formerly Studies in Drama: Modern Dramatic Literature)

(formerly same course as THA 248)

3 units

3 hours weekly

*Prerequisite:* Completion of ENGL 101.

This transfer-level course surveys a diverse range of plays that are representative of the modern theater. Beginning with Ibsen, it covers European, American, and World stages. Students learn critical methods for appraising plays as both written texts and staged performances. Plays are reflected upon, not just in their original historical and cultural contexts, but in their appropriation, over time and space, by subsequent translators, actors, directors, and filmmakers. This survey is characterized by critical thinking, close textual reading, class discussion, and analytic writing. (CSU, UC, AVC)

### **ENGL 250 \*CROSS-CULTURAL LITERATURE IN AMERICA**

3 units

3 hours weekly

*Prerequisite:* Completion of ENGL 101.

An introductory analysis of the literary, social, and cultural aspects of novels, drama, short stories, essays, and poetry reflecting the four major non-dominant cultural groups in America from its earliest times to the present. This course will study the contributions of African Americans, Native Americans, Hispanic-

Americans and Asian Americans in literature and how various literary forms express their world views and cultures. The course will deal with these four different groups in relation to the dominant Western culture including issues of racism and sexism. (CSU, UC, AVC)

### **ENGL 252 \*AFRICAN AMERICAN LITERATURE, 1746–1930**

(formerly Afro-American Literature, 1746-1930)

3 units

3 hours weekly

*Prerequisite:* Completion of ENGL 101.

An introductory analysis of the literary, social, and cultural aspects of novels, drama, short stories, essays, and poetry reflecting African American society from 1746 to 1930. This course will study the contributions of African Americans in literature and how various literary forms express their world views and cultures. The course will deal with African Americans in relation to the dominant Western culture including issues of racism and sexism. (CSU, UC, AVC)

### **ENGL 253 \*AFRICAN AMERICAN LITERATURE, 1930–PRESENT**

(formerly Afro-American Literature, 1930-Present)

3 units

3 hours weekly

*Prerequisite:* Completion of ENGL 101.

An introductory analysis of the literary, social, and cultural aspects of novels, drama, short stories, essays, and poetry reflecting African American society from 1930-present. This course will study the contributions of African Americans in literature and how various literary forms express their world views and cultures. The course will deal with African Americans in relation to the dominant Western culture including issues of racism and sexism. (CSU, UC, AVC)

### **ENGL 256 \*CHICANO LITERATURE**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This course will introduce students to an analysis and evaluation of the literary, social, and cultural aspects of novels, short stories, essays, poetry, and theater reflecting Mexican-American society. The course will explore the ways in which Mexican-Americans use their own cultural identity, in conjunction with the languages and literary forms of American culture, to create a unique and varied literature. (CSU, UC, AVC)

### **ENGL 257 \*NATIVE AMERICAN LITERATURE**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This diversity course allows students to analyze and evaluate a variety of texts, including fiction, non-fiction, poetry and drama, by Native American authors and artists. Students will critically explore the ways in which Native American cultural identities and literatures challenge, complicate, and reinvent the languages and literary forms of dominant American culture. (CSU, UC, AVC)

### **ENGL 259 \*GENDER, IMAGE, AND RHETORIC**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This course gives students practice in the reading and analysis of gendered images, as constructed and reinforced by text, context, and culture. Through close study of various genres and media—myth, fiction, nonfiction, film, high art, and popular cultural materials—students will explore and discuss the entrenched, contested, and emerging signifiers of gender, their relation to the study of various ethnic groups and their interactions, as well as the complexities inherent in the study of any human group via its depiction in literature and theory. (CSU, UC, AVC)

### **ENGL 260 \*MYTHS AND MEANINGS**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This course surveys and investigates the origins, elements, forms, and functions of mythology from earliest times to the present, emphasizing the role of myth in art, literature, and culture. Students will analyze creation stories, the stories of gods and goddesses, of heroes and monsters, and other aspects of myth, to determine how societies both shape and are shaped by their mythologies. The course samples both western and non-western traditions, focusing on common themes and archetypes, but also referencing the illuminating variety found across the human experience. (CSU, UC, AVC)

### **ENGL 265 \*LITERATURE AND FILM**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

Offering a critical analysis of literature and film and their impact on society, this course examines cinematic text as a unique cultural expression and as an adaptation of the structural, aesthetic, and rhetorical features of conventional literature. Students will view selected films, read literary texts that comment on or have been adapted into film, as well as applicable critical materials, and respond through academic discussions, analytical essays, and research-based assignments, as they gain a deeper and more nuanced understanding of literary and cinematic art and its creators, critics, and consumers. (CSU, UC, AVC)

### **ENGL 270 \*LITERATURE AND THE HOLOCAUST**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

For over 60 years, writers and artists have wrestled with the meanings of the Holocaust (1941-1945), in which 6,000,000 Jews were systematically killed. This transfer-level course surveys writing and literature that reflects upon, or is commonly associated with, the

Holocaust. Students read, discuss, and write about Holocaust-related historical sketches, essays, drama, poetry, narrative, diary, journal, and memoir. Literature and writing just preceding the Holocaust (in the twenty years prior to the beginning of World War II) will also be covered. Students are introduced to contemporary academic scholarship surrounding anti-Semitism, the Weimar Republic, the rise of Hitler, and the Holocaust; they also learn about, and apply, rhetorical and literary-critical methods for reading Holocaust-related writing and literature. In addition to written materials, students will also reflect upon artistic and filmic responses to the Holocaust. This survey is characterized by critical thinking, close textual reading, class discussion, and analytic writing. (CSU, UC, AVC)

### **ENGL 272 \*LITERATURE OF THE AMERICAN WEST**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This course allows students to critically examine the regional literature that has emerged from the American West. Selections explore the way concepts of the “wilderness,” the “frontier,” and the “West” have figured in the works of writers who consider the historical experience of westward expansion or who assess its contemporary impact and/or relation to other cultural narratives, such as the mythogenesis of the American hero, the transformative power of landscape and environment, and the historical involvement of ethnic minorities, particularly that of Native Americans. (CSU, UC, AVC)

### **ENGL 274 \*DETECTIVE FICTION**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

Traces the origin and development of the detective mystery story from the nineteenth century to the present. The course considers the detective story as a literary form and includes the major categories of the sophisticated English formula mysteries and the hard-boiled

American formula mysteries. The course will also offer students the opportunity to develop and improve critical reading and writing skills. (CSU, UC, AVC)

### ENGL 279 \*SCIENCE FICTION AND DYSTOPIC LITERATURE

(formerly Science Fiction and Futuristic Literature)

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

This course is designed to increase students' knowledge of the literary genre known as Science Fiction. Emphasis will be on the study of literature—novels and short fiction—that depicts our future world, visionary scientific endeavor, and conflicts between humans, aliens, and sentient technology. Students will study the history, exciting contemporary trends, and the relevant contemporary issues in Science Fiction, including dystopia vs. utopia, artificial intelligence, current theory concerning technology, cloning and physical science, human psychology in a futuristic environment, and the rise of Cyberpunk and new Alternate Reality literature within the genre. (CSU, AVC)

### ENGL 299 \*SPECIAL TOPICS IN LITERATURE

1-3 units

17-51 hours total

**Prerequisite:** Completion of ENGL 101.

This course is designed to allow students a focused and intensive study of a specific subject, theme, literary text or grouping of texts, literary period, movement, set of authors, or individual author. Students will critically read and write, responding to representative texts in both analytical and research-based assignments, as well as discuss course material with the intellectual depth and critical attention that this specialized course provides. (CSU, UC, AVC)

## Language Arts Academic Support Courses

### Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Mary Margaret McGuire	ext. 6552
Dorothy Williams	ext. 6461

Promote development or improvement of specific academic skills. These courses are intended for students in courses of all levels who need 1) focused review on grammar and mechanics, 2) focused review on basic writing skills, 3) or wish to develop a college-level vocabulary, and 4) or wish to improve their spelling ability.

### ENGL 061 GRAMMAR AND MECHANICS

(formerly Grammar Mechanics)

1 unit

1 hour weekly

**Advisory:** Eligibility for ENGL 095 and READ 095 (AVC Assessment).

The course is intended for students in courses of all levels who need focused review on grammar and mechanics. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

### ENGL 062 BASIC WRITING

(formerly Basic Writing Skills)

1 unit

1 hour weekly

**Advisory:** Eligibility for ENGL 095 and READ 095 (AVC Assessment).

The course covers writing anxiety, the writing process, audience and purpose, clarity, development, and organizational strategies. This course is intended for students in courses of all levels who need focused review on basic writing skills. The student's strengths and weaknesses will be assessed and a learning plan will be developed to meet the student's individual needs. **NOTE:** No grade will be given for this class; student will

receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

### ENGL 063 VOCABULARY

1 unit

1 hour weekly

**Advisory:** Eligibility for ENGL 095 and READ 095 (AVC Assessment).

Students will increase the number of words they know and use; make full use of the dictionary; determine the correct pronunciation of words; infer the meaning of words using context clues, base words and affixes; differentiate words that are pronounced the same or similarly. This course is intended for students in all courses who wish to develop a college-level vocabulary. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

### ENGL 064 SPELLING

1 unit

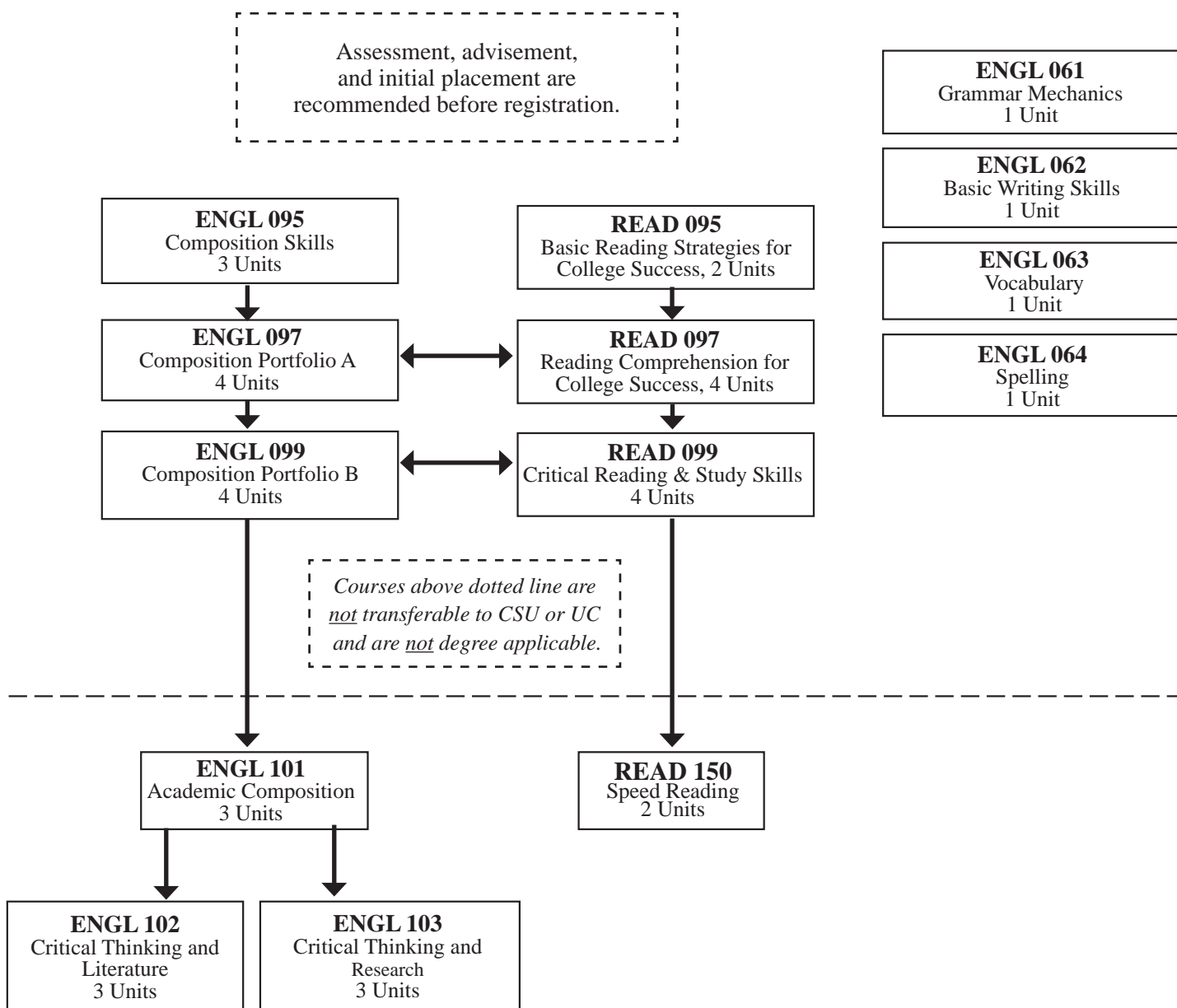
1 hour weekly

**Advisory:** Eligibility for ENGL 095 and READ 095 (AVC Assessment).

Students will learn how to use spelling rules; spell consonant and vowel sounds in words; avoid spelling errors caused by faulty pronunciations; proofread to correct spelling errors; locate correct spellings of words in the dictionary; use the apostrophe and hyphen; capitalize and abbreviate words. This course is intended for students in all courses who wish to improve their spelling ability. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**BASIC SKILLS, READING, AND WRITING COURSE SEQUENCES AND PREREQUISITES**

**Language Arts Division**

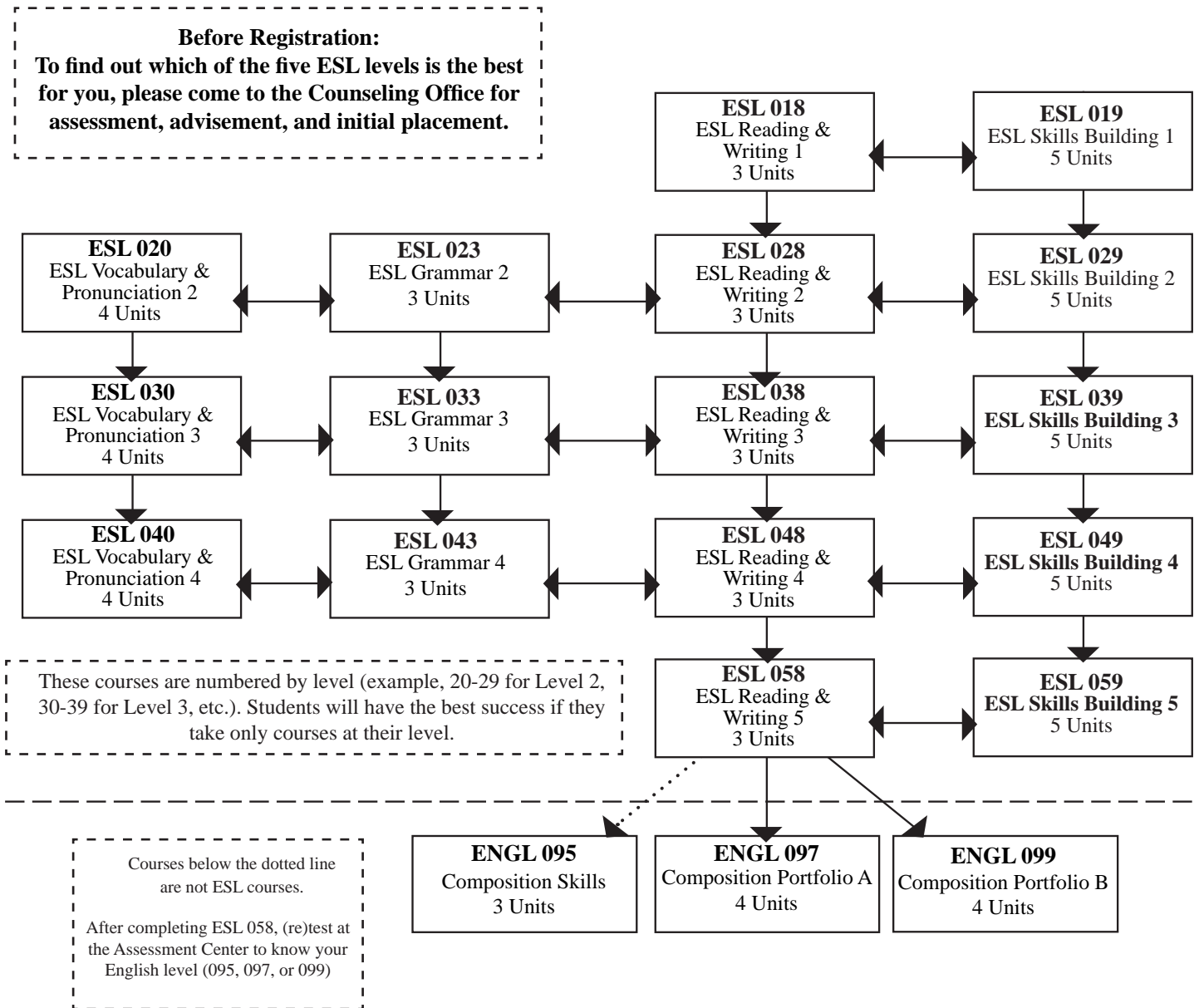


- ENGL 061**  
Grammar Mechanics  
1 Unit
- ENGL 062**  
Basic Writing Skills  
1 Unit
- ENGL 063**  
Vocabulary  
1 Unit
- ENGL 064**  
Spelling  
1 Unit

1. **Only ENGL 101, 102, 103 and READ 150 are transferable and count toward an A.A./A.S. degree.**
2. Students should take the assessment test to determine initial course placement.
3. Students are advised to consult with a counselor before selecting an English course.
4. ENGL 095, 097 & 099 and READ 095, 097 & 099 are designed to be taken in sequence. Enrolling in both a reading and writing course concurrently will enhance academic success.

ENGLISH AS A SECOND LANGUAGE (ESL) COURSE SEQUENCES AND PREREQUISITES

Language Arts Division



1. ESL students are encouraged to take the assessment test to determine initial course placement.
2. Students are advised to consult with a counselor when selecting ESL courses.
3. ESL classes are available for credit, but they are not transferable and do not count toward a degree.
4. Students enrolled in ESL 048 and ESL 058 must already have adequate grammar skills.
5. ESL Skills Building courses are integrated skills courses in which students practice their listening, speaking, reading, writing, vocabulary, grammar, and pronunciation skills.

### Definition

The English as a Second Language program is designed to enable non-native speakers opportunities to improve English speaking, reading, listening, and writing skills. These courses are designed for students, adults, and professionals who want to improve their general language skills, focus on a specific aspect of English (grammar or conversation), or focus on English for specific purposes (practical English and/or academic intensive English language skills).

### Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

#### Program Advisement:

Dr. Charlotte Forte-Parnell, Dean  
ext. 6463

#### Administrative Assistant:

Donna Casey ext. 6463

#### Program Coordinator:

D. Scott Jenison ext. 6568

#### Faculty:

D. Scott Jenison ext. 6568

Priscilla Jenison ext. 6959

#### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Stephen Burries	2946
Michael Climo	2652
Nandita Das	2018
Anwar El-Issa	2139
Elyé Fain	2600
Tova Schilling	2305
Rega Velinda	2713

### Program Description

English as a Second Language courses involve the study of English at five different levels. The beginning levels emphasize essential listening and speaking, but also include reading, writing, and grammar. These courses are designed for both everyday and academic communication. The intermediate and advanced levels focus on reading writing, listening, speaking, and grammar for both non-academic and academic purposes.

### Distinctive Features

Students enrolled in any of the English as a Second Language courses must take the

Antelope Valley College ESL Placement Test prior to registration for any given class. This procedure is designed to assist students with finding the appropriate level of instruction. Enrichment activities include field trips, socials, and ESL Success Center tutoring.

### Career Options

Because English majors generally have strong analytical and imaginative abilities and marked skills in reading, writing, research, and critical thinking, they are attractive to employers in many diverse occupations.

Advertising Person  
Business Administrator  
Civil Servant  
Columnist/Journalist  
Contract Specialist  
Editor/Evaluator  
Information Specialist  
Insurance Examiner  
Interpreter  
Lawyer  
Legislative Assistant  
Lexicographer  
Librarian  
Manager  
Methods Analyst  
Program Developer  
Public Relations Person  
Publisher  
Researcher  
Teacher  
Technical Writer  
Writing Consultant

(Some of these careers may require education beyond the two-year college level.)

### Certificate Program

Certificate not applicable.

### Associate Degree

Associate degree not available.

### Transfer

Not a transfer major.

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory

grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## English As A Second Language Courses

### ESL 018 ESL READING AND WRITING 1

3 units

3 hours weekly

This introductory level reading and writing course is designed for students whose first language is not English. Emphasis is on the development of literal reading skills. Focus is also on building students' written vocabulary and grammar. Students are expected to be literate and have proficiency in simple everyday English skills and vocabulary before entering this course. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (This credit course is not applicable to the associate degree and certificate programs.)

### ESL 019 ESL SKILLS BUILDING 1

5 units

5 hours weekly

This is an introductory level integrated skills course for non-native speakers of English. Concentration is on both oral and written abilities as students develop and improve their reading, writing, listening, speaking, vocabulary, grammar, and pronunciation skills in the English language. This class provides students with an opportunity to learn, practice, and improve their English language skills through drills, communicative group, and pair work, practice activities, theme-based learning, lecture, and project work. Students are expected to be literate and have proficiency in simple everyday English skills and vocabulary before entering this course. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only.

(This credit course is not applicable to the associate degree and certificate programs.)

### **ESL 020 ESL VOCABULARY AND PRONUNCIATION 2**

4 units

4 hours weekly

This basic pronunciation and vocabulary course is designed to help the non-native speaker of English recognize and produce the unique segmental (consonant and vowel) and suprasegmental (stress, linking, reductions, and intonation) features of American-English and build basic vocabulary skills. Strategies for self-monitoring pronunciation and becoming self-sufficient in acquiring high-frequency vocabulary items are also taught. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### **ESL 023 ESL GRAMMAR 2**

3 units

3 hours weekly

This is a basic grammar skills course designed for non-native speakers of English. Students are introduced to and practice basic verb tenses and aspects, as well as other basic level grammatical structures (e.g., question forms, count/non-count nouns, prepositions, adjectives, adverbs, imperatives, modals). This class concentrates on teaching basic grammar through lecture, drills, communicative activities, and practice exercises. Students apply the new structures in oral and written expression through oral drills and a series of guided writing and editing activities. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### **ESL 028 ESL READING AND WRITING 2**

3 units

3 hours weekly

**Advisory:** Completion of ESL 018 or Eligibility for ESL 028.

This basic level reading and writing course is designed for students whose first language is not English. Emphasis is on

the development of literal and inferential reading skills. Focus is also on building students’ writing including extensive practice at the sentence level and up to the paragraph level with attention given to simple, compound, and complex sentences in the past, present, and future tenses. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### **ESL 029 ESL SKILLS BUILDING 2**

5 units

5 hours weekly

**Advisory:** Completion of ESL 019 or Eligibility for ESL 029.

This is a basic level integrated skills course for non-native speakers of English. Concentration is on both oral and written abilities as students develop and improve their reading, writing, listening, speaking, vocabulary, grammar, and pronunciation skills in the English language. This class provides students with an opportunity to learn, practice, and improve their English language skills through drills, communicative group and pair work, practice activities, theme-based learning, lecture, and project work. Students are expected to have proficiency in a very basic everyday English skills and vocabulary before entering this course. Students must also be literate in their first language. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### **ESL 030 ESL VOCABULARY AND PRONUNCIATION 3**

4 units

4 hours weekly

**Advisory:** Completion of ESL 020 or Eligibility for ESL 030.

This low-intermediate pronunciation and vocabulary course is designed to help the non-native speaker of English recognize and produce the unique segmental (consonant and vowel) and suprasegmental (stress, linking, reductions, and intonation) features of American-English and build basic vocabulary skills. Strategies for self-

monitoring pronunciation and becoming self-sufficient in acquiring high-frequency vocabulary items are also taught. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### **ESL 033 ESL GRAMMAR 3**

3 units

3 hours weekly

**Advisory:** Completion of ESL 023 or Eligibility for ESL 033.

This is a low-intermediate grammar skills course designed for non-native speakers of English. Students learn low-intermediate grammar (e.g., verb tense & aspect, pronouns, modals, adjectives & adverbs, gerunds & infinitives, articles) through lecture, drills, communicative activities, and practice exercises. Students apply the new structures in oral and written expression through oral drills and a series of guided writing and editing activities. Students entering this course should have already mastered the basic verb tense and aspect forms. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

### **ESL 038 ESL READING AND WRITING 3**

3 units

3 hours weekly

**Advisory:** Completion of ESL 028 or Eligibility for ESL 038.

This low-intermediate reading and writing course is designed for students whose first language is not English. Emphasis is on the development of inferential reading skills and identifying the writer’s point of view and style or writing. Focus is also on building students’ writing including extensive practice at the paragraph level and up to the essay level with attention given to writing in a variety of styles. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### ESL 039 ESL SKILLS BUILDING 3

5 units

5 hours weekly

**Advisory:** Completion of ESL 029 or Eligibility for ESL 039.

This is a low-intermediate level integrated skills course for non-native speakers of English. Concentration is on both oral and written abilities as students develop and improve their reading, writing, listening, speaking, vocabulary, grammar, and pronunciation, critical thinking skills in the English language. This class provides students with an opportunity to learn, practice, and improve their English language skills through drills, communicative group and pair work, practice activities, theme-based learning, lecture, and project work. Students are expected to have functional knowledge of beginning level everyday English skills, grammar, and vocabulary before entering this course. **NOTE:** No grade will be given for this course; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### ESL 040 ESL VOCABULARY AND PRONUNCIATION 4

4 units

4 hours weekly

**Advisory:** Completion of ESL 030 or Eligibility for ESL 040.

This high-intermediate pronunciation and vocabulary course is designed to help the non-native speaker of English to better recognize and produce segmentals (consonants and vowels) with special attention given to the suprasegmental features (stress, linking, reductions, and intonation) of American-English. Focus is also on academic and idiomatic vocabulary building skills. Strategies for self-monitoring pronunciation and becoming self-sufficient in acquiring high-frequency vocabulary items are also taught. **NOTE:** No grade will be given for this course; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### ESL 043 ESL GRAMMAR 4

3 units

3 hours weekly

**Advisory:** Completion of ESL 033 or Eligibility for ESL 043.

This is a high-intermediate grammar skills course designed for non-native speakers of English. Students review and practice structures learned in intermediate level grammar and are introduced to more complex structures (e.g., Verb Tense & Aspect, Negative & Tag Questions, Phrasal Verbs, Adjective Clauses, Past Modals, the Passive Voice, Conditionals, Indirect Speech, & Embedded Questions). This class concentrates on teaching students a higher level of grammar through lecture, drills, communicative activities, and practice exercises. Students apply the new structures in oral and written expression through oral drills and a series of guided writing and editing activities. Students entering this course should have already mastered most of the verb tense and aspect forms. This course prepares students for advanced level ESL composition. **NOTE:** No grade will be given for this course; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### ESL 048 ESL READING AND WRITING 4

3 units

3 hours weekly

**Advisory:** Completion of ESL 038 or Eligibility for ESL 048.

This high-intermediate reading and writing course is designed for students whose first language is not English. Emphasis is on the development of reading skills for improving reading rate and comprehension in academic texts of varying styles. Focus is also on building students' writing including extensive practice at the paragraph level and up to the essay level with attention given to the structure, vocabulary, and sentence grammar in essays. **NOTE:** No grade will be given for this course; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### ESL 049 ESL SKILLS BUILDING 4

5 units

5 hours weekly

**Advisory:** Completion of ESL 039 or Eligibility for ESL 049.

This is a high-intermediate level integrated skills course for non-native speakers of English. Concentration is on both oral and written abilities as students develop and improve their reading, writing, listening, speaking, vocabulary, grammar, pronunciation, and critical thinking skills in the English language. This class provides students with an opportunity to learn, practice, and improve their English language skills through drills, communicative group and pair work, practice activities, theme-based learning, lecture, and project work. Students are expected to have functional knowledge of low-intermediate level English grammar, vocabulary, writing, and oral communication skills before entering this course. **NOTE:** No grade will be given for this course; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

### ESL 058 ESL READING AND WRITING 5

3 units

3 hours weekly

**Advisory:** Completion of ESL 048 or Eligibility for ESL 058.

This advanced reading and writing course is designed for students whose first language is not English. Emphasis is on the development of reading skills of fluency, analytical comprehension, and synthesis of ideas in both academic and literary texts. Focus is on building students' writing including extensive practice at the essay level with attention given to the structure, styles, sentence grammar, and mechanics of essays. **NOTE:** No grade will be given for this course; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)



## **ESL 059 ESL SKILLS BUILDING 5**

*5 units*

*5 hours weekly*

**Advisory:** *Completion of ESL 049 or Eligibility for ESL 059.*

This is an advanced level integrated skills course for non-native speakers of English. Concentration is on both oral and written abilities as students develop and improve their reading, writing, listening, speaking, vocabulary, grammar, and pronunciation, and critical thinking skills in the English language. This class provides students with an opportunity to learn, practice, and improve their English language skills through drills, communicative group and pair work, practice activities, theme-based learning, lecture, and project work. Students are expected to have functional knowledge of advanced level English grammar, vocabulary, writing, and oral communication skills before entering this course. **NOTE:** No grade will be given for this course; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

## Definition

Extended Opportunity Program and Services at Antelope Valley College receives State and District funding to help low income students who cannot afford the increasingly high cost of acquiring a higher education, and those who have the ability but require extra help in certain academic areas.

The staff consists of professional, paraprofessional, and student assistant workers who are genuinely concerned with the academic success and personal development of each student in the program. EOP&S provides supportive services to maximize the opportunity for students to achieve their educational or career goals.

In order to receive consideration for EOP&S grant money and other student support services, please visit our office in the Student Services Building.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

*Vacant*, Dean ext. 6348

### Program Manager:

Gary Roggenstein ext. 6364

### EOP&S Specialist:

Yvette Petrin ext. 6363

### Program Counselors:

Yvette Cruzalegui ext. 6746

Dietra Jackson ext. 6347

Darcel Jarrett-Bowles ext. 6108

Salvador Suarez ext. 6366

### Program Technicians:

Jenell Paul ext. 6168

Hilda Thompson ext. 6167

Diana Wright ext. 6749

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Transfer

Not a transfer major.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## EOP&S Course

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### EOPS 060 ENRICHMENT CLASS

*3 units*

*3 hours weekly*

The course is designed to meet the students' individual needs to strengthen their academic performance. The student will be introduced to various topics and subject matters through reading, writing and research. Students will utilize basic writing techniques to help them understand the components of organizing and analyzing their ideas. Students will improve vocabulary. Students will explore and develop skills related to college success while learning effective strategies within the campus community. Oral communication will give students practical experience with presentations. Self-assessment and active participation in group discussions will be emphasized. The course is intended to help students routinely implement useful skills to achieve their personal and academic goals. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.)

**Definition**

Family and Consumer Sciences draws from the biological, physical and social sciences, and humanities to help individuals, families and community groups develop understanding, skills and attitudes essential to functioning effectively in changing family, community and work environments.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:  
 Dr. Karen Cowell, Dean ext. 6402  
 Program Coordinator:  
 Karen Smith ext. 6402  
 Clerical Assistant III  
 Rocio Heasley ext. 6882  
 Faculty:  
 Dr. Rona Brynin ext. 6001  
 Catherine Overdorf ext. 6766  
 Melanie Parker ext. 6252  
 Andrea Sanders ext. 6502  
 Ann Volk ext. 6501

**Program Description**

The curriculum is designed to provide students with the knowledge and preparation for either occupational skills or lifelong learning. It is designed to address current educational priorities.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

The curriculum is designed to provide educational opportunities that respond to human needs and future technologies to prepare students for employment, advanced study and lifelong learning, and help enable students to develop skills that improve the quality of life in a diverse society.

**Career Options**

Day Care Home Provider  
 Dietary Aide  
 Early Childhood Teacher/Aide

Food Preparation Worker  
 Recreation Specialist  
 (Some of these careers may require education beyond the two-year college level.)

**Certificate Program**

Certificate not applicable.

**Associate Degree**

The requirements for an associate degree in Family and Consumer Sciences may be satisfied by completing the required core courses under Section "A" and at least 9 units in one area of concentration under Section "B" in addition to the general education requirements. Nine units for the Consumer Services option or Nutrition and Foods option must be selected from the Electives from those areas of concentration. The Interior Design option does not have elective courses. (See Graduation/Associate Degree Requirements.).

**SECTION A: units**

Complete the following required courses.

**Required Courses: units**

CFE 101, Intro. to Early Childhood Ed. 3  
 CT 114, Prin. of Clothing Selection 3  
 ID 100, Intro. to Interior Design 3  
 NF 100, Nutrition 3

**SECTION B:**

Select at least 9 units from one of the areas of concentration.

**Child and Family Development option**

**Required Courses: units**

CFE 102, The Developing Child 3  
 CFE 103, The Child in Family and Community Relationships 3

**Program Electives: units**

Select 3 units from the following:  
 CFE 104, Literature for Children 3  
 CFE 105, Discovery-Based Ed. for Children 3  
 CFE 106, Creative Experiences for Children 3

**Clothing and Textiles option**

**Required Courses: units**

CT 102, Textiles 3  
 CT 110, Fundamentals of Clothing Construction 3.5

**Program Electives: units**

CT 200, Tailoring 3.5  
 CT 212, Intermediate Construction - Pants 3.5  
 CT 222, Pattern Making by Flat Pattern 3.5  
 CT 241, Advanced Construction - Fashion Sewing 3.5

**Consumer Services option**

There are no required courses in this area of concentration. Select 9 units from the program electives.

**Program Electives: units**

BUS 113, Business Communications 3  
 BUS 201, Business Law 3  
 BUS 203, Business Law 3  
 COMM 105, Intro to Mass Comm 3  
 COMM 109, Small Group Comm 3  
 COMM 215, Public Relations Comm 3  
 ECON 102, Principles of Microeconomics 3  
 MKTG 101, Principles of Marketing 3

**Interior Design option**

**Required Courses: units**

CT 102, Textiles 3  
 ID 150, History of Design I 3  
 ID 220, Designing Residential Interiors 3  
 ID 260, Residential Space Planning 3

**Nutrition and Foods option**

There are no required courses in this area of concentration. Select 9 units from the program electives.

**Program Electives: units**

NF 102, Nutrition and Food for Children 3  
 NF 104, Concepts in Nutrition: New Developments 1  
 NF 110, Sports Nutrition 3  
 NF 150, Food and Culture 3

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

**First Semester units**

ID 100, Intro. to Interior Design 3  
 NF 100, Nutrition 3  
 Course from Option 3-3.5

Course from GE requirement Area A 3  
 Course from GE requirement Area D1 3  
**Total 15-15.5**

**Second Semester** **units**  
 CFE 101, Intro. to Early Childhood Ed. 3  
 CT 114, Prin. of Clothing Selection 3  
 Course from Option 3-3.5  
 Course from Option 3-3.5  
 Course from GE requirement Area C 3  
**Total 15-16**

**Third Semester** **units**  
 Course from GE requirement Area B 3  
 Course from GE requirement Area D2 3  
 Course from GE requirement Area E 3  
 Course from GE requirement Area F 3  
 Program Elective/Elective 3  
**Total 15**

**Fourth Semester** **units**  
 Program Elective/Elective 15  
**Total 15**

**Degree Total 60**

### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Definition

The popular culture of the twentieth century is forever marked by the amazingly rapid advancements in the mediums of film and television. We have become a civilization influenced by visual images as they link with the ancient art of storytelling. Studying Film and Television teaches us how our lives have been, and continue to be, informed and shaped by these powerful mediums.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Newton Chelette, Dean ext. 6385

### Administrative Assistant:

Tangie Hunter ext. 6385

### Adjunct Faculty:

To access adjunct faculty voice mail, dial 722-6300, then the 4-digit number.

	V.M.
Nicholas Guilak	2275
David Lewis	2463
Kevin North	2969
Hollace Starr	2038
Alissa Welsch	2124

## Program Description

The course offerings fall into two categories: film/television history and theory, and film/video production. Both areas are designed to build specific skills upon a strong foundation of general knowledge of film and television production. The history and theory courses allow the student to explore the beginnings of this medium and its influences on popular culture. In the production program, students will learn aspects of visual storytelling, from writing and production to directing, sound design, cinematography and editing. The Film/Video Production program emphasizes exploration of the students filmmaker's personal creative voice through "hands-on" filmmaking. Students learn the collaborative nature of filmmaking through crew experiences. The process allows students to develop skills in all areas of the craft, experimenting with both the creative and technical aspects of production.

## Distinctive Features

In the Film/Video Production program, students will create mini production teams, shooting on location throughout the Antelope Valley. The successful student has the opportunity to come away from this program with a completed short film or video. Our faculty are working professionals from Hollywood. Course offerings are designed to serve three student groupings: film/television students planning to transfer to a four-year institution; students seeking fulfillment of general education requirements for a degree program; and students wishing to gain specific skills and knowledge in order to pursue careers in the film and television industry.

## Career Options

Anchor  
 Assistant Director  
 Audio Operator  
 Boom Operator  
 Director  
 Director of Photography  
 Film/Video Editor  
 Field Production Producer  
 Film Librarian  
 Floor Manager  
 Grip  
 Independent Film/Videomaker  
 Instructor  
 Lighting Director  
 Line Producer  
 Media Consultant  
 Movie Reviewer  
 Producer  
 Production Assistant  
 Production Coordinator  
 Screenwriter  
 Script Supervisor  
 Stage manager  
 Studio Camera Operator  
 Technical Director  
 Video Artist  
 Videographer

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Film and Television is not available. Film and

Television courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Not a transfer major.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Film and Television Courses

### FTV 101 \*INTRODUCTION TO FILM

(formerly same course as COMM 131)

3 units

4 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

Students are introduced to the language and technology of filmmaking through the examination of great films and filmmakers. The course features a broad range of domestic and international cinema and investigates the culture, politics, and social histories of the periods in which the films were produced. The successful student becomes more aware of the complexity of film art, more sensitive to its nuances, textures, and rhythms, and more perceptive in reading its multilayered blend of image, sound, and motion. (CSU, UC, AVC)

### FTV 103 \*INTRODUCTION TO TELEVISION

(formerly same course as COMM 128)

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and

**READ 099.**

This course is designed to develop the student's ability to form a critical perspective of the television industry. Students are introduced to the business and history of television programming, genre conventions, production techniques, narrative forms, as well as various modes of television criticism. By studying key texts and programs, they will develop an appreciation of television as an art form and its impact on our culture. (CSU, AVC)

**FTV 107 \*HISTORY OF FILM, PRE 1950**

3 units

4 hours weekly

**Prerequisite:** Eligibility for College Level Reading and ENGL 101.

**Advisory:** Completion of FTV 101.

Students examine the development of world cinema from the pre-cinema machines to 1950. The course investigates the aesthetic, theoretical, technological, economic, cultural, and social factors that contributed to the development of the medium. Attention is paid to the historical development of formal devices such as the shot, editing, mise-en-scene, sound design, color and black and white, and the evolution of the narrative film form. (CSU, AVC)

**FTV 108 \*HISTORY OF FILM, 1950–PRESENT**

3 units

4 hours weekly

**Prerequisite:** Eligibility for College Level Reading and ENGL 101.

**Advisory:** Completion of FTV 101 and FTV 107.

Students examine the development of world cinema from 1950 to the present. The course investigates the aesthetic, theoretical, technological, economic, cultural, and social factors that contributed to the development of the medium. Attention is paid to the historical development of formal devices such as the shot, editing, mise-en-scene, sound design, color and black and white, and the evolution of the narrative film form. (CSU, AVC)

**FTV 121 \*INTRODUCTION TO DIGITAL FILMMAKING**

4 units

6 hours weekly

**Advisory:** Completion of FTV 101, and Eligibility for ENGL 099 and READ 099.

The course provides an intensive introduction to the fundamentals of digital filmmaking. Students develop, write, shoot, and edit a series of short digital video projects. Students learn introductory methods and techniques of writing and structuring a story concept, developing a shooting script, basic camera and lighting techniques, and editing and post-production processes. Students develop basic skills to work as members of a production crew. Students will leave the class with a completed final project. (CSU, AVC)

**FTV 134 \*INTRODUCTION TO SCREENWRITING**

(formerly same course as COMM 134/ ENGL 134)

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 101.

The course provides students with practical experience writing film scripts. Topics include story structure, character development, dialogue, developing and refining a treatment, script formatting and pitching. Students engage in peer critiques as well as evaluate professionally produced film scripts. (CSU, AVC)

**FTV 155 \*FILM FESTIVAL ANALYSIS**

(formerly COMM 132)

1 unit

30 hours total

**Advisory:** Eligibility for ENGL 101.

A course introduces students to contemporary independent film and its makers through direct participation in the Antelope Valley Independent Film Festival. Students will evaluate a wide variety of strategies used in visual storytelling as well as have the opportunity to interact directly with working professionals in the film industry. Recommended for transfer and degree bound students as well as anyone

with a general interest in off-Hollywood film. (CSU, AVC)

**FTV 201 \*INTERCULTURAL AND WOMEN'S FILM**

(formerly same course as COMM 244)

3 units

4 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course introduces students to different gender, racial, sexual, and cultural images in American and international cinema through the examination of representative films and filmmakers. It examines the evolution of cultural, racial, and sexual stereotypes in film and contrasts those images with efforts by filmmakers to challenge such stereotypes and more accurately portray diversity in cinema. The successful student will become more aware of the complex interplay between cultural representations in cinema and audience perceptions and become more adept at applying critical theories to analyze these images. The films, texts, and classroom materials examine a broad range of domestic, independent, and international cinema, making students aware of the culture, politics, and social history of the periods in which the films were produced. (CSU, UC, AVC)

**FTV 203 \*AFRICAN AMERICAN CINEMA**

3 units

4 hours weekly

**Prerequisite:** Eligibility for College Level Reading and ENGL 101.

**Advisory:** Completion of FTV 101.

The course analyzes the evolution of the Black image in cinema from the beginning of motion pictures to the present. Particular attention will be paid to role African Americans have played in the development of the American film industry. Students investigate the origins of racial and ethnic stereotypes in film as well as examine contemporary challenges filmmakers face in more accurately and fairly representing minorities in cinema. The successful student will become more aware of the complex interplay between cultural representations in cinema and audience perceptions and become more

adept at applying critical theories to analyze these images. The films, texts, and classroom materials examine a broad range of Hollywood and independent cinema, making students aware of the culture, politics, and social history of the periods in which the films were produced. (CSU, AVC)

### **FTV 215 \*DIRECTING FOR FILM AND VIDEO**

(formerly Directing the Actor for the Camera)

3 units

4 hours weekly

**Advisory:** Completion of FTV 101 and FTV 121.

Students are introduced to the fundamental techniques of directing for film and video. Various methods and techniques of working with actors are examined along with blocking and staging scenes. Topics include script analysis, formulating a creative vision for the scene, mise-en-scene, directing actors for camera, basic camera coverage strategies, camera movement motivation and composition, and working with a crew. Students will apply various techniques and theories to in-class scene work. (CSU, AVC)

### **FTV 220 \*ADVANCED SCREENWRITING**

(formerly same course as COMM 234/ ENGL 215)

3 units

3 hours weekly

**Prerequisite:** Completion of FTV 134.

Advanced students utilize techniques from the introductory course to complete a professional, polished feature film screenplay. Students may also choose to bring in a first draft and perform a rewrite and polish through instructor consultation and workshops with their classmates. The course will focus on the application of advanced screenwriting techniques, including alternate story structures, subplots and subtext, and genre conventions as well as examine current business practices and case studies in the film industry. (CSU, AVC)

### **FTV 230 \*DIGITAL CINEMATOGRAPHY**

(formerly Introduction to Cinematography)

4 units

6 hours weekly

**Prerequisite:** Completion of FTV 121.

**Advisory:** Completion of FTV 101.

Students apply fundamental techniques of motion picture photography to a series of short video projects. Topics include theories of cinematography, advanced video camera operation, composition and framing, basic camera angles, camera movement, coverage strategies, lighting techniques, working with a production crew, and specific techniques for low budget digital cinematography. (CSU, UC, AVC) (R1)

### **FTV 242 \*WRITING AND PRE-PRODUCTION OF THE SHORT FILM**

4 units

4 hours weekly

**Prerequisite:** Completion of FTV 101 and FTV 121, and Eligibility for College Level Reading and ENGL 099.

**Advisory:** Completion of FTV 134.

The course guides students through the writing and pre-production processes of making a short film. Students learn methods and techniques of screenwriting and project development. Emphasis is placed on exercising sound business and management practices when planning a production. Students will develop a story concept into a shooting script, create storyboards and a shot list, assemble cast and crew, and plan and schedule a film shoot. (CSU, AVC)

### **FTV 244 \*PRODUCTION AND POST-PRODUCTION OF THE SHORT FILM**

4 units

6 hours weekly

**Prerequisite:** Completion of FTV 242.

This course guides students through production and post-production processes of making a short film. Students learn methods and techniques of taking a project through production and shooting, post-production, and distribution. Topics includes blocking and staging,

camera rehearsals, creating shot lists, call sheets, organizing a shooting plan, crew positions and responsibilities, set procedures and protocol, mise-en-scene, picture editing, sound design, titles and festivals. Emphasis is placed on students developing sound business and management practices within a creative production environment. (CSU, AVC)

### **FTV 251 \*CONTEMPORARY AMERICAN INDEPENDENT FILM**

(formerly COMM 236)

4 units

4 hours weekly

**Advisory:** Completion of FTV 101, and Eligibility for College Level Reading and ENGL 101.

This course introduces students to contemporary American independent film and its makers. Students examine both the positive and negative factors that influence filmmaking outside the Hollywood studio system as well as how independent themes communicate different messages about American culture to audiences. The course pays particular attention to a rising wave of women, minority, and gay and lesbian filmmakers producing short and feature narrative, documentary, and experimental film and video. (CSU, UC, AVC)

### **FTV 261 \*RELIGION AND CINEMA**

(formerly COMM 246/ENGL 267)

4 units

5 hours weekly

**Advisory:** Completion of FTV 101, and Eligibility for College Level Reading and ENGL 101.

This course challenges students to consider and analyze the way religious ideas and institutions are presented in contemporary cinema. Students examine the social implications of film on American values and culture. The course demonstrates the power of cinematic images to define, enrich, and sometimes pervert the human experience. (CSU, UC, AVC)

**Definition**

This program is designed to prepare students to work as firefighters and to provide an opportunity for those now working in this field to upgrade their skills.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Program Advisement:**

Dr. Karen Cowell, Dean ext. 6402

**Administrative Assistant:**

Maureen Rethwisch ext. 6327

**Faculty:**

Bill Bailey ext. 6970

Tom Hutchison ext. 6712

**Adjunct Faculty:**

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Jeffrey Buterbaugh	2960
Fred Castro	2989
Robert Falb	ext. 6958
Richard Fauble	2025
Michael Garcia	2164
Steven Hissong	2106
Ted Kalnas	2961
David Kerr	
Richard McCombs	2041
Bruce Schmidt	2017
Charles Smith	2095
Phillip Waters	2070

**Program Description**

This program is made up of courses conforming to the recommended Uniform Fire Technology Curriculum of the California Community College System. Upon completion of the UFTC, professional firefighters should plan to enroll in appropriate programs at Regional Training Centers sponsored by the California Fire Academy System.

Fire Technology courses are offered in the evening to allow working persons easy access to instruction. Classes are updated by the local advisory group to maintain relevancy and meet changing industry needs.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

Field trips, demonstrations, and other innovative methods of instruction are utilized in the program.

**Career Options**

- Engineer
- Firefighter
- Fire Protection Services
- Forestry Technicians
- Hazardous Materials
- Health and Safety Inspector
- Industrial Safety
- Industrial Fire Brigade
- Law Enforcement
- Plant Protection
- Security Guard

**Program Learning Outcomes**

**Firefighter 1 Academy**

1. Analyze and evaluate critical aspects of fire suppression operations related to safe work practices, proper use of tools, power equipment, and personal protective equipment.
2. Analyze, evaluate and troubleshoot various fire emergency scenarios using standard decision making principles to develop a safe and effective operational strategy to bring an incident to a successful conclusion.
3. Apply proper maintenance and safety standards related to fire department ladders and power saws.
4. Assure that actions and decisions are based on ethical work practices and human factors directly related to the duties and responsibilities of a firefighter.

**Certificate Programs**

**Fire Technology**

The following courses (24 units minimum) are required for the certificate.

<b>Required Courses:</b>	<b>units</b>
FTEC 111, Fire Protection Organization	3
FTEC 112, Fire Prevention Tech.	3
FTEC 113, Fire Protection Equip. and Systems	3
FTEC 114, Building Construction for Fire Protection	3

FTEC 115, Fire Behavior and Combustion	3
Program Electives	9
<b>Total</b>	<b>24</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
EMT 101, Emergency Medical Technician 1	5.5
FTEC 102, Basic Incident Command System	1
FTEC 117, Preparing to be a Firefighter	3
FTEC 120, Wildfire Power Saws	2
FTEC 122, Wildland Firefighter	4
FTEC 123, First Responder EMS	2
FTEC 125, Haz Mat First Responder Operations	1.5
FTEC 126, Wildland Fire Behavior	3
FTEC 127, Wildland Firefighter Safety and Survival	3
FTEC 128, Wildland Fire Operations	3
FTEC 129, Wildland Public Info. Officer, Prevention, and Investigation	3
FTEC 130, Wildland Fire Logistics, Finance and Planning	3
FTEC 131, Followership to Leadership	1
FTEC 132, Advanced Firefighter Training	.5
FTEC 137, Portable Pumps and Water Use	1
FTEC 138, Wildland Engine Firefighter	4
FTEC 149, Interagency Incident Business Management	.5
FTEC 150, Basic Air Operations	.5
FTEC 199, Occupational Work Experience	1-8
FTEC 215, Rescue Practices	3
FTEC 216, Engine Company Operations	3
FTEC 217, Truck Company Operations	3
FTEC 222, Wildland Fire Control	3
FTEC 240, Fuel Management and Fire Use	1.5
FTEC 250, Intermediate Incident Command System	1.5
GEOG 201, Map Interpretation and GPS	4



**Firefighter 1 Academy**

The Firefighter 1 Academy is intended to provide students the necessary skills and knowledge to complete training for California State Fire Marshall Firefighter 1 certification. Emphasis is placed on knowledge and skills development in classroom and drill ground settings.

Students desiring to enter the Academy are required to have completed a medical examination and Candidate Physical Ability Test (CPAT). In addition to the enrollment fee, students are required to buy books, materials, uniforms, and protective equipment. The cost for these items is approximately \$2000. Informational meetings are scheduled at various times prior to registration for an Academy to give prospective students information on the requirements of the program.

**Career Options**

- Municipal fire service (Cities and Counties)
- Private Fire Protection Agencies
- Federal Fire Departments
- Military Base Fire Departments

**Required Courses: units**

The following courses (19.5 units) are required for the certificate.

FTEC 295A, Firefighter I Academy Module A	8
FTEC 295AL, Firefighter I Academy Module A Lab	2
FTEC 295B, Firefighter 1 Academy Module B	7
FTEC 295BL, Firefighter 1 Academy Module B Lab	2.5
<b>Total</b>	<b>19.5</b>

**Low-Unit Certificate of Achievement**

**Wildland Fire Technology**

The Wildland Fire Technology program is designed to give students the necessary skills and knowledge in wildland fire management to obtain entry-level employment as a firefighter. Emphasis is placed on the use of tools and equipment, fire behavior, fire organization, basic EMS, hazardous materials, and the use of aircraft. Students will receive certificates

for courses recognized as National Wildfire Coordinating Group curriculum in addition to the program certificate of completion.

**Career Options**

- Type II Hand Crewmember
- Hot Shot Crewmember
- Engine Crewmember
- Fire Prevention Technician
- Heli-Tack Crewmember

**Required Courses: units**

The following courses (17.5 units) are required for the certificate.

FTEC 102, (I-200) Basic Incident Command System	1
FTEC 120, (S-212) Wildfire Power Saws	2
FTEC 122, Wildland Firefighter	4
FTEC 125, Haz Mat First Responder Operations	1.5
FTEC 126, Wildland Fire Behavior	3
FTEC 137, (S-211) Portable Pumps and Water Use	1
FTEC 138, Wildland Firefighter Engine	4
FTEC 149, (S-260) Interagency Incident Business Management	.5
FTEC 150, (S-270) Basic Air Operations	.5
<b>Total</b>	<b>17.5</b>

**National Wildfire Coordinating Group / Wildland Fire Fighter Academy**

The Wildland Fire Fighter Academy program is designed to give students the basic necessary skills and knowledge in wildland fire fighting to obtain an entry-level temporary position as a wildland firefighter. Emphasis is placed on the field use of tools and equipment, physical training, as well as classroom academics. **The academy is a cohort of courses which are offered only during summer session. Admission is based on an interview with the Fire Technology instructors.** After successful completion of the cohort, a certificate will be awarded by the National Wildfire Coordinating Group.

**Career Options**

- Type II Hand Crewmember
- Hot Shot Crewmember
- Engine Crewmember

**Required Courses: units**

The following courses (12.5 units) are required for the certificate.

FTEC 120, Wildfire Power Saws	2
FTEC 122, Wildland Firefighter	4
FTEC 131, Followership to Leadership	1
FTEC 132, Advanced Firefighter Training	.5
FTEC 137, Portable Pumps and Water Use	1
FTEC 138, Wildland Engine Firefighter	4
<b>Total</b>	<b>12.5</b>

**Associate Degree**

**Fire Technology**

The requirements for an associate degree in Fire Technology may be satisfied by completing 15 units of required courses, selecting an additional 9 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of fire fighting. They are well prepared full-time, permanent positions rather than temporary, on-call positions. Additionally, they have enhanced for promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
FTEC 111, Fire Protection Organization	3
FTEC 112, Fire Prevention Tech.	3
FTEC 113, Fire Protection Equipment and Systems	3

Course from GE requirement Area A 3  
 Course from GE requirement Area D1 3  
**Total 15**

**Second Semester units**  
 FTEC 114, Building Construction for Fire Protection 3  
 FTEC 115, Fire Behavior and Combustion 3  
 Course from GE requirement Area B 3  
 Course from GE requirement Area D2 3  
 Program Elective 3  
**Total 15**

**Third Semester units**  
 Course from GE requirement Area E 3  
 Course from GE requirement Area F 3  
 Program Electives 6  
 Elective 3  
**Total 15**

**Fourth Semester units**  
 Course from GE requirement Area C 3  
 Electives 12  
**Total 15**  
**Degree Total 60**

**Program Electives:**  
 Please refer to the Program Electives listed under the certificate program.

**Wildland Fire Technology**  
 The requirements for an associate degree in Wildland Fire Technology may be satisfied by completing the 15 units of required courses, selecting an additional 15 units from the restricted list of program electives, 21 units of units of General Education requirements, and sufficient electives to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of wildland fire fighting. They are well prepared full-time, permanent positions rather than temporary, on-call positions. Additionally, they have enhanced for promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society

in which they live and with the ability to think and communicate clearly and effectively.

**Required Courses: units**  
 FTEC 126, Wildland Fire Behavior 3  
 FTEC 127, Wildland Firefighter Safety and Survival 3  
 FTEC 128, Wildland Fire Operations 3  
 FTEC 129, Wildland Public Information Office, Prevention, and Investigation 3  
 FTEC 130, Wildland Fire Logistics, Finance and Planning 3  
 Program Electives 15  
**Total 30**

**Program Electives: units**  
 Select 15 units from the list below.  
 EMT 101, Emergency Medical Technician (EMT) 5.5  
 FTEC 102, Basic Incident Command System 1  
 FTEC 120, Wildfire Power Saws 2  
 FTEC 122, Wildland Firefighter 4  
 FTEC 123, First Responder EMS 2  
 FTEC 125, Haz Mat First Responder Operations 1.5  
 FTEC 131, Followership to Leadership 1  
 FTEC 132, Advanced Firefighter Training .5  
 FTEC 137, Portable Pumps and Water Use 1  
 FTEC 138, Wildland Engine Firefighter 4  
 FTEC 141, Ignition Operations 1  
 FTEC 142, Wildland Origin and Cause Determination 1.5  
 FTEC 144, Single Resource Crew Boss 1.5  
 FTEC 149, Interagency Incident Business Management .5  
 FTEC 150, Basic Air Operations .5  
 FTEC 222, Wildland Fire Control 3  
 FTEC 240, Fuel Management and Fire Use 1.5  
 FTEC 250, Intermediate Incident Command System 1.5  
 GEOG 201, Map Interpretation and GPS 4  
 GEOG 205, Intro. to Geographic Information Systems 3

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**  
**First Semester units**  
 FTEC 126, Wildland Fire Behavior 3  
 FTEC 127, Wildland Firefighter Safety and Survival 3  
 Course from GE requirement Area A 3  
 Course from GE requirement Area D1 3  
 Program Elective 3  
**Total 15**

**Second Semester units**  
 FTEC 128, Wildland Fire Operations 3  
 FTEC 129, Wildland Public Information Officer, Prevention and Investigation 3  
 Course from GE requirement Area B 3  
 Course from GE requirement Area D2 3  
 Program Elective 3  
**Total 15**

**Third Semester units**  
 FTEC 130, Wildland Fire Logistics, Finance and Planning 3  
 Course from GE requirement Area E 3  
 Course from GE requirement Area F 3  
 Program Electives 6  
**Total 15**

**Fourth Semester units**  
 Course from GE requirement Area C 3  
 Program Electives 3  
 Electives 9  
**Total 15**  
**Degree Total 60**

**Transfer**  
 A bachelor's degree in Fire Protection Administration is available at CSU, Los Angeles. Check the CSU, Los Angeles catalog and consult a counselor for transfer requirements.

**Prerequisite Completion**  
 If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P." Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Fire Technology Courses

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### **FTEC 102 \*(I-200) BASIC INCIDENT COMMAND SYSTEM**

*1 unit*

*16 hours total*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course is the first in the Incident Command System series and is a prerequisite for the next level class. Teaches the basic features of the Incident Command System. Topics include: orientation, principles and features, organization, incident facilities, incident resources, and common responsibilities. Intended for students to pursue a career in the fire service. (CSU, AVC)

### **FTEC 111 \*FIRE PROTECTION ORGANIZATION**

*3 units*

*3 hours weekly*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Provides an 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 departments 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. (AVC)

### **FTEC 112 \*FIRE PREVENTION TECHNOLOGY**

*3 units*

*3 hours weekly*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Designed for the new student. The course provides fundamental information regarding the history and philosophy

of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. (AVC)

### **FTEC 113 \*FIRE PROTECTION EQUIPMENT AND SYSTEMS**

*3 units*

*3 hours weekly*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

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. (AVC)

### **FTEC 114 \*BUILDING CONSTRUCTION FOR FIRE PROTECTION**

*3 units*

*3 hours weekly*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

The study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. (AVC)

### **FTEC 115 \*FIRE BEHAVIOR AND COMBUSTION**

*3 units*

*3 hours weekly*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

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. (AVC)

### **FTEC 117 \*PREPARING TO BE A FIREFIGHTER**

*3 units*

*3 hours weekly*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Provides knowledge and skills needed to successfully complete the fire department employment process. Course includes what firefighters do, how firefighters are selected, memory and observation, tool knowledge, shop arithmetic, mechanical insight, mechanical knowledge, hydraulic calculations using mathematic formulas, calculation of square footage, cubic footage, percent of slopes, interpretation of symbols, spatial relations, map reading, reading comprehension, vocabulary, tables, charts, graphs, physical ability testing, resume preparation, fire department applications, and oral interviewing. (CSU, AVC)

### **FTEC 120 \*(S-212) WILDFIRE POWER SAWS**

*2 units*

*32 hours total*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Provides the knowledge needed to become a wildfire powersaw operator. Covers safety considerations, techniques of saw operation, maintenance and repairs. Wildfire power saws (S-212) is identified training in the National Wildfire Coordinating Group Suppression Curriculum. Intended for students to pursue a career with a wildland fire management agency or for a specialty with a municipal fire control agency. (CSU, AVC)

### **FTEC 122 \*WILDLAND FIREFIGHTER**

*4 units*

*5 hours weekly*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Prepares the student for entry level employment on a wildland fire crew. Meets the basic requirements for the U.S. Forest Service firefighter qualification system. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty with a municipal

fire control agency. (CSU, AVC)

**(R unlimited\*)**

\* Course repeatability allowed for mandated training as stated in Title 5, Sections 55763(c) and 58161(c).

### **FTEC 123 \*FIRST RESPONDER EMS**

2 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Intended for employees of wildland fire suppression agencies, law enforcement agencies, and other agencies that do not train to the Emergency Medical Technician level. Provides the first responder with skills to provide basic life support medical care until arrival of appropriate transportation and more qualified emergency medical personnel. Students planning for employment with municipal fire departments should take the Emergency Medical Technician course. This course is excellent preparation for the EMT course. (CSU, AVC)

### **FTEC 125 \*HAZ MAT FIRST RESPONDER OPERATIONS**

1.5 units

24 hours total

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Prepares the student to respond to hazardous materials incidents in a safe and competent manner at the operational level. Includes recognition and safety, containment and protective actions, scene management, legal aspects, and other information appropriate to this level of hazardous materials incident management. (CSU, AVC)

### **FTEC 126 \*WILDLAND FIRE BEHAVIOR**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course is intended for students that have completed a basic wildland firefighter training course and desires a greater understanding of wildland fire behavior. This provides information necessary for a greater understanding of

wildland fire behavior and fire behavior calculations. The effects of fuels, topography, and weather are discussed. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty within a municipal fire control agency. (CSU, AVC)

### **FTEC 127 \*WILDLAND FIREFIGHTER SAFETY AND SURVIVAL**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course is intended for student who are planning to pursue a career with a wildland fire. The course places emphasis on avoiding situations and conditions which have resulted in fire shelter deployments, injuries, fatalities for wildland firefighters and the methods to avoid this type of situation and to survive should they become entrapped. (CSU, AVC)

### **FTEC 128 \*WILDLAND FIRE OPERATIONS**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Presents the command structure and operational process for ground and air operations in control of wildland fires. Introduces the fire suppression oriented student to the needs and timing for logistical, finance and planning assistance on wildland fires. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty within a municipal fire control agency. (CSU, AVC)

### **FTEC 129 \*WILDLAND PUBLIC INFORMATION OFFICER, PREVENTION AND INVESTIGATION**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Presents information necessary to understand roles and functions of the Wildland Fire Information Officer,

Wildland Fire Prevention Officer, and Wildland Fire Investigation Officer. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty within a municipal fire control agency. (CSU, AVC)

### **FTEC 130 \*WILDLAND FIRE LOGISTICS, FINANCE AND PLANNING**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Examines the roles, responsibilities, and functions of the planning, logistics, and finance sections that are utilized during the control of wildland fires. Intended for students who wish to pursue a career with a wildland fire suppression agency and for a specialty within a municipal fire department. (CSU, AVC)

### **FTEC 131 \*(L-280) FOLLOWERSHIP TO LEADERSHIP**

(formerly (S-201) Supervisory Concepts and Techniques)

1 unit

16 hours total

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Designed for the first level supervisor (single resource) position in the Incident Command System. Includes supervisor responsibilities, ethics, workforce diversity, communication, and other topics relative to the position. Meets basic requirements of the National Wildfire Coordinating Group. Intended for students to pursue a career with a wildland fire management agency or for a specialty with a municipal fire control agency. (CSU, AVC)

### **FTEC 132 \*(S-131) ADVANCED FIREFIGHTER TRAINING**

.5 unit

8 hours total

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Designed for students who have previous Wildland fire fighter training. Provides the information needed to become

qualified in the first level supervision position of Advanced Firefighter/Squad Boss. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty with a municipal fire agency. (CSU, AVC)

### **FTEC 137 \*(S-211) PORTABLE PUMPS AND WATER USE**

*1 unit  
16 hours total*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Teaches students knowledge of the use and field maintenance of portable pumps and related equipment needed to carry out field operations. Portable Pumps and Water Use is identified training in the Wildland Fire Qualification Subsystem of the National Interagency Incident Management System (NIIMS). Intended for students to pursue a career with a wildland fire suppression agency or for a specialty with a municipal fire control agency. (CSU, AVC)

### **FTEC 138 \*WILDLAND ENGINE FIREFIGHTER**

*4 units  
5 hours weekly*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course prepares the student for employment on a wildland fire engine. Includes engine operations, hose lays, and related skills. Intended for students to pursue a career with a wildland fire management agency or for a specialty with a municipal fire control agency. This course IS NOT intended to cover the Basic Wildland Firefighter skills training. (CSU, AVC)

### **FTEC 141 \*(S-234) IGNITION OPERATIONS**

*1 unit  
24 hours total*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

A course designed to train firefighters who will have a need to know about firing techniques and the related firing devices used in wildfire suppression. Course material is taken from National

Wildfire Coordinating Group courses. Course is designed for students seeking a career in wildland fire management or for a specialty with a municipal fire department that has a wildland urban interface problem. (AVC)

### **FTEC 142 \*(P-151) WILDFIRE ORIGIN AND CAUSE DETERMINATION**

*1.5 units  
27 hours total*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Provides information to enable the student to make investigations of wildland fires to determine point of origin, cause of fires, and to initiate investigation of possible arson fires. Instruction in burn patterns and other indicators. Includes protection of evidence and use of evidence kit. Recognition of devices, arson motives, photography, and sketching are covered. Student learns case preparation including: review of the legal system, first approach, interviewing, interrogations, report writing, case files, and court demeanor. Relationship of investigation to litigation and other outcomes such as burdens of proof and standards of admissibility. The course utilizes the material contained in the National Wildfire Coordinating Group curriculum for FI-110 Wildland Fire Observation and Origin Scene Protection For First Responders and FI-210 Wildland Fire Origin and Cause Determination. (AVC)

### **FTEC 144 \*(S-230) SINGLE RESOURCE CREW BOSS**

*1.5 units  
32 hours total*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Designed to provide firefighters with knowledge to lead others while performing a variety of tasks used in suppression of wildland fires. Course material is taken from the National Wildfire Coordinating Group course, S-230 Crew Boss (Single Resource). Intended for students seeking a career in wildland fire management or for a specialty with a municipal fire department that has a wildland urban interface responsibility. (CSU, AVC)

### **FTEC 149 \*(S-260) INTERAGENCY INCIDENT BUSINESS MANAGEMENT**

*.5 unit  
16 hours total*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Designed to provide knowledge to perform the tasks of the positions in the Incident Command System (ICS) for which basic incident business management is required. Provides policy and direction for incident business management. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty with a municipal fire control agency. (CSU, AVC)

### **FTEC 150 \*(S-270) BASIC AIR OPERATIONS**

*.5 unit  
16 hours total*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Provides a survey of uses of aircraft in fire suppression and provides instruction on how to conduct oneself in and around aircraft. Meets the curriculum requirements of the National Wildfire Coordinating Group. Intended for students to pursue a career with a wildland fire management agency or for a specialty with a municipal fire control agency. (AVC)

### **FTEC 199 \*OCCUPATIONAL WORK EXPERIENCE**

*1-8 units  
hours vary*

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and

attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **FTEC 215 \*RESCUE PRACTICES**

3 units

3 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in FTEC 111.

General and specific rescue applications ranging in complexity from simple to extremely complex. Includes rescue scene management, rescue vehicle and equipment, rope rescue, structural collapse rescue, elevator rescue, confined space rescue, water and ice rescue, trench rescue, and other special rescue situations. (AVC)

### **FTEC 216 \*ENGINE COMPANY OPERATIONS**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Designed to provide knowledge to perform the tasks of an engine company firefighter. Covers various methods of attack, hoselays, supply lines, apparatus positioning, water supply, exposure protection, tactical use of fixed protective systems, heavy stream appliances, overhaul, tactical operations and rescue. (CSU, AVC)

### **FTEC 217 \*TRUCK COMPANY OPERATIONS**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Designed to provide knowledge to perform the tasks of a truck

company firefighter. Covers various initial assignments, rescue guidelines, ventilation practices, methods of checking for fire extension, forcible entry, aerial operations, ground ladders, salvage, elevated streams, control of utilities and overhaul. (CSU, AVC)

### **FTEC 222 \*WILDLAND FIRE CONTROL**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course provides the student with the skills and knowledge to size up a wildland /urban interface fire incident, evaluate the potential situation, order and deploy the necessary resources, and apply safe and effective strategy and tactics to minimize the threat to life and loss of property. (AVC)

### **FTEC 240 \*FUEL MANAGEMENT AND FIRE USE**

1.5 units

24 hours total

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Provides the student with an introductory level of knowledge to understand fire ecology, environmental policy, data collection for fuels inventory and fuel treatment processes and methods as they relate to fuel management and fire use in the western United States. Meets basic requirements of the National Wildfire Coordinating Group. Intended for students to pursue a career with a wildland fire management agency or for a specialty with a municipal fire control agency. (CSU, AVC)

### **FTEC 250 \*(I-300) INTERMEDIATE INCIDENT COMMAND SYSTEM**

1.5 units

24 hours total

**Prerequisite:** Completion of FTEC 102 or FTEC 295A.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Provides description and detail of the organization and operation of the ICS,

management of resources, duties of all positions including the Air Operations organization, and examples of how the essential principles are used in incident and event planning. Meets the curriculum requirements of the National Wildfire Coordinating Group. Applicable to wildland fire management agencies and municipal fire departments. (CSU, AVC)

### **FTEC 295A \*FIREFIGHTER 1 ACADEMY MODULE A**

8 units

140 hours total

**Limitation on Enrollment:** Requires physical exertion, lifting of 40 or more pounds, ability to climb ladders, walk in irregular terrain and pass Candidate Physical Agility Test (CPAT).

**Corequisite:** Concurrent enrollment in FTEC 295AL.

**Advisory:** Completion of FTEC 111, Eligibility for ENGL 099, READ 099 and MATH 070.

Combined with FTEC 295B provides the student with the knowledge to meet California State Fire Training requirements for a Firefighter 1 Academy. This coursework is the first step toward Firefighter 1 Certification. Combines classroom coursework with hands on training. Coursework includes, but is not limited to: history and development of the fire service, organization command and control, communications and alarms, fire behavior, firefighter safety, personal protective equipment, self-contained breathing apparatus, portable fire extinguishers, water supply, fire hose and appliances, nozzles and fire streams, and protective systems. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

### **FTEC 295AL \*FIREFIGHTER 1 ACADEMY MODULE A LAB**

2 units

125 hours total

**Limitation on Enrollment:** Requires physical exertion, lifting of 40 or more pounds, ability to climb ladders, walk in irregular terrain, and pass Candidate Physical Agility Test (CPAT).

**Corequisite:** Concurrent enrollment in FTEC 295A.

**Advisory:** Eligibility for ENGL 099,

*READ 099 and MATH 070.*

Laboratory course designed to accompany FTEC 295A lecture. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

### **FTEC 295B \*FIREFIGHTER 1 ACADEMY MODULE B**

*7 units*

*128 hours total*

**Limitation on Enrollment:** Requires physical exertion, lifting of 40 or more pounds, ability to climb ladders, walk in irregular terrain, and pass Candidate Physical Agility Test (CPAT).

**Prerequisite:** Completion of FTEC 295A and FTEC 295AL.

**Corequisite:** Concurrent enrollment in FTEC 295BL.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Combined with FTEC 295A provides the student with the knowledge to meet California State Fire Training requirements for a Firefighter 1 Academy. This course is the second step toward Firefighter 1 Certification. Combines classroom coursework with hands on training. Coursework includes, but is not limited to: building construction, ladders, ropes and knots, rescue procedures, forcible entry, ventilation, fire suppression, salvage, fire cause determination, fire prevention, first aid, hazardous materials, and terrorism awareness. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

### **FTEC 295BL \*FIREFIGHTER 1 ACADEMY MODULE B LAB**

*2.5 units*

*135 hours total*

**Limitation on Enrollment:** Requires physical exertion, lifting of 40 or more pounds, ability to climb ladders, walk in irregular terrain, and pass Candidate Physical Agility Test (CPAT).

**Prerequisite:** Completion of FTEC 295A and FTEC 295AL.

**Corequisite:** Concurrent enrollment in FTEC 295B.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Laboratory course designed to accompany FTEC 295B lecture. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

## Definition

The study of foreign languages

- provides the personal satisfaction of broadening one's communicative skills,
- increases the student's transfer options as numerous four-year schools have foreign language requirements,
- enriches foreign travel through the ability to communicate with others in their own language,
- provides exposure to the richness of cultural variety,
- fosters understanding and appreciation of one's cultural heritage,
- opens new job opportunities,
- develops a new perspective on one's own language and culture,
- offers salary increments in certain occupations.

The ability to speak a foreign language is often viewed as one of the hallmarks of the aware and educated individual.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Charlotte Forte-Parnell, Dean  
ext. 6463

### Administrative Assistant:

Donna Casey ext. 6463

### Faculty:

Marthe Aponte ext. 6021

Dr. Liette Bohler ext. 6002

Rosa Onofre ext. 6476

Lucia Pozo ext. 6242

Heidi Preschler ext. 6475

Angela Shaheen ext. 6790

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Eric Elias V.M. 2313

Lauren Brown 2354

Andrew Miller 2353

Robert Ruckman 2154

Arthur Salazar 2156

Marcia Saldana 2412

Oscar Suarez 2387

Danny Young 2141

Juan Vazquez 2507

Celia Zamudio 2481

## Program Description

Courses are offered in Chinese, French, German, Latin and Spanish. All of the courses are transfer-level, and Chinese, French, German, and Spanish provide the opportunity to progress from beginning through advanced levels. Students learn the basic features of the languages; develop speaking, aural comprehension, reading, and writing skills; and gain an acquaintance with the literature, history and culture of the countries concerned.

## Distinctive Features

In addition to classroom instruction, foreign language students are exposed to publications, films, recordings, and videotapes in the languages being studied. Further enrichment is provided by field trips to activities as diverse as foreign restaurants or Oktoberfests.

## Career Options

Banking  
 Consular and Junior Foreign Service Officer  
 Import and Export Business  
 International Business  
 International Relations  
 Medicine  
 Nursing  
 Overseas Employment  
 Police Work  
 Social Security Office  
 Teacher  
 Translating and Interpreting  
 Social Services  
 (Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Foreign Language is not available. Foreign Language courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Chinese Courses

### CHIN 101 \*ELEMENTARY CHINESE I

(formerly Elementary Chinese)  
5 units

5 hours weekly

**Advisory:** Eligibility for ENGL 101.

This course is intended for students who have no background in Chinese language. Introduction to fundamentals of standard Chinese, including pronunciation, grammar, and Chinese characters with emphasis on basic skills of speaking, listening comprehension, reading, and writing within a lively, interactive, and stimulating classroom atmosphere. This course helps students acquire some knowledge of Chinese customs, society, and history. (CSU, UC, AVC)

### CHIN 102 \*ELEMENTARY CHINESE 2

(formerly Elementary Chinese)

5 units

5 hours weekly

**Prerequisite:** Completion of CHIN 101.

This course is intended for students who have completed Chinese 101. It continues



to develop students' skills of speaking, listening comprehension, reading, and writing within a lively, interactive, and stimulating classroom atmosphere. This course helps students acquire the knowledge of Chinese customs, society, and history in some depth. (CSU, UC, AVC)

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## French Courses

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### **FREN 101 \*ELEMENTARY FRENCH 1**

(formerly Elementary French)

5 units

5 hours weekly

*Advisory:* Eligibility for ENGL 101.

Introduction to understanding, speaking, reading, and writing French. Emphasis is on the vocabulary, grammar, and cultural knowledge necessary to communicate in everyday situations. Course will include work in pairs and small groups so that students will be active learners. The basic geography and history of French-speaking countries will also be covered. Students will also be introduced to critical thinking, such as it pertains to the comparisons of different value systems. They will use various Francophone perspectives to examine, compare, and contrast issues and values such as family, holidays, religion, politics, education, children, work, and contrast them with their own culture. (CSU, UC, AVC)

### **FREN 102 \*ELEMENTARY FRENCH 2**

(formerly Elementary French)

5 units

5 hours weekly

*Prerequisite:* Completion of FREN 101.

Course continues the work of FRENCH 101 on understanding, speaking, reading, and writing French. Emphasis is on the vocabulary, grammar, and cultural knowledge necessary to communicate in everyday situations. Course will include work in pairs and small groups so that students will be active learners. A more in-depth knowledge of geography and history of French-speaking countries will also be covered. The course will be conducted entirely in French. Students

will also be introduced to critical thinking, such as it pertains to the comparisons of different value systems. They will use various Francophone perspectives to examine, compare, and contrast issues and values such as family, holidays, religion, politics, education, children, and work, and contrast them with their own culture. (CSU, UC, AVC)

### **FREN 201 \*INTERMEDIATE FRENCH 1**

(formerly Intermediate French)

5 units

5 hours weekly

*Prerequisite:* Completion of FREN 102.

This course is a comprehensive intermediate French program that uses culture as the organizing principle to its communicative approach in the teaching of reading, writing, listening, speaking ability and critical thinking. A variety of texts, including contemporary short stories, poems, newspapers and magazine articles, excerpts from essays and literary works will be read and discussed. Students will also see videos, sing songs, and hear short lectures. Class work includes Web activities, reading aloud, working in groups or pairs, review of grammar and practice exercises. The major historical periods, events, cultures, and political figures of French and Francophone countries will be introduced. The course is conducted entirely in French and is intended for French majors, students studying literature or linguistics or other subjects that require more than two semesters of a foreign language, or those seeking to broaden or maintain their proficiency in French language and French and French-speaking cultures. (CSU, UC, AVC)

### **FREN 202 \*INTERMEDIATE FRENCH 2**

(formerly Intermediate French)

5 units

5 hours weekly

*Prerequisite:* Completion of FREN 201.

This course continues to develop students' ability to read, write, speak, and comprehend French. Students will read and discuss intermediate literary and non-literary texts. Grammar will be reviewed as necessary through brief lectures and exercises. Major twentieth

century French and Francophone authors will be introduced through readings and discussion. Cultural and social issues will be discussed. The course is conducted entirely in French and is intended for French majors, students studying literature or linguistics or other subjects that require more than two semesters of a foreign language, or those seeking to broaden or maintain their proficiency in French. (CSU, UC, AVC)

### **FREN 203 \*ADVANCED FRENCH**

3 units

3 hours weekly

*Prerequisite:* Completion of FREN 202.

Reading and discussion of literary texts. Students will also read contemporary non-literary texts, such as newspapers, magazines and essays on topics of current interest. Course includes advanced vocabulary building, essay writing and critical analysis of literary and non-literary texts. The course is conducted entirely in French and is intended for French majors, students studying literature or linguistics or other subjects that require more than two semesters of a foreign language, or those seeking to broaden or maintain their proficiency in French language and French and French-speaking cultures. (CSU, UC, AVC)

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## German Courses

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### **GER 101 \*ELEMENTARY GERMAN 1**

5 units

5 hours weekly

*Advisory:* Eligibility for ENGL 101 and READ 099.

This introductory course in German develops students' ability to speak, read, write and comprehend German. Emphasis is on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations. The course includes work in pairs and small groups so that students will be active learners. Class will be conducted 90% in German with minimal use of translation. (CSU, UC, AVC)

## GER 102 \*ELEMENTARY GERMAN 2

5 units

5 hours weekly

*Prerequisite:* Completion of GER 101.

This course, the second semester of elementary level German, continues to develop students' ability to speak, read, write and understand German. Emphasis is on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations. The course includes work in pairs and small groups so that students will be active learners. The class will be conducted entirely in German. (CSU, UC, AVC)

## GER 201 \*INTERMEDIATE GERMAN 1

3 units

3 hours weekly

*Prerequisite:* Completion of GER 102.

This course will develop students' reading, writing, aural comprehension and speaking abilities to an intermediate level. A variety of texts will be read and discussed. Students may also hear radio emissions, video or television clips, songs and short lectures. Several contemporary issues such as environmental problems, the work world, the educational system, music, feminism, multiculturalism or political history will be covered. Class includes reading aloud, discussion, and work in groups or pairs. The course is conducted entirely in German and is intended for German majors, students studying literature or linguistics or other subjects that require more than two semesters of a foreign language or those seeking to broaden or maintain their proficiency in German. (CSU, UC, AVC)

## GER 202 \*INTERMEDIATE GERMAN 2

(formerly Intermediate German)

3 units

3 hours weekly

*Prerequisite:* Completion of GER 201.

This course will develop students' reading, writing, aural comprehension and speaking abilities to an intermediate-mid level. A variety of texts will be read and discussed. Students may also hear radio emissions, video or television clips, songs and short lectures.

Several contemporary issues such as environmental problems, the work world, the educational system, music, feminism, multiculturalism or political history will be covered. Class work includes reading aloud, discussion, and work in groups or pairs. The course is conducted entirely in German and is intended for German majors, students studying literature or linguistics or other subjects that require more than two semesters of a foreign language, or those seeking to broaden or maintain their proficiency in German. (CSU, UC, AVC)

## GER 203 \*INTERMEDIATE GERMAN 3

(formerly Intermediate German)

3 units

3 hours weekly

*Prerequisite:* Completion of GER 202.

This course will develop students' reading, writing, aural comprehension, and speaking abilities to an intermediate mid to intermediate high level. A variety of texts will be read and discussed. Students may also hear radio emissions, video or television clips, songs, and short lectures. Several contemporary issues such as environmental problems, the work world, the educational system, music, feminism, multiculturalism, or political history will be covered. Class work includes reading aloud, discussion, and work in groups or pairs. The course is conducted entirely in German and is intended for German majors, students studying literature or linguistics or other subjects that require more than two semesters of a foreign language, or those seeking to broaden or maintain their proficiency in German. (CSU, UC, AVC)

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## Latin Courses

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### LATN 101 \*ELEMENTARY LATIN 1

(formerly Elementary Latin)

5 units

5 hours weekly

*Advisory:* Eligibility for ENGL 101 and READ 099.

A transfer-level, foundation course providing an introduction to reading, writing, and comprehension of elementary Latin, including a survey of Roman culture during the time of the Republic and Augustan periods. The course emphasizes the relationship of Latin to the vocabulary, spelling, and grammar of modern English and Romance languages. (CSU, UC, AVC)

### LATN 102 \*ELEMENTARY LATIN 2

(formerly Elementary Latin)

5 units

5 hours weekly

*Prerequisite:* Completion of LATN 101.

A transfer-level, foundation course building on Latin 101 and providing further introduction to reading, writing, and comprehension of elementary Latin, including a survey of Roman culture during the time of the Republic and Augustan periods. The course emphasizes the relationship of Latin to the vocabulary, spelling, and grammar of modern English and Romance languages. (CSU, UC, AVC)

### LATN 201 \*INTERMEDIATE LATIN

5 units

5 hours weekly

*Prerequisite:* Completion of LATN 102.

A transfer-level, intermediate course in Latin, continuing the concepts introduced in Latin 101 and 102. In addition to intensive study of Latin grammar and syntax, the student will translate and analyze passages from Virgil's Aeneid and also will study the works of the following classical writers: Caesar, Catullus, and Ovid. (CSU, UC, AVC)

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## Spanish Courses

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### SPAN 101 \*ELEMENTARY SPANISH 1

(formerly Elementary Spanish)

5 units

5 hours weekly

**Advisory:** Eligibility for ENGL 101.

Introduction to understanding, speaking, reading, and writing Spanish. Emphasis is on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations. Course will include work in pairs and small groups so that students will be active learners. The basic geography and history of Spanish-speaking countries will also be covered. The course will be conducted 90 percent in Spanish. (CSU, UC, AVC)

### SPAN 101HL \*ELEMENTARY SPANISH FOR HERITAGE LEARNERS I

5 units

5 hours weekly

Elementary Spanish for Heritage Learners is equivalent, in scope, to SPAN 101. This course is designed to develop understanding, speaking, reading, and writing in Spanish. But in addition, it offers heritage learners opportunities to further develop the spoken language they have already learned, and to acquire more knowledge about their language and cultural heritage. Students will also enhance their reading and writing strategic skills using academic Spanish vocabulary, and develop their critical thinking skills to read, analyze, and critique different literary genres. **The course will be conducted entirely in Spanish. Note: Students must be native or heritage language learners. A native speaker or heritage learner is someone who was born in a Spanish speaking country and/or speaks Spanish at home. A heritage language learner may also be an individual who has learned Spanish in a non-academic setting.** (CSU, UC, AVC)

### SPAN 102 \*ELEMENTARY SPANISH 2

(formerly Elementary Spanish)

5 units

5 hours weekly

**Prerequisite:** Completion of SPAN 101 or SPAN 101HL.

Course continues the work of SPAN 101 on understanding, speaking, reading, and writing Spanish. Emphasis is on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations. Course will include work in pairs and small groups so that students will be active learners. A more in-depth knowledge of geography and history of Spanish-speaking countries will also be covered. The course will be conducted entirely in Spanish. (CSU, UC, AVC)

### SPAN 102HL \*ELEMENTARY SPANISH FOR HERITAGE LEARNERS II

5 units

5 hours weekly

**Prerequisite:** Completion of SPAN 101HL or SPAN 101.

Elementary Spanish for Heritage Learners is equivalent, in scope, to SPAN 102. This course continues the work of SPAN 101HL on understanding, speaking, reading, and writing Spanish. Students will also continue enhancing their reading and writing skills using academic Spanish vocabulary, and develop their critical thinking skills to read, analyze, and critique different literary genres. It offers heritage learners a more in-depth knowledge about their language and cultural heritage and opportunities to further develop and enhance the spoken language acquired in SPAN 101 HL. **The course will be conducted entirely in Spanish. Note: Students must be native speakers or heritage language learners. A native speaker or heritage learner is someone who was born in a Spanish speaking country and/or speaks Spanish at home. A heritage language learner may also be an individual who has learned Spanish in a non-academic setting.** (CSU, UC, AVC)

### SPAN 120A ELEMENTARY SPANISH FOR TEACHERS 1

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 101.

This course is equivalent, in scope, to the first half of SPAN 101; students who have completed SPAN 101 will not get credit for this course. Also, it is a beginning course for non-native Spanish speakers. This course is designed to develop understanding, speaking, reading and writing in Spanish. Emphasis will be on the vocabulary used in a school setting. Since this course is designed for students who are or will be educators, students pursuing a CLAD teaching credential in California can use this course to fulfill half of their second language requirement. This course will be conducted ninety percent in Spanish. (CSU, AVC)

### SPAN 120B ELEMENTARY SPANISH FOR TEACHERS 2

3 units

3 hours weekly

**Prerequisite:** Completion of SPAN 120A.

This course is equivalent, in scope, to the second half of SPAN 101; students who have completed SPAN 101 will not get credit for this course. This is a continuation course for non-native Spanish speakers. The main emphasis will be on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations in a school setting. Additional basic geography and history of Spanish-speaking countries will also be covered. Students will be active learners working in pairs and small groups. This course will be conducted ninety percent in Spanish. (CSU, AVC)

### SPAN 201 \*INTERMEDIATE SPANISH 1

(formerly Intermediate Spanish)

5 units

5 hours weekly

**Prerequisite:** Completion of SPAN 102 or SPAN 102 HL.

This course will develop students' reading, writing, listening, and speaking ability. A variety of texts, including contemporary short stories will be read and discussed. Several contemporary issues will be covered in-depth. Students

will also see videos, sing songs and hear short lectures. Class work includes reading aloud, working in groups or pairs, and review of grammar and practice exercises. The major historical periods, events, cultures, and political figures of Spanish-speaking countries will be introduced. The course is conducted entirely in Spanish. (CSU, UC, AVC)

**SPAN 202 \*INTERMEDIATE SPANISH 2**

(formerly Intermediate Spanish)

*5 units*

*5 hours weekly*

***Prerequisite:*** Completion of SPAN 201.

Course continues to develop students' ability to read, write, speak, and comprehend Spanish. Students will read and discuss intermediate literary and non-literary texts. Grammar will be reviewed as necessary through brief lectures and exercises. Major twentieth century Spanish authors will be introduced through readings and discussion. Cultural and social issues will be discussed. The course will be conducted entirely in Spanish. (CSU, UC, AVC)

**SPAN 203 \*ADVANCED SPANISH**

*3 units*

*3 hours weekly*

***Prerequisite:*** Completion of SPAN 202.

Reading and discussion of literary texts. Students will also read contemporary non-literary texts, such as newspapers, magazines and essays on topics of current interest. Course includes advanced vocabulary building, essay writing and critical analysis of literary and non-literary texts. The course will be conducted entirely in Spanish. (CSU, UC, AVC)

## Definition

The Geosciences include the disciplines of Geography, Geographic Information Systems (GIS) and Geology. These disciplines all explore Earth's surface.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Leslie Uhazy, Dean ext. 6417

### Administrative Assistant:

Wendy Cios ext. 6415

### Clerical Assistant:

Suzanne Olson ext. 6046

### Faculty:

Richard Balogh ext. 6428

Dr. Richard Coffman ext. 6176

Michael Pesses ext. 6914

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Steven Adams	2370
Kathy Duret	2234
Tiffany Janson	2476
Dr. Igor Marder	6238
Abu Rahman	2471
Ed Teets	2149
Laura Verity	2054
Molly Zorba	2404

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Geography

### Program Description

The field of geography explores spatial relationships and the patterns created by humans and the natural environment on Earth's surface. All geography courses are transferable to CSU and UC institutions.

### Distinctive Features

The study of geography prepares students for transfer to four-year institutions and gives them skills to understand the spatial relationships that surround them. Geographic skills compliment many other academic fields. See GIS Certificate Program below.

### Career Options

Geographers find employment options in the following areas:

- Demographics
- Environmental Sciences
- Fire Management
- Hazardous Waste Cleanup
- Homeland Security
- Hydrology and Watershed Management
- Meteorology
- Regional and Urban Planning
- Resource Management
- Teaching
- Transportation Analysis

(Many of these fields require education beyond the two-year college level.)

### Certificate Program

Certificate not applicable.

### Associate Degree

An associate degree with a major in Geography is not available. Geography courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Geography Courses

### GEOG 101 \*PHYSICAL GEOGRAPHY: EARTH'S SURFACE LANDSCAPES

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 102.

An introduction to the processes at work shaping Earth's surfaces. Students will explore the role of plate tectonics, volcanism and earthquakes in building our landscape. Students will also examine the forces that erode and modify Earth's surfaces. The interactions between location, climates, soils and bioregions will also be explored. (CSU, UC, AVC)

### GEOG 101L \*PHYSICAL GEOGRAPHY LAB: EARTH'S SURFACE LANDSCAPES

1 unit

3 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in GEOG 101.

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 102.

Provides students with a hands-on introduction to the processes at work shaping Earth's surfaces. This class provides an introduction to the methods used to present spatial relationships found in our physical environment. Students will identify, explore, analyze, and compare methods used in mapping and expressing spatial relationships. Students will develop fundamental geographic skills that can be used in variety of professional situations. (CSU, UC, AVC)

### GEOG 102 \*PHYSICAL GEOGRAPHY: EARTH'S WEATHER AND CLIMATE

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 102.

This course examines Earth's weather and climate patterns from a geographic perspective. Students explore the basic principles of weather and climate as well

as causes and effects. Emphasis is placed on understanding various elements and controls of weather and climate as well as interpreting weather maps and charts. Techniques and principles involved in interpreting weather data, weather charts and maps and weather forecasting will also be introduced. (CSU, UC, AVC)

### **GEOG 102L \*PHYSICAL GEOGRAPHY LAB: EARTH'S WEATHER AND CLIMATE**

1 unit

3 hours weekly

**Prerequisite:** Completion of or concurrent enrollment in GEOG 102.

Provides "hands-on" experience in understanding, defining and interpreting the basic principles of weather and climate topics presented in GEOG 102. Emphasis is placed on understanding various elements and controls of weather and climate, making and interpreting weather maps and charts. Techniques and principles involved in interpreting weather data, weather charts and maps and weather forecasting will also be introduced. (CSU, AVC)

### **GEOG 105 \*CULTURAL GEOGRAPHY**

3 units

3 hours weekly

**Advisory:** Completion of or concurrent enrollment in ENGL 101, and Eligibility for College Level Reading and MATH 102.

An introduction to the fundamental concepts of human geography allowing students to explore the spatial patterns created by the interactions of diverse ethnic groups. Students will use basic geographic concepts to explore relationships between human cultures and their environments, race and ethnicity, diffusion of languages, religions and social customs. Students will explore issues in human population dynamics and migrations and investigate impacts of patterns created by political boundaries and economic development. **NOTE:** Does not meet Physical Science requirement. (CSU, UC, AVC)

### **GEOG 106 \*CALIFORNIA GEOGRAPHY**

3 units

3 hours weekly

**Advisory:** Completion of ENGL 101 and GEOG 101 or GEOG 105, and Eligibility for College Level Reading.

This course will explore California's diverse physical, cultural and economic geography. We will be exploring the many relationships between the State's past, present and future physical, historical, cultural and economic landscapes as we examine California's modern landscapes. We will also explore issues faced by all Californians including but not limited to growing population, limited resources, water, urbanization, and agriculture. This course will be valuable for geography majors, future teachers, transfer students, and anyone with an interest in California. (CSU, UC, AVC)

### **GEOG 299 \*SPECIAL TOPICS—FIELD GEOGRAPHY**

1 unit

20 hours total

**Advisory:** Completion of or concurrent enrollment in GEOG 101, GEOG 102, GEOG 106, GEOL 101 or ERSC 101.

This course will allow students opportunities to observe geographic phenomenon in field setting covered in classroom lectures. Students will become familiar with some of the basic techniques used in observing, identifying, describing, mapping and recording field data. Specific features to be observed will be chosen for each trip based on destinations and themes. This course will be valuable for all geography, science, natural resource and planning majors, future teachers and anyone interested in our natural environment. (CSU, AVC)

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## **Geographic Information Systems (GIS)**

### **Definition**

Geographic Information Systems (GIS) is a computer-based tool used to map and analyze things that exist and happen on the surface of Earth. GIS technology integrates database operations with

statistical analysis and presents this information visually using maps. GIS can be used to explain events, predict outcomes and plan for the future.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

### **Program Description**

The GIS certificate program allows geography and other majors to transfer into four-year geography programs having completed a documented specialization in GIS that includes marketable job skills that can be used concurrently with the pursuit of advanced degrees. The GIS certificate program will benefit persons with previous training in a variety of fields by allowing them to gain new skills that can be applied in their place of employment. All GIS courses are transferable to CSU and UC institutions.

### **Distinctive Features**

Students work in up-to-date computer labs with modern scanners, digitizing equipment, Global Positioning Satellite (GPS), plotters and other specialized equipment. All classes are project-based allowing students opportunities to work with real world data.

### **Career Options**

GIS is a multibillion-dollar industry employing hundreds of thousands worldwide in many fields including:

- Anthropology
- Archeology
- Biology
- Business
- Criminal Justice
- Demographics
- Epidemiology
- Environmental Sciences and Protection
- Fire Management
- Geomatics Engineering
- Hazardous Waste Cleanup
- Homeland Security
- Meteorology
- Regional and Urban Planning
- Resource Management
- Transportation Networks
- Watershed Management

## Zoology

GIS applications and the job opportunities open to individuals with training in GIS. (Many of these fields require education beyond the two-year college level.)

## Certificate Program

### Low-Unit Certificate of Achievement

#### Geographic Information Systems

The following courses (15 units) are required for the certificate.

Required Courses:	units
GEOG 205, Introduction to GIS	3
GEOG 220, Data Acquisition and Management	3
GEOG 221, Spatial Analysis	3
GEOG 222, Cartography	3
Complete a total of 3 units from: GEOG 298A, 298B or 298C, Special Studies in GIS	3
<b>Total</b>	<b>15</b>

## Associate Degree

Associate degree not available.

## Geographic Information Systems Courses

### GEOG 201 \*MAP INTERPRETATION AND GPS

(formerly same course as FTEC 201)

4 units

3 hours weekly

18 total hours of supervised field application

**Advisory:** Completion of MATH 080, and Eligibility for College Level Reading and ENGL 101.

This course will provide students with the skills necessary to interpret maps. Projection and reference systems, scale concepts, coordinate systems, topographic maps, air photo interpretation, use of compasses and clinometers will be explored. Students will also cover the basics of how GPS works and examine some of the ways GPS technologies can be used to solve real-world problems. Students will gain hands-on experience mapping field-collected data and importing the data to

computer mapping software. Students will be required to participate in a minimum of 18 hours of supervised off-campus field application sessions. This class will meet needs of geography, geology, archaeology, wildlife biology and fire technology students. (CSU, AVC)

### GEOG 205 \*INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

3 units

3 hours weekly

**Advisory:** Completion of CA 103 and MATH 080, and Completion of or concurrent enrollment in GEOG 201 and MATH 102, and Eligibility for College Level Reading and ENGL 101.

This course will introduce students to the fundamentals of Geographic Information Systems (GIS). Students will explore the methods, technology and software used to capture, manage, analyze and present geographic data. Students will use their knowledge to complete a GIS project in a field of interest. This course is intended for Geography/GIS majors and persons interested using GIS in professional settings. **NOTE:** Does not meet Physical Science requirement. (CSU, AVC)

### GEOG 220 \*DATA ACQUISITION AND MANAGEMENT IN GEOGRAPHIC INFORMATION SYSTEMS

3 units

3 hours weekly

**Prerequisite:** Completion of GEOG 205.

**Advisory:** Completion of CA 131, MATH 080 and MATH 102, and Completion of or concurrent enrollment in MATH 115, and Eligibility for College Level Reading and ENGL 101.

This course provides a general survey of basic methods of data acquisition, database design and management for GIS. This course focuses on the specific data requirements of GIS. Students will examine methods of digitizing preexisting data and explore database development and management. Students will use their knowledge to complete GIS projects. **BEFORE ENROLLING,** students must have the computer skills,

knowledge of georeferencing, coordinate systems, processes of data capture, data management and analysis and the skills necessary to produce a GIS map gained in GEOG 205. This course is intended for Geography/GIS majors and persons using GIS in professional settings. (CSU, AVC)

### GEOG 221 \*SPATIAL ANALYSIS IN GEOGRAPHIC INFORMATION SYSTEMS

3 units

3 hours weekly

**Prerequisite:** Completion of GEOG 205.

**Advisory:** Completion of MATH 080 and MATH 102, and Completion of or concurrent enrollment in MATH 115, and Eligibility for College Level Reading and ENGL 101.

This course provides a general survey of the fundamentals of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course is focused on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. The applications of a variety of quantitative methods will be explored using GIS software including ArcGIS and ArcInfo. Students will use their knowledge to complete a GIS project. **BEFORE ENROLLING,** students must have computer skills, knowledge of georeferencing, coordinate systems, processes of data capture, data management and analysis and the skills necessary to produce a GIS map. This course is intended for Geography/GIS majors and persons using GIS in professional settings. **NOTE:** Does not meet Physical Science requirement. (CSU, UC, AVC)

### GEOG 222 \*CARTOGRAPHY FOR GEOGRAPHIC INFORMATION SYSTEMS

3 units

3 hours weekly

**Prerequisite:** Completion of GEOG 205.

This course provides a general survey of basic methods used for the presentation of GIS data and analysis. Students will examine methodology used in the presentation of spatial data. Students will use their cartographic skills to complete their GIS projects. **BEFORE ENROLL-**

ING, students must have the computer skills, knowledge of georeferencing, coordinate systems, processes of data capture, data management and analysis and the skills necessary to produce a GIS map gained in GEOG 205. This course is intended for Geography/GIS majors and persons using GIS in professional settings. (CSU, AVC)

### **GEOG 298A, 298B, 298C** **\*SPECIAL STUDIES** **IN GEOGRAPHIC** **INFORMATION SYSTEMS**

*1 unit, 2.3 hours weekly*

*2 units, 4.6 hours weekly*

*3 units, 7 hours weekly*

**Prerequisite:** Completion of GEOG 205.

**Advisory:** Completion of MATH 080 and Eligibility for College Level Reading, ENGL 101 and MATH 115.

These courses provide students with the opportunity to work independently on a GIS project. Students will use GIS skills to collect data, model and analyze complex spatial relationships. **BEFORE ENROLLING**, students must have computer skills, knowledge of georeferencing, coordinate systems, process of data capture, data management and analysis, and the skills necessary to produce a GIS map. These courses are intended for Geography/GIS majors and persons interested in using GIS in professional settings. Students will enroll in the section that will match their specific project time commitment and be awarded units accordingly. (CSU, AVC)

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## **Geology**

### **Definition**

The chemical composition, age and varied landscapes of the earth are examined through investigation of rocks and minerals.

### **Program Description**

The field of geology explores Earth's geologic features and the processes responsible for their formation. All geology courses are transferable to CSU and UC institutions.

### **Distinctive Features**

The study of geology prepares students for transfer to four-year institutions.

### **Career Options**

Geologists find employment options in the following areas:

Civil Engineering  
Environmental Sciences  
Hazardous Waste Cleanup  
Hydrology and Watershed Management  
Regional and Urban Planning  
Resource Management  
Teaching  
Transportation Analysis  
(Many of these fields require education beyond the two-year college level.)

### **Certificate Program**

Certificate not applicable.

### **Associate Degree**

An associate degree with a major in Geology is not available. Geology courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

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## **Geology** **Courses**

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### **GEOLOGICAL** **GEOLOGY**

*3 units*

*3 hours weekly*

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 102.

Introduction to the Earth's geologic features and processes responsible for their formation. Students will learn about the internal and external processes involved with the formation of the Earth. Topics include the formation of minerals and rocks, tectonic processes, volcanoes, earthquakes, faults and folding, the development of continents and ocean basins, mineral and energy resources, and surface processes and features including weathering, streams, groundwater, glaciers and shorelines. (CSU, UC, AVC)

### **GEOLOGICAL** **GEOLOGY LAB**

*1 unit*

*3 hours weekly*

**Corequisite:** Completion of or concurrent enrollment in GEOG 101.

**Advisory:** Eligibility for College Level Reading, ENGL 101 and MATH 102.

Physical Geology Laboratory provides students with hands-on introduction to the analyses and identification of common minerals and rocks. The class provides an introduction to the analysis and interpretation of topographic and geologic maps. The students will learn basic analytical and geologic skills that will enable them to interpret geologic histories based on fundamental geologic principles. (CSU, UC, AVC)

### **GEOLOGICAL** **GEOLOGY**

*3 units*

*3 hours weekly*

**Advisory:** Eligibility for College Level Reading, ENGL 099 and MATH 070.

Historical Geology is an overview of the history and development of the Earth and life on Earth. The course will examine the geologic processes that have shaped the Earth, the development of the Earth and life on Earth, and how it has changed over time according to the geologic record. (CSU, UC, AVC)



## Definition

Health education prepares individuals for healthy life-styles and promotes wellness throughout the life-span. (**Note: Contact SBCC @ <http://www.sbcc.edu/hit/website/> for Health Information Technology information.**)

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Newton Chelette, Dean ext. 6441

### Administrative Assistant:

Julie Montana ext. 6440

### Faculty:

Kathleen Bingham ext. 6622

Frank Blua ext. 6439

Mark Covert ext. 6442

Perry Jehlicka ext. 6387

Jacquelynn Lott ext. 6447

Cindy Vargas ext. 6708

Joseph Watts ext. 6449

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6530, then the 4-digit number.

V.M.

Barbara Allen 2407

Tim Atkerson 2287

George Fetters ext. 6209

Michele Lewallen 2936

## Program Description

Health education courses have two primary goals:

1. To provide students with preparatory courses for transfer to a four-year educational program in health, community health and wellness.
2. To provide general education about health and wellness.

## Distinctive Features

Day, evening and weekend classes are offered in health education.

## Career Options

Community Health Worker  
Environmental Health Officer  
Health Administration  
Health Educator  
Teacher  
Wellness Coordinator

(Most of these careers require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Health Education Courses

### HE 101 \*HEALTH EDUCATION

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

Students will explore health behaviors, health promotion and wellness concepts. The course includes study and analysis of specific life-style factors and their relationships to well-being and disease. Areas of study will include mental wellness, stress and stress management, physical fitness, nutrition, weight management, drugs, alcohol, tobacco,

heart disease, cancer, infectious diseases, sexuality, birth control, consumerism and environmental health. (CSU, UC, AVC)

### HE 120 \*STRESS MANAGEMENT

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 099.

This course examines stress and stressors from a health and wellness perspective. It is designed to enable all students to understand the role of stress in their lives. The course focuses on the multi-dimensional nature of stress, the role of stress in the etiology of many chronic diseases, and the development of a personal stress management plan. It is based on a holistic approach to stress management, rather than an approach that just teaches a variety of individual coping techniques. (CSU, AVC)

### HE 201 \*WOMEN'S HEALTH ISSUES

3 units

3 hours weekly

**Prerequisite:** Completion of HE 101.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Students will explore health issues that relate specifically to women. Topics will include women and the healthcare system, mental health, drugs, alcohol and smoking, menstruation, mid-life and older-women's health, sexuality, fertility and infertility, childbearing, politics of disease, violence against women, and body image, food and nutrition. Each of the topics will be explored in relation to poverty, ageism, racism, and sexism. (CSU, UC, AVC)

## Definition

History, in the broad sense, is the study of all human experience. It examines people, institutions, ideas and events past and present. The study of history develops cultural literacy, critical thinking, and other useful skills while helping to understand today and plan for tomorrow. The study of history provides us with a better understanding of ourselves as individuals and as a society.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Tom O'Neil, Dean ext. 6482

### Administrative Assistant:

Cindy Kline ext. 6482

### Faculty:

Dr. Matthew Jaffe ext. 6487

Dr. Cynthia Lehman ext. 6489

Ken Shafer ext. 6906

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Dr. Ralph Brax	
Jeffrey Chang	2419
Gloria Dizmang	2174
Georgy Gounev	
Matthew Koppers	2339
Christopher Lash	2002
David C. Lewis	2386
James T. Lott	2540
Daniel Mitchell	2550
Alejandro Morales	2293
Janet Robin	2199
Max Smedley	2260
Richard Spadoni	2212
Tomasz Stanek	
Noah Stepro	2418
Jerome Witte	2219

## Program Description

A comprehensive introductory history program is offered in the study of world and Western Civilization as well as American History. This program is supplemented by substantive courses such as Contemporary United States History; Vietnam; African American History; Women in American History; Cultural History of Mexico; History of California; and the History of Latin America and

the Caribbean. These courses cover a wide range of subjects; clearly there is something to satisfy everyone's interest.

Introductory courses are for the general student as well as the history major desiring a broad background in the ideas and institutions of civilization. Students are encouraged to go beyond simple memorization of names and dates and to actually get involved with the past. Assignments emphasize research skills, speculative analysis, and original thinking and the ability to compare and contrast the past with current events. Students emerge from these classes with the sense that the study and evaluation of the past need not be stagnant; rather it is an ever evolving process.

The history major is especially desirable for students who wish to teach at any level or work in foreign or domestic government service, politics, research for major corporations, historical preservation, law firms, and other areas.

## Distinctive Features

The History department offers valuable academic training in historical methods and thought through a comprehensive curriculum.

History courses fulfill breadth requirements, A.A. degree requirements, and transfer major requirements. HIST 107, 108, 109, 110, and 111 may satisfy American Institutions requirements.

## Career Options

Archivist  
Business Person  
Consultant  
Foreign Service  
Historian  
Journalist  
Librarian  
Museum Curator  
Pre-Law/Lawyer  
Researcher/Research Analyst  
State Park Historian  
Teacher  
Writer

(Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in History is not available. History courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## History Courses

### HIST 101 WESTERN CIVILIZATION, FROM HUMAN BEGINNINGS UNTIL 1750

3 units

3 hours weekly

*Advisory:* Eligibility for College Level Reading and ENGL 101.

A broad historical study of major elements in the Western heritage. This course is designed to further the student's general education and introduce the ideas, attitudes and institutions basic to Western

civilization. Covers the period from the beginning of civilization to 1750. (CSU, UC, AVC)

### **HIST 102 WESTERN CIVILIZATION, 1750 – PRESENT**

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

A broad historical study of major elements in the Western heritage. This course is designed to further the student's general education and introduce the ideas, attitudes and institutions basic to Western civilization. Covers the period from 1750 to the present. (CSU, UC, AVC)

### **HIST 104 INTRODUCTION TO WORLD CIVILIZATIONS, FROM HUMAN BEGINNINGS UNTIL 1500**

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

This course examines the social, cultural, political, economic and technological developments in Asian, African, Muslim, European and American civilizations from human beginnings until 1500. The civilizations of Ancient and Classical periods will be studied along with the growth of Islam in Eurasia and Africa, the regional influence of India and China, the expansion of Christianity, and the impact of the Mongol empire on Eurasian civilizations. This course will especially address the transfer requirements to the CSU system as well as fulfill AVC GE and IGETC requirements. (CSU, UC, AVC)

### **HIST 105 INTRODUCTION TO WORLD CIVILIZATIONS, 1500 – PRESENT**

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

This course examines the social, cultural, political, economic and technological developments in Asian, African, Muslim, European and American civilizations

from 1500 to the present. Topics to be covered include the transoceanic discoveries and global connections wrought by the European Age of Discovery, Revolutions in the United States and France, industrialization, and the age of global empires. The world upheaval caused by the First World War, the inter-war period, the Second World War, the Cold War, Decolonization and the world of the "global village" will also be discussed. This course will especially address the transfer requirements to the CSU system as well as fulfill AVC GE and IGETC requirements. (CSU, UC, AVC)

### **HIST 107 U.S. HISTORY, 1607 – 1877**

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

A comprehensive interpretive analysis of the political and social development of the nation to 1877. Considerable attention is also given to economic developments and to cultural and intellectual currents. Includes reference to the antebellum political history of California inside the framework of general United States history. (CSU, UC, AVC)

### **HIST 108 U.S. HISTORY, 1877 – PRESENT**

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

**NOTE:** HIST 107 is not a prerequisite for HIST 108.

A comprehensive interpretive analysis of the political and social development of the nation from 1877 to the present. Considerable attention is also given to economic developments and to cultural and intellectual currents. Includes reference to the postbellum political history of California inside the framework of general United States history. (CSU, UC, AVC)

### **HIST 109 SURVEY OF U.S. HISTORY, 1607 – PRESENT**

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

A survey of United States history from colonial times to the present. Meaningful and significant events and processes of the past which have played a major role in shaping the modern United States are stressed. Attention is focused on the political, economic, social and cultural development of the United States. A study of the Constitution and the Declaration of Independence will be included. (CSU, UC, AVC)

### **HIST 110 AFRICAN AMERICAN HISTORY, 1450 – 1877**

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

A broad historical study of the African-American's role in the socio-political and economic development of the United States of America. This course is designed to further the student's general education and to introduce the student to concepts basic to historical inquiry. Covers the period from 1450 through 1877. Issues of racism and sexism will be explicitly covered. (CSU, UC, AVC)

### **HIST 111 AFRICAN AMERICAN HISTORY, 1877 – PRESENT**

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

A broad historical study of the African-American's role in the socio-political and economic development of the United States of America. This course is designed to further the student's general education and to introduce the student to concepts basic to historical inquiry. Covers the period from 1877 to the present. Issues of racism and sexism will be explicitly covered. (CSU, UC, AVC)

### **HIST 112 CONTEMPORARY U.S. HISTORY: VIETNAM**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Examines U.S. involvement in Southeast Asia from the beginning of World War II until the present time, and it also examines Vietnamese history from 1850 to the present. Students will examine, analyze, and evaluate the ideas, theories, themes and interrelationships that occurred during the period the U.S. was involved in Southeast Asia. (CSU, UC, AVC)

### **HIST 113 WOMEN IN AMERICAN HISTORY**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

A historical survey of women in the United States from colonialism to the present. Focus will include the evolution and growth of women, economically, socially and politically. Prominent figures will be discussed as well as the development of the women's rights movement over the last two centuries. An analysis will be made between women of the past three decades and those of the twenty-first century. Issues of racism and sexism will be explicitly covered. (CSU, UC, AVC)

### **HIST 114 HISTORY OF CALIFORNIA**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

A study of the social, political, and economic evolution of California from the discovery period to the present, covering the exploration and early settlement of Alta California of the Native American, Spanish, Mexican, and Anglo-American periods. The governments, customs, habits and influences of the various peoples who occupied California are stressed. California's Constitutional history together with local history is also discussed. (CSU, UC, AVC)

### **HIST 115 CULTURAL HISTORY OF MEXICO**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

The course desires to develop an understanding of the cultural phenomena which have shaped the unique Mexican character. Geography will be discussed in relation to its determination of culture as will economics, in particular development of the Pre-Columbian agriculture. Pre-Columbian civilization, its origin, development, and nature will be presented. Colonial history, the synthesis of Spanish and Indian cultures, introduction of Catholicism, Spanish language and the Hacienda system will be discussed. Modern Mexican history, beginning with the Mexican Revolution will be presented in terms of its formative effect on the Mexican character. The relationship between the United States and Mexico will be discussed in terms of the cultural change and evolution. Contemporary art in all forms will be discussed. (CSU, UC, AVC)

### **HIST 118 AMERICAN WEST HISTORY, 1806 – PRESENT**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course is a broad survey of the American West and its significance in U.S. history from 1806 to the present day. Attention is focused on the social, cultural, political, and economic developments and changes in the West. Topics stressed include Native Americans, the frontier experience, Gold Rush, race relations, gender, environmental issues, twentieth-century problems, urban and suburban development, and the popular representation of the West as myth and place. This transferable course is designed to further the undergraduate's general education, introduce students to concepts basic to historical inquiry, as well as enhance their understanding of the region in which they live. (CSU, UC, AVC)

### **HIST 119 HISTORY OF LATIN AMERICA AND THE CARIBBEAN**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course will survey the history and culture of Latin America and the Caribbean. Emphasis is placed on understanding the history and culture of the area. A study will be done on the historical development of the area and its indigenous population. A general study will be done on the geography of the area. Discussion will be done on European contact and its impact on the people of the area. A contemporary look at the region will be explored. (CSU, UC, AVC)

## Definition

Human Development courses provide support, encouragement, and instruction for both new and continuing students.

The courses help students increase self-awareness and self-confidence; improve learning skills; and identify and accomplish educational, vocational, and personal goals.

These courses are designed to help students who wish to improve themselves both academically and personally. The courses help develop skills and knowledge that are critical to making a successful transition to the challenges of a college education and assist students in achieving their career and educational goals.

Students returning to school after an interruption in their education find them particularly helpful in adjusting to the college learning environment.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

LaDonna Trimble, Dean ext. 6348

Administrative Assistant:

Vickie Turney ext. 6946

Clerical Assistant:

Susan Moody ext. 6987

Technical Analyst:

*position vacant* ext. 6166

Faculty:

Dr. De'Nean Coleman-Carew ext. 6624

Yvette Cruzalegui 1559

Carol Eastin ext. 6345

Luis Echeverría ext. 6124

Rosa Fuller ext. 6290

Dr. Robert Harris ext. 6346

Susan Knapp ext. 6349

Audrey Moore ext. 6047

Rodney Schilling ext. 6977

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Transfer

Not a transfer major.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Human Development Courses

### HD 100 \*BASIC STRATEGIES FOR COLLEGE SUCCESS

1.5 units

24 hours total

**Advisory:** Eligibility for ENGL 099 and READ 099.

This is an intensive course designed to teach students the basic skills needed to manage their lives and be successful in college. An orientation to college services, programs, and policies is included, as well as educational counseling. The course also includes the identification of strengths, self-esteem enhancement, time-management, stress-management, study strategies, test-taking strategies, outlining, note taking, goal-setting, money management, instructor relations, assertiveness, and an orientation to the Library and Learning Center. (AVC)

### HD 101 \*COLLEGE AND LIFE MANAGEMENT

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 101, or concurrent enrollment in ENGL 099, and Eligibility for READ 099.

The ideas and concepts presented will focus on increasing understanding of personal lifestyles and how the college experience, as a learning process, leads

to the creation of a successful lifestyle. Emphasis will be placed on raising awareness and assimilating these ideas and concepts into one's everyday habits and routines. This course is designed to explore learning styles and skills (note taking, test taking, organizing and managing resources, reading strategies, memory), health and exercise, communication and relationships, sexuality, stress management, goal setting, and decision-making as these topics relate to creating a lifestyle that is personally satisfying and fulfilling. This course will serve our degree-seeking students as well as those intent on transferring to a university. (CSU, AVC)

### HD 103 \*CAREER PLANNING

1.5 units

24 hours total

**Advisory:** Eligibility for ENGL 099 and READ 099.

The primary objective of this course is to lead students through a process that will enable them to make satisfying career choices and conduct a successful job search. The course is designed to guide students in a self-exploration and assessment of values, interests, skills, abilities, and personal characteristics relative to career selection and develop the skills to secure a job in their chosen career field. Students will learn self-assessment, decision-making, goal-setting, job search, resume writing and interviewing skills. (AVC)

### HD 105 \*PERSONAL DEVELOPMENT

3 units

3 hours weekly

**Advisory:** Completion of ENGL 101.

This course is designed to facilitate personal growth and interpersonal effectiveness, and increased understanding of oneself and others. Focus is on self-exploration, learning to make choices, and developing coping strategies to enhance growth and development and maximize satisfaction in everyday life. Active personal involvement, group interaction, and self-study projects will be emphasized. (CSU, AVC)

### **HD 198 HUMAN DEVELOPMENT SEMINARS**

*units vary*

*hours vary*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 050.

In short workshops, students will have the opportunity to explore and develop specific skills to help achieve their educational goals and objectives. Each seminar will focus on a specific skill or set of skills, such as time management, stress management, test-taking, interpersonal communication, budgeting and money management, and career exploration/identification, decision-making and planning, and information seeking. **NOTE:** See specific seminar for CSU transferability. (AVC)

### **HD 198A \*ASSERTIVENESS TRAINING**

*1.5 units*

*27 total hours*

**Advisory:** Eligibility for ENGL 099 and READ 099.

A course to enable students to develop more effective interpersonal skills to deal with others in their lives. During the course, students will practice communication skills useful in asserting their wants and needs to overcome their passivity or aggressiveness. They will also learn how to respond to difficult people and how to express their own anger constructively. (CSU, AVC)

### **HD 198C \*CAREER AND MAJOR EXPLORATION**

(formerly Choosing a Career, Selecting a Major and Developing an Education Plan)

*0.5 Units*

*9 total hours*

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is intended for all college students who are uncertain about what career, degree or major to pursue. The course will include administration of a career assessment, interpretation of the assessment results, career decision-making strategies and career planning. Students will learn how to choose a career and select a major appropriate to their career choice. They will gain an understanding of higher education systems and coursework requirements towards different types of degrees. (CSU, AVC)

### **HD 198O ORIENTATION TO COLLEGE**

*0.5 units*

*9 total hours*

**Advisory:** Eligibility for ENGL 099 and READ 099.

An introduction to various policies and procedures related to registration, enrollment, major selection, career planning, assessment results interpretation and utilization, probation, academic renewal and dismissal. Students will also learn the importance of prerequisites, corequisites, and advisories and how these relate to their assessment results and eligibility to enroll in courses. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (CSU, AVC)

## Definition

Interior design is a service profession that has been spurred by the emphasis of fashion interiors, changing life-styles and technology, recognition of special environmental needs, demographic changes, and growth in the housing market. Businesses which provide interior furnishings for home and industry have expanded their services to include skilled professionals able to interpret and respond to consumer needs. The interiors field affects not only the individual within the home environment but has become a critical factor in business and industry in providing functional and productive work environments.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Administrative Assistant:

Maureen Rethwisch ext. 6327

### Faculty:

Leslie Baker ext. 6721

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Vicky Coates	2403
Bruce MacPherson	2117
Toni Sanchez	2911
Michelle Webb	2183

## Program Description

The Interior Design program provides a comprehensive design education within the context of a humanistic perspective which considers the psychological, sociological, emotional, and physical needs of individuals. The program is designed to meet the minimum entry level qualifications for interior occupations as well as provide individual expertise in achieving function and aesthetics in interior environments.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

Students take field trips to design centers, interior design businesses, historic homes and museums to learn trade practices, experience historical interiors and view architectural and design examples.

## Career Options

The following employment areas are where positions may be available which relate to design, advertising, product development, public relations, consumer relations, housing developments, and management.

Commercial Design  
 Educational Institutions  
 Furnishing Manufacturers  
 Governmental Agencies related to environment and housing  
 Hospitality Design  
 Residential Design  
 Retail Stores

## Program Learning Outcomes

1. Identify, analyze, and create design solutions for successful interior environments addressing the user's aesthetic, psychological, functional, and physical needs in relation to their built environment.
2. Demonstrate proper business practice standards in the interior design industry.
3. Create and communicate design solutions based on the needs of the user through a variety of presentation methods.
4. Analyze historical design as it relates to the present interior and exterior environment.
5. Demonstrate a working knowledge of material finishes and building systems as they apply to the built environment.

## Certificate Program

The following courses (33 units) are required for the certificate.

Required Courses:	units
ID 100, Intro. to Interior Design	3
ID 110, Interior Drafting and Design	3
ID 120, Interior Design and the	

Element of Color	3
ID 150, History of Design I	3
ID 160, Material Selection for Interior Design	3
ID 201, History of Design II	3
ID 220, Designing Residential Interiors	3
ID 230, Fundamentals of Lighting Design	3
ID 250, Professional Interior Design Business Practices	3
ID 260, Residential Space Planning	3
Program Electives	3
<b>Total</b>	<b>33</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:	units
ART 101, History of Art	3
ART 102, History of Art	3
ART 110, Drawing	3
BUS 101, Introduction to Business	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

## Associate Degree

The requirements for an associate degree in Interior Design may be satisfied by completing 30 units of required courses, selecting an additional 3 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students that complete the associate degree have improved employability in the field of interior design, leading to positions which will be full-time or internships. Additionally, they have a better possibility for promotional opportunities in the design firm, as they gain experience with various project situations. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the interior environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<b>First Semester</b>	<b>units</b>
ID 100, Intro. to Interior Design	3
ID 110, Interior Drafting and Design	3
ID 120, Interior Design and the Element of Color	3
Course from GE requirement Area A	3
Course from GE requirement Area B	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>units</b>
ID 150, History of Design I	3
ID 160, Material Selection for Interior Design	3
Course from GE requirement Area C	3
Course from GE requirement Area D1	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
ID 201, History of Design II	3
ID 220, Designing Residential Interiors	3
ID 230, Fundamentals of Lighting Design	3
Course from GE requirement Area D2	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
ID 250, Professional Interior Design Business Practices	3
ID 260, Residential Space Planning Program Elective	3
Course from GE requirement Area E	3
Course from GE requirement Area F	3
<b>Total</b>	<b>15</b>

**Degree Total 60**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

Interior Design courses can be included in the major requirements for the associate degree in Family and Consumer Education. (Please see Family and Consumer Education Program.)

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

**Interior Design Courses**

**ID 100 \*INTRODUCTION TO INTERIOR DESIGN**

3 units  
3 hours weekly  
*Advisory: Eligibility for ENGL 099 and READ 099.*

Students will learn the basic principles and elements of interior design in order to create a functional and aesthetic environment that meets the users' needs. Students will learn color theory and application, lighting, space planning, furniture arranging and selection. This course is of interest to interior design majors and individuals interested in pursuing a career in interior design. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

**ID 110 \*INTERIOR DRAFTING AND DESIGN**

(formerly Interior Design Presentation Techniques I)  
3 units  
4 hours weekly  
*Advisory: Eligibility for College Level Reading and ENGL 099.*

Students will compare the presentation techniques used in the study and practice of interior design. Students will draw floor plans, interior elevations, reflected ceiling, and electrical plans to scale. Students will employ the standard architectural symbols, graphics and methods used for visual presentation in design drafting. Students will identify drafting media, techniques, theory, and methodology. This course is of interest to interior design majors and design professionals and amateurs. (CSU, AVC)

**ID 120 \*INTERIOR DESIGN AND THE ELEMENT OF COLOR**

3 units  
4 hours weekly  
*Advisory: Completion of ID 100 and Eligibility for ENGL 099 and READ 099.*

Students will learn the theory and application of color. Students will learn to utilize the element of color to create and change interior environments. Students will understand color systems, mixing colors, the psychology, language and appropriate application of color in interiors. This course is of interest to interior design majors and individuals involved in making decisions about the use of color. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

**ID 150 \*HISTORY OF DESIGN I**

(formerly ID 115, History of Interior Architecture and Furniture I)  
3 units  
3 hours weekly  
*Advisory: Completion of ID 100 and Eligibility for College Level Reading and ENGL 101.*

Students will analyze the foundations of architecture and furniture styles of the world from ancient Egyptian up to the Victorian period. Students will



examine the social, cultural, political, and physical factors affecting the design and development of specific styles and periods. Students will explore the dominant influences and characteristics of historical interior design, furniture, ornamental design, decorative arts, architecture, and textiles. This course is of interest to interior design majors and individuals interested in historic interiors. Students may have to purchase supplies not provided by the college. (CSU, AVC)

### **ID 160 \*MATERIAL SELECTION FOR INTERIOR DESIGN**

(formerly ID 125)

3 units

3 hours weekly

**Advisory:** Completion of ID 100 and Eligibility for College Level Reading, ENGL 099 and MATH 060.

Students will identify and analyze materials, products and processes used by designers to create interior environments. Students will learn how to measure and calculate materials for construction, installation, and specification for residential and commercial application. Students will explore client, architect, and vendor relationships. This course is of interest to interior design majors, professional or amateur. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

### **ID 201 \*HISTORY OF DESIGN II**

(formerly ID 116, History of Interior Architecture and Furniture II)

3 units

3 hours weekly

**Advisory:** Completion of ID 100 and Eligibility for College Level Reading and ENGL 101.

Students will examine international architecture and furniture styles from the beginning of the Victorian period to present contemporary styles. Students will explore the dominant influences, characteristics, decorative motifs, and materials of nineteenth, twentieth, and twenty first century styles. Students will analyze Oriental influences on contemporary furniture and architecture.

This course is of interest to interior design majors and those interested in contemporary period styles and architecture. Students may have to purchase supplies not provided by the college. (CSU, AVC)

### **ID 220 \*DESIGNING RESIDENTIAL INTERIORS**

(formerly, ID 105)

3 units

4 hours weekly

**Prerequisite:** Completion of ID 100 and ID 110.

Students will apply design principles and elements to solve design problems in residential interiors. Students will develop plans for the use of space within physical parameters. Students will create interior environments that meet the functional, aesthetic, sociological, and emotional requirements of the users. Students will demonstrate the use and coordination of color, texture, pattern, and light. Students will examine a variety of housing styles. The students will identify the principles of universal design and sustainable (green) design. This course is of interest to interior design majors and design professionals or amateurs. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

### **ID 230 \*FUNDAMENTALS OF LIGHTING DESIGN**

(formerly ID 200)

3 units

3 hours weekly

**Advisory:** Completion of ID 100 and ID 110, Concurrent enrollment in ID 220, and Eligibility for College Level Reading, ENGL 101 and MATH 060.

A lecture course designed to teach students the fundamentals of lighting design including both aesthetics and technical considerations. Emphasis on the properties of light, color and visual perception, terminology, light sources, luminary and controls, lighting techniques, lighting graphics and specifications. Students will analyze energy issues and legislation and examine building construction and support systems. This class is of interest to

interior design majors and individuals making decisions about residential and commercial lighting. (CSU, AVC)

### **ID 250 \*PROFESSIONAL INTERIOR DESIGN BUSINESS PRACTICES**

(formerly ID 205)

3 units

3 hours weekly

**Advisory:** Completion of ID 100, Concurrent enrollment in ID 110, and Eligibility for College Level Reading, ENGL 101 and MATH 060.

A lecture course designed to teach students effective business practices and professional management issues of a home based interior design practice. Emphasis on understanding the legal responsibilities, project management techniques and marketing strategies applicable to an interior design business. Students will learn to apply sales principles to the presentation of design concepts to clients. This course is of interest to interior design majors and individuals involved in the practice of interior design. **BEFORE ENROLLING** students should have basic knowledge of presentation and drafting skills, and application of the principles and elements of interior design. (CSU, AVC)

### **ID 260 \*RESIDENTIAL SPACE PLANNING**

(formerly ID 210)

3 units

4 hours weekly

**Prerequisite:** Completion of ID 100 and ID 110.

This lecture/lab explores the relationship of the physical residence to its inhabitants. Students will create floor plans for houses based on the inhabitants' needs and requirements. The course will also focus on the design and remodel of kitchens and baths. This course is of interest to interior design majors and individuals planning to buy, build, or remodel their house. (CSU, AVC)

## Definition

Journalism encompasses the study of forms of the mass media (newspapers, magazines, television, internet, radio and films), and the development of reportorial skills and abilities. The Journalism program not only helps prepare students for transfer and eventual careers in journalism but also increases their awareness and appreciation of the role of the media and mass communication in modern society. They become more informed citizens, better equipped to weigh objectively and critically the wealth of information emanating from the mass media.

Individuals interested in the mass media can learn basic news writing, reporting, and photojournalism skills through the journalism program. The program includes an introduction to mass communication.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Charlotte Forte-Parnell, Dean  
ext. 6382

### Administrative Assistant:

Donna Casey ext. 6463

### Advisor:

Jim Burns 2956  
*The Examiner* ext. 6496

## Program Description

Students learn about journalism and mass media through study and practice. An introductory course, COMM 105, focuses on an analysis of the mass media and the role of the journalist. In JOUR 121, students gain initial experience in preparing news stories. JOUR 123 is conducted like a newspaper laboratory. Students research and write stories, prioritize features, crop photographs, prepare copy for printing, and do layouts.

## Distinctive Features

Students enrolled in the Journalism program are directly involved in publishing the college paper, *The Examiner*. Thus they gain valuable

practical experience while, at the same time, affect public opinion on and off campus.

## Career Options

Advertising Copy Writer  
Biographer  
Correspondent  
Editor  
Educational/Technical Writer  
Fiction/Science Writer  
Journalist  
News Anchor  
Publicist  
Reporter  
(Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Journalism is not available. Journalism courses may be included as electives in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Journalism Courses

### JOUR 121 \*BEGINNING JOURNALISM

(formerly same course as COMM 121)

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

An introduction to the theories and techniques of news writing and reporting. Instruction and practice in news and feature story structures, newspaper style, copy reading, and elementary editing. (CSU, UC, AVC)

### JOUR 123 \*NEWSPAPER PRODUCTION

(formerly same course as COMM 123)

3 units

6 hours weekly

**Prerequisite:** Completion of JOUR 121.

Developing journalism news sources, interviewing techniques, news writing, feature and editorial writing, editing, photography skills and design/layout using the college newspaper and Web site/blog as a laboratory. (CSU, UC, AVC) (R2)

### JOUR 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised

employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

## Definition

Kinesiology is the academic discipline which involves the art and science of physical activity, human movement and its impact on health, society and the quality of life. Exercise, activity, and athletics are an important component in the development of well-rounded individuals interested in physical well-being and the productive use of leisure time.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Newton Chelette, Dean ext. 6441

### Administrative Assistant:

Julie Montana ext. 6440

### Equipment Managers:

Denise Warr ext. 6201

Justin Webb ext. 6203

### Faculty:

Kathleen Bingham ext. 6622

Frank Blua ext. 6439

Mark Covert ext. 6442

Jane Cwayna ext. 6444

Barry Green ext. 6305

Glenn Haller ext. 6445

Perry Jehlicka ext. 6387

Jerry Lewis ext. 6446

Cynthia Littlefield ext. 6205

Jacquelynn Lott ext. 6447

Mike Rios ext. 6443

John Taylor ext. 6686

Cynthia Vargas ext. 6708

Joseph Watts ext. 6449

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Barbara Allen 2407

Christopher Anderson 2546

Tim Atkerson ext. 6440

Kathleen Burnett 2918

Shelby Curtis ext. 6194

Sharon DeShane 2942

Turhan Douglas 2964

George Fetters 6209

Jeffrey Leeds ext. 6230

Michele Lewallen 2936

John Livermont ext. 6180

Becky MacQuarrie 2433

Mike Martinez ext. 6206

Brent Newcomb 2930

Wade Petersen 2703

Geoff Satterfield ext. 6208

Chad Shrout 2464

Jerry Stupar ext. 6602

James Weese 2719

Jerome Wright 2173

## Program Description

Kinesiology and athletics has three primary goals:

1. To provide a program of professional preparation courses for those students who are majoring in kinesiology, physical therapy, nursing science, athletic training, athletic management, recreation and leisure studies, dance and physical education.
2. To provide a service program designed to accommodate all students through health education, intercollegiate athletics, dance, recreation and physical activity courses,.
3. To provide concepts and techniques that create a foundation for lifelong patterns of physical activity and impart its value to the students' health and well-being.

Kinesiology activity courses are numbered 101 through 180 and provide concepts and techniques to provide a base for lifelong patterns of healthful physical activity. Kinesiology professional courses are numbered 190 through 197. Intercollegiate athletic courses are numbered 200 through 265.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

Each semester, kinesiology classes enroll students from high school age to active senior citizens. Classes are offered in both the day and evening programs and offer the challenge of increasing skill and fitness levels under supervision of dedicated and capable instructors.

## Career Options

Athletic Administrator  
Athletic Trainer  
Athletic Equipment Manager

Athletic Facilities Manager

Camp Counselor

Choreographer

Coach

Dance Therapist

Educator

Health and Safety Director

Lifeguard

Nurse

Playground Director

Personal Trainer

Physical Therapist

Recreation Facilities Manager

Recreation Leader

Recreation Specialist

Referee

Resort Sports Coordinator

Water Safety Instructor

(Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

The requirements for an associate degree in Kinesiology may be satisfied by completing 20 units as outlined below. A minimum of 13 units must be selected from the core and 7 units may be selected from the list of program electives. (See Graduation/Associate Degree Requirements.)

Recipients of this degree are prepared to pursue a major in kinesiology, health education, physical therapy, nursing science, athletic training, athletic management, recreation and leisure studies, dance, and physical education at a four-year institution (see a counselor for specific transfer details). Additionally, the associate degree will provide students with the opportunity to gain entry level employment often times leading to careers in the physical fitness field. The associate degree will also enlighten the student with a broad range of knowledge promoting healthy lifestyles and habits to have a better quality of life.

## Required Courses: units

Select at least 13 units from the following:  
ATH 100, Introduction to Athletic Training 3



**KIN 107 \*INTERMEDIATE/  
ADVANCED HATHA YOGA**

(formerly PE 107)

*1 unit**3 hours weekly*

Based on the strong vinyasa flow of Ashtanga Yoga, this Intermediate/Advanced Hatha Yoga class is a dynamic, strenuous yoga class which focuses on strength, balance, flexibility and inner focus. This class will include a flowing form of asana (poses) as well as regular practice in forward bends, twists, back bends, inversions and arm balances. This class is not recommended for beginners. Students are advised to have at least one year of regular yoga practice. Participants should be in good physical condition. (CSU, AVC) (R3#)

# Enrollment in any combination of KIN 106 and KIN 107 is limited to 4 times.

**KIN 110 \*ADVANCED  
BASEBALL TECHNIQUES**

(formerly PE 110)

*1 unit**3 hours weekly*

Advanced skills and techniques of baseball will be taught in the course. An emphasis will be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of intercollegiate baseball. (CSU, UC, AVC) (R3)

**KIN 111 \*ADVANCED  
TENNIS TECHNIQUES**

(formerly PE 111)

*1 unit**3 hours weekly*

Advanced skills and techniques of tennis. An emphasis will be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of intercollegiate tennis. (CSU, UC, AVC) (R3)

**KIN 112A \*BEGINNING  
SOCCER**

(formerly PE 112A)

*1 unit**3 hours weekly*

Designed for the beginning level player with emphasis on recreational play, strategy, and rules. Course content will emphasize beginning soccer skills

and techniques. The beginning level of instruction will require a minimal level of physical condition on the part of the student. (CSU, AVC) (R3#)

# Enrollment in any combination of KIN 112A, KIN 112B and KIN 113 is limited to 4 times.

**KIN 112B \*INTERMEDIATE  
SOCCER**

(formerly PE 112B)

*1 unit**3 hours weekly*

Designed for the intermediate level player with emphasis on competitive play, skills, and tactics. Course content will emphasize soccer tactics, scrimmages, and soccer specific activities while refining intermediate technical skills. The intermediate level of instruction will require a moderate / high level of physical condition on the part of the student. (CSU, AVC) (R3#)

# Enrollment in any combination of KIN 112A, KIN 112B and KIN 113 is limited to 4 times.

**KIN 113 \*ADVANCED  
SOCCER TECHNIQUES**

(formerly PE 113)

*1 unit**3 hours weekly*

Advanced skills, techniques, and tactics of soccer will be taught in the course. An emphasis will be placed upon learning advanced strategy, formations, positional role, and teamwork at the collegiate level. The student will demonstrate and apply rules, theory, problem solving skills, and philosophy of intercollegiate soccer. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 112A, KIN 112B and KIN 113 is limited to 4 times.

**KIN 115 \*ADVANCED  
BASKETBALL TECHNIQUES**

(formerly PE 115)

*1 unit**3 hours weekly*

Advanced skills and techniques of basketball will be taught in the course. An emphasis will be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of intercollegiate basketball. (CSU, UC, AVC) (R3)

**KIN 120 \*ADVANCED  
FOOTBALL TECHNIQUES**

(formerly PE 120)

*.5 unit, 1.5 hours weekly**1 unit, 3 hours weekly*

The course is designed for the student who wishes to learn advanced skills, techniques, and teamwork, as it pertains to the sport of football. The student will learn the rules, theory, and philosophy of intercollegiate football. (CSU, UC, AVC) (R3)

**KIN 128 \*BEGINNING GOLF**

(formerly PE 128)

*1 unit**3 hours weekly*

The course will emphasize the fundamentals and techniques of leisure golf. It will stress rules, regulations and vocabulary as well as etiquette. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 128 and KIN 129 is limited to 4 times.

**KIN 129 \*ADVANCED GOLF**

(formerly PE 128)

*1 unit**3 hours weekly*

This course is a continuation of Beginning Golf with achievement of a higher performance level in the basic techniques of golf. It differs from Beginning Golf in that actual competition and advanced levels of strategy are taught and developed. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 128 and KIN 129 is limited to 4 times.

**KIN 135 \*PHYSICAL  
CONDITIONING**

(formerly PE 135)

*.5 unit, 1.5 hours weekly**1 unit, 3 hours weekly*

This course emphasizes the development of cardiovascular endurance, muscular strength, and muscular endurance by utilizing both weight training and cardiovascular training. Students will participate in activities both as a class and individually to achieve the goals that they set for themselves utilizing all equipment available. Intensity levels can be modified to accommodate all levels of fitness. (CSU, UC, AVC) (R3)

**KIN 139 \*TEAM SPORT FUNDAMENTALS**

(formerly PE 139)

*.5 unit, 1.5 hours weekly**1 unit, 3 hours weekly*

This course is designed for the student who wishes to compete in athletics at the intercollegiate level. Course content will emphasize appropriate tactics, strategy, and techniques to successfully compete in one of the following sports: baseball, basketball, football, soccer, softball, track, or volleyball. It is a comprehensive program based upon gaining knowledge of techniques, rules, game strategy and tactics, player positioning, and response to opponent's actions. Students should have previous organized athletic experience and will enroll in the course that corresponds to their sport participation. (CSU, AVC) (R3)

**KIN 140 \*PRE-SEASON SPORT CONDITIONING**

(formerly PE 140)

*.5 unit, 1.5 hours weekly**1 unit, 3 hours weekly*

Designed for the student who wishes to compete in athletics at the intercollegiate level. Course content will emphasize pre-season conditioning for one of the following sports: baseball, basketball, football, track, cross country, soccer, softball, tennis and volleyball. It is an intensive training program based upon improving basic skills, speed, flexibility, agility, reaction time, coordinated movement and cardiovascular endurance. Students should have previous organized athletic experience. Students will enroll in the appropriate conditioning class that corresponds to their sport participation. (CSU, UC, AVC) (R3)

**KIN 145 \*ADVANCED WOMEN'S FAST-PITCH SOFTBALL TECHNIQUES**

(formerly PE 145)

*1 unit**3 hours weekly*

**Advisory:** Student should have at least three years high school fast-pitch experience or equivalent.

Advanced skills and techniques of women's fast-pitch softball will be taught in the course. An emphasis will

be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of intercollegiate women's fast-pitch softball. (CSU, UC, AVC) (R3)

**KIN 150 \*BEGINNING SWIMMING**

(formerly PE 150)

*1 unit**3 hours weekly*

**Instructional materials fee required for this course and must be paid at registration.**

An introduction to the basic skills of swimming, including the six beginning swimming strokes: freestyle, backstroke, elementary backstroke, breaststroke, sidestroke and inverted breaststroke. Safety skills such as floating, gliding, changing direction, treading and a plain dive will be covered. The student will be eligible to qualify for the Red Cross Levels 1, 2 or 3 swim card. This course is open for nonswimmers. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 150, KIN 151 and KIN 152 is limited to 4 times.

**KIN 151 \*INTERMEDIATE SWIMMING**

(formerly PE 150 and PE 151)

*1 unit**3 hours weekly*

**Limitation on Enrollment:** Complete a 100 yard swim test or have completed PE 150.

**Instructional materials fee required for this course and must be paid at registration.**

The intermediate class will review all beginning swimming strokes: freestyle, elementary backstroke, backstroke, breaststroke, sidestroke and inverted breaststroke. Then the class will focus on development of intermediate swimming strokes: overarm sidestroke, survival stroke, single trudgen right and left, double trudgen and butterfly. Intermediate instruction will take place about spring-board diving, complex water turns, and building aqua fitness and stamina. Students will be eligible to qualify for the Red Cross Level 4 swim card. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 150, KIN 151 and KIN 152 is limited to 4 times.

**KIN 152 \*FITNESS SWIMMING**

(formerly PE 150 and PE 152)

*1 unit**3 hours weekly*

**Limitation on Enrollment:** Student should be able to successfully complete a 100 yard continuous swim.

Student will learn to set up a swimming program to build physical fitness. The student will be instructed on how to improve the swim strokes he/she possesses. The basis of the program will be aerobic conditioning. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 150, KIN 151 and KIN 152 is limited to 4 times.

**KIN 155 \*BEGINNING VOLLEYBALL**

(formerly PE 155)

*1 unit**3 hours weekly*

A beginning course that introduces the student to the basic vocabulary, performance, fundamental skills and playing techniques of power volleyball. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 155, KIN 156 and KIN 157 is limited to 4 times.

**KIN 156 \*INTERMEDIATE VOLLEYBALL**

(formerly PE 156)

*1 unit**3 hours weekly*

**Advisory:** Eligibility for PE 155 and/or at least one year of high school volleyball experience.

This is a course designed and developed for the intermediate level volleyball player. It is a continuation of beginning volleyball with an emphasis in executing the fundamental skills and techniques of power volleyball at a higher level. This course differs from beginning volleyball in that set patterns and systems of offense and defense are used in a team strategy. **BEFORE ENROLLING**, student should have proficiency in the skills of passing and setting. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 155, KIN 156 and KIN 157 is limited to 4 times.

**KIN 157 \*ADVANCED VOLLEYBALL**

(formerly PE 157)

*1 unit**3 hours weekly*

This is a course designed and developed for the advanced level volleyball player. It is a continuation of intermediate volleyball with an emphasis in achievement of a higher performance level in the basic techniques of power volleyball. It differs from intermediate volleyball in that set patterns and systems of offense and defense are used in the team strategy as well as the rules and regulations of the NCAA. **BEFORE ENROLLING**, student should have proficiency in the skills of passing and setting. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 155, KIN 156 and KIN 157 is limited to 4 times.

**KIN 160 \*BEGINNING TENNIS**

(formerly PE 160)

*1 unit**3 hours weekly*

Introduction to the basic skills and rules of tennis. Includes forehand, backhand, serve and volley. Also includes strategy, etiquette, selection of equipment and general rules for playing singles and doubles. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 160, KIN 161 and KIN 162 is limited to 4 times.

**KIN 161 \*INTERMEDIATE TENNIS**

(formerly PE 160 and PE 161)

*1 unit**3 hours weekly*

Refinement of tennis skills for the developing player. Includes forehand drive, backhand drive, service, volley, drop shot, overheads, strategies and analysis of opponent's game. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 160, KIN 161 and KIN 162 is limited to 4 times.

**KIN 162 \*ADVANCED TENNIS**

(formerly PE 160 and PE 162)

*1 unit**3 hours weekly*

Progressive skill instruction concerned with the development of the advanced

tennis player. Emphasis will be on placement of shot, shot combination building from the baseline and net, and footwork. Students will learn to select appropriate tennis equipment and apparel. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 160, KIN 161 and KIN 162 is limited to 4 times.

**KIN 165 \*ADVANCED TRACK TECHNIQUES**

(formerly PE 165)

*1 unit**3 hours weekly*

Advanced skills and techniques of track and field will be taught in the course. An emphasis will be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of intercollegiate track and field. (CSU, UC, AVC) (R3)

**KIN 170 \*BEGINNING WEIGHT LIFTING**

(formerly PE 170)

*1 unit**3 hours weekly*

This course is designed for the student who wishes to learn the basic skills and techniques of weight lifting. The student will be required to learn how to design and implement a weight lifting program. The course will also cover the proper warm-up and safety techniques that are necessary when in the weight room. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 170 and KIN 173 is limited to 4 times.

**KIN 173 \*INTERMEDIATE WEIGHT LIFTING**

(formerly PE 170 and PE 173)

*1 unit**3 hours weekly*

This course is designed for the student who wishes to learn advanced skills on intermediate lifts in the weight room. The student will be required to learn how to develop a program with the variety of intermediate lifts which put more focus on specific body areas. The course will also cover the proper warm-up and safety techniques that are necessary in the weight room. (CSU, UC, AVC) (R3#)

# Enrollment in any combination of KIN 170 and KIN 173 is limited to 4 times.

**KIN 175 \*ADVANCED WEIGHT TRAINING FOR ATHLETES**

(formerly PE 175)

*2 units**6 hours weekly*

**Limitation on Enrollment:** Must be a potential member of an intercollegiate athletic team.

This course is designed for the student who is a member of an athletic team. The course will improve strength, flexibility, and endurance of specific muscles groups that are indigenous to a specific sport. (CSU, UC, AVC) (R3)

**KIN 180 \*ADVANCED VOLLEYBALL TECHNIQUES**

(formerly PE 180)

*1 unit**3 hours weekly*

**Advisory:** Completion of PE 156 and/or experience of playing competitive volleyball, i.e. high school varsity team, club team volleyball, and/or college team volleyball.

Advanced skills and techniques of volleyball will be taught. An emphasis will be placed upon physical conditioning and plyometric training for team competitive volleyball. The student will learn the rules, theory, and philosophy of intercollegiate volleyball. (CSU, UC, AVC) (R3)

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**Kinesiology–Professional Preparation Courses**


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**KIN 190 \*INTRODUCTION TO KINESIOLOGY**

(formerly PE 190, Introduction to Physical Education)

*3 units**3 hours weekly*

**Limitation on Enrollment:** TB skin test clearance within past year. Fingerprints are required by the State of California.

**Advisory:** Eligibility for ENGL 099 and READ 099.

Students will be introduced to the field of Kinesiology and the related fields of Physical Education, Health Education, Recreation and Sport. Specifically,



the psychological, philosophical, pedagogical, sociological, historical and career preparation areas of Physical Education and related careers will be studied. The study of Kinesiology and related topics like biomechanics and motor learning and how they apply to teaching Physical Education, Health Education and Recreation will be emphasized. Current trends, issues and developments in Physical Education will be explored. Each student will participate in field experience of teaching a lesson in Physical Education. The course is designed for students who are majoring or minoring in Kinesiology, Physical Education or have related career goals. (CSU, UC, AVC)

### **KIN 191 \*FIRST AID AND EMERGENCY CARE**

(formerly PE 191)

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

*Instructional materials fee required for this course and must be paid at registration.*

A study of first aid and CPR skills required by the American Red Cross. Course will result in an American Red Cross First Aid and CPR card being issued. (CSU, UC, AVC)

### **KIN 193 \*OFFICIATING– FALL SPORTS**

(formerly PE 193)

2 units

2 hours weekly

Students will analyze and interpret the rules and regulations for the sports of football and basketball at the high school level. Discussions will also include the mechanics of officiating these sports. Trends, techniques of officiating, and issues of the games will also be discussed. (CSU, UC, AVC)

### **KIN 194 \*OFFICIATING– SPRING SPORTS**

(formerly PE 194)

2 units

2 hours weekly

Students will analyze and interpret the rules and regulations for the sports

of baseball and track and field at the high school level. Discussions will also include the mechanics of officiating these sports. Trends, techniques of officiating, and issues of the games will also be discussed. (CSU, UC, AVC)

### **KIN 195 \*SPORTS APPRECIATION**

(formerly PE 195)

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

Selected learning experiences leading to an understanding and appreciation of athletics and recreational sports and how they relate to our society. (CSU, UC, AVC)

### **KIN 196 \*WATER SAFETY INSTRUCTOR**

(formerly PE 196)

3 units

6 hours weekly

*Advisory:* Eligibility for ENGL 099, READ 099 and MATH 050.

An American Red Cross Water Safety Instructor training course. Areas of study include principles and methods of teaching swimming and plain diving, lifesaving and water safety. Student must possess current American Red Cross Lifeguard Certification. Preliminary training will result in the student becoming thoroughly familiar with the skills of swimming and lifesaving. Secondary training will concentrate on the analysis and practice of teaching swimming skills and examination of teaching skills. This is also referred to as swimming instructor training. At the completion of the course the student may qualify for certification as an American Red Cross Water Safety Instructor. In order to qualify for the Red Cross certification, the student must complete the Red Cross First Aid for the Professional Rescuer and Fundamentals of Teacher training courses off campus. (CSU, UC, AVC) (R3)

### **KIN 197 \*LIFEGUARD TRAINING**

(formerly PE 197)

3 unit

5 hours weekly

*Limitation on Enrollment:* Successfully complete lifeguard pretest skills of: a) 500 yard continuous swim, b) one minute brick tread, c) 20 second 25 yard sprint, d) 10 second deep end brick retrieve, e) 55 second 50 yard brick retrieve. In addition student must perform a 100 yard stroke of each the freestyle; breaststroke; elementary backstroke and sidestroke at Level 7 proficiency.

*Instructional materials fee required for this course and must be paid at registration.*

This course focuses on preparing individuals to ensure the safety of water users, recreational or instructional. Topics include: how to prevent accidents, how to keep oneself safe to ensure the safety of the facility and all users, knowledge of rescue skills, and ability to perform them. (CSU, UC, AVC) (R3)

### **KIN 199 \*OCCUPATIONAL WORK EXPERIENCE**

(formerly PE 199)

1–8 units

hours vary

*Prerequisite:* To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of

one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

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## Kinesiology– Athletic Program Courses

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AVC is a member of the Foothill Conference. Competition is offered in baseball, basketball, football, track, cross country, softball, golf, tennis, soccer, and volleyball.

### **KIN 200 INTERCOLLEGIATE BASEBALL**

(formerly PE 200)

2 units

10 hours weekly

*Limitation on Enrollment: Physical examination and tryout required.*

This course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in baseball. The course will emphasize advanced baseball skills and techniques. An advanced level of competition requires the athlete to possess adequate physical conditioning. The course is designed to assist the athlete in acquiring the prerequisite conditioning. All phases of advanced offensive and defensive strategy will be presented. The course will teach the athlete the playing rules and code of conduct. (CSU, UC, AVC) (R2)

### **KIN 205 INTERCOLLEGIATE MEN'S BASKETBALL**

(formerly PE 205)

1 unit fall/1 unit spring

115 hours total fall/60 hours total spring

*Limitation on Enrollment: Physical examination and tryout required.*

This course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in men's basketball. The course will emphasize advanced men's basketball skills and techniques. An advanced level of physical conditioning will be taught. An emphasis will be placed upon the athlete learning the playing rules and

code of conduct. The athlete will be required to learn advanced offensive and defensive strategy. The course will stress the development of teamwork. (CSU, UC, AVC) (R3)

### **KIN 210 INTERCOLLEGIATE WOMEN'S BASKETBALL**

(formerly PE 210)

1 unit fall / 1 unit spring

115 hours total fall/60 hours total spring

*Limitation on Enrollment: Physical examination and tryout required.*

This course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in women's basketball. The course will emphasize advanced women's basketball skills and techniques. An advanced level of physical conditioning will be taught. An emphasis will be placed upon the athlete learning the playing rules and code of conduct. The athlete will be required to learn advanced offensive and defensive strategy. The course will stress the development of teamwork. (CSU, UC, AVC) (R3)

### **KIN 215 INTERCOLLEGIATE CROSS COUNTRY**

(formerly PE 215)

2 units

10 hours weekly

*Limitation on Enrollment: Physical examination and tryout required.*

The course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in cross country. The course will emphasize advanced cross country skills and techniques. An advanced level of competition requires the athlete to possess adequate physical conditioning. The course is designed to assist the athlete in acquiring the prerequisite conditioning. All phases of advanced strategy will be presented. The course will teach the athlete the playing rules and code of conduct. (CSU, UC, AVC) (R2)

### **KIN 220 INTERCOLLEGIATE FOOTBALL**

(formerly PE 220)

2 units

10 hours weekly

*Limitation on Enrollment: Physical*

*examination and tryout required.*

This course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in football. The course will emphasize advanced football skills and techniques. An advanced level of physical conditioning will be taught. An emphasis will be placed upon the athlete learning the playing rules and code of conduct. The athlete will be required to learn advanced offensive and defensive strategy. The course will stress the development of teamwork. (CSU, UC, AVC) (R2)

### **KIN 225 INTERCOLLEGIATE WOMEN'S TENNIS**

(formerly PE 225)

2 units

10 hours weekly

*Limitation on Enrollment: Physical examination and tryout required.*

Designed for the student athlete who wishes to compete at the intercollegiate level in tennis. Course content will emphasize advanced tennis skills and techniques. The advanced level of competition will require a high level of physical condition on the part of the student. Instruction and practice for intercollegiate competition will include rules and strategy. (CSU, UC, AVC) (R2)

### **KIN 230 INTERCOLLEGIATE WOMEN'S SOCCER**

(formerly PE 230)

2 units

10 hours weekly

*Limitation on Enrollment: Physical examination and tryout required.*

The course is designed for the student-athlete who wishes to compete at the intercollegiate level in soccer. Course content will emphasize advanced soccer skills and techniques. The advanced level of competition will require a high level of physical condition on the part of the student. Instruction and practice for intercollegiate competition will include rules, history, and strategy. (CSU, UC, AVC) (R2)

**KIN 237 INTERCOLLEGIATE MEN'S GOLF**

(formerly PE 237)

*2 units**10 hours weekly****Limitation on Enrollment:*** *Physical examination and tryout required.*

Designed for the male student-athlete who wishes to compete at the intercollegiate level in golf. Course content will emphasize advanced golf skills and techniques. The advanced level of competition will require a high level of physical condition on the part of the student. Instruction and practice for intercollegiate competition will include rules of play and strategy. (CSU, AVC) **(R2)**

**KIN 240 INTERCOLLEGIATE WOMEN'S SOFTBALL**

(formerly PE 240)

*2 units**10 hours weekly****Limitation on Enrollment:*** *Physical examination and tryout required.*

The course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in women's softball. The course will emphasize advanced women's softball skills and techniques. An advanced level of competition requires the athlete to possess adequate physical conditioning. The course is designed to assist the athlete in acquiring the prerequisite conditioning. All phases of advanced offensive and defensive strategy will be presented. The course will teach the athlete the playing rules and code of conduct. (CSU, UC, AVC) **(R2)**

**KIN 255 INTERCOLLEGIATE TRACK**

(formerly PE 255)

*2 units**10 hours weekly****Limitation on Enrollment:*** *Physical examination and tryout required.*

The course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in track. The course will emphasize advanced track skills and techniques. An advanced level of track competition requires the athlete to possess an adequate physical condition. The course is designed to assist the athlete in acquiring the prerequisite conditioning. All phases of advanced strategy will be presented. The course will teach the athlete the playing rules and code of conduct. (CSU, UC, AVC) **(R2)**

**KIN 265 INTERCOLLEGIATE WOMEN'S VOLLEYBALL**

(formerly PE 265)

*2 units**10 hours weekly****Limitation on Enrollment:*** *Physical examination and tryout required.*

The course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in women's volleyball. Advanced women's volleyball skills and techniques will be emphasized. The course is designed to assist the athlete in acquiring the necessary conditioning needed for competition. All phases of advanced offensive and defensive strategies will be presented. The course will teach the athletes the playing rules and code of conduct. (CSU, UC, AVC) **(R2)**

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Charlotte Forte-Parnell, Dean  
ext. 6382

### Administrative Assistant:

Jerene Kelly ext. 6794

### Director, Basic Skills & Title V Activities

Agnes Jose-Eguaras ext. 6357

### Tutoring Specialists:

Tasakyna Raper ext. 6232

Kether Foisel ext. 6229

Michele Lathrop ext. 6984

Raquel Trejo ext.6862

### Faculty:

Dr. Magdalena Caproiu ext. 6576

Diane Flores-Kagan ext. 6018

### Adjunct Faculty:

To access adjunct faculty voice mail, dial 722-6300, then the 4-digit number.

V.M. 2447

Dezdemona Ginosian 2343

Kristi Jorris 2343

Karen Martin 2981

Wendy Rider 2173

Rega Velinda 2173

## Career Options

Instructional Aide

Private Tutor

Teacher

(Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Transfer

A student planning to obtain a multiple subject teaching credential (elementary school) should check the appropriate catalog(s) and consult with a counselor.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a

satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Learning Assistance Courses

### LAC 020 MANAGING WRITING ANXIETY

1 unit

1 hour weekly

**Advisory:** Eligibility for ENGL 097 and READ 097.

Students will be provided with various coping skills to reduce writing frustrations in college and beyond. Course topics include symptoms of writing anxiety, pro-active strategies to control it, identification of essay elements, learning style preferences, and the application of stages of the composition process to different writing situations. Students will also develop their knowledge and use of available instructional resources as they increase their skills to successfully manage their writing anxiety. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.)

### LAC 098 MATH FOR NURSING

1 unit

16 hours total

**Advisory:** Eligibility for READ 097 and MATH 050.

This course is designed for students interested in nursing careers such as clinical office assisting, LVN and RN and enables them to apply basic mathematical concepts to on-the job situations. The course will cover operations with whole numbers, fractions, decimals and percents. This course will emphasize conversions between fractions, decimals and percents. It will cover ratios and proportions. Students will learn about equivalencies regarding apothecary, metric, household and customary units

of measure. The course will enable students to develop critical thinking using dimensional analysis and prepare students for various techniques of dosage calculations. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.)

### LAC 099 DOSAGE CALCULATION

.5 unit

8 hours total

**Advisory:** Concurrent enrollment in VN 110, NS 111 or MOA 110, and Eligibility for READ 099 and MATH 070.

This course is designed for students interested in nursing careers such as LVN, RN and Medical Assisting. It will focus on problem solving techniques for oral, parenteral and intravenous fluid calculations for all age groups, including pediatric dosages. Reviewing ratio and proportions, equivalencies for apothecary, household and metric system units of measure, the course will focus on dimensional analysis in application of solving dosage problems related to oral, injectable and intravenous medications. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.)

### LAC 100 \*INTRODUCTION TO TUTORING

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 101 and READ 099.

An introduction to the basic principles of tutorial theory and practice. It covers tutorial ethics and philosophy, the steps of the tutorial (the tutor cycle), the basics of tutorial communication, the development of effective study behaviors, and strategies for tutoring students with special needs. The course is designed to prepare students to work as professional tutors for students at all educational levels both individually and in groups. **NOTE:** Students who successfully complete the course and twenty-five hours of supervised tutoring experience

may be certified through professional tutoring associations. (CSU, AVC)

**LAC 200 \*ADVANCED TUTORING**

*3 units*

*3 hours weekly*

***Prerequisite:*** Completion of LAC 100.

A description of the theory and practice of group communication in educational settings. A review of LAC 100, learning styles, characteristics of adult cognitive development, probing questions, and tutoring in the subject/skills area, cultural awareness and intercultural communication, identifying and using learning resources and learning inventories. This course is designed to prepare students to work as professional tutors for students willing to become educators. NOTE: Students who successfully complete the course and twenty-five hours of supervised tutoring experience may be certified through professional tutoring associations. (CSU, AVC)

**Liberal Arts and Sciences Degree: Option I, II, and III can be found on page 51.**

## Definition

Information literacy, the ability to effectively locate, analyze and use information, has become as necessary a skill as reading, writing, and arithmetic. Library courses provide the means to develop information literacy skills for academic class work and lifelong learning.

These courses help students more effectively function in all programs offered at the college by teaching academic research methods and the organization of information. Students learn the history, development and function of information in society and develop an appreciation of how information skills enhance their lives beyond college.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Charlotte Forte-Parnell, Dean  
ext. 6382

### Administrative Assistant:

Jerene Kelly ext. 6794

### Faculty:

Carolyn Burrell ext. 6454

Scott Lee ext. 6546

Van Rider ext. 6709

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Chuck Billodeaux V.M. 2114

Chice Davison 2176

Suzanne Malek 2623

Sandra Marsh 2728

Larry Mitchell 2020

Gillian Ray 2096

Deborah Sanchez 2597

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Transfer

Not a transfer major.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Library Studies Courses

### LIB 101 \*INTRODUCTION TO LIBRARY RESEARCH

2 units

2 hours weekly

**Advisory:** Eligibility for ENGL 097 and READ 099.

This course will introduce students to the basics of library research. It will cover using periodical databases, library catalogs, and search engines. Students will learn to evaluate information, especially websites, for quality by considering authorship, timeliness, and information sources used. Students will become familiar with a variety of reference sources in print and on the Web covering an array of subject areas. Information technology will also be covered. (CSU, AVC)

### LIB 105 \*LIBRARIES AND INFORMATION

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

In this course, students will learn to use a variety of information resources and tools effectively for college-level research. Students will also learn about the societal roles and effects of information and libraries and the historical development of libraries and information technology. The important technologies, occupational roles, and organization rules and traditions of libraries will also be covered. In addition, an important part of this course is giving students the ability

to evaluate information for its value to college research. (CSU, AVC)

### LIB 107 \*INFORMATION COMPETENCY

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

The course follows the guidelines of the "Information Literacy Competency Standards for Higher Education" by the Association of College and Research Libraries. Students will learn how information is organized, how to search for and retrieve information, and how to evaluate information. Students will learn to use traditional reference sources as well as online tools and how to search, not just surf, the Internet. Students will learn the steps of completing a research paper, but will develop a bibliography of properly cited and annotated information resources (print and electronic). This course is designed to satisfy the Information Literacy requirements that may be found at many colleges and universities. (CSU, AVC)

### LIB 110 \*INTRODUCTION TO INTERNET RESEARCH

1 unit

1 hour weekly

**Advisory:** Eligibility for College Level Reading and ENGL 099.

This is an introductory course in using the Internet and World Wide Web as tools for college research. Course content includes effective and efficient use of search engines, the history and development of Internet search tools and evaluating sources of information on the Internet and Web for its use and applicability in college-level research. **BEFORE ENROLLING**, students should know the basics of using personal computers (mouse, keyboard, monitor), how to use a Web browser, and the ability to access a website. (CSU, AVC)

### LIB 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job

*or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

**Liberal Arts and Sciences Degree: Option I, II, and III can be found on page 51.**

**Definition**

Management is the achievement of organizational objectives through people and other resources. By effective planning, organizing, directing, and controlling, managers combine capital, labor, and materials to accomplish their goals. The Management program attempts to develop an understanding of the importance and diversity of the field of management.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:  
 Dr. Tom O’Neil, Dean ext. 6370  
 Administrative Assistant:  
 Christi Crosby ext. 6370  
 Faculty:  
 MaryAnne Holcomb ext. 6381  
 Adjunct Faculty:  
 To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
David Adams	2266
John Berry	2079
Violet Christopher	2965
Maria Colman	
David Ranish	2990
Larry Veres	2910
Cindy Walter	2311

**Program Description**

The Management program offers students the opportunity to develop an understanding of the importance and diversity of the field of management. Students gain the skills and knowledge to effectively plan, organize, direct, and control multiple resources such as capital, labor, and materials in a management setting. Corporate organizations through small business organizations are analyzed so that students may apply the concepts learned in the program.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

The Management program is distinctively

an evening-oriented program. While several of the management classes are offered during the day and online, most of the management students attend during the evening.

**Career Options**

Branch Manager  
 Department Manager  
 First-line Supervisor  
 Office Manager  
 Plant Manager  
 Project Manager  
 Shift Supervisor  
 Small Business Owner/Manager  
 (Some of these careers may require education beyond the two-year college level.)

**Program Learning Outcomes**

**Small Business Management**

1. Understand and apply ethics in an organizational environment to effectively operate as an entrepreneur or manager within a global economy in the private or public sector.
2. Prepare and analyze basic financial statements, financial ratios, and tax forms to assess opportunities and risks for the purpose of formulating and implementing business strategies.
3. Analyze human capital needs and apply leadership principles, motivation techniques, and employment law to achieve a competent and effective workforce.
4. Demonstrate written, verbal, and nonverbal communication skills required for the workplace, including the effective use of appropriate technologies, written reports, and formal presentations
5. Distinguish differences among the formal business structures and determine preferred business structure to complement today’s economy and personal abilities.

**Certificate Programs**

**Management**

The following courses, 30 to 34 units, are required for the Management certificate. Students who successfully complete

the certificate requirements may apply for entry-level positions in supervision or management, or may apply their knowledge and skills as an entrepreneur.

A maximum of 6 pass/no pass units will be accepted for a Management certificate. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

<b>Required Courses:</b>	<b>units</b>
ACCT 111, Bookkeeping <b>or</b> ACCT 201, Financial Accounting	3-4
BUS 101, Intro. to Business	3
BUS 105, Business Mathematics <b>or</b> MATH 125, Math for Business and Economics <b>or</b> MATH 140, Precalculus	3-5
BUS 113, Business Communications	3
BUS 201, Business Law	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Intro. to Computer Info. Science	3-4
MGT 101, Management Principles <b>or</b> MGT 105, Elements of Supervision	3
MGT 115, Human Behavior in Organizations	3
MGT 121, Human Resources Management	3
Program Elective	3
	<b>Total 30-34</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
Select three units from the following program electives:	
ACCT 121, Microcomputer Accounting	2
ACCT 199, Occupational Work Experience	1-8
BUS 199, Occupational Work Experience	1-8
CA 103, Intro. to Microcomputers	3
CA 111, Word Processing - Microsoft Word	3
CA 121, Microcomputer Spreadsheets	3
CA 199, Occupational Work Experience	1-8
MGT 201, Small Business Management	3



MGT 199, Occupational Work Experience	1-8
MKTG 101, Principles of Marketing	3
MKTG 199, Occupational Work Experience	1-8
OT 199, Occupational Work Experience	1-8
RE 161, Property Management	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**Small Business Management**

The following courses, 33 to 37 units, are required for the Small Business Management certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in supervision or management, or may apply their knowledge and skills as an entrepreneur.

A maximum of 6 pass/no pass units will be accepted for a Management certificate. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

<b>Required Courses:</b>	<b>units</b>
ACCT 111, Bookkeeping <b>or</b> ACCT 201, Financial Accounting	3-4
BUS 101, Intro. to Business	3
BUS 105, Business Mathematics <b>or</b> MATH 125, Math for Business and Economics <b>or</b> MATH 140, Precalculus	3-5
BUS 113, Business Communications	3
BUS 201, Business Law	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Intro. to Computer Info. Science	3-4
MGT 101, Management Principles <b>or</b> MGT 105, Elements of Supervision	3
MGT 201, Small Business Management	3
MKTG 101, Principles of Marketing	3
MKTG 112, Intro. to Advertising <b>or</b> MKTG 121, Salesmanship	3
Program Elective	3
<b>Total</b>	<b>33-37</b>

For a recommended plan of study for the

certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
Select three units from the following program electives.	
ACCT 121, Microcomputer Accounting	2
ACCT 199, Occupational Work Experience	1-8
BUS 199, Occupational Work Experience	1-8
CA 103, Introduction to Microcomputers	3
CA 121, Microcomputer Spreadsheets	3
CA 199, Occupational Work Experience	1-8
MGT 101, Management Principles	3
MGT 105, Elements of Supervision	3
MGT 199, Occupational Work Experience	1-4
MKTG 112, Introduction to Advertising	3
MKTG 121, Salesmanship	3
MKTG 199, Occupational Work Experience	1-8
OT 199, Occupational Work Experience	1-8
RE 161, Property Management	3

**TRANSFER STUDENTS:**  
Students planning to transfer to a four-year institution are strongly advised to follow the Business Administration degree listed in the Business section of this catalog.

**Associate Degree**

**Management**

The requirements for an associate degree in Management may be satisfied by completing the Management certificate, 21 units of general education requirements, and sufficient elective credits to total 60-64 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for promotional opportunities such as branch manager, department manager, first-line supervisor, office manager, plant manager, project manager, shift

supervisor, and small business owner/manager. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
BUS 101, Intro. to Business	3
BUS 105, Business Mathematics <b>or</b> MATH 125, Math for Business and Economics <b>or</b> MATH 140, Precalculus	3-5
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Intro. to Computer Info. Science	3-4
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
<b>Total</b>	<b>15-18</b>

<b>Second Semester</b>	<b>units</b>
ACCT 111, Bookkeeping <b>or</b> ACCT 201, Financial Accounting	3-4
BUS 113, Business Communication	3
MGT 101, Management Principles <b>or</b> MGT 105, Elements of Supervision	3
Course from GE requirement Area C	3
Elective	3
<b>Total</b>	<b>15-16</b>

<b>Third Semester</b>	<b>units</b>
BUS 201, Business Law	3
MGT 115, Human Behavior in Organizations	3
Course from GE requirement Area D2	3
Course from GE requirement Area E	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
MGT 121, Human Resources Management	3
Course from GE requirement Area A	3
Course from GE requirement Area F (MGT 212 recommended)	3

Program Elective	6
<b>Total</b>	<b>15</b>
<b>Degree Total 60-64</b>	

**Program Electives:**  
Please refer to the Program Electives listed under the certificate program.

**Small Business Management**

The requirements for an associate degree in Small Business Management may be satisfied by completing the Small Business Management certificate, 21 units of general education requirements, and sufficient elective credits to total 60-64 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for promotional opportunities such as branch manager, department manager, first-line supervisor, office manager, plant manager, project manager, shift supervisor, and small business owner/manager. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
BUS 101, Intro. to Business	3
BUS 105, Business Mathematics <b>or</b> MATH 125, Math for Business and Economics <b>or</b> MATH 140, Precalculus	3-5
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Intro. to Computer Info. Science	3-4
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
<b>Total</b>	<b>15-18</b>

<b>Second Semester</b>	<b>units</b>
ACCT 111, Bookkeeping <b>or</b> ACCT 201, Financial Accounting	3-4
BUS 113, Business Communications	3
MGT 101, Management Principles <b>or</b> MGT 105, Elements of Supervision	3
Course from GE requirement Area C Elective	3
<b>Total</b>	<b>15-16</b>

<b>Third Semester</b>	<b>units</b>
MGT 201, Small Business Mgt.	3
MKTG 101, Principles of Marketing	3
Course from GE requirement Area D2	3
Course from GE requirement Area E Elective	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
BUS 201, Business Law	3
MKTG 112, Intro. to Advertising <b>or</b> MKTG 121, Salesmanship	3
Course from GE requirement Area A	3
Course from GE requirement Area F (MGT 212 recommended)	3
Program Elective	3
<b>Total</b>	<b>15</b>

**Degree Total 60-64**

**Program Electives:**  
Please refer to the Program Electives listed under the certificate program.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

**Management  
Courses**

**MGT 101 \*MANAGEMENT PRINCIPLES**

*3 units  
3 hours weekly  
Advisory: Eligibility for ENGL 099, READ 099 and MATH 060.*

This course is designed for managers as well as those who work for managers. It includes an analysis of the principles and theories of management and organizational behavior. Topics of study include managerial functions of planning, organizing, leading, and controlling; managerial processes of decision-making, leadership, motivation, and communication; ethics; diversity and team management; operations management; and the global business environment. (CSU, AVC)

**MGT 105 \*ELEMENTS OF SUPERVISION**

*3 units  
3 hours weekly  
Advisory: Eligibility for ENGL 099 and READ 099.*

Introductory course presenting the overall responsibilities of a supervisor in industry, services, business, and government. Topics to be covered include organization, duties, communication, planning, human relations, training, evaluation, and motivation. (CSU, AVC)

**MGT 115 \*HUMAN BEHAVIOR IN ORGANIZATIONS**

*3 units  
3 hours weekly  
Advisory: Completion of MGT 101, and Eligibility for ENGL 099 and READ 099.*

This course is designed for students interested in understanding the dynamics of the impact of human behavior in the workplace. This course includes an introduction to the major concepts of the behavioral sciences and applications for managing people in organizations. Topics include perception, motivation, communication, conflict, leadership, diversity

and group dynamics. Emphasis is placed on practical problem solving through application of theories and principles. (CSU, AVC)

### **MGT 121 \*HUMAN RESOURCES MANAGEMENT**

3 units

3 hours weekly

**Advisory:** Completion of MGT 101, and Eligibility for ENGL 099, READ 099 and MATH 070.

This course introduces the principles and methods related to effective and efficient utilization of human resources in organizations. Understanding human resources processes including the recruitment, selection, and placement of employees with regard to their knowledge, skills, and abilities is discussed. Other areas of human resources processes covered include compensation, labor relations, organizational development, and legal issues. Discussions, illustrations, practical exercises, and case studies are used to develop effective techniques in dealing with human resources situations. (CSU, AVC)

### **MGT 199 \*OCCUPATIONAL WORK EXPERIENCE**

1–8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **MGT 201 \*SMALL BUSINESS MANAGEMENT**

3 units

3 hours weekly

**Advisory:** Completion of MGT 101, and Eligibility for ENGL 099, READ 099 and MATH 070.

This course is designed for business students and other individuals interested in entrepreneurship in the new millennium. An analysis will be made of opportunities, challenges, and pitfalls associated with starting and/or managing small independently-owned firms. Students will obtain a practical viewpoint of the management functions of planning, organizing, financing, and controlling a new or on-going organization. The responsibilities related to such topics as human resource planning, location selection, operations management, purchasing, customer relations, and budgeting/accounting will be covered. (CSU, AVC)

### **MGT 212 \*LEGAL ISSUES AND DIVERSITY IN HUMAN RESOURCES MANAGEMENT**

3 units

3 hours weekly

**Advisory:** Completion of MGT 121, Eligibility for ENGL 099 and READ 099.

This course examines employment and labor issues that affect the American workplace. Students will study the special management issues that organizations encounter in employing and providing equal employment opportunity for applicants and employees, particularly protected groups such as, but not limited to, women, minorities, older workers, the disabled, and veterans. Topics will include best practices in handling recruitment and selection, avoiding employment-related litigation, maintaining an equitable workplace, dealing with federal and state fair employment and practices agencies, and promoting a productive relationship between union and non-union employees. Current legislation, case law, and administrative agency rules and regulations will be covered. (CSU, AVC)

## Definition

Marketing is the dynamic field of study that recognizes and responds to the changing attitudes and demands of the economy. It has the goal of creating mutual satisfaction. It seeks to continue relationship building between the consumer and the product or service provider. Understanding the “why” and “how” of creating, distributing, pricing and promoting a product or service will be found within the curriculum.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Tom O’Neil, Dean ext. 6370  
Administrative Assistant:  
Christi Goodman ext. 6370

### Faculty:

MaryAnne Holcomb ext. 6381

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.  
Violet Christopher 2965  
David Ranish 2990  
Larry Veres 2910

## Program Description

The Marketing program offers students the opportunity to recognize and respond to the changing attitudes and demands of the economy. Students gain the skills and knowledge needed to create satisfying exchange relationships between buyers and sellers. Studies in the Marketing program seek to continue relationship building between the consumer and the product or service provider by understanding the “why” and “how” of creating, distributing, pricing, and promoting a product or service. The program also offers those with an interest in E-Commerce and Web design to gain practical insights into the techniques used by marketers to attract and retain consumers’ attention in a competitive information age.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

The Marketing program is oriented to the entrepreneurial student. Most marketing students are in the midst of creating and producing a product or service. They have the innate knowledge of what is necessary to create success. The Marketing certificate offers both the directions and maps to avoid the hazards and pitfalls found within marketing relationships. It is a proactive and “hands-on” learning environment. Students are complementing their innovative ideas and experiences through their involvement within their Marketing field of academic study.

## Career Options

Advertising Accounts  
Brand Management  
Cause/Environmental Marketing  
Direct Marketing  
Industrial Marketing  
International Marketing  
Marketing Consulting  
Marketing Research  
Marketing Training  
Nonprofit/Charitable Marketing  
Public Relations  
Purchasing  
Retailing  
Sales  
Sales Management  
Sales Promotion  
Wholesaling  
(Some of these careers may require education beyond the two-year college level.)

## Program Learning Outcomes

1. Understand and apply ethics in a marketing environment with an understanding of the major components of a global economy and the special care needed to effectively market in a diverse marketplace.
2. Gain skills in the research and analysis of customer segments, demand, and market potential, and apply these skills to the formulation of appropriate marketing plans directed toward specific market segments.
3. Understand consumer behavior and the role of advertising in the

marketing and promotional mix, develop the ability to evaluate advertising and promotional concepts and programs, and employ these skills in the development of targeted marketing strategies and communications.

4. Work collaboratively to create and deliver presentations in written, verbal, and digital format, using skills in communication, digital technologies, and management..

## Certificate Program

The following courses, 33.5 to 35.5 units, are required for the Marketing certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in advertising, customer service, or sales, or may apply their knowledge and skills as an entrepreneur. A maximum of 6 pass/no pass units will be accepted for a Marketing certificate. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

<b>Required Courses:</b>	<b>units</b>
ACCT 111, Bookkeeping <b>or</b> ACCT 201, Financial Accounting	3-4
BUS 101, Introduction to Business	3
BUS 113, Business Communications	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business	3-4
DM 101, 101L, Digital Media Arts/ Lab	3.5
MGT 101, Management Principles <b>or</b> MGT 105, Elements of Supervision <b>or</b> MGT 201, Small Business Management	3
MKTG 101, Principles of Marketing	3
MKTG 112, Intro. to Advertising	3
MKTG 121, Salesmanship	3
Program Electives	<u>6</u>
<b>Total</b>	<b>33.5-35.5</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
BUS 201, Business Law	3

CA 141, Developing PowerPoint Presentations	1.5
DM 103, 103L, Graphic Design I/ Lab	3.5
PSY 101, General Psychology	3
SOC 101, Intro. to Sociology	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**TRANSFER STUDENTS:**  
Students planning to transfer to a four-year institution are strongly advised to follow the Business Administration degree listed in the Business section of this catalog.

**Associate Degree**

The requirements for an associate degree in Marketing may be satisfied by completing the Marketing certificate, 21 units of general education requirements, and sufficient elective credits to total 60.5-62.5 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for entry-level career opportunities in areas such as advertising accounts, brand management, direct marketing, industrial marketing, marketing consulting, marketing research, marketing training, nonprofit/charitable marketing, public relations, purchasing, retailing, sales, sales management, sales promotion, wholesaling, and entrepreneurship. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
BUS 101, Intro. to Business	3

CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business	3-4
MKTG 101, Principles of Marketing	3
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
<b>Total</b>	<b>15-16</b>

<b>Second Semester</b>	<b>units</b>
ACCT 111, Bookkeeping or ACCT 201, Financial Accounting	3-4
BUS 113, Business Communications	3
DM 101, 101L, Intro. to Digital Media Arts/Lab	3.5
MKTG 112, Intro. to Advertising	3
Course from GE requirement Area C	3
<b>Total</b>	<b>15.5-16.5</b>

<b>Third Semester</b>	<b>units</b>
MGT 101, Management Principles or MGT 105, Elements of Supervision or MGT 201, Small Business Management	3
MKTG 121, Salesmanship	3
Course from GE requirement Area D2	3
Course from GE requirement Area E	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
Course from GE requirement Area A	3
Course from GE requirement Area F (BUS 212 or MGT 212 recommended)	3
Program Electives	6
Elective	3
<b>Total</b>	<b>15</b>

**Degree Total 60.5-62.5**

**Program Electives:**  
Please refer to the Program Electives listed under the certificate program.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course

must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

**Marketing Courses**

**MKTG 101 \*PRINCIPLES OF MARKETING**

*3 units  
3 hours weekly  
Advisory: Eligibility for College Level Reading and ENGL 099.*

This course is an introduction to the business activities in the field of marketing. The ideas and concepts presented will focus on increasing one's understanding of marketing and the business activities required to serve a selected target market: product planning, pricing, distribution, and promotion. Emphasis will be placed on raising awareness and assimilating these ideas and concepts into serving present and potential customers within the current legal, competitive, and socio-economic environment. (CSU, AVC)

**MKTG 112 \*INTRODUCTION TO ADVERTISING**

*3 units  
3 hours weekly  
Advisory: Completion of MKTG 101, and Eligibility for College Level Reading and ENGL 099.*

This course is an introduction to the history, consumer consciousness, and agency activities in the field of advertising. The ideas and concepts presented will focus on understanding and identifying target audiences and developing an awareness of the advertising stratagem to serve those audiences. Emphasis will be placed on understanding past and present consumerism, advertising aims and goals in retail, wholesale, print and electronic advertising media as they apply to the business marketing and advertising environment. (CSU, AVC)

### **MKTG 121 \*SALESMANSHIP**

3 units

3 hours weekly

*Advisory:* Completion of MKTG 101, and Eligibility for ENGL 099 and READ 099.

Students will study selling as a creative and persuasive process needed by marketers, business students and practitioners. The student will understand and appreciate the importance of the techniques of sales to all facets of business. (CSU, AVC)

### **MKTG 199 \*OCCUPATIONAL WORK EXPERIENCE**

1–8 units

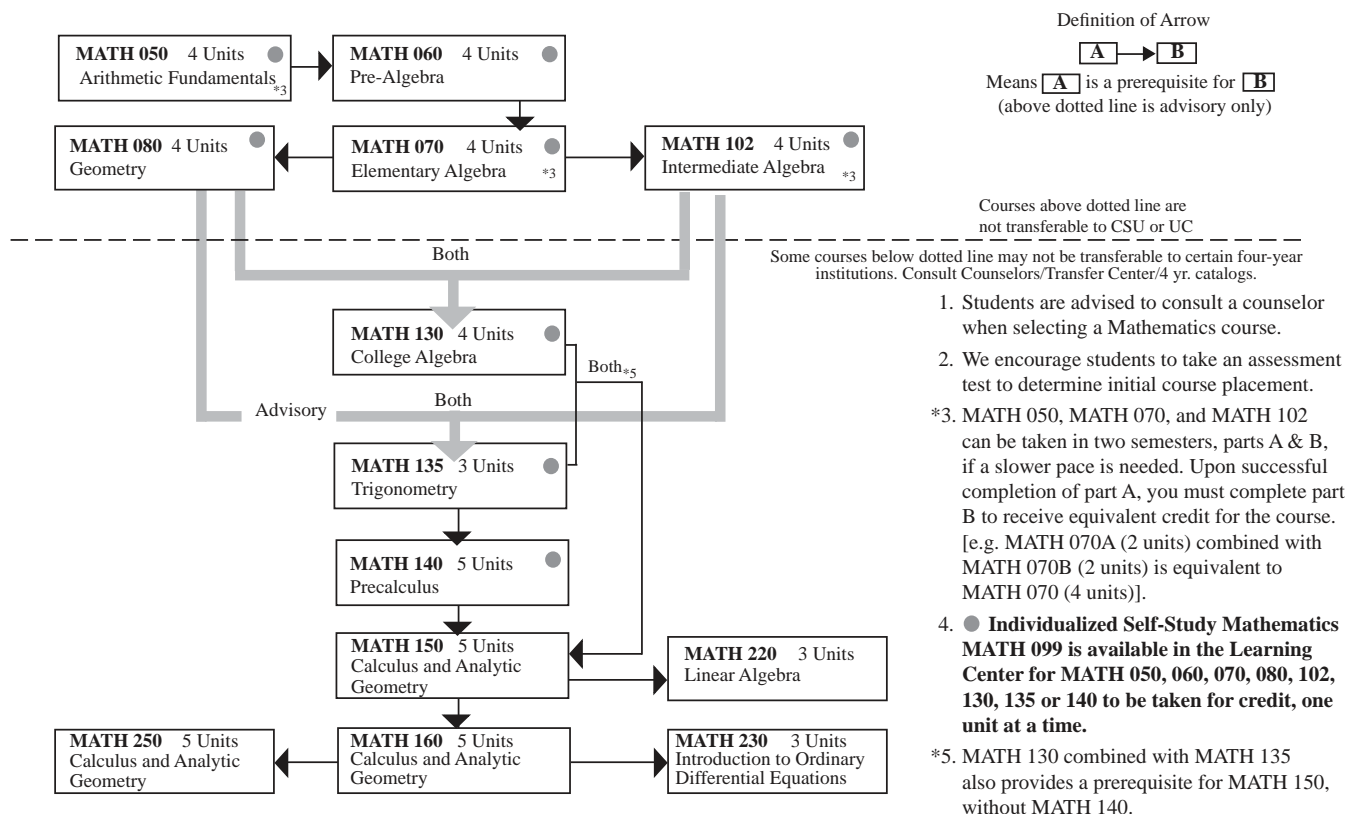
hours vary

*Prerequisite:* To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

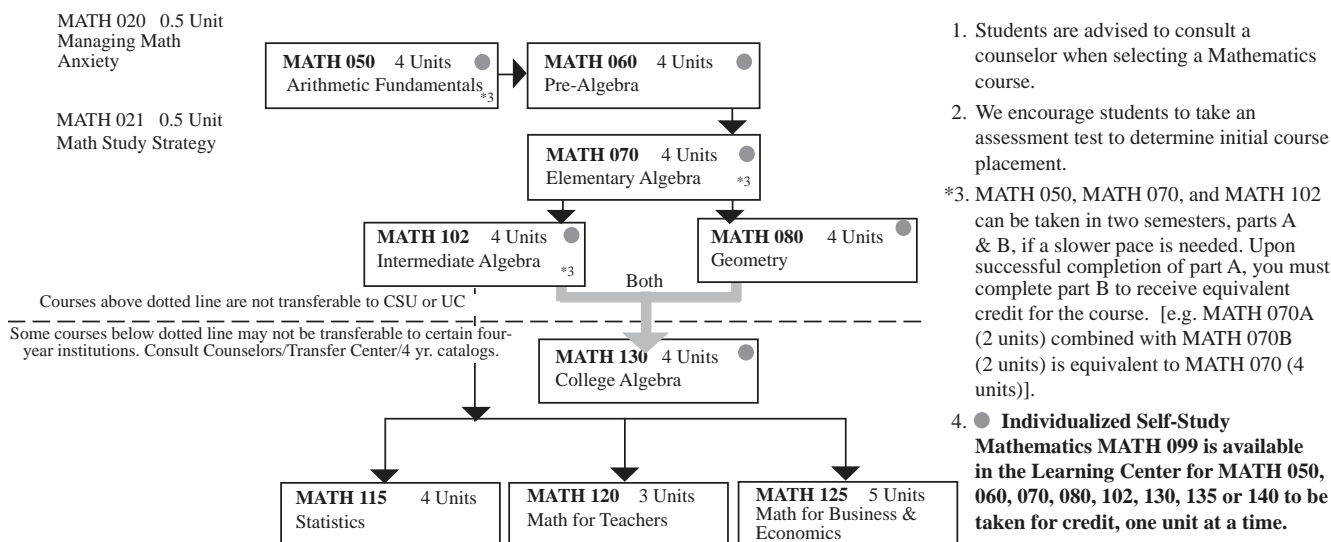
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

ANTELOPE VALLEY COLLEGE MATHEMATICS COURSE SEQUENCES AND PREREQUISITES

Mathematics, Engineering, Science, and some Business Majors



All Other Majors



MATH 020 0.5 Unit  
 Managing Math Anxiety

MATH 021 0.5 Unit  
 Math Study Strategy

**Definition**

Mathematics is an important tool with which problems can be solved. Numbers, letters, or other symbols constitute the language of mathematics and, as in any language, are used to convey ideas and relationships especially in science. The final balance in a checkbook is a simple example of this relationship while landing astronauts on the moon reveals its complexity.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Program Advisement:**

Dr. Leslie Uhazy, Dean ext. 6417

**Administrative Assistant:**

Wendy Cios ext. 6415

**Clerical Assistant:**

Suzanne Olson ext. 6046

**Faculty:**

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 Debra Anderson ext. 6745  
 Nabeel Atique ext. 6093  
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 Luis Enriquez ext. 6244  
 Dezdemona Ginosian 2447  
 Tooraj Gordi ext. 6019  
 Dr. Rebecca Kitto ext. 6423  
 Dr. Igor Marder ext. 6238  
 Kenan Shahla ext. 6759  
 Dr. Richard Sieger ext. 6426  
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 Eugenie Trow ext. 6425  
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**Adjunct Faculty:**

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.  
 Randy Ades 2080  
 John Asatryan 2534  
 Bonnie Barger 2224  
 Michael Bellavia 2633  
 Pakawan Berry 2992  
 Michael Botros 2388  
 Snizhana J. Bowers 2051  
 Steve Brown 2238  
 Peiqing Cen 2229  
 Larry Dale 2230  
 James Disbrow 2332  
 Kathy Engelen 2974

Timothy Ferguson 2381  
 Charles Ferrari 2235  
 Larry Gorden 2603  
 Norman Hines 2356  
 James Jackson 2289  
 James Kim 2556  
 Mario Martinez-Quijada 2368  
 Michael McMillan 2499  
 Jose Menjivar 2393  
 Lyudmila Michael 2159  
 Peter Robles 2236  
 Nash Saleh 2131  
 Karla Shy 2317  
 Yvette Thomas 2153  
 John Thurston 2249  
 Simon Tong 2175  
 Mike Wallace 2008  
 Pamela Walton 2651  
 Emmanuel Wreh 2497  
 Malik Younus 2258

**Program Description**

A student may improve basic mathematical skills through remedial course work or prepare for transfer to a B.A. or B.S. program in Mathematics, Physics, Chemistry, or Engineering.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

Courses in arithmetic and algebra provide the basic mathematical skills required in many fields. Statistics, linear algebra, calculus, and differential equations provide problem-solving tools for the physical and social sciences and engineering.

**Math Labs:** There is a math laboratory located in the Learning Center and additional support for math courses utilizing computer based instruction is found in The Prime Room, ME 100. Help in the Learning Center including tutoring is available on a drop-in basis; while students may use The Prime Room to get assistance and complete course assignments during scheduled open hours. All math students are encouraged to utilize these learning resources.

**Career Options**

Actuary  
 Appraiser  
 Assessor  
 Auditor  
 Biometrician  
 Budget Analyst  
 Casualty Rater  
 Controller  
 Computer Programmer  
 Demographer  
 Econometrician  
 Engineering Analyst  
 Epidemiologist  
 Financial Analyst  
 Investment Analyst  
 Management Scientist  
 Mathematician  
 Operations Researcher  
 Public Opinion Analyst  
 Statistician  
 Surveyor  
 Systems Analyst  
 Teacher  
 Urban Planner  
 (Most of these careers require education beyond the two-year college level.)

**Certificate Program**

Certificate not applicable.

**Associate Degree**

**Mathematics**

An associate degree with a major in Mathematics is available. A minimum of 33 units is required. (See Graduation/ Associate Degree Requirements.)

<b>Required Courses:</b> (33 units)	<b>units</b>
MATH 150, Calc. & Analytic Geom.	5
MATH 160, Calc. & Analytic Geom.	5
MATH 220, Linear Algebra	4
MATH 230, Differential Equations	4
MATH 250, Calc. & Analytic Geom.	5
PHYS 110, General Physics	5
PHYS 120, General Physics <b>or</b> PHYS 211, General Physics	5

**Associate in Science in**

**Mathematics for Transfer (AS-T)**

The Associate in Science in Mathematics for Transfer (AS-T) offers students a fundamental knowledge of Mathematics and its relation to science, technology,



and engineering. Students will enhance their problem solving and critical thinking skills by applying mathematical models to real world problems or utilizing mathematical objects and theorems to evaluate the validity of a statement or to prove mathematical statements.

The Associate in Science in Mathematics for Transfer (AS-T) meets the requirements of SB 1440 for Associate Degrees for Transfer. These degrees are intended to make it easier for students to transfer to a California State University campus. Specifically, if a student completes an "associate degree for transfer":

1. The CSU shall guarantee admission with junior status.
2. Admission to the CSU does not guarantee admission for specific majors or campuses.
3. The CSU shall grant a student priority admission to his or her local CSU campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the CSU campus to which the student is admitted.

While the degree is specifically designed for ease of transfer to a CSU, it should be noted that it does not exclude admittance to other colleges and universities.

To earn an Associate in Science in Mathematics for Transfer (AS-T) a student must complete 60 semester units that are eligible for transfer to the CSU system, should the student fall below the 60 units between the major unit requirements and the CSU-GE/IGETC pattern, the deficit units shall be comprised of CSU transferrable elective units.

1. IGETC or CSU GE Breadth
2. At least 18 units as defined in the chart below.
3. A minimum grade point average (GPA) of 2.0 is required.

<b>Required Core Courses:</b>	<b>units</b>
*MATH 150, Calculus and Analytic Geometry	5
MATH 160, Calculus and Analytic Geometry	5

MATH 250, Calculus and Analytic Geometry	5
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**Choose a minimum of 6 units from below with at least 3 units from A:**

<b>Required Electives A:</b>	<b>units</b>
MATH 220, Linear Algebra	4
MATH 230, Introduction to Ordinary Differential Equations	4

<b>Required Electives B:</b>	<b>units</b>
*PHYS 110, General Physics	5
MATH 115, Statistics	4
<b>Total</b>	<b>23-24</b>

**CSU/GE or IGETC Pattern 38-41**

**CSU Transferrable Elective Units to reach Degree Total 60**

\*Required courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Mathematics Courses

### MATH 020 MANAGING MATH ANXIETY

.5 unit

8 hours total

**Advisory:** Eligibility for ENGL 097 and READ 097.

Designed to provide students with the skills to reduce math frustration by diagnosing social causes and educational contexts and overcoming math myths and misconceptions. This course will also cover the following skills: recognizing math anxiety, developing various coping skills which include relaxation and wellness techniques, and becoming aware of personal learning style preferences for math. Math-specific testing skills will be taught using currently adopted texts for MATH 050 and MATH 070. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.)

### MATH 021 MATH STUDY STRATEGY

.5 unit

8 hours total

**Advisory:** Eligibility for ENGL 097 and READ 097.

Designed to assist students in improving their math study skills so they can develop appropriate study strategies for math classes. Various methods and techniques will be explored including: developing a math textbook study system, math textbook annotating, math lecture note taking, listening, math problem solving strategies, test preparation, test taking strategies, relating learning preferences to math, and effective memory techniques. Time management at test time and identifying available campus resources for math will also be presented. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.)

**MATH 050 ARITHMETIC**

4 units

4 hours weekly

**Advisory:** Eligibility for MATH 050 (AVC assessment) and READ 099.

This course is for students who need preparation for college level courses and programs. The course covers addition, subtraction, multiplication, and division with whole numbers, fractions, decimals and integers. It also covers setting up ratios, solving proportions, conversions between fractions, decimals and percents, the solving of percent applications, rounding of whole numbers and decimals, order of operations, finding perimeter, area and volume of some geometric figures. Students are taught how to do measurements and to read and create simple graphs and pie charts. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**MATH 050A ARITHMETIC—FIRST HALF WITH SAS**

2 units

4 hours weekly

**Advisory:** Eligibility for MATH 050A (AVC assessment) and READ 099.

This course is designed for students who need preparation for college level courses and programs. In addition, it can benefit students with math anxiety, students who wish to learn at a slower pace, as well as students with identified learning disabilities for math. It covers addition, subtraction, multiplication, and division with whole and rational (fraction) numbers. Within these set of numbers, there are topics related to real life applications such as rounding, estimation, order of operations, finding perimeter, area, and volume of different closed geometric figures. MATH 050A will include the use of math software and videotape as well as collaborative learning in a small assembly setting. This course together with MATH 050B is equivalent to MATH 050. Credit is allowed in either MATH 050 or the MATH 050A–MATH 050B combination. Concurrent enrollment in MATH 050 and MATH 050A or MATH 050B is

not permitted. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**MATH 050B ARITHMETIC—SECOND HALF WITH SAS**

2 units

4 hours weekly

**Prerequisite:** Completion of MATH 050A.**Advisory:** Eligibility for READ 099.

This course is designed for students who need preparation for college level courses and programs. It can benefit students with math anxiety, students who wish to learn at a slower pace, as well as students with identified learning disabilities for math. It covers addition, subtraction, multiplication, and division with decimals, and percents; ratios, proportions and measurements; line and bar graphs, pie charts; and introduction to algebra (signed number operations, algebraic expressions and solving simple equations). MATH 050B will include the use of math software and videotape as well as collaborative learning in a small assembly setting. This course together with MATH 050A is equivalent to MATH 050. Credit is allowed in either MATH 050 or the MATH 050A–MATH 050B combination. Concurrent enrollment in MATH 050 and MATH 050B is not permitted. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**MATH 060 PREALGEBRA**

4 units

4 hours weekly

**Prerequisite:** Eligibility for MATH 060 (AVC assessment) or Completion of MATH 050.**Advisory:** Eligibility for ENGL 099.

This course will introduce the language of algebra to students with little or no knowledge of algebra. Students will learn about the real numbers system in general, algebraic expressions and polynomials, and how to solve first degree evaluations. Previous topics discussed in arithmetic such as fractions, ratio, and proportions, decimals and percents will be reviewed.

**NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**MATH 070 ELEMENTARY ALGEBRA**

4 units

4 hours weekly

**Prerequisite:** Eligibility for MATH 070 (AVC assessment) or Completion of MATH 060.**Advisory:** Eligibility for READ 099.

This course is for the student who has no previous training in algebra. A student who chooses MATH 070 should have been very successful in Prealgebra (MATH 060) and should be comfortable with math. A student who feels anxious about math would be better off enrolling in MATH 070A, followed by MATH 070B the next semester. MATH 070 accelerates those two courses into one semester. Topics in MATH 070 include operations with signed numbers, variables, algebraic expressions, linear equations, word problems, exponents, polynomials, special products, factoring, algebraic fractions, graphing, systems of equations, radicals and solving quadratic equations. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**MATH 070A ELEMENTARY ALGEBRA—FIRST HALF WITH SAS**

2 units

4 hours weekly

**Prerequisite:** Eligibility for MATH 070 (AVC assessment) or Completion of MATH 060.**Advisory:** Eligibility for READ 099.

This course is for students who have not had algebra or have been unsuccessful in algebra. This course can benefit students with math anxiety, students who wish to learn at a slower pace, and students with identified learning disabilities. Topics include operations with signed numbers, variables, algebraic expressions, linear equations, word problems, graphing,

and systems of equations. Included is the use of math software and videotapes as well as collaborative learning in a small assembly setting. This course, together with MATH 070B, is equivalent to MATH 070. Credit is allowed in either MATH 070 or the MATH 070A–MATH 070B combination. Concurrent enrollment in MATH 070 and MATH 070A is not permitted. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

### **MATH 070B ELEMENTARY ALGEBRA—SECOND HALF WITH SAS**

2 units

4 hours weekly

**Prerequisite:** Completion of MATH 070A.

**Advisory:** Eligibility for READ 099.

This course can benefit students with math anxiety, students who wish to learn at a slower pace, and students with identified learning disabilities. Topics covered are fractions, exponents, polynomials, special products, factoring, radicals, solving quadratic equations and word problems. Students should already know operations with signed numbers, variables, algebraic expressions, linear equations, word problems, graphing and systems of equations. Included is the use of math software and videotapes as well as collaborative learning in a small assembly setting. This course, together with MATH 070A, is equivalent to MATH 070. Credit is allowed in either MATH 070 or the MATH 070A–070B combination. Concurrent enrollment in MATH 070 and MATH 070A or 070B is not permitted. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

### **MATH 080 PLANE GEOMETRY**

4 units

4 hours weekly

**Advisory:** Completion of MATH 070, or Eligibility for MATH 102 (AVC assessment) and READ 099.

This pass/no pass course covers plane Euclidean geometry and includes an introduction to solid geometry. The first part of the course emphasizes the development of the theorems and properties of geometric figures and the concept of proof in an axiomatic system. The second part of the course covers the derivation and application of measurement formulas for area, volume, trigonometric ratios, and applications. Recommended for students intending to take algebra-based courses beyond MATH 070, drafting, nursing, or graphics courses. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

### **MATH 099 INDIVIDUALIZED SELF-STUDY MATHEMATICS**

1–32 units

4 hours weekly

**Advisory:** AVC Math Assessment Test.

(The Course Requisites for each class taken in MATH 099 are the same as those for the course named in the course description.)

Individualized and self-paced study of arithmetic through precalculus in a supervised environment for the motivated student. These courses include MATH 050, MATH 060, MATH 070, MATH 080, MATH 102, MATH 130, MATH 135 and MATH 140. Students may choose from single unit courses: MATH 050C, D, E, F; MATH 060C, D, E, F; MATH 070C, D, E, F; MATH 080C, D, E, F; MATH 102C, D, E, F; MATH 130C, D, E, F; MATH 135C, D, E; and MATH 140C, D, E, F, G, and can enroll in only one unit at a time. Upon satisfactory completion of that unit, students may proceed to the next unit. At least one unit must be completed each semester. The instructor will explain the unit system and assist students with selection of the appropriate unit course at the first class meeting. The instructor will also give initial orientation explaining testing, review tests to help students define what skills have been mastered, and refer students to readily available support services. Instructor does not lecture

nor does he/she structure the pace of materials or determine when a student needs to proceed other than by setting five deadlines for completion of one unit. Regular attendance is expected. **NOTE:** MATH 050, MATH 060, MATH 070 and MATH 080 - No grade will be given for these classes; student will receive “pass” or “no pass” only. (See specific math course for degree applicability and transferability.)

### **MATH 102 \*INTERMEDIATE ALGEBRA**

4 units

4 hours weekly

**Prerequisite:** Eligibility for MATH 102 (AVC assessment) or Completion of MATH 070.

**Advisory:** Eligibility for READ 099.

This course is for the student who has been very successful completing elementary algebra and who is comfortable taking math classes, since it accelerates MATH 102A and MATH 102B into one semester. Topics include: formulas and word problems; graphs, slopes and equations of lines; introduction to functions; systems of equations; linear inequalities; exponents and polynomials with factoring; rational expressions and equations; radical expressions and equations; exponential and logarithmic functions; quadratic equations and functions; circles; and word problems appropriate to all these topics. (AVC)

### **MATH 102A \*INTERMEDIATE ALGEBRA—FIRST HALF WITH SAS**

2 units

4 hours weekly

**Prerequisite:** Eligibility for MATH 102 (AVC assessment) or Completion of MATH 070.

**Advisory:** Eligibility for READ 099.

This course is for the student who has successfully completed elementary algebra. It can benefit students with math anxiety, students who do not wish to accelerate the pace for this course, and students with identified learning disabilities. Topics include: formulas and word problems; graphs, slopes

and equations of lines; introduction to functions; systems of equations; linear inequalities; exponents and polynomials with factoring; and word problems appropriate to all these topics. This course, together with MATH 102B, is equivalent to MATH 102. (AVC)

### **MATH 102B**

#### **\*INTERMEDIATE ALGEBRA—SECOND HALF WITH SAS**

2 units

4 hours weekly

**Prerequisite:** Completion of MATH 102A.

**Advisory:** Eligibility for READ 099.

This course is for students who have successfully completed MATH 102A, or its equivalent through MATH 099. It can benefit students with math anxiety, students who do not wish to accelerate the pace for this course, and students with identified learning disabilities. Topics include: rational expressions and equations; radical expressions and equations; exponential and logarithmic functions; quadratic equations and functions; circles; and word problems appropriate to all these topics. This course, together with MATH 102A, is equivalent to MATH 102. (AVC)

### **MATH 115 STATISTICS**

4 units

4 hours weekly

**Prerequisite:** Completion of MATH 102.

**Advisory:** Eligibility for College Level Reading.

This is an introductory course in statistical procedure. It includes a study of graphs, central tendency, dispersion, normal curve, probability, binomial distribution, estimation, hypothesis testing, regression, correlation and chi-square. (CSU, UC, AVC)

### **MATH 120 \*MATH FOR TEACHERS**

3 units

3 hours weekly

**Prerequisite:** Completion of MATH 102.

**Advisory:** Eligibility for College Level Reading.

Sets, systems of numeration, nature of numbers, fundamentals of operations,

relations and functions, integers, rational and real numbers, and computer applications. This course is an essential prerequisite for elementary school teachers as well as junior high and high school math teachers. Students will do computer exercises in the college Learning Center. (CSU, UC, AVC)

### **MATH 125 MATH FOR BUSINESS AND ECONOMICS**

5 units

5 hours weekly

**Prerequisite:** Completion of MATH 102.

**Advisory:** Eligibility for College Level Reading.

Application of mathematics to problems in business and economics, sets, quadratics, exponential and logarithmic functions, inequalities, matrices, elementary calculus, differentiation, integration, and extreme values. (Not open for students majoring in physical sciences or math). (CSU, UC, AVC)

### **MATH 130 \*COLLEGE ALGEBRA**

4 units

4 hours weekly

**Prerequisite:** Completion of MATH 102.

**Advisory:** Completion of MATH 080, or Eligibility for MATH 130 and College Level Reading.

Course is designed to extend students' mathematical ability to deal with real world problems. It meets the needs of transfer students and is an important course in areas of engineering, biology, physics, computer and mathematical sciences. Topics include theory of equations, including polynomial equations of higher degree; functions, inverse functions and their graphs, including exponential and logarithmic functions; systems of equations; determinants; inequalities; complex numbers; mathematical induction; sequences and summation notation; binomial theorem; and counting principles. (CSU, UC, AVC)

### **MATH 135 \*PLANE TRIGONOMETRY**

3 units

3 hours weekly

**Prerequisite:** Completion of MATH 102 and MATH 080, or Eligibility for MATH 135.

**Advisory:** Completion of ENGL 101 or Eligibility for College Level Reading.

This course is for the student who is preparing for calculus, physics, engineering, and other applications requiring trigonometry. Topics include the trigonometric functions, basic identities, inverse trigonometric functions, solutions of triangles, trigonometric equations, and introduction to vectors. (CSU, AVC)

### **MATH 140 \*PRECALCULUS**

5 units

5 hours weekly

**Prerequisite:** Completion of MATH 102.

**Advisory:** Completion of MATH 080 and MATH 135 or Eligibility for MATH 140, and Eligibility for College Level Reading.

This course is primarily for students who have completed intermediate algebra and trigonometry and are preparing to study calculus or other mathematically oriented courses in such areas as economics, general business, chemistry, physics, engineering, biological sciences, and technical and vocational education. Topics include those covered in College Algebra and Trigonometry. See those course descriptions for details. (CSU, UC, AVC)

### **MATH 150 CALCULUS AND ANALYTIC GEOMETRY**

5 units

5 hours weekly

**Prerequisite:** Completion of MATH 140, or MATH 130 and MATH 135.

**Advisory:** Eligibility for MATH 150 and College Level Reading.

This course is for the student planning upper-division work in math, physics, engineering or business. It involves differentiation and integration of algebraic, trigonometric, exponential, and logarithmic functions. Applications include extrema, graphing, related rates, area. (CSU, UC, AVC)

**MATH 160 CALCULUS AND ANALYTIC GEOMETRY**

5 units

5 hours weekly

**Prerequisite:** Completion of MATH 150.

**Advisory:** Eligibility for College Level Reading.

This course is a continuation of Math 150. It includes applications of integration, integration techniques, indeterminate forms, improper integrals, infinite series, and topics in analytic geometry. (CSU, UC, AVC)

**MATH 220 LINEAR ALGEBRA**

4 units

4 hours weekly

**Prerequisite:** Completion of MATH 150.

**Advisory:** Eligibility for College Level Reading.

This is an introductory course in linear algebra, designed for transfer students majoring in the mathematical, biological, physical, engineering, sociological or managerial sciences. Topics to be covered include systems of linear equations, matrices, determinants, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors. This course will include references to applications of the above topics in the areas of differential equations, least squares fitting to data, geometry of linear operators on  $\mathbb{R}^2$ , diagonalizing quadratic forms and conic sections. (CSU, UC, AVC)

**MATH 230 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS**

4 units

4 hours weekly

**Prerequisite:** Completion of MATH 160.

**Advisory:** Completion of MATH 220 and MATH 250, and Eligibility for College Level Reading.

This is an introduction course in solving numerous types of ordinary differential equations including first order linear and nonlinear equations, higher order linear equations, systems of linear equations, and the associated initial value problems. In addition to the standard methods, the Laplace transform, power series method, and matrix method are covered. Applications of differential equations in physics, chemistry, economics and social sciences will be studied throughout the course. (CSU, UC, AVC)

**MATH 250 CALCULUS AND ANALYTIC GEOMETRY**

5 units

5 hours weekly

**Prerequisite:** Completion of MATH 160.

**Advisory:** Eligibility for College Level Reading.

This course is a continuation of MATH 160. Includes vector theory and the geometry of 3-dimensional space, vector-valued functions, functions of several variables, partial differentiation, multiple integration and vector analysis. (CSU, UC, AVC)

**Definition**

The medical assistant program prepares people to work under the direction of physicians, registered nurses and podiatrists in medical offices and clinics. There are two programs of study in the Health Sciences Division: Clinical Medical Assistant and Medical Assistant.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Program Advisement:**

Dr. Karen Cowell, Dean ext. 6402

**Program Coordinator:**

Karen Smith ext. 6402

**Clerical Assistant III:**

Rocio Heasley ext. 6882

**Adjunct Faculty:**

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Hilda Barkate	2006
Paularita Bossier	2384
Karen Stenback	2665
Joanne Stoll	2440

**Program Description**

The Health Sciences Division offers a Medical Assisting Program.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Career Options**

Clinical Medical Assistant  
Medical Assistant

**Certificate Program**

**Administrative Medical Assistant**

For certificate program and degree requirements in **Administrative Medical Assistant**, see Office Technology section of this catalog.

**Clinical Medical Assistant**

The following courses (26 units) are required for the certificate.

**Required Courses:** **units**

MOA 101, Beginning Medical Terminology	3
MOA 102, Advanced Medical Terminology	3
MOA 110, Beginning Medical Office Assisting Skills	4
MOA 111, Advanced Medical Office Assisting Skills	4
OT 150, Basic Principles of Coding for the Medical Office	3
OT 152, Beg. Medical Insurance	3
OT 205, Medical Office Procedures	3
Elective	3
<b>Total</b>	<b>26</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:** **units**

CA 103, Intro. to Microcomputers	3
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 199, Occupational Work Experience	1-8

**Medical Assistant**

The following courses (38 units) are required for the certificate.

**Required Courses:** **units**

CA 103, Intro. to Microcomputers	3
MOA 101, Beginning Medical Terminology	3
MOA 102, Advanced Medical Terminology	3
MOA 110, Beginning Medical Office Assisting Skills	4
MOA 111, Advanced Medical Office Assisting Skills	4
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 121, Spreadsheets for the Office	3
OT 150, Basic Principles of Coding for the Medical Office	3
OT 152, Beg. Medical Insurance	3
OT 205, Medical Office Procedures	3
Elective	3
<b>Total</b>	<b>38</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:** **units**

COMM 103, Process of Communication	3
COMM 107, Intro. to Interpersonal Communication	3
OT 199, Occupational Work Experience	1-8

**Associate Degree**

Students who complete the associate degree in medical office assisting may have enhanced employment opportunities in the field. They may have priority for positions in physicians’ offices, including job opportunities as office manager, case manager and trainer. They are eligible to teach medical office assisting once they gain relevant job experience. The associate degree provides the knowledge with which the student can comprehend and communicate with medical professionals effectively.

**Administrative Medical Assistant**

For certificate program and degree requirements in **Administrative Medical Assistant**, see Office Technology section of this catalog.

**Clinical Medical Assistant**

The requirements for an associate degree in Clinical Medical Assistant may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/ Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
CA 103, Intro. to Microcomputers	3
MOA 101, Beginning Medical Terminology	3
MOA 110, Beginning Medical Office Assisting Skills	4

BIOL 100, Elem. Human Anatomy and Physiology (Course from GE requirement Area A)	3
ENGL 101, Academic Composition (Course from GE requirement Area D-1)	3
<b>Total</b>	<b>16</b>

**Second Semester units**

MOA 102, Advanced Medical Terminology	3
MOA 111, Advanced Medical Office Assisting Skills	4
OT 150, Basic Principles of Coding for the Medical Office	3
Course from GE requirement Area D2	4
Elective	3
<b>Total</b>	<b>17</b>

**Third Semester units**

OT 152, Beg. Medical Insurance	3
OT 205, Medical Office Procedures	3
PSY 101, General Psychology (Course from GE requirement Area B)	3
Course from GE requirement Area C	3
Elective	3
<b>Total</b>	<b>15</b>

**Fourth Semester units**

OT 199, Occupational Work Experience	1-8
SOC 101, Intro. to Sociology (Course from GE requirement Area E)	3
Course from GE requirement Area F	3
Electives	6
<b>Total</b>	<b>13-16</b>

**Degree Total 61-64****Medical Assistant**

The requirements for an associate degree in Medical Assistant may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study***First Semester units**

CA 103, Intro. to Microcomputers	3
BUS 111, Business English	3

MOA 101, Beginning Medical Terminology	3
MOA 110, Beginning Medical Office Assisting Skills	4
BIOL 100, Elem. Human Anatomy and Physiology (Course from GE requirement Area A)	3
<b>Total</b>	<b>16</b>

**Second Semester units**

MOA 102, Advanced Medical Terminology	3
MOA 111, Advanced Medical Office Assisting Skills	4
OT 150, Basic Principles of Coding for the Medical Office	3
ENGL 101, Academic Composition (Course from GE requirement Area D-1)	3
Course from GE requirement Area D2	4
<b>Total</b>	<b>17</b>

**Third Semester units**

OT 102, Intermediate Computer Keyboarding	3
OT 121, Spreadsheets for the Office	3
OT 152, Beg. Medical Insurance	3
PSY 101, General Psychology (Course from GE requirement Area B)	3
Course from GE requirement Area C	3
<b>Total</b>	<b>15</b>

**Fourth Semester units**

CA 111, Word Processing–Microsoft Word	3
OT 205, Medical Office Procedures	3
OT 199, Occupational Work Experience	1-8
SOC 101, Intro. to Sociology (Course from GE requirement Area E)	3
Course from GE requirement Area F	3
<b>Total</b>	<b>15</b>

**Degree Total 63****Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**Medical Assisting Courses****MOA 101 \*BEGINNING MEDICAL TERMINOLOGY***3 units**3 hours weekly**Advisory: Eligibility for ENGL 099 and READ 099.*

This course provides experience in building basic terms commonly used in the medical field using prefixes, suffixes, and word roots. An introduction to anatomy and physiology is used to illustrate applications of terms in a body systems approach. (CSU, AVC)

**MOA 102 ADVANCED MEDICAL TERMINOLOGY***3 units**3 hours weekly**Prerequisite: Completion of MOA 101.**Advisory: Eligibility for College Level Reading and ENGL 101.*

The focus of this course is continued development of understanding and application of medical language to practical situations that occur in hospitals, clinics, physicians’ offices, medical records, and medical communications. (AVC)

**MOA 110 BEGINNING MEDICAL OFFICE ASSISTING SKILLS***4 units**6 hours weekly**Prerequisite: Completion of or concurrent enrollment in MOA 101.**Advisory: Eligibility for ENGL 099,*

*READ 099 and MATH 070.*

The course includes duties and responsibilities of the medical assistant including medical ethics, etiquette, law, assisting the physician in the examination of the patient, medical and surgical asepsis and wound care. Human relations for the medical office is also covered. (AVC)

### **MOA 111 ADVANCED MEDICAL OFFICE ASSISTING SKILLS**

*4 units*

*6 hours weekly*

***Prerequisite:*** Completion of MOA 110.

***Advisory:*** Eligibility for College Level Reading, ENGL 101 and MATH 070.

The course includes advanced skills for assisting the physician in the medical office or clinic. The legal and technical aspects of pharmacology, patient teaching, and office laboratory procedures are presented. (AVC)

### **MOA 199 \*OCCUPATIONAL WORK EXPERIENCE**

*1-8 units*

*hours vary*

***Prerequisite:*** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**



## Definition

The Music program is designed to prepare students to transfer as juniors to four year institutions, to perform, to write and record music, and to develop an appreciation of various musical styles.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Newton Chelette, Dean ext. 6385

### Administrative Assistant:

Tangie Hunter ext. 6385

### Faculty:

Dr. David Newby ext. 6383

Dr. Berkeley Price ext. 6765

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Les Counts	2539
John Crocker	2304
William Davila	2099
Lynn Ennis	2100
Gary Gregg	2102
Dr. Robin Heifetz	2697
Jinyoung Jang	2363
Dr. Joseph Kearney	2104
Heather Kinkennon	2179
Dr. Gordon Lazarus	2105
Peggy Martindale	2155
Leon Matalon	2108
Michael McCullough	2116
Jared Meeker	2074
Debra Reddish	2115
Robert Starner	2200

## Program Description

The Music program offers an associate of arts degree with a major in Music that transfers completely to UC and CSU schools. It also offers enrichment courses, many of which are applicable to other associate degrees and meet transfer requirements.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

The program features opportunities for non-musicians to become skilled musicians; opportunities for public performances; an integration of college programs with music businesses and the public; performance ensembles such as the Antelope Valley Master Chorale, Concert Choir, the Antelope Valley Children's Choir, Symphonic and Concert Band, and musical theater. Children's Choir classes are offered as community service courses. The Antelope Valley Symphony Orchestra is an auxiliary of Antelope Valley College that combine students and professional musicians.

## Career Options

Public and private teaching

Vocal performance,

both classical and popular

Instrumental performance,

both classical and popular

Arts administration

Music therapy

## Certificate Programs

See Commercial Music.

## Associate Degree

An associate in arts degree with a major in Music is available. In addition to the GE requirements, the student should complete at least 38-40 units of music including the courses listed below. Students planning to pursue an associate in arts degree with a major in Music should contact Dr. Berkeley Price or Dr. David Newby at the beginning of their AVC studies. The following recommended sequence is particularly important since some courses are only offered once a year.

Required Courses:	units
MUS 111, Fundamentals of Music	3
MUS 151, Beginning Music Theory	3
MUS 251A, Intermediate Music Theory	3
MUS 251B, Advanced Music Theory	3
MUS 153, Beginning Musicianship	2
MUS 253A, Intermediate Musicianship	2
MUS 253B, Advanced Musicianship	2
MUS 255A, Beginning Keyboard	
Harmony	2

MUS 255B, Advanced Keyboard	
Harmony	2
MUS 291, Applied Music	
(credit by examination) (4 times)	1 (4)
MUS 292, Applied Music Performance	
(by audition) (4 times)	1 (4)
Large Ensemble	
(MUS 160, 260, 166, 167, 266,	
181/183, 185) (4 times)	2-2.5 (8-10)
<b>Total</b>	<b>38-40</b>

### Recommended Plan of Study

First Semester	units
MUS 111, Fundamentals of Music	3
MUS 291, Applied Music	
(credit by examination)	1
MUS 292, Applied Music Performance	
(by audition)	1
Large Ensemble (MUS 160, 260, 166,	
167, 266, 181/183, 185)	2-2.5
Course from GE requirement Area A	3
Course from GE requirement Area C	
(MUS 201 recommended)	3
Course from GE requirement Area D1	3
<b>Total</b>	<b>16-16.5</b>

Second Semester	units
MUS 151, Beginning Music Theory	3
MUS 153, Beginning Musicianship	2
MUS 291, Applied Music	
(credit by examination)	1
MUS 292, Applied Music Performance	
(by audition)	1
Large Ensemble (MUS 160, 260, 166,	
167, 266, 181/183, 185)	2-2.5
Course from GE requirement Area D2	3
Course from GE requirement Area F	3
<b>Total</b>	<b>15-15.5</b>

Third Semester	units
MUS 251A, Intermediate Music Theory	3
MUS 253A, Intermediate Musicianship	2
MUS 255A, Beginning Keyboard	
Harmony	2
MUS 291, Applied Music	
(credit by examination)	1
MUS 292, Applied Music Performance	
(by audition)	1
Large Ensemble (MUS 160, 260, 166,	
167, 266, 181/183, 185)	2-2.5
Course from GE requirement Area B	3
<b>Total</b>	<b>14-14.5</b>

Fourth Semester	units
MUS 251B, Advanced Music Theory	3
MUS 253B, Advanced Musicianship	2
MUS 255B, Advanced Keyboard	
Harmony	2

MUS 291, Applied Music (credit by examination)	1
MUS 292, Applied Music Performance (by audition)	1
Large Ensemble (MUS 160, 260, 166, 167, 266, 181/183, 185)	2-2.5
Course from GE requirement Area E	3
<b>Total</b>	<b>14-14.5</b>

**Degree Total 59-61**

### Suggested Courses

Students with no keyboard experience are encouraged to enroll during their first two semesters in MUS 131 and MUS 132. The latter course is a prerequisite for the AA degree requirement MUS 255A.

Students must have a "C" or better in all required and support course work used to qualify for this degree.

### Auditions

Students who wish to enroll in a course that has an audition as a limitation on enrollment should enroll prior to auditioning with the understanding that they must audition successfully to remain in the course.

### Transfer

Students planning to continue studies at a four-year college or university after AVC should contact Dr. Berkeley Price or Dr. David Newby at the beginning of their AVC studies. They should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Music Courses

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### MUS 101 \*MUSIC APPRECIATION

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

An introduction to the most basic concepts of music theory and an overview of the stylistic periods of art music and their unique characteristics. Students will learn to recognize the sound of different orchestral instruments. Students will develop a historical perspective with reference to Western art music and be exposed to the most prominent composers represented in each style period. (CSU, UC, AVC)

### MUS 105 \*WORLD MUSIC

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

A course designed to provide students with a unique perspective of the diverse musical languages of the world's cultures, thereby reflecting the cultural diversity of, but not limited to, the AVC student population. Students will explore many geographic regions of the world, learn to identify the distinguishing characteristics of each musical culture, and examine the profound impact that political systems and sociological norms have upon aspects of cultural life. (CSU, UC, AVC)

### MUS 111 \*FUNDAMENTALS OF MUSIC

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

A course designed to present the foundation of music theory underlying the music of all cultures in all ages, including study of bass and treble clefs, identification of tonal center by recognition of key signatures, major and minor scales, basic rhythmic skills, construction of intervals, triads and

seventh chords and their inversions, and the application of the circle of fifths. Beginning composition is also part of the course. (CSU, UC, AVC)

### MUS 121 VOICE CLASS

2 units

4 hours weekly

*Advisory:* Eligibility for READ 099.

This course is designed to introduce and develop the art and technique of solo singing. Students study and perform contemporary popular songs, selections from the classical tradition, non-Western music, American folk music and spiritual songs. For both beginning and more advanced singers. (CSU, UC, AVC)

### MUS 126 \*CLASSICAL GUITAR

2 units

3 hours weekly

*Advisory:* Eligibility for READ 099.

This course provides an introduction to the principles of playing classical guitar and reading music as applied to the guitar. Designed for persons with no guitar or musical experience. (CSU, UC, AVC)

### MUS 131 \*KEYBOARD SKILLS I

2 units

3 hours weekly

*Advisory:* Eligibility for READ 099.

Designed for individuals with no keyboard or musical experience, this course provides an introduction to the principles of playing the piano and reading music. It also introduces principles of music theory and expression essential to all musical styles, from the earliest of cultures to the music of today. (CSU, UC, AVC)

### MUS 132 \*KEYBOARD SKILLS II

2 units

3 hours weekly

*Prerequisite:* Completion of MUS 131.

Course is a continuation of piano skills begun in MUS 131. (CSU, UC, AVC)

### **MUS 142 MUSICAL THEATRE WORKSHOP**

2 units

4 hours weekly

**Limitation on Enrollment:** Audition required.

Designed to provide instruction and experience in musical theater, this course allows students to rehearse and perform scenes from popular and classical works. Students will receive training in vocal technique, musical style, and stage presence. (CSU, UC, AVC)

### **MUS 151 BEGINNING MUSIC THEORY**

3 units

3 hours weekly

**Prerequisite:** Completion of MUS 111.

**Advisory:** Concurrent enrollment in MUS 153, and Eligibility for ENGL 099 and READ 099.

A study of chord construction, chord progressions, harmonic phrase structures, and melodies and four-part writing. Some beginning orchestration and composition of simple pieces within the constraints of forms being studied. (CSU, UC, AVC)

### **MUS 153 BEGINNING MUSICIANSHIP**

2 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

A study of the aural aspect of music theory. Students develop the ability to identify and transcribe rhythms, intervals, chords, scales, and chord progressions. Students will also learn to sing elementary melodies at sight. (CSU, UC, AVC)

### **MUS 160 SYMPHONIC BAND**

2 units

3 hours weekly

**Limitation on Enrollment:** Audition required.

A course designed to rehearse and perform standard band repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the band

prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course may be taken by all members of the AVC community who wish to improve their instrumental technique and musicianship through participation. (CSU, UC, AVC)

### **MUS 161 \*INSTRUMENTAL ENSEMBLE—WOODWINDS**

1 unit

2 hours weekly

**Limitation on Enrollment:** Audition required.

A course designed to rehearse and perform standard woodwind repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the woodwind ensemble prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all advanced woodwind players in the AVC community to perform literature in a more intimate setting than one of the larger ensembles and receive like instrument family instruction. (CSU, UC, AVC)

### **MUS 162 \*BEGINNING CLARINET CHOIR**

1 unit

2 hours weekly

**Limitation on Enrollment:** Audition required.

A course designed to rehearse and perform clarinet choir repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct

performance of notes and rhythms will be explained in each rehearsal. Each semester, the clarinet choir prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all advanced clarinet players in the AVC community to perform literature in a more intimate setting than one of the larger ensembles and receive like instrument instruction. (CSU, AVC)

### **MUS 163 \*INSTRUMENTAL ENSEMBLE—BRASS**

1 unit

2 hours weekly

**Limitation on Enrollment:** Audition required.

A course designed to rehearse and perform standard brass repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the brass ensemble prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all advanced brass players in the AVC community to perform literature in a more intimate setting than one of the larger ensembles and receive like instrument family instruction. (CSU, UC, AVC)

### **MUS 164 \*STRING ENSEMBLE**

1 unit

2 hours weekly

**Limitation on Enrollment:** Audition required.

A course designed to study standard string repertoire through rehearsal and performance. The principal goal of

the String Ensemble is to develop the student's ability to learn and perform multiple-part string music. Additionally, students receive instruction in music reading, instrumental technique, and the historical and sociological context of the music that is studied. (CSU, UC, AVC)

### **MUS 165 \*INSTRUMENTAL ENSEMBLE—GUITAR**

1 unit

2 hours weekly

**Limitation on Enrollment:** Ability to play classical guitar at high school performance level.

A course designed to rehearse and perform guitar ensemble repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the guitar ensemble prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (CSU, UC, AVC)

### **MUS 166 BEGINNING ORCHESTRA**

2 units

3 hours weekly

**Limitation on Enrollment:** Audition required the first class meeting. The students must possess at least a high school level of proficiency playing one of the standard orchestral instruments, as well as a high school level knowledge of note reading and music fundamentals. The student must exhibit willingness to perform at other times and locations beyond the immediate context of the class.

Beginning Orchestra combines with Intermediate and Advanced Orchestra classes to prepare music for public performance. Students study and perform orchestral repertoire from many traditions, including the European masterworks of the last five centuries, popular selections, American folk music,

and world music. Students receive ensemble performance experience, training in instrumental technique, and music reading, and they gain a practical understanding of the diversity of musical styles. Students are required to obtain approved performance attire for public performances. (CSU, UC, AVC)

### **MUS 167 INTERMEDIATE ORCHESTRA**

2 units

3 hours weekly

**Limitation on Enrollment:** Audition required.

**Prerequisite:** The student must have completed four semesters of MUS 166 playing a musical instrument. The student must exhibit willingness to perform at other times and locations beyond the immediate context of the class.

Intermediate Orchestra combines with Beginning and Advanced Orchestra classes to prepare music for public performance. Students study and perform orchestral repertoire from many traditions, including the European masterworks of the last five centuries, popular selections, American folk music, and world music. Students receive ensemble performance experience, training in instrumental technique, and music reading, and they gain a practical understanding of the diversity of musical styles. Students are required to obtain approved performance attire for public performances. (CSU, UC, AVC)

### **MUS 168 \*INTERMEDIATE CLARINET CHOIR**

1 unit

2 hours weekly

**Prerequisite:** Completion of four semesters of MUS 162.

A course designed to rehearse and perform more advanced clarinet choir repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the clarinet choir prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and

rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all advanced clarinet players in the AVC community to perform literature in a more intimate setting than one of the larger ensembles and receive like instrument instruction. (CSU, AVC)

### **MUS 170 \*BEGINNING FLUTE CHOIR**

1 unit

2 hours weekly

**Limitation on Enrollment:** Audition required.

A course designed to rehearse and perform flute choir repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the flute choir prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all advanced flute players in the AVC community to perform literature in a more intimate setting than one of the larger ensembles and receive like instrument instruction. (CSU, UC, AVC)

### **MUS 171 \*INTERMEDIATE FLUTE CHOIR**

1 unit

2 hours weekly

**Prerequisite:** Completion of four semesters of MUS 170.

A course designed to rehearse and perform more advanced flute choir repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the flute choir prepares music for public

performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all advanced flute players in the AVC community to perform literature in a more intimate setting than one of the larger ensembles and receive like instrument instruction. (CSU, UC, AVC)

### **MUS 181 MASTER CHORALE**

2 units

2 hours weekly

**Limitation on Enrollment:** Audition required.

**Corequisite:** Concurrent enrollment in MUS 183.

Master Chorale prepares music for public performance, often with orchestra. Students study and perform choral repertoire from many traditions, including the European masterworks of the last five centuries, popular selections, American folk songs and world music. In addition to receiving ensemble performance experience and training in vocal technique and music reading, students gain a practical understanding of the diversity of musical styles. (CSU, UC, AVC)

### **MUS 183 MASTER CHORALE SECTIONAL**

(formerly Master Chorale Lab)

.5 unit

1.5 hours weekly

**Limitation on Enrollment:** Audition required.

**Corequisite:** Concurrent enrollment in MUS 181.

Master Chorale Sectional is a voice-part sectional for Master Chorale. The courses combine to prepare music for public performance, often with orchestra. Students study and perform choral repertoire from many traditions, including the European masterworks of the last five centuries, popular selections, American folk songs and world music. In addition to receiving ensemble

performance experience and training in vocal technique and music reading, students gain a practical understanding of the diversity of musical styles. (CSU, UC, AVC) **(R3)**

### **MUS 185 CONCERT CHOIR**

2 units

3 hours weekly

**Limitation on Enrollment:** Audition required.

Concert Choir performs madrigals and other music written for small ensemble. Students study and perform choral music, including masterworks from the European tradition of the last five centuries, American music, and music from other folk traditions. In addition to receiving ensemble performance experience and training in vocal technique, students gain a practical understanding of the diversity of musical styles. Students are required to obtain approved performance attire for public performances. (CSU, UC, AVC)

### **MUS 186 \*GOSPEL CHOIR**

2 units

3 hours weekly

**Limitation on Enrollment:** Audition required.

The Gospel Choir prepares music for public performance. Students study and perform choral masterworks, primarily from the African American traditions of the last three centuries. In addition to receiving ensemble performance experience and training in vocal technique, students gain a practical understanding of the tradition of gospel music. (CSU, AVC)

### **MUS 189 \*KEYBOARD ENSEMBLE**

2 units

3 hours weekly

**Prerequisite:** Completion of MUS 131.

An introduction to the study and performance of piano literature written or arranged for two or more players. This course provides an understanding of the principles of tonal organization essential to all musical expression from the earliest of cultures to the music of today. Public performances may be included. (CSU, UC, AVC)

### **MUS 191 \*TREBLE CHOIR–CHILDREN’S MUSIC**

2 units

2 hours weekly

**Limitation on Enrollment:** Audition required. Students must be able to sing competently in the treble range.

This course prepares music for public performance. Students study and perform choral masterworks, primarily those arranged for youth choirs. In addition to receiving ensemble performance experience, training in vocal technique, and musical skills, students gain a practical understanding of the traditions of choral music. (AVC)

### **MUS 201 \*HISTORY OF MUSIC IN WESTERN CIVILIZATION I**

3 units

3 hours weekly

**Prerequisite:** Completion of MUS 151.

This course presents a historical overview of western music from Ancient Greece to about 1750. Students will incorporate study of composer’s lives and the historical period in which they lived with score study and listening to recordings of the standard repertoire. They will develop the ability to identify a composer’s work by the distinctive characteristics displayed by each composer. Students will begin to put into perspective the historical context of various pieces of music, the artistic, political, and sociological influences on composers of music, and learn to intelligently analyze and dissect different music styles. (CSU, UC, AVC)

### **MUS 202 \*HISTORY OF MUSIC IN WESTERN CIVILIZATION II**

3 units

3 hours weekly

**Prerequisite:** Completion of MUS 251A.

This course presents an historical overview of western music from about 1750 to the present. Students will incorporate study of composer’s lives and the historical period in which they lived or continue to live with score study and listening to recordings of the standard repertoire. They will develop the ability

to identify a composer's work by the distinctive characteristics displayed by each composer. Students will begin to put into perspective the historical context of various pieces of music, the artistic, political, and sociological influences on composers of music, and learn to intelligently analyze and dissect different music styles. (CSU, UC, AVC)

### **MUS 231 \*KEYBOARD SKILLS III**

2 units

3 hours weekly

**Prerequisite:** Completion of MUS 132.

A continuation of piano skills begun in MUS 132. (CSU, UC, AVC)

### **MUS 232 \*KEYBOARD SKILLS IV**

2 units

3 hours weekly

**Prerequisite:** Completion of MUS 231.

A continuation of piano skills begun in MUS 231. (CSU, UC, AVC)

### **MUS 251A INTERMEDIATE MUSIC THEORY**

3 units

3 hours weekly

**Prerequisite:** Completion of MUS 151.

**Advisory:** Concurrent enrollment in MUS 253A.

A continuation of the study of traditional voice leading in four-part choral writing, traditional methods of writing harmonic progressions, a basic tour of historical style periods, traditional usages of the dominant seventh, diminished seventh, and half-diminished seventh chords, basic modulation techniques, study of the function of non-dominant seventh chords, study of secondary dominant and leading tone chords, and review of basic forms. Appropriate for any member of the AVC community that desires a strong foundation in common practice music theory. (CSU, UC, AVC)

### **MUS 251B ADVANCED MUSIC THEORY**

3 units

3 hours weekly

**Prerequisite:** Completion of MUS 251A.

**Advisory:** Concurrent enrollment in MUS 253B.

A study of advanced methods of writing harmonic progressions, a basic tour of the late nineteenth and twentieth century stylistic periods, usage of borrowed and altered chords, enharmonic modulation techniques, study of new scales and sonorities associated with post-romanticism, impressionism, atonality, serialism and chance music. Appropriate for any member of the AVC community that desires a strong foundation in common practice music theory. (CSU, UC, AVC)

### **MUS 253A INTERMEDIATE MUSICIANSHIP**

2 units

3 hours weekly

**Prerequisite:** Completion of MUS 153.

A continuation of the study of the aural aspect of music theory begun in Music 153. Students continue to develop the ability to identify and transcribe rhythms, intervals, chords, scales, and chord progressions. Students will also learn to sing intermediate melodies at sight. (CSU, UC, AVC)

### **MUS 253B ADVANCED MUSICIANSHIP**

2 units

3 hours weekly

**Prerequisite:** Completion of MUS 253A.

A continuation of the study of the aural aspect of music theory begun in Music 253A. Students continue to develop the ability to identify and transcribe rhythms, intervals, chords, scales, and chord progressions. Students will also learn to sing advanced melodies at sight. (CSU, UC, AVC)

### **MUS 255A BEGINNING KEYBOARD HARMONY**

2 units

3 hours weekly

**Prerequisite:** Completion of MUS 132.

Designed for music majors who already have experience playing the piano, this course introduces the practical application of theoretical principles at the keyboard. It includes improvisation, melodic harmonization, score reading and figured bass realization. (CSU, UC, AVC)

### **MUS 255B ADVANCED KEYBOARD HARMONY**

2 units

3 hours weekly

**Prerequisite:** Completion of MUS 255A.

This course continues the practical application of theoretical principles at the keyboard begun in MUS 255A. It includes improvisation, melodic harmonization, score reading and figured bass realization. (CSU, UC, AVC)

### **MUS 258 COMPOSITION**

2 units

3 hours weekly

**Prerequisite:** Completion of MUS 111 or MUS 131.

An introduction to the art and craft of writing musical compositions. (CSU, AVC)

### **MUS 260 CONCERT BAND**

2 units

3 hours weekly

**Limitation on Enrollment:** Audition required.

**Prerequisite:** Completion of four semesters of MUS 160.

A course designed to rehearse and perform advanced band repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the concert band prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course may be taken by all members of the AVC community who wish to improve their instrumental technique and musicianship through participation. (CSU, AVC)

**MUS 262 \*ADVANCED CLARINET CHOIR***1 unit**2 hours weekly***Prerequisite:** *Completion of four semesters of MUS 168.*

A course designed to rehearse and perform advanced clarinet choir repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the clarinet choir prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all very advanced clarinet players in the AVC community to perform literature in a more intimate setting than one of the larger ensembles and receive like instrument instruction. (CSU, AVC)

**MUS 266 ADVANCED ORCHESTRA***2 units**3 hours weekly***Limitation on Enrollment:** *Audition required.***Prerequisite:** *The student must have completed four semesters of MUS 166 and four semesters of MUS 167 playing a musical instrument. The student must exhibit willingness to perform at other times and locations beyond the immediate context of the class.*

Advanced Orchestra combines with Beginning and Intermediate Orchestra classes to prepare music for public performance. Students study and perform orchestral repertoire from many traditions, including the European masterworks of the last five centuries, popular selections, American folk music, and world music. Students receive ensemble performance experience, training in instrumental technique, and music reading, and they gain a practical

understanding of the diversity of musical styles. Students are required to obtain approved performance attire for public performances. (CSU, UC, AVC)

**MUS 268 \*MUSICAL THEATRE ORCHESTRA***2 units**3 hours weekly***Limitation on Enrollment:** *Audition required. Appropriate instrumentation for specific projects.*

A course designed to rehearse and perform musical theatre repertoire, in conjunction with Theatre Department musical projects. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. The orchestra will prepare music for public performance at the end of the semester. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performances are of as high an artistic and technical standard as possible. (CSU, UC, AVC)

**MUS 270 \*ADVANCED FLUTE CHOIR***1 unit**2 hours weekly***Prerequisite:** *Completion of four semesters of MUS 171.*

A course designed to rehearse and perform advanced flute choir repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the flute choir prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all very advanced flute players in the AVC community to

perform literature in a more intimate setting than one of the larger ensembles and receive like instrument instruction. (CSU, UC, AVC)

**MUS 291 APPLIED MUSIC***1 unit**1 hour weekly***Limitation on Enrollment:** *Audition required.***Corequisite:** *Concurrent enrollment in MUS 292 and one class from: MUS 160, 166, 167, 181/183 (taken together), 185, 260 or 266.***Advisory:** *Eligibility for READ 099.*

Designed for music majors, provides advanced individual instruction in each student's performing medium (instrument or voice). (CSU, UC, AVC)

**MUS 292 APPLIED MUSIC PERFORMANCE***1 unit**1 hour weekly***Limitation on Enrollment:** *Audition required.***Corequisite:** *Concurrent enrollment in MUS 291 and one class from: MUS 160, 166, 167, 181/183 (taken together), 185, 260 or 266.***Advisory:** *Eligibility for READ 099.*

Designed for music majors, provides advanced individual instruction in each student's performing medium (instrument or voice). (CSU, UC, AVC)

**Definition**

The Commercial Music program is designed to prepare students to perform, to write and record music, to develop an appreciation of various contemporary music styles, and to understand the latest developments in the ever-changing music industry.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Program Advisement:**

Newton Chelette, Dean ext. 6385

**Administrative Assistant:**

Tangie Hunter ext. 6385

**Program Coordinator:**

Michael McCully ext. 6932 Adjunct

**Faculty:**

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Jeffrey Bretz	2090
Bob Carlson	2112
Nathan Dillon	2361
Gary Gregg	2102
Tina Herbeck	2522
Dr. Joseph Kearney	2104
Kandy Krumrei	2457
Jonathan LaCroix	2437
Peggy Martindale	2155
Leon Matalon	2108
Jared Meeker	2074

**Program Description**

The Commercial Music program includes two certificates; one which is general in nature and prepares students for a variety of careers in the music industry, and another for students specializing in popular instrumental or vocal performance.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the certificate(s).

**Distinctive Features**

The program features opportunities for non-musicians to become skilled musicians; opportunities for public performances; an integration of college

programs with music businesses and the public; strong performance ensembles such as the Antelope Valley Jazz Ensemble and "Test Flight" (the advanced rock band) commercial voice classes, a live sound engineering course, and coursework supporting a 15-station Macintosh lab with state-of-the-art software.

**Career Options**

- Vocalist
- Instrumentalist
- Producer
- Artist agent
- Sound engineer
- Public and private teaching

**Certificate Programs**

There are two certificate programs available: 1) Level I - General Certificate, 2) Level II - Performance Specialty.

**Level I—General Certificate**

<b>Required Courses:</b>	<b>units</b>
MUSC 102, History of Jazz or	
MUSC 103, History of Rock 'n Roll	3
MUSC 104, The Music Industry	3
MUSC 112, Commercial Music Theory	3
MUSC 133, 133L, Studio Music Production I/Lab	2.5
MUSC 141, Concert Attendance	1
MUSC 143, Live Sound Reinforcement	2
Program Electives	4
<b>Total</b>	<b>18.5</b>

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
(MUS 111, Fundamentals of Music) (suggested; not required for the certificate)	(3)
MUSC 104, The Music Industry	3
MUSC 133, 133L, Studio Music Production I/Lab	2.5
<b>Total</b>	<b>5.5 (or 8.5)</b>

<b>Second Semester</b>	<b>units</b>
MUSC 112, Commercial Music Theory	3
MUSC 102, History of Jazz or	
MUSC 103, History of Rock 'n Roll	3
<b>Total</b>	<b>6</b>

<b>Third Semester</b>	<b>units</b>
MUSC 141, Concert Attendance	1
Program Elective	2
<b>Total</b>	<b>3</b>

<b>Fourth Semester</b>	<b>units</b>
MUSC 143, Live Sound Reinforcement	2
Program Electives	2
<b>Total</b>	<b>4</b>

**Certificate Total 18.5**

**Level II—Performance Specialty**

<b>Required Courses:</b>	<b>units</b>
Level I, General Certificate	18.5
AND	
MUSC 113, Popular Song Writing	3
MUSC 134, 134L, Studio Music Production II/Lab	2.5
MUSC 141, Concert Attendance	1
Performance units:	
MUSC 124, MUSC 222, MUSC 223, or MUSC 274	4
<b>Total</b>	<b>29</b>

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
(MUS 111, Fundamentals of Music) (suggested; not required for the certificate)	(3)
MUSC 104, The Music Industry	3
MUSC 133, 133L, Studio Music Production I/Lab	2.5
<b>Total</b>	<b>5.5 (or 8.5)</b>

<b>Second Semester</b>	<b>units</b>
MUSC 112, Commercial Music Theory	3
MUSC 102, History of Jazz or	
MUSC 103, History of Rock 'n Roll	3
MUSC 134, 134L, Studio Music Production II/Lab	2.5
<b>Total</b>	<b>8.5</b>

<b>Third Semester</b>	<b>units</b>
MUSC 141, Concert Attendance	1
MUSC 113, Popular Song Writing	3
Performance Class:	
MUSC 124, 222, 223, or 274	2
Program Elective	2
<b>Total</b>	<b>8</b>

<b>Fourth Semester</b>	<b>units</b>
MUSC 143, Live Sound Reinforcement	2



Performance Class:	
MUSC 124, 222, 223, or 274	2
MUSC 141, Concert Attendance	1
Program Elective	<u>2</u>
<b>Total</b>	<b>7</b>

**Certificate Total 29**

<b>Program Electives:</b>	<b>units</b>
MUSC 107, History of Women in Rock Music	3
MUSC 122, Stage Voice	2
MUSC 123, Stage Voice Workshop	1
MUSC 124, Jazz Improvisation	2
MUSC 224, Jazz Improvisation Workshop	1
MUSC 173, Beginning Jazz Ensemble	2
MUSC 175, Beginning Rock Band	2
MUSC 176, Beginning Rock Band Workshop	1
MUSC 222, Popular Vocal Performance	2
MUSC 223, Popular Instrumental Performance	2
MUSC 225, Commercial Music Ensemble	.5
MUSC 233, Studio Music Production III	2
MUSC 233L, Studio Music Production III Lab	.5
MUSC 234, Studio Music Production IV	2
MUSC 234L, Studio Music Production IV Lab	.5
MUSC 273, Intermediate Jazz Ensemble	2
MUSC 274, Advanced Jazz Ensemble	2

**Associate Degree**

An associate degree with a major in Commercial Music is not available. Commercial Music courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/ Associate Degree Requirements.)

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses

can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

**Commercial Music Courses**

**MUSC 102 \*HISTORY OF JAZZ**

(formerly MUS 102)  
 3 units  
 3 hours weekly  
*Advisory: Eligibility for ENGL 099 and READ 099.*

This course focuses on the works and contributions of musicians and performers to the general history and evolution of jazz music. The course will survey the historical and cultural complexities that influence the jazz music industry. After a brief survey of European and African influences, the time periods studied will begin in the mid-nineteen-twenties and emphasize jazz musicians and performers through the early twenty-first century. Students may be required to attend live musical performances during the course of the semester. (CSU, UC, AVC)

**MUSC 103 \*HISTORY OF ROCK 'n ROLL**

(formerly MUS 103)  
 3 units  
 3 hours weekly  
*Advisory: Eligibility for ENGL 099 and READ 099.*

This course focuses on the works and contributions of musicians and performers to the general history and evolution of rock music. The course will survey the historical and cultural complexities that

influence the rock music industry. The time periods studied begin in the mid-nineteen-forties and emphasize rock musicians and performers through the early twenty-first century. Students will be required to attend live musical performances during the course of the semester. (CSU, UC, AVC)

**MUSC 104 \*THE MUSIC INDUSTRY**

(formerly MUS 104)  
 3 units  
 3 hours weekly  
*Advisory: Eligibility for ENGL 099 and READ 099.*

A class to acquaint students with various professions in the music industry. Music professions which the course will examine include performing, arranging/composition/publishing, recording, music production, music for radio/television, music criticism, music store employment, music store management and ownership, musician's union employment and regulations, artist representatives, agents and managers, and other music professions as they arise. Professionals from the industry will visit class, and visits will be made to selected businesses/studios. (CSU, AVC)

**MUSC 107 \*HISTORY OF WOMEN IN ROCK MUSIC**

(formerly MUS 107)  
 3 units  
 3 hours weekly  
*Advisory: Eligibility for ENGL 099 and READ 099.*

This course focuses on the works and contributions of women musicians and performers to the general history and evolution of rock music. The course will survey the historical and cultural complexities that influence the rock music industry and the impact of the industry's expectations for women in rock and how those expectations influenced their works. The time periods studied begin in the mid-forties and emphasize female musicians and performers through the early twenty-first century examining women's roles in the history of rock music. Students will be required to attend two live, musical performances. (CSU, UC, AVC)

### **MUSC 112 \*COMMERCIAL MUSIC THEORY**

(formerly MUS 112)

3 units

3 hours weekly

**Advisory:** Completion of MUS 111 or MUS 131.

A foundation of music theory underlying commercial music. Samples of commercial music are used throughout the course as models for discussion and analysis. The course includes the study (written, aural, and performed) of bass and treble clefs, relationships of tonal centers, key signatures, construction and formulas for major, minor, and modal scales; basic rhythmic skills including syncopation; construction of intervals, triads, and seventh chords (and their inversions); and application of the circle of fifths. Special applications include writing form charts, lead sheets, chord charts and transpositions; and playing (at the piano) melodies and chords in all keys from written symbols commonly used amongst commercial musicians. (CSU, AVC)

### **MUSC 113 \*POPULAR SONG WRITING**

(formerly MUS 113)

3 units

3 hours weekly

**Advisory:** Completion of any of the following: MUS 111, 131, 151, or MUSC 112.

A workshop-formatted course on the elements of writing songs. The course examines the popular song and the technical skills needed to produce quality student writing. Emphasis is on the structural and aesthetic features of song forms as well as the evolution of such, including the standards of professional songwriter's screening services, and the expectations of artist representatives in the music industry. Students will listen to and learn to analyze examples of current popular songs, as well as produce student songs for a critically adept audience. (CSU, AVC)

### **MUSC 122 \*STAGE VOICE**

(formerly MUS 122)

2 units

4 hours weekly

A course designed to develop singing techniques on stage with and without a microphone. (AVC)

### **MUSC 123 \*STAGE VOICE WORKSHOP**

(formerly MUS 123, Stage Voice)

1 unit

34 hours total (Summer only)

A course designed to develop singing techniques on stage with and without a microphone. (AVC)

### **MUSC 124 \*JAZZ IMPROVISATION**

(formerly MUS 124)

2 units

3 hours weekly

**Limitation on Enrollment:** Audition required. Ability to play jazz instrument at high school performance level.

This course provides an introduction to the principles of improvising jazz using scale patterns, chord progressions, and song repertoire. For musicians with a high school background on a standard jazz instrument. (CSU, UC, AVC)

### **MUSC 133 \*STUDIO MUSIC PRODUCTION I**

(formerly MUS 133)

2 units

3 hours weekly

**Corequisite:** Concurrent enrollment in MUSC 133L.

**Advisory:** Completion of MUS 131, and Eligibility for ENGL 099 and READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

A course designed to teach the making of recordings on a computer music workstation. Techniques will include MIDI sequencing, sampling and hard disc recording. (CSU, UC, AVC)

### **MUSC 133L \*STUDIO MUSIC PRODUCTION I LAB**

(formerly MUS 133L)

.5 unit

1.8 hours weekly

**Corequisite:** Concurrent enrollment in MUSC 133.

A laboratory in support of the course designed to allow students to apply their keyboard synthesizer skills, including MIDI sequencing, sampling, hard disc recording and other knowledge related to MUSC 133. (CSU, UC, AVC)

### **MUSC 134 \*STUDIO MUSIC PRODUCTION II**

(formerly MUS 134)

2 units

3 hours weekly

**Prerequisite:** Completion of MUSC 133 and MUSC 133L.

**Corequisite:** Concurrent enrollment in MUSC 134L.

**Instructional materials fee required for this course and must be paid at registration.**

Continuation of MUSC 133. Designed to improve student knowledge and ability in the use of MIDI techniques, sampling, and studio recording production techniques. Level II of Studio Music Production will further the basics achieved in Level I, with more real-time, creative projects as students continue learning techniques of MIDI sequencing, sampling and hard disc recording. (CSU, UC, AVC)

### **MUSC 134L \*STUDIO MUSIC PRODUCTION II LAB**

(formerly MUS 134L)

.5 unit

1.8 hours weekly

**Corequisite:** Concurrent enrollment in MUSC 134.

A laboratory in support of the course designed to allow students to apply their keyboard synthesizer skills, including MIDI sequencing, sampling, hard disc recording and other knowledge related to MUSC 134. (CSU, UC, AVC)

**MUSC 141 \*CONCERT ATTENDANCE**

(formerly MUS 141)

*.5-1 unit**9-17 hours total***Advisory:** *Eligibility for ENGL 099 and READ 099.*

A class designed to teach students to evaluate and critique music performances. Public performances, including weekends, as scheduled by the instructor are required. (CSU, AVC)

**MUSC 143 LIVE SOUND REINFORCEMENT**

(formerly MUS 143, Music Productions)

*2 units**2 hours weekly***Advisory:** *Eligibility for ENGL 099 and READ 099.*

This course familiarizes students with different possibilities for sound reinforcement in different performance situations. The course will survey elements used in live sound reinforcement as well as modern studio recording. Introduction to modern sound systems, stage layout, and performance techniques will also be presented. (CSU, AVC)

**MUSC 173 \*BEGINNING JAZZ ENSEMBLE**

(formerly MUS 173, Beginning Jazz Band)

*2 units**3 hours weekly***Limitation on Enrollment:** *Audition Required.*

A course designed to rehearse and perform jazz ensemble repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the beginning jazz ensemble prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (CSU, UC, AVC)

**MUSC 175 \*BEGINNING ROCK BAND**

(formerly MUS 175, Garage Band)

*2 units**3 hours weekly***Limitation on Enrollment:** *Ability to play an electronic instrument (common to rock band instrumentation) at high school performance level.*

A course designed to rehearse and perform rock band repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the Beginning Rock Band prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (CSU, AVC)

**MUSC 176 \*BEGINNING ROCK BAND WORKSHOP**

(formerly MUS 176, Garage Band)

*1 unit**27 hours total (Summer only)***Limitation on Enrollment:** *Ability to play an electronic instrument (common to rock band instrumentation) at high school performance level.*

A course designed to rehearse and perform rock band repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the Beginning Rock Band prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (CSU, AVC)

**MUSC 222 POPULAR VOCAL PERFORMANCE**

(formerly MUS 222, Commercial Voice)

*2 units**72 hours total***Limitation on Enrollment:** *Audition required.***Advisory:** *Completion of MUSC 112 and MUSC 122 or MUSC 123.*

A performance class for solo singers who are preparing to perform in public. Emphasis will be placed on popular music, including development of microphone technique, stage presence, and singing with a band. Public performances, including weekends, scheduled by the instructor are required. (CSU, AVC)

**MUSC 223 POPULAR INSTRUMENTAL PERFORMANCE**

(formerly MUS 223, Instrumental Performance)

*2 units**72 hours total***Limitation on Enrollment:** *Audition required.***Advisory:** *Completion of MUSC 112 and MUSC 175 or MUSC 176.*

A performance class for instrumentalists who are preparing to perform as a backup band in public. Emphasis will be placed on popular music, including accompaniment of and rehearsal with singers enrolled in MUSC 222. Public performances, including weekends, scheduled by the instructor, are required. (CSU, AVC)

**MUSC 224 \*JAZZ IMPROVISATION WORKSHOP**

(formerly MUS 224, Jazz Improvisation)

*1 unit**27 hours total (Summer only)***Limitation on Enrollment:** *Audition required. Ability to play jazz instrument at high school performance level.*

This course provides an introduction to the principles of improvising jazz using scale patterns, chord progressions, and song repertoire. For musicians with a high school background on a standard jazz instrument. (CSU, UC, AVC)

### **MUSC 225 COMMERCIAL MUSIC ENSEMBLE**

(formerly MUS 225, Commercial Music Performance)

.5 unit

27 hours total

**Limitation on Enrollment:** Audition required.

**Prerequisite:** Completion of MUSC 222 or MUSC 223.

A performance class for singers and instrumentalists, to present concerts of popular music repertoire. (CSU, AVC) (R3)

### **MUSC 233 \*STUDIO MUSIC PRODUCTION III**

(formerly MUS 233)

2 units

3 hours weekly

**Prerequisite:** Completion of MUSC 134 and MUSC 134L.

**Corequisite:** Concurrent enrollment in MUSC 233L.

**Instructional materials fee** required for this course and must be paid at registration.

Continuation of Studio Music Production series. Techniques will include enhanced MIDI sequencing, sampling, and hard disc recording. Students will learn the concept of using the computer as a recording and editing tool. Emphasis will be made on editing with an introduction to enhanced recording techniques and recording theory. (CSU, UC, AVC)

### **MUSC 233L \*STUDIO MUSIC PRODUCTION III LAB**

(formerly MUS 233L)

.5 unit

1.8 hours weekly

**Corequisite:** Concurrent enrollment in MUSC 233.

A laboratory in support of the course designed to allow students to enhance their keyboard synthesizer skills, including MIDI sequencing, sampling, hard disc recording and other knowledge as related to MUSC 233. (CSU, UC, AVC)

### **MUSC 234 \*STUDIO MUSIC PRODUCTION IV**

(formerly MUS 234)

2 units

3 hours weekly

**Prerequisite:** Completion of MUSC 233 and MUSC 233L.

**Corequisite:** Concurrent enrollment in MUSC 234L.

**Instructional materials fee** required for this course and must be paid at registration.

Continuation of Studio Music Production series. Techniques will include advanced MIDI sequencing, sampling, and hard disc recording. Students will continue to learn advanced techniques in using the computer as an editing and recording tool. Emphasis will be on the production process. Students learn how to bring a musical vision to life using the computer to develop tracks from scratch as well as layering and arranging parts in order to enhance the final production. (CSU, AVC)

### **MUSC 234L \*STUDIO MUSIC PRODUCTION IV LAB**

(formerly MUS 234L)

.5 unit

1.8 hours weekly

**Corequisite:** Concurrent enrollment in MUSC 234.

A laboratory in support of the course designed to allow students to enhance their keyboard synthesizer skills, including MIDI sequencing, sampling, hard disc recording and other knowledge as related to MUSC 234. (CSU, AVC)

### **MUSC 273 \*INTERMEDIATE JAZZ ENSEMBLE**

(formerly MUS 273)

2 units

3 hours weekly

**Limitation on Enrollment:** Audition required at first class meeting.

**Advisory:** Completion of MUSC 173.

A course designed to rehearse and perform more advanced jazz ensemble repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained

in each rehearsal. Each semester, the intermediate jazz ensemble prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (CSU, UC, AVC)

### **MUSC 274 \*ADVANCED JAZZ ENSEMBLE**

(formerly MUS 274)

2 units

3 hours weekly

**Limitation on Enrollment:** Audition required at first class meeting.

**Advisory:** Completion of MUSC 273.

A course designed to rehearse and perform advanced jazz ensemble repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the advanced jazz ensemble prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (CSU, UC, AVC)

## Definition

The program in Nutrition and Foods allows individuals to acquire knowledge of nutrition to promote optimum health and maximize one's physical, social, and economic potential.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Program Coordinator:

Karen Smith ext. 6402

### Clerical Assistant III:

Rocio Heasley ext. 6882

### Faculty:

Dr. Rona Brynin ext. 6001

Ann Volk, R.D. ext. 6501

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Carol Edgeworth, R.D. 2177

## Program Description

The Nutrition and Foods program includes courses that may apply toward; 1) vocational training, 2) the associate degree or, 3) transfer to upper division institutions for careers in dietetics, dietary health care, and nutrition fitness and health.

## Distinctive Features

This program provides up-to-date scientific and factual information as well as practical application of that information to the everyday nutrition and foods choices that consumers must make.

## Career Options

Appliance and Equipment Demonstrator

Caterer

Cafeteria Manager

Community Nutritionist

Dietary Aide

Dietary Workers: Day Care Centers

Dietary Workers: Health Care Centers

Dietary Workers: Public Agencies

Dietetic Technician

Dietitian

Fitness Product Sales Representative

Food Preparation Worker

Food Product Sales Representative

Food Service Manager or Administrator

Restaurant Manager

(Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Nutrition and Foods is not available. Nutrition and Foods courses can be included in the 21 units required for an associate degree in Family and Consumer Education. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Nutrition and Foods Courses

### NF 100 \*NUTRITION

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 101 and READ 099.

This course is designed to develop an understanding of basic nutrition for healthy individuals and an appreciation of the relationship between sound nutritional food patterns and physical, mental, and emotional health. Discussion on recent developments in nutrition, as well as valid sources of nutritional information is included. (CSU, AVC)

### NF 102 \*NUTRITION AND FOOD FOR CHILDREN

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is designed to develop an understanding of basic nutrition issues relating to the basic nutritional needs of children from the prenatal period through adolescence. This will be integrated with the overall developmental goals for children. Identification of nutrients in food as they affect behavioral patterns, learning abilities, physical stamina and growth will be discussed. Meal planning for various age groups in child care will be covered. Recommended for students in a Child Education Certificate Program. (CSU, AVC)

### NF 104 \*CONCEPTS IN NUTRITION: NEW DEVELOPMENTS

1 unit

18 hours total

**Advisory:** Eligibility for ENGL 099 and READ 099.

This course is designed to provide the student with up to date information on current topics in nutrition. Topics covered will include the role of nutrition on cardiovascular disease risk, diabetes and the metabolic syndrome; a review of the most popular fad diets; quality of

restaurant and fast foods; a review of the latest scientific information on various nutritional supplements. (CSU, AVC)

**NF 110 \*SPORTS NUTRITION**

*3 units*

*3 hours weekly*

**Prerequisites:** *Eligibility for ENGL 101, READ 099 and MATH 060.*

This course is designed to develop an understanding of the special nutritional needs for those participating in regular physical activity, both individual and team sports. Nutrient and fluid intake before, during and after exercise or sports competition will also be examined. Discussion on the current research on performance-enhancing aids will also be explored. (CSU, AVC)

**NF 150 \*FOOD AND CULTURE**

*3 units*

*3 hours weekly*

**Advisory:** *Eligibility for ENGL 101 and READ 099.*

This course is designed to study the culture and home life of varying populations. The study of each culture begins with a history of the group in its native environment then moves to its history and current demographics in the United States. Worldview is studied, including traditional foods, health practices and beliefs. Immigrant influence on American cooking, as well as impact on the health care system, will be analyzed and compared. Course includes sampling of foods from various cultures studied. The course will encourage self-examination and individual cultural identification as well as cultural bias of the student. It expands attitudes towards diversity and is essential for health care providers, food service professionals, dietitians and nutritionists. (CSU, AVC)

**Definition**

Office Technology is the study of a wide range of subjects related to careers in the modern office of today. This program provides the training necessary to perform successfully in the many and varied clerical, secretarial, and office administrative positions.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Program Advisement:**

Dr. Tom O’Neil, Dean ext. 6370

**Administrative Assistant:**

Christi Crosby ext. 6370

**Faculty:**

Donna Meyer ext. 6682

**Adjunct Faculty:**

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Kathleen Ballestero	2718
Bridget Cunningham	2292
Barbara Hargett	2295
Lela Lemell	2216
Gail Lofdahl	2658
Kathy Osburn	
Deborah Sullivan-Ford	2923
Sharon Wilson	2058
Lori Young	2668

**Program Description**

The Office Technology program offers a three-step progression from a one-semester entry-level Office Support Award, to a two-semester Office Specialist certificate, and finally the three-semester Administrative Assistant certificate. These progressive levels of expertise are designed to enable students to gain employment at the entry-level clerk/receptionist position through the highly skilled administrative assistant level. Students can also specialize in the medical or legal fields. Students may earn their associate degree in Office Technology/Office Specialist or Office Technology/Administrative Assistant.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

The Office Technology program offers up-to-date electronic equipment and curriculum which reflect today’s modern office and prepares students to enter the world of work as easily and confidently as possible. The variety, as well as the flexibility of course offerings, allows students to update skills or acquire new job skills as needed.

**Career Options**

- Administrative Assistant/Secretary
- Clerk Typist
- Executive Secretary
- File Clerk
- General Clerk
- Legal Secretary
- Medical Secretary
- Receptionist

**Program Learning Outcomes**

**Office Specialist**

1. Students will be able to prepare common business documents.
2. Students will meet or exceed current speed and accuracy requirements for employability in industry.

**Administrative Assistant**

1. Students will be able to prepare common business documents.
2. Students will be able to demonstrate business communication skills.
3. Students will be able to utilize appropriate office technology.
4. Students will meet or exceed current speed and accuracy requirements for employability in industry.

**Administrative Medical Assistant**

1. Students will be able to prepare common medical office documents.
2. Students will be able to demonstrate understanding of medical terminology and coding procedures commonly used in medical practice.
3. Students will be able to utilize appropriate office technology.
4. Students will meet or exceed current speed and accuracy requirements for employability in industry.

**Certificate Programs**

**Office Specialist**

This certificate builds on the Office Support Award and requires a minimum of 27 units. This certificate provides entry-level skills to someone entering or currently employed in office occupations. The emphasis is on developing well-rounded office skills, which includes keyboarding at the rate of 55 wpm.

A maximum of 6 pass/no pass units will be accepted for either of these certificates. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

<b>Required Courses:</b>	<b>units</b>
BUS 101, Intro. to Business	3
BUS 111, Business English	3
BUS 113, Business Communications	3
CA 103, Intro. to Microcomputers or CA 221, Computer Concepts and Applications in Business	3-4
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 121, Spreadsheets for the Office or CA 121, Microcomputer Spreadsheets	3
OT 201, Administrative Office Procedures or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures I	3
Program Elective	3
<b>Total</b>	<b>27-28</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
ACCT 111, Bookkeeping	3
ACCT 113, Bookkeeping II	3
ACCT 201, Financial Accounting	4
BUS 105, Business Mathematics	3
CA 131, Relational Database Management and Design	3
CA 141, Developing PowerPoint Presentations	1.5
MATH 125, Math for Business and Economics (or higher)	5
OT 113, Advanced Microsoft Word	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**Administrative Assistant**

This certificate builds on the Office Specialist certificate and requires a minimum of 34.5 units. This certificate provides advanced-level skills to someone entering or currently employed in an office profession. The emphasis is on developing advanced skills, which includes keyboarding at the rate of 55 wpm.

A maximum of 6 pass/no pass units will be accepted for either of these certificates. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

<b>Required Courses:</b>	<b>units</b>
BUS 101, Intro. to Business	3
BUS 111, Business English	3
BUS 113, Business Communications	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business	3-4
CA 141, Developing PowerPoint Presentations	1.5
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 113, Advanced Microsoft Word	3
OT 121, Spreadsheets for the Office <b>or</b> CA 121, Microcomputer Spreadsheets	3
OT 201, Administrative Office Procedures <b>or</b> OT 205, Medical Office Procedures <b>or</b> OT 207, Legal Office Procedures I	3
Program Electives	6
<b>Total</b>	<b>34.5-35.5</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
ACCT 111, Bookkeeping	3
ACCT 113, Bookkeeping II	3
ACCT 201, Financial Accounting	4
BUS 105, Business Mathematics	3

CA 131, Relational Database Management and Design	3
MATH 125, Math for Business and Economics (or higher)	5
OT 103, Advanced Computer Keyboarding	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**Administrative Medical Assistant**

This certificate requires a minimum of 30 units. This program provides entry-level course instruction and “hands-on” training for the skills needed as an Administrative Medical Assistant.

A maximum of 6 pass/no pass units will be accepted for either of these certificates. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

<b>Required Courses:</b>	<b>units</b>
BUS 111, Business English	3
CA 103, Intro. to Microcomputers	3
MOA 101, Beginning Medical Terminology	3
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
OT 121, Spreadsheets for the Office	3
OT 150, Basic Principles of Coding for the Medical Office	3
OT 152, Beg. Medical Insurance	3
OT 205, Medical Office Procedures Program Elective	3
<b>Total</b>	<b>30</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
Select three units from the following program electives.	
ACCT 111, Bookkeeping	3
ACCT 115, Payroll Bookkeeping	2
BUS 101, Introduction to Business	3
BUS 105, Business Mathematics	3
BUS 113, Business Communications	3
MOA 102, Advanced Medical Terminology	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**Locally Approved Certificate**

**Office Support Award**

This award requires a minimum of 15 units. This one-semester award provides minimum skills to someone seeking a receptionist or general office support position.

<b>Required Courses:</b>	<b>units</b>
BUS 101, Intro. to Business	3
BUS 111, Business English	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business	3-4
OT 101, Beg. Computer Keyboarding	3
OT 201, Administrative Office Procedures <b>or</b> OT 205, Medical Office Procedures <b>or</b> OT 207, Legal Office Procedures I	3
<b>Total</b>	<b>15-16</b>

**TRANSFER STUDENTS:**  
Students planning to transfer to a four-year institution are strongly advised to follow the Business Administration degree listed in the Business section of this catalog.

**Associate Degrees**

**Office Specialist**

The requirements for an associate degree in Office Specialist may be satisfied by completing either the Office Specialist or Administrative Assistant certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

<i>Recommended Plan of Study</i>	
<b>First Semester</b>	<b>units</b>
BUS 111, Business English	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business	3-4



OT 102, Intermediate Computer Keyboarding	3
Course from GE requirement Area B	3
Elective	3
<b>Total</b>	<b>15-16</b>

<b>Second Semester</b>	<b>units</b>
BUS 101, Intro. to Business	3
CA 111, Word Processing–Microsoft Word	3
Course from GE requirement Area D1	3
Course from GE requirement Area D2	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
BUS 113, Business Communications	3
OT 201, Administrative Office Procedures <b>or</b> OT 205, Medical Office Procedures <b>or</b> OT 207, Legal Office Procedures I	3
Course from GE requirement Area C	3
Program Elective	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
OT 121, Spreadsheets for the Office <b>or</b> CA 121, Microcomputer Spreadsheets	3
Course from GE requirement Area A	3
Course from GE requirement Area E	3
Course from GE requirement Area F (BUS 212 or MGT 212 recommended)	3
Elective	3
<b>Total</b>	<b>15</b>

**Degree Total 60-61**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Administrative Assistant**

The requirements for an associate degree in Administrative Assistant may be satisfied by completing either the Office Specialist or Administrative Assistant certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<b>First Semester</b>	<b>units</b>
BUS 111, Business English	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business	3-4
OT 102, Intermediate Computer Keyboarding	3
Course from GE requirement Area B	3
Elective	3
<b>Total</b>	<b>15-16</b>

<b>Second Semester</b>	<b>units</b>
BUS 101, Intro. to Business	3
CA 111, Word Processing–Microsoft Word	3
Course from GE requirement Area D1	3
Course from GE requirement Area D2	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
BUS 113, Business Communications	3
CA 141, Developing PowerPoint Presentations	1.5
OT 113, Advanced Microsoft Word	3
OT 201, Administrative Office Procedures <b>or</b> OT 205, Medical Office Procedures <b>or</b> OT 207, Legal Office Procedures I	3
Course from GE requirement Area C	3
Program Elective	3
<b>Total</b>	<b>16.5</b>

<b>Fourth Semester</b>	<b>units</b>
OT 121, Spreadsheets for the Office <b>or</b> CA 121, Microcomputer Spreadsheets	3
Course from GE requirement Area A	3
Course from GE requirement Area E	3
Course from GE requirement Area F (BUS 212 or MGT 212 recommended)	3
Program Elective	3
<b>Total</b>	<b>15</b>

**Degree Total 61.5-62.5**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Administrative Medical Assistant**

The requirements for an associate degree in Administrative Medical Assistant may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/

Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<b>First Semester</b>	<b>units</b>
BUS 111, Business English	3
CA 103, Intro. to Microcomputers	3
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
Program Elective	3
<b>Total</b>	<b>15</b>

<b>Second Semester</b>	<b>units</b>
MOA 101, Beginning Medical Terminology	3
OT 102, Intermediate Computer Keyboarding	3
CA 111, Word Processing–Microsoft Word	3
Course from GE requirement Area D1	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Third Semester</b>	<b>units</b>
OT 121, Spreadsheets for the Office	3
OT 150, Basic Principles of Coding for the Medical Office	3
Course in GE requirement Area A	3
Course in GE requirement Area C	3
Elective	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
OT 152, Beg. Medical Insurance	3
OT 205, Medical Office Procedures	3
Course in GE requirement Area E	3
Course in GE requirement Area F (BUS 212 or MGT 212 recommended)	3
Elective	3
<b>Total</b>	<b>15</b>

**Degree Total 60**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon

as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

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### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Office Technology Courses

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### OT 101 \*BEGINNING COMPUTER KEYBOARDING

3 units

5 hours weekly

*Advisory:* Eligibility for READ 099.

This full-semester class is designed for the beginning keyboarding student with no assumption of prior keyboarding experience. The course emphasizes correct keyboarding technique and production of commonly used business documents with simple formatting. (CSU, AVC)

### OT 102 \*INTERMEDIATE COMPUTER KEYBOARDING

3 units

5 hours weekly

*Advisory:* Completion of OT 101 (30 wpm), and Eligibility for READ 099.

This full-semester class is designed for the keyboarding student with some keyboarding and document production experience at the intermediate level. Expected keying speed upon class entry is approximately 30 wpm. The class assumes basic knowledge of word processing programs and significant knowledge of keyboarding techniques. Emphasis is placed on more difficult documents and more sophisticated word processing program features. (CSU, AVC)

### OT 103 \*ADVANCED COMPUTER KEYBOARDING

3 units

5 hours weekly

*Advisory:* Completion of OT 102 (40 wpm), and Eligibility for READ 099.

This full-semester class is designed for the heavily experienced keyboarding student at an advanced level. Expected keying speed upon class entry is approximately 40 wpm. Emphasis is placed on document production for specific occupations and sophisticated use of word processing software. (CSU, AVC)

### OT 105 BEGINNING KEYBOARDING TECHNIQUE

1 unit

30 hours total

*Advisory:* Eligibility for READ 099.

This short-term course is designed for the inexperienced keyboarding student seeking an introduction to keyboarding technique and fingering skills. Only the basic alphabetic, numeric, and symbol keys are introduced. This course is not designed to develop vocational keyboarding skill and is not recommended for office technology majors. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only.(AVC)

### OT 113 \*ADVANCED MICROSOFT WORD

3 units

4 hours weekly

*Prerequisite:* Completion of CA 111 and OT 102 (40 wpm).

*Advisory:* Completion of BUS 111 or BUS 113, and Eligibility for ENGL 099 and READ 099.

This course is designed for students who wish to develop advanced skills in creating and editing business documents using Microsoft Word. Topics include advanced formatting with templates and macros, tables, charts, outlines, columns, graphics, styles, merging, sorting and selecting, fill-in forms, tables, and indexes. This vocationally-oriented course will serve students seeking a certificate, associate degree, or desiring to transfer to a four-year institution.

**BEFORE ENROLLING**, students should have used Microsoft Word to create, format, and edit documents. An understanding of file management, cutting and pasting, creating headers and footers, using footnotes and endnotes, and standard letter and punctuation styles is important. (CSU, AVC)

### OT 121 \*SPREADSHEETS FOR THE OFFICE

3 units

4 hours weekly

*Advisory:* Completion of CA 103 or CA 221, and Eligibility for ENGL 099, READ 099 and MATH 070.

This course involves the study of concepts and skills of spreadsheet software for office technology purposes, from introductory through intermediate levels using business math concepts. Efficient and effective solutions to quantitative problems will be developed using spreadsheets, integrated with other applications. Students will be able to enter data, develop formulas, use functions, create charts, design and document spreadsheet files, import/export/manipulate data, including various output and reporting options, and integrate between applications. **BEFORE ENROLLING**, students should have used spreadsheet software to enter labels and numbers, save and retrieve files, create charts, and print. Familiarity and experience using PC software and hardware is important. Business administration and computer majors see CA 121. (CSU, AVC)

### OT 150 \*BASIC PRINCIPLES OF CODING FOR THE MEDICAL OFFICE

3 unit

3 hours weekly

*Advisory:* Completion of MOA 101, and Eligibility for ENGL 099 and READ 099.

This is an introductory course in the basic principles of coding for the medical office using American Medical Association (AMA) standardized coding procedures and methodology. (AVC)

**OT 152 \*BEGINNING MEDICAL INSURANCE***3 units**3 hours weekly***Advisory:** *Eligibility for ENGL 099, READ 099 and MATH 070.*

This course provides a concise, yet comprehensive, overview of medical insurance terms and physician billing procedures. It also provides beginning instruction in ICD-9 CM and CPT coding systems, medical terminology, and an overview of confidentiality issues and legal terms related to medical billing. Students will complete medical insurance forms for group and private insurances, Blue Cross/Blue Shield, HMOs, Medicare, Medi-Cal, and the TRICARE/CHAMPUS Programs. Also covered will be insurance and related forms for Unemployment Insurance, State Disability Insurance, and Workers' Compensation. An overview of hospital billing procedures will be included. (AVC)

**OT 199 \*OCCUPATIONAL WORK EXPERIENCE***1-8 units**hours vary*

**Prerequisite:** *To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of

Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**OT 201 \*ADMINISTRATIVE OFFICE PROCEDURES***3 units**3 hours weekly***Advisory:** *Completion of OT 101 (30 wpm), and Eligibility for College Level Reading and ENGL 099.*

This course is designed to focus on preparing administrative professionals for the technology-driven office environment. Through this course, students will acquire the knowledge, skills and qualities that allow them to become a valued part of any organization. Students will be introduced to state-of-the-art technology used in offices today, along with various software applications. This course will also present how to prepare for meetings and conferences, make travel arrangements, complete job applications and résumés, perform file operations (both computerized and manual), purchase equipment and office supplies, and how to solve day-to-day problems within the role of the administrative professional. (CSU, AVC)

**OT 205 \*MEDICAL OFFICE PROCEDURES***3 units**3 hours weekly***Advisory:** *Completion of OT 101 (30 wpm), and Eligibility for ENGL 099, READ 099, and BUS 105 or MATH 050.*

Designed to provide a thorough understanding and offer practical application of the skills needed as a medical administrative assistant. Topics include professional conduct, receptionist duties, telephone techniques, appointment scheduling, organizing and maintaining records, composing medical business correspondence, office maintenance and management, financial responsibilities including the billing process and collections, computer and information processing in the medical office, and preparation for a position as a medical administrative assistant. Continuation of basic knowledge of medical terminology is included. Issues of confidentiality,

medical law, and medical ethics will be emphasized. Students will use medical office management software to simulate the administrative office environment. (CSU, AVC)

**OT 207 \*LEGAL OFFICE PROCEDURES***3 units**3 hours weekly***Advisory:** *Completion of OT 101 (30 wpm), and Eligibility for College Level Reading and ENGL 099.*

This course is designed to provide a thorough understanding and offer practical application of the skills needed as a legal assistant. The course will cover law office management and duties; office systems and technology; court structure for the state judicial system; research; calendaring; legal terminology; records management; litigation and non-litigation; responsibilities and preparation for employment; and the preparation of court forms through the use of software programs. (CSU, AVC)

## Definition

The study of philosophy is designed to acquaint students with the distinctive nature of philosophical activity and to help them increase their skills in critical thinking about matters of fundamental philosophical concern; e.g., the nature of correct reasoning, the scope and limits of human knowledge, the generic and pervasive characteristics of reality, and the sources of value and obligation. It encompasses many other academic disciplines and stresses systematic and abstract thought.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Tom O'Neil, Dean ext. 6482

### Administrative Assistant:

Cindy Kline ext. 6482

### Faculty:

Dr. Claude Gratton ext. 6488

Dr. X. Sherri Zhu ext. 6007

Dr. Xinmin Zhu ext. 6495

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Glen Egbert 2013

Dr. William Hale

Barbara Hogan 2389

Dr. Estiphan Panoussi 2121

Ronald Sherman 2157

## Program Description

The Philosophy program is limited to a select number of courses, but these will provide students pursuing any major with a solid foundation in philosophy. A comprehensive survey course is supplemented by substantive courses in logic, ethics and comparative religion.

## Distinctive Features

While being exposed to a wide spectrum of major philosophical viewpoints, students have the opportunity to discuss philosophical issues and problems, clarifying their own values and developing their reasoning capabilities.

## Career Options

Philosophy as an elective is an appropriate element in career preparation for:

Education  
Government  
Law  
Management  
Medicine  
Ministry  
Publishing  
Scientific Research  
Social Work  
Teaching

All human service careers

(Most of these careers require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Philosophy is not available. Philosophy courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Philosophy Courses

### PHIL 101 \*FUNDAMENTAL REASONING SKILLS

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading, ENGL 101 and MATH 070.*

The central goals of this course are to help students develop and improve interpretive and evaluative skills that will help them to become more competent and independent thinkers in their personal, academic, social, and professional lives, and in their life-long learning. Various aspects of language, logic, and reasoning will be studied in order to evaluate correctly concepts, claims, arguments, and explanations from a variety of contexts and disciplines. (CSU, UC, AVC)

### PHIL 105 ETHICS: MORAL ISSUES IN CONTEMPORARY SOCIETY

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 099.*

An introduction into the nature of ethics and to the question as to what ethical system, if any determines right and wrong. This course will not only examine certain traditional approaches to ethical questions, but will investigate the possible application of these approaches to current ethical conflicts. An analysis of moral issues, such as violence, sex, war, abortion, capital punishment, privacy, oppression, pornography, and euthanasia will be emphasized. (CSU, UC, AVC)

### PHIL 106 INTRODUCTION TO PHILOSOPHY

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 099.*

An introductory examination of themes and issues central to both classical and contemporary philosophy. Topics will be selected from such areas as ethics,

politics, metaphysics, epistemology, religion and logic. (CSU, UC, AVC)

### **PHIL 108 PHILOSOPHY OF RELIGION**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 099.

This course emphasizes the philosophical analysis of religious issues and themes. Such themes as the nature and variety of religious expression will be explored, analyzed, and evaluated. The philosophical task revolves around the effort to determine whether there is a special kind of knowledge to be called "Religious"; if so, how is it gained; if it is gained, what its implications will be for human conduct. (CSU, UC, AVC)

### **PHIL 109 WORLD RELIGIONS**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

In this course students will examine the central beliefs, rituals, traditions, and the philosophical foundations of the major world religions, Judaism, Christianity, Islam, Hinduism, and Buddhism by studying their primary sacred texts. (CSU, AVC)

### **PHIL 110 INTRODUCTION TO LOGIC**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading, ENGL 099 and MATH 070.

An introduction to both formal and informal logic. Logic includes a study of linguistic analysis, immediate and mediate inference, symbolic notation, deductive proofs and fallacies. Attention is given to both traditional and modern symbolic systems. Critical thinking is applied to both symbolic and written arguments. Argumentative writing will be explored through both formal and informal logical analysis. (CSU, UC, AVC)

### **PHIL 201 CRITICAL THINKING**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

An introduction to the logical analysis and critical evaluation of arguments and the basic strategies of rhetoric. Different forms of writing are distinguished and examined. A strong emphasis is on formal instruction in argumentative writing that utilizes the critical thinking skills developed in the course. (CSU, UC, AVC)

**Definition**

The Photography and Graphic Arts programs are directed toward individual artistic development with an emphasis on developing the students ability to create independent works.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:  
 Newton Chelette, Dean ext. 6385

Administrative Assistant:  
 Tangie Hunter ext. 6385

Faculty:  
 Lee Bergthold ext. 6569  
 Lisa Karlstein-Francey ext. 6534

Adjunct Faculty:  
 To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Tawnya Dunning	2312
Randall Morley	2371
Trinity Wheeler	2089

**Program Description**

This program will help students gain the skills and knowledge necessary enter into the photographic work force.

The Photography program is carefully designed to build fundamental technical skills in the operation of 35mm, medium and large-format cameras, using traditional and digital camera systems. In addition, all classes emphasize the importance of creativity and originality in image making through a progressive series of conceptual assignments. Basics in digital imaging, editing and creative manipulations, digital printing and color management technologies are provided from entry-level classes and throughout the entire curriculum. The program develops the historic relevance of photography in art and multimedia as well as provides a foundation in creative digital processes that will integrate into the work place.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

Photography and graphics courses are directed toward vocational and artistic application of the acquired skills within each of the designated areas.

**Career Options**

Advertising Photography  
 Sports Photography  
 Photojournalism  
 Wedding, Event and Portrait Photography  
 Fine Art Photography

**Certificate Programs**

The following courses, 27 to 27.5 units, are required for the certificate. Students who successfully complete the certificate requirements are qualified for entry-level positions in newspaper and periodical fields, advertising photography, or as sports, events, and wedding photographers.

**Commercial Photography**

<b>Required Courses:</b>	<b>units</b>
PHOT 107, History of Photography	3
PHTC 101, 101L, Beginning Black and White Photography/Lab	3.5
PHTC 125, 125L, Beginning Digital Photography/Lab	3.5
PHTC 203, 203L, Foundations of Cameras and Composition/Lab	3.5
PHTC 275, 275L, Advanced Digital Photography/Lab	3.5
DM 113, 113L, Photoshop I/Lab	3.5
DM 246, 246L, Portfolio and Job Search/Lab	3.5
Program Electives	3-3.5
<b>Total</b>	<b>27-27.5</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
ART 100, Art Appreciation	3
PHOT 213, 213L, Life Photography/Lab	3.5
PHTC 150, 150L, Beginning Color Photography/Lab	3.5
PHTC 205, 205L, Documentary and Landscape Photography/Lab	3.5
PHTC 211, 211L, Wedding, Portrait and Event Photography/Lab	3.5

PHTC 215, 215L, Photography Studio Practices/Lab	3.5
PHTC 298, 298L, Special Studies in Photography/Lab	3.5

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**Digital Photographic Imaging**

<b>Required Courses:</b>	<b>units</b>
DM 113, 113L, Photoshop I/Lab	3.5
DM 115, 115L, Graphic Communications I/Lab	3.5
DM 133, 133L, Digital Printing I/Lab	3.5
DM 213, 213L, Photoshop II/Lab	3.5
DM 246, 246L, Portfolio and Job Search/Lab	3.5
PHTC 125, 125L, Beginning Digital Photography/Lab	3.5
Program Elective	7
<b>Total</b>	<b>28</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

<b>Program Electives:</b>	<b>units</b>
DM 101, 101L, Digital Media Arts/Lab	3.5
DM 103, 103L, Graphic Design I/Lab	3.5
DM 106, 106L, Video Design and Production I/Lab	3.5
DM 110, 110L, Motion Graphics/Lab	3.5
DM 112, 112L, Experimental Digital Video/Lab	3.5
DM 127, 127L, Web Design and Production I/Lab	3.5
DM 128, 128L, Web Design and Production II/Lab	3.5
DM 143, 143L, Computer 2-D Animation/Lab	3.5
DM 145, 145L, Computer 3-D Animation/Lab	3.5
DM 203, 203L, Graphic Design II/Lab	3.5
DM 205, 205L, Digital Illustration/Lab	3.5
DM 206, 206L, Video Design and Production II/Lab	3.5
DM 215, 215L, Graphic Communications II/Lab	3.5
DM 233, 233L, Digital Printing II/Lab	3.5
DM 298, 298L, Special Studies in Digital Media/Lab	3.5

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**Associate Degree**

**Commercial Photography**

The requirements for an associate degree in Commercial Photography may be satisfied by completing the certificate program, plus 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of photography. They are well prepared for promotional opportunities such as lead lab technician or supervisory positions. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

<i>Recommended Plan of Study</i>	
<b>First Semester</b>	<b>units</b>
PHOT 107, History of Photography	3
PHTC 203, 203L, Foundations of Cameras and Composition/Lab	3.5
Course from GE requirement Area B	3
Course from GE requirement Area D2	3
Electives	<u>3</u>
<b>Total</b>	<b>15.5</b>
<b>Second Semester</b>	<b>units</b>
PHTC 101, 101L Beginning Black and White Photography/Lab	3.5
DM 113, 113L, Photoshop I/Lab	3.5
Course from GE requirement Area C	3
Electives	<u>3</u>
<b>Total</b>	<b>16.5</b>
<b>Third Semester</b>	<b>units</b>
PHTC 125, 125L, Beginning Digital Photography/Lab	3.5

PHTC Elective/Lab	3.5
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
Elective	<u>3</u>
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
PHTC 275, 275L Advanced Digital Photography/Lab	3.5
DM 246, 246L, Portfolios and Job Search/Lab	3.5
Course from GE requirement Area E	3
Course from GE requirement Area F	<u>3</u>
<b>Total</b>	<b>13</b>

**Degree Total 60/60.5**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Digital Photographic Imaging**

The requirements for an associate degree in Digital Photographic Imaging may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

<i>Recommended Plan of Study</i>	
<b>First Semester</b>	<b>units</b>
DM 113, 113L, Photoshop I/Lab	3.5
PHTC 125, 125L, Beginning Digital Photography/Lab	3.5
Course from GE requirement Area B	3
Course from GE requirement Area D2	<u>3</u>
<b>Total</b>	<b>13</b>
<b>Second Semester</b>	<b>units</b>
DM 115, 115L, Graphic Communications I/Lab	3.5
DM 213, 213L, Photoshop II/Lab	3.5
Course from GE requirement Area C	3
Electives	<u>5</u>
<b>Total</b>	<b>15</b>
<b>Third Semester</b>	<b>units</b>
DM 133, 133L, Digital Printing/Lab	3.5
Course from GE requirement Area A	3
Course from GE requirement Area D1	3
Program Elective	3.5
Elective	<u>3</u>
<b>Total</b>	<b>16</b>

<b>Fourth Semester</b>	<b>units</b>
DM 246, 246L, Portfolio and Job Search/Lab	3.5
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Elective	<u>3</u>
<b>Total</b>	<b>16</b>
<b>Degree Total</b>	<b>60</b>

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**Photography and Photographic Imaging Courses**

**PHOT 107 \*HISTORY OF PHOTOGRAPHY**

(formerly same course as ART 107)

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

In-depth study of the historical development of photographic process as an artistic image from the early 1800s to the present. The course will focus on worldwide artistic-photographic and

social achievements of photographers. Within the context of the course, the contributions of both chemical and digital photographic techniques will be explored, as well as the relationship of the emergence of photographic imagery to other artistic media within a similar time period. (CSU, UC, AVC)

### **PHOT 213 \*LIFE PHOTOGRAPHY**

(formerly CG 213)

3 units

4 hours weekly

**Prerequisite:** Completion of PHTC 101 or PHTC 125.

**Corequisite:** Concurrent enrollment in PHOT 213L.

**Advisory:** Completion of ART 110 and Eligibility for ENGL 099 and READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

This course is a basic photographic principles, theories and techniques used in representing the human figure using draped and undraped models. Projects emphasize the organization of the human figure as a 3D image and composition where the environmental factors of lighting, shading, and texture are combined to create an artistic representation. Both traditional and digital processing of the human image will be studied. Course helps students develop creative thinking and idea execution. Students are required to purchase additional supplies not provided by the college. (CSU, AVC)

### **PHOT 213L \*LIFE PHOTOGRAPHY LAB**

(formerly CG 213L)

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in PHOT 213.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### **PHOT 250 \*ADVANCED COLOR PHOTOGRAPHY**

3 units

6 hours weekly

**Prerequisite:** Completion of PHTC 150 and 150L.

**Corequisite:** Concurrent enrollment in PHOT 250L.

**Instructional materials fee required for this course and must be paid at registration.**

Student is expected to differentiate between varied types of color situations as opposed to black and white. Advanced E-6/slide-transparency photo shooting becomes much more critical because of limited exposure values regarding E-6 film stock. Exposing and printing difficulties are discussed. Photo layouts and setups regarding color, and also discussion and demonstration; photo impact and focal attention, as well as other color-balanced prime factors. (CSU, UC, AVC)

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## **Commercial Photography and Photographic Imaging Courses**

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### **PHTC 101 \*BEGINNING BLACK AND WHITE PHOTOGRAPHY**

(formerly PHOT 101, Photography)

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in PHTC 101L.

**Advisory:** Eligibility for ENGL 099 and READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

Basic black and white still photography. It is designed for students planning an occupational career in any of the following fields where photography plays an essential part: journalism, police science, public relations, conservation, art science, astronomy, portraiture, commercial and industrial photography, and graphic design. (CSU, AVC)

### **PHTC 101L BEGINNING BLACK AND WHITE PHOTOGRAPHY LAB**

.5 unit

24 hours total

**Corequisite:** Concurrent enrollment in PHTC 101.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### **PHTC 125 \*BEGINNING DIGITAL PHOTOGRAPHY**

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in PHTC 125L.

**Advisory:** Eligibility for ENGL 099 and READ 099.

**Instructional materials fee required for this course and must be paid at registration.**

The course covers beginning photography theory and practice in the contemporary use of the digital camera to create photographic prints. Students receive instruction in digital photography techniques through assignments that build beginning technical skills using natural and artificial lighting. Course helps students develop creative thinking and idea execution. Students are required to purchase additional supplies. (CSU, AVC)

### **PHTC 125L \*BEGINNING DIGITAL PHOTOGRAPHY LAB**

.5 units

24 hours total

**Corequisite:** Concurrent enrollment in PHTC 125.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)



**PHTC 150 \*BEGINNING  
COLOR PHOTOGRAPHY**

(formerly PHOT 150, Color Photography)

3 units

4 hours weekly

*Prerequisite:* Completion of PHTC 101.

*Corequisite:* Concurrent enrollment in PHTC 150L.

*Advisory:* Eligibility for READ 099.

*Instructional materials fee required for this course and must be paid at registration.*

An introduction to basic color photography technology. Students will differentiate between black and white photo technology and beginning color. Darkroom basics differ radically as students begin to migrate to color parameters; from Panalure paper to C-41 color processing and printing. (CSU, AVC)

**PHTC 150L BEGINNING  
COLOR PHOTOGRAPHY  
LAB**

.5 unit

24 hours total

*Corequisite:* Concurrent enrollment in PHTC 150.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**PHTC 201 \*ADVANCED  
BLACK AND WHITE  
PHOTOGRAPHY**

(formerly PHOT 201, Advanced Photography)

3 units

4 hours weekly

*Prerequisite:* Completion of PHTC 101.

*Corequisite:* Concurrent enrollment in PHTC 201L.

*Advisory:* Eligibility for ENGL 099 and READ 099.

*Instructional materials fee required for this course and must be paid at registration.*

Second section of beginning black and white photography. This course

is designed for students planning photographic career in any of the following fields of photography: journalism, graphic design, police science, public relations, conservation, art science, astronomy, portraiture, commercial and industrial photography. (CSU, AVC)

**PHTC 201L \*ADVANCED  
BLACK AND WHITE  
PHOTOGRAPHY LAB**

.5 unit

24 hours total

*Corequisite:* Concurrent enrollment in PHTC 201.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**PHTC 203 \*FOUNDATIONS  
OF CAMERAS AND  
COMPOSITION**

3 units

4 hours weekly

*Corequisite:* Concurrent enrollment in PHTC 203L.

*Advisory:* Completion of PHTC 101 or PHTC 125, and Eligibility for ENGL 099 and READ 099.

*Instructional materials fee required for this course and must be paid at registration.*

Survey of 35mm digital and film cameras, 2 ¼ Medium and 4x5 large format film cameras are examined. The course discusses the integration of mechanical and artistic principles in creating photographic images. It provides information applicable to digital and film cameras, lenses, exposure, and conceptual development. Students may also research photographic bodies of work that have had a large impact on society. Students are required to purchase additional supplies not provided by the college. (CSU, AVC)

**PHTC 203L FOUNDATIONS  
OF CAMERAS AND  
COMPOSITION LAB**

.5 units

24 hours total

*Corequisite:* Concurrent enrollment in PHTC 203.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**PHTC 205 \*DOCUMENTARY  
AND LANDSCAPE  
PHOTOGRAPHY**

3 units

4 hours weekly

*Corequisite:* Concurrent enrollment in PHTC 205L.

*Advisory:* Completion of PHTC 101 or PHTC 125, and Eligibility for ENGL 099 and READ 099.

*Instructional materials fee required for this course and must be paid at registration.*

This course surveys documentary and landscape genre photography for its aesthetic, political, and social impact. Students may also research photographic bodies of work that have had a large impact on society. Students must have a fully manual/adjustable 35mm SLR film or digital camera. Field trips may be included. Students are required to purchase additional supplies. (CSU, AVC)

**PHTC 205L DOCUMENTARY  
AND LANDSCAPE  
PHOTOGRAPHY LAB**

.5 units

24 hours total

*Corequisite:* Concurrent enrollment in PHTC 205.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### **PHTC 211 \*WEDDING, PORTRAIT AND EVENT PHOTOGRAPHY**

3 units

4 hours weekly

**Corequisite:** Concurrent enrollment in PHTC 211L.

**Advisory:** Completion of PHTC 101 or PHTC 125, and Eligibility for ENGL 099 and READ 099.

**Instructional materials fee** required for this course and must be paid at registration.

The course discusses the integration of mechanical and artistic principles in creating photographic images related to wedding, portrait and event photography. It provides information applicable to digital and film cameras, lenses, exposure, and conceptual development. Students are required to purchase additional supplies not provided by the college. **BEFORE ENROLLING**, students should be proficient in the operation of digital photographic equipment. (CSU, AVC)

### **PHTC 211L WEDDING, PORTRAIT AND EVENT PHOTOGRAPHY LAB**

.5 units

24 hours total

**Corequisite:** Concurrent enrollment in PHTC 211.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### **PHTC 215 \*PHOTOGRAPHY STUDIO PRACTICES**

3 units

4 hours weekly

**Prerequisite:** Completion of PHTC 101 or PHTC 125.

**Corequisite:** Concurrent enrollment in PHTC 215L.

**Advisory:** Eligibility for ENGL 099 and READ 099.

**Instructional materials fee** required for this course and must be paid at

registration.

This course is an exploration of the photographic studio. Students will be introduced to studio lighting equipment and the principles of traditional lighting methods as well as contemporary commercial applications. Topics will vary per semester and individual student. Students are required to purchase additional supplies not provided by the college. (CSU, AVC)

### **PHTC 215L PHOTOGRAPHY STUDIO PRACTICES LAB**

.5 units

24 hours total

**Corequisite:** Concurrent enrollment in PHTC 215.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### **PHTC 275 \*ADVANCED DIGITAL PHOTOGRAPHY**

3 units

4 hours weekly

**Prerequisite:** Completion of PHTC 125.

**Corequisite:** Concurrent enrollment in PHTC 275L.

**Advisory:** Eligibility for ENGL 099 and READ 099.

**Instructional materials fee** required for this course and must be paid at registration.

This course covers advanced digital photography theory and practice in the contemporary use of the digital camera to create photographic prints. Students receive instruction in digital photography techniques through assignments that build advanced technical skills using natural and artificial lighting. Course provides experience with professional photography equipment and helps students develop creative thinking and idea execution. Students are required to purchase additional supplies. (CSU, AVC)

### **PHTC 275L ADVANCED DIGITAL PHOTOGRAPHY LAB**

.5 units

24 hours total

**Corequisite:** Concurrent enrollment in PHTC 275.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

### **PHTC 298 \*SPECIAL STUDIES IN PHOTOGRAPHY**

3 units

4 hours weekly

**Prerequisite:** Completion of PHTC 101 or PHTC 125.

**Corequisite:** Concurrent enrollment in PHTC 298L.

**Advisory:** Eligibility for ENGL 099 and READ 099.

**Instructional materials fee** required for this course and must be paid at registration.

This class is an exploration of various techniques and subjects related to photography and photographic processes. Topics will vary per semester and individual student. Content and unit credit to be determined by student/ instructor conferences and/or department. Students are required to purchase additional supplies not provided by college. (CSU, AVC)

### **PHTC 298L SPECIAL STUDIES IN PHOTOGRAPHY LAB**

.5 units

24 hours total

**Corequisite:** Concurrent enrollment in PHTC 298.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

## Definition

Physical sciences are those disciplines of the natural sciences other than the biological sciences. They generally involve nonliving materials and the principles of fundamental nature which have been sought since man appeared on earth. The laws of physics, for instance, are the very fundamental relationships which have existed since the universe was born. Some are complex, some are not. Some are simple yet others elude the best minds and grandest equipment yet devised by man. These laws, we are confident, guide in a very fundamental way, the human and animal world that we see around us. In a sense then, the physical sciences are the study of these same fundamental laws of nature as applied in very complex ways to living organisms.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Leslie Uhazy, Dean ext. 6417

### Administrative Assistant:

Wendy Cios ext. 6415

### Clerical Assistant:

Suzanne Olson ext. 6046

### Faculty:

Richard Balogh ext. 6428

Dr. Jason Bowen

Dr. Mark McGovern ext. 6006

Dr. Alexandra Schroer ext. 6922

Dr. Joseph Towe ext. 6427

Christos Valiotis ext. 6422

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Jeremy Fitzgerald 2995

Dr. Tom Higgins 2531

Ed Teets 2149

Ryan Yancey 2039

## Program Description

Physical sciences offered include: astronomy, physical science, and physics. The courses, for the most part, are designed to meet the general education and major transfer requirements for the physical sciences.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

Traditional teaching may be supplemented with computer and Internet-based instruction. Laboratory activities provide "hands-on" experimentation and discovery into the natural, physical and chemical characteristics of the earth and our universe. Engineering and life science applications may be presented and computer-based data acquisition and analysis may assist in some lab instruction.

## Career Options

Astronomer

Astrophysicist

Geophysicist

Physicist

(These careers require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate in science degree with a major in Physical Sciences may be satisfied by completing a minimum of 23 units. (See Graduation/Associate Degree Requirements.)

Required Courses:	units
CHEM 110, 120, General Chemistry	10
MATH 150, 160, Calculus and Analytic Geometry	10
And one or more of the following:	
ASTR 101, 101L, Astronomy/Lab	4
GEOG 101, 101L, Physical Geography/Lab	4
GEOL 101, 101L, Physical Geology/ Lab or GEOL 102, Historical Geology	3-4
PHYS 101, 102, Introductory Physics	8
PSCI 101, Physical Science	4

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Physical Science Course

### PSCI 101 \*PHYSICAL SCIENCE

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Advisory:** Completion of ENGL 101 and MATH 102.

Designed to meet lower division physical science requirements for the non-science major. Introduces basic concepts in physics and chemistry (motion, energy, atoms and chemical reactions) emphasizing concepts with a minimum of math. Especially recommended for students interested in teaching, library science, and humanities. (CSU, UC, AVC)

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## Physics Courses

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### PHYS 101 INTRODUCTORY PHYSICS

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Advisory:** Completion of MATH 135 or MATH 140, and Eligibility for College Level Reading and ENGL 101.

This course is the first part of a two-semester algebra-trig introductory physics course. Topics covered are: kinematics, Newton's laws, statics, linear momentum, linear-rotational analogs, rotational dynamics, energy and its transformation, gravitation, fluids, heat and thermodynamics. (CSU, UC, AVC)

### PHYS 102 INTRODUCTORY PHYSICS

4 units

6 hours weekly

(3 hours lecture, 3 hours lab)

**Prerequisite:** Completion of PHYS 101.

This course is the second part of a two-semester algebra-trig introductory physics course. Topics covered are: mechanical waves, sound, electrostatics, current and DC circuits, magnetism, light and optics and modern physics. (CSU, UC, AVC)

### PHYS 110 GENERAL PHYSICS

5 units

7 hours weekly

(4 hours lecture, 3 hours lab)

**Prerequisite:** Completion of or concurrent enrollment in MATH 150.

**Advisory:** Completion of ENGL 101 and PSCI 101.

This course is the first part of a three-semester calculus-based introductory physics course for scientists and engineers. Topics covered are: kinematics, Newton's laws, statics, linear momentum, linear-rotational analogs, rotational dynamics, energy and its transformation, fluids, gravitation and oscillations. (CSU, UC, AVC)

### PHYS 120 GENERAL PHYSICS

5 units

7 hours weekly

(4 hours lecture, 3 hours lab)

**Prerequisite:** Completion of PHYS 110, and Completion of or concurrent enrollment in MATH 160.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course is the second part of a three-semester calculus based introductory physics course for scientists and engineers. Topics covered are: electrostatics, electric fields and potentials, capacitance, resistance and current, DC circuits, magnetic fields, magnetic induction, Maxwell's Laws and AC circuits. (CSU, UC, AVC)

### PHYS 211 GENERAL PHYSICS

5 units

7 hours weekly

(4 hours lecture, 3 hours lab)

**Prerequisite:** Completion of PHYS 110, and Completion of or concurrent enrollment in MATH 160.

**Advisory:** Completion of MATH 220.

This course covers thermodynamics, the kinetic theory of gases, sound, optics, special relativity, introduction to quantum mechanics, introduction to solid state physics and introduction to general relativity, particle physics and cosmology. (CSU, UC, AVC)

## Definition

Political Science is the study of the acquisition and use of public power and authority. Politics and government affect everyone's life and impinge on activities in many fields.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Tom O'Neil, Dean ext. 6482

### Administrative Assistant:

Cindy Kline ext. 6482

### Faculty:

Dr. Nancy Bednar ext. 6876

John Vento ext. 6494

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M. 2458

Derek Carver 2125

Dr. Ellen Coleman 2397

Amaka Donn 2190

Samuel John 2951

Dr. Donald Ranish

## Program Description

Introductory courses are offered for the general student interested in learning about American Government and different political cultures in the world. In-depth courses are offered for majors (bachelor's degree) in Political Science.

The Political Science major is especially desirable for students who might work for civil government at any level, be commissioned as military officers, or who intend to become lawyers. A minor in Political Science is useful in such fields as economics, journalism, and language, or for those who hope to become executives in law enforcement or in many types of businesses.

## Career Options

Administrator  
Attorney  
Budget Analyst  
Campaign Aide  
City Planner  
Elected Official  
Foreign Service Officer

Foreign Trade Specialist  
Government Worker  
Legislative Aide  
Lobbyist  
Military Officer  
Occupational Analyst  
Personnel Manager  
Political Economist  
Political Scientist  
Public Information Officer  
Public Opinion Surveyor  
Public Relations Specialist  
(Most of these careers require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Political Science is not available. Political Science courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Political Science Courses

### POLS 101 AMERICAN POLITICAL INSTITUTIONS

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Analysis of the national government of the United States and of the government of California, the structure and interaction of legislative, executive, and judicial branches and the processes of government in the contemporary world. Treatment of American institutions as documented in the Constitution of the United States. (CSU, UC, AVC)

### POLS 103 COMPARATIVE GOVERNMENT

3 units

3 hours weekly

**Advisory:** Completion of POLS 101, and Eligibility for College Level Reading and ENGL 101.

This course compares and analyzes major political systems within developing industrialized states, communist and post-communist systems, and liberal democracies. Focus is on various political institutions such as presidential and parliamentary systems, federalism and unitary systems, and written constitutions and unwritten constitutions. The course examines various electoral, party, legislative, and judicial systems. Emphasis is placed on states that use different political and economic systems such as democracy, republicanism, communism, authoritarianism, capitalism, and socialism within the global arena. Finally, the course explores the status of comparative politics in the coming decade. (CSU, UC, AVC)

## **POLS 120 \*INTERNATIONAL ORGANIZATIONS**

4 units

3 hours weekly

18 hours of supervised conference time.

**Advisory:** Completion of POLS 101, POLS 103 and COMM 101, and Eligibility for College Level Reading and ENGL 101.

This course will examine the development and impact of international organizations. Particular emphasis will be placed upon an understanding of the United Nations. The concept of diplomacy will be examined through lecture and simulation. Students will prepare for participation in Model United Nations (MUN) conferences. Each semester, students will represent different countries, such as Poland, Qatar, Algeria, Brazil and Vietnam, as well as various non-governmental organizations, such as the International Committee of the Red Cross and Doctors Without Borders, at various MUN conferences. Students are required to attend and participate in MUN conferences. Furthermore, students will examine current issues of debate within the United Nations and other international organizations which will vary from semester to semester. Subsequent enrollment will provide students an opportunity for additional skill and competency development within the subject matter. Students will be required to participate in a minimum of 18 hours of supervised on or off-campus Model United Nations Conferences. (CSU, AVC)

## **POLS 199 \*OCCUPATIONAL WORK EXPERIENCE**

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation. Occupational Work Experience Education

is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

## **POLS 200 INTRODUCTION TO POLITICAL THEORY**

3 units

3 hours weekly

**Advisory:** Completion of POLS 101, and Eligibility for College Level Reading and ENGL 101.

This course analyzes selected political thinkers from Plato to the present. Some of the political themes covered in the course are liberty, justice, authority, rights, legitimacy and citizenship. The various themes are examined and discussed in the context of politics and government. Emphasis is placed on how various political philosophers argue their views, whom they are addressing and how they can be interpreted. (CSU, AVC)

## **POLS 201 CONTEMPORARY INTERNATIONAL RELATIONS**

3 units

3 hours weekly

**Advisory:** Completion of POLS 101 and 103, and Eligibility for College Level Reading and ENGL 101.

This course examines and evaluates contemporary international relations and addresses the current problems, issues, and trends within the global arena. Focus is on concepts of sovereignty, security, power, diplomacy, war, terrorism and globalization. There is a review of the development of the post-World War

II political system and the challenges presented to the international system during and after the Cold War. Recent and current global issues, problems, and challenges are examined in addition to a focused overview of regional concerns. Regions that might be examined include the Middle East, Central America, and Africa; other regional conflicts will be examined within the context of the international political and economic system. Moreover, the course examines various international and regional organizations that act as an infrastructure in the attempt to bring international and regional stability and order in the contemporary world. Finally, the course explores the status of contemporary international relations in the coming decade. (CSU, UC, AVC)

## **POLS 202 ETHNIC POLITICS IN AMERICA**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099.

This course offers an examination and evaluation of the political power and powerlessness of America's diverse ethnic communities. This American experience of these groups will be examined along with the political realities and dynamics of each group's role within the American governmental and political system. The ethnic groups to be reviewed include American Native peoples, Blacks, Hispanics, and Asians. Moreover, new migrations from the Indian subcontinent as well as Muslim and Arab countries will be examined and evaluated within the context of the American political process. The changing demographic nature of America will provide the backdrop for explaining the new political forces and electoral consequences emerging as the result of the new American ethnic diversity. The power, powerlessness, and role of America's ethnic groups will be examined at the national, state, and local levels. (CSU, UC, AVC)

**POLS 203 THE JUDICIAL  
PROCESS**

*3 units*

*3 hours weekly*

***Prerequisite:*** Completion of POLS 101

***Advisory:*** Completion of ENGL 101, and  
Eligibility for College Level Reading.

The course examines and evaluates both the United States and California judicial systems. Topics include the nature of law and jurisprudence, the origins of Anglo-American law, the organization of both the federal and California judicial systems, judicial appointment and removal, attorneys lawsuits and public issues, the jury system, judicial decision-making and judicial reform. The course is primarily for transfer students but is valuable for those seeking terminal vocational career objectives such as those found in administration of justice fields. This course is valuable for transfer students, political science majors, those seeking to fulfill general education pattern requirements and associate in arts degree candidates. (CSU, UC, AVC)

## Definition

Psychology is a natural and a social science concerned with the study of human behavior. As such, it is a broad discipline which involves both pure science and practical application of science to matters of everyday living. Although professional level positions generally require a graduate degree, B.A. holders find satisfying careers in a growing number of jobs including paraprofessional positions.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Tom O'Neil, Dean ext. 6482

### Administrative Assistant:

Cindy Kline ext. 6482

### Faculty:

Dr. Fredy Aviles ext. 6009

Dr. Irit Gat ext. 6493

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Nicholas Betty	2512
Glenn Egbert	2013
Julia Jacobson	2181
Laurel Johnson	2659
Sean Mintz	2999
James Previte	2189
Marina Sangkavichai	2251
Bruce Schreiberfeder	2541
Monica Slone	2003
Dr. George Suel	2122
Dr. Harry Taylor	2215
Anne Taylor-Spitzer	2073
Wanda VanGilder	2172
Annette Vasquez-Sanker	2949

## Program Description

The Psychology program is designed to benefit both the student pursuing a career in psychology or related disciplines as well as the student desiring to acquire a personal understanding of psychology as it applies to everyday living.

## Distinctive Features

The program includes a variety of courses, and utilizes a number of teaching methods, including those which

emphasize student participation through group and individual activity.

## Career Options

Administrator  
 Community College Instructor  
 Community College Counselor  
 Drug Abuse Counselor  
 Employment Counselor  
 Human Factors Specialist  
 Marriage, Family, Child Counselor  
 Mental Health Worker  
 Outreach Worker  
 Personnel Analyst  
 Personnel Management Specialist  
 Probation Officer  
 Psychiatric Aide  
 Psychometrist  
 Research Director  
 Social Services Director  
 Survey Designer  
 Student Affairs Officer  
 Therapist  
 Training Officer  
 (Most of these careers require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Psychology is not available. Psychology courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course

must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Psychology Courses

### PSY 101 \*GENERAL PSYCHOLOGY

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

This course provides a scientific study of behavior through an exploration of major concepts, methods and research findings. Topics such as biological basis of behavior; cognitive processes; research methods; learning and motivation; life span development; individual differences; behavioral disorders and therapies; social behavior and applied psychology are included. Students will also develop critical thinking so they may read and write in a scientific manner. (CSU, UC, AVC)

### PSY 201 \*INTRODUCTION TO PHYSIOLOGICAL PSYCHOLOGY

3 units

3 hours weekly

*Prerequisite: Completion of PSY 101.*

*Advisory: Eligibility for College Level Reading and ENGL 101.*

This course explores the concept that both psychological experience and overt behavior are the result of nervous system function. Defining and identifying neuroanatomical and neurological terminology are integral parts of this class. Students will analyze and critique research methodology in physiological psychology. (CSU, UC, AVC)



## PSY 211 \*INTRODUCTION TO CHICANO/LATINO PSYCHOLOGY

3 units

3 hours weekly

**Prerequisite:** Completion of PSY 101.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course is an introduction to the personal and social behavioral makeup of Chicano/Latino persona. Special emphasis will be on personality development and those factors that contribute to the diverse makeup of Latinos. Latinos, with a major emphasis on Mexican-Americans and the Chicano Culture, will be examined in terms of psychological assessment, interpersonal conflicts, socio-psychological problems such as prejudice, discrimination, and ethnocentrism, and bilingual/bicultural experiences. (CSU, UC, AVC)

## PSY 212 \*HUMAN SEXUALITY

3 units

3 hours weekly

**Prerequisite:** Completion of PSY 101 and ENGL 101.

**Advisory:** Completion of PHIL 105, and Eligibility for College Level Reading.

This course surveys biological, sociological, and psychological influences on current sexual attitudes and behavior. Special emphasis is placed on increasing general sexual knowledge, recognizing values, and becoming more comfortable with the subject matter. Critical thinking skills will be developed through examination and analysis of cultural values, the complex research problems, and a wide variety of sexual behaviors. Example topics include: sexual dysfunction, sexual health, sexually transmitted diseases and variations in sexual behavior. (CSU, UC, AVC)

## PSY 215 \*PSYCHOLOGY OF PREJUDICE

3 units

3 hours weekly

**Prerequisite:** Completion of PSY 101.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

A review of relevant psychological theories, research, and research tools that

examine prejudice and discrimination. These tools will then be utilized to better understand historical victims of prejudice and discrimination, as well as others. Emphasis will also be given to the application of these theories in promoting positive change. Students will become aware of their own behavior as it relates to stereotypes and the gaining of tolerance. (CSU, UC, AVC)

## PSY 218 \*PSYCHOLOGY OF WOMEN

3 units

3 hours weekly

**Prerequisite:** Completion of PSY 101.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course examines the unique psychological, biological, social, and cultural issues affecting female development. A critique of past and present theories regarding women's social development, sexuality, intellectual capacities, and psychology will be examined. An emphasis is placed on critical and creative thinking including a focus on skills and strategies for promoting constructive change and personal integration of content. (CSU, UC, AVC)

## PSY 219 \*DYNAMICS OF SEX AND GENDER

(formerly same course as SOC 124)

3 units

3 hours weekly

**Advisory:** Completion of PSY 101 or SOC 101, and Eligibility for College Level Reading and ENGL 101.

This course examines how gender and biological sex effect a variety of psychological behaviors and attitudes. Some examples include gender differences and similarities with regard to cognitive abilities, emotion, relationships (e.g. work, family, and intimate), physical and mental health issues and treatment. The specific topics will be examined from a variety of theories such as Psychobiology, Developmental, Cognitive-Behavioral, Psychoanalytic and Social Learning. Gender differences and similarities will be addressed throughout using scientific research, as well as an examination of stereotyping

and sexism. Further, course material will be applied to students' current lives. (CSU, UC, AVC)

## PSY 230 \*SOCIAL PSYCHOLOGY

(formerly same course as SOC 230)

3 units

3 hours weekly

**Prerequisite:** Completion of PSY 101 or SOC 101.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

This course studies human interaction and emphasizes the influence of the social context on behavior and experience. Sample topics include social cognition, person perception, attitude formation and change, persuasion, conformity, group processes, aggression, prejudice, attraction and intimacy, gender, and social psychology in the clinic, workplace, and courtroom. Research methods and their ethics will also be addressed. (CSU, UC, AVC)

## PSY 232 \*THEORIES OF PERSONALITY

3 units

3 hours weekly

**Advisory:** Completion of PSY 101, and Eligibility for College Level Reading and ENGL 101.

This course examines both classical and contemporary theories of personality and the basic concepts, assumptions, principles, and implications that underlie them. The evidence that validates or supports their proposition will be evaluated. This course will further explore the applicability and relevance of the theories to everyday world events, situations and cross culturally. The origination of the theories and the theorist's biographical data will be considered. (CSU, UC, AVC)

## PSY 233 PERSONAL AND SOCIAL ADJUSTMENT

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101.

**Advisory:** Completion of PSY 101, and Eligibility for College Level Reading.

This course emphasizes personal and social adjustment through examination

of the major theories and issues in the field of psychology. Specific focus is placed on self-awareness, personal growth, interpersonal relationships and communication. Students will also examine current topics in the area of personal and social adjustment in scientific journals. (CSU, UC, AVC)

### **PSY 234 \*ABNORMAL PSYCHOLOGY**

3 units

3 hours weekly

**Prerequisite:** Completion of ENGL 101 and PSY 101.

This course provides an introduction and broad overview to abnormal psychology. The course will begin by distinguishing between “normal” and “abnormal” behavior through a historical lens. Specifically, an introduction to the major psychological disorders listed in the Diagnostic and Statistical Manual of Mental Disorders will be explored and topics covered will include: assessment, diagnosis, treatment, research and prevention of mental disorders. Students will also be challenged to examine their own stereotypes about “abnormal” behavior. (CSU, UC, AVC)

### **PSY 235 CHILD PSYCHOLOGY**

3 units

3 hours weekly

**Prerequisite:** Completion of PSY 101.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Introduction to the psychological development of the person from prenatal period through adolescence. A survey of current psychological theories, such as cognitive, behavioral and social cognitive, and psychoanalytic will be examined regarding the emotional, physical, and social development of the child. (CSU, UC, AVC)

### **PSY 236 \*DEVELOPMENTAL PSYCHOLOGY**

3 units

3 hours weekly

**Prerequisite:** Completion of PSY 101.

**Advisory:** Eligibility for College Level Reading and ENGL 101.

Introduction of the psychological development of the person from the prenatal period through old age. A survey of current theories of development including Psychoanalytic, Behavioral, Cognitive, Socio-cultural, and Epigenetic theory and examination of biosocial, cognitive, and psychosocial development will be included. (CSU, AVC)

### **PSY 244 INTRODUCTION TO COUNSELING**

3 units

3 hours weekly

**Prerequisite:** Completion of PSY 101.

**Advisory:** Eligibility for College Level Reading and ENGL 099.

This course provides an introduction and broad overview to the field of Counseling Psychology. Primary topics covered include counseling theories, a brief history of this specialty, skills, strategies and processes for working with individuals or groups. Additional topics include an introduction to various mental health professions, ethical guidelines, identifying the characteristics of effective helpers and examining the process of personal bias in the counseling relationship. (CSU, AVC)

## Definition

The radiologic technologist (radiographer) is a member of the health care team who works directly with patients and other practitioners performing diagnostic imaging procedures. Radiographers may work in a variety of health care settings including hospitals, imaging centers and physician offices. Accreditation

Antelope Valley College is accredited by the Accrediting Commission of Community and Junior Colleges of the Western Association of Schools and Colleges. The Radiologic Technology program is approved by the State of California Department of Public Health, Radiologic Health Branch, P.O. Box 997414, MS 7610, Sacramento, CA 95899, (916) 327-5106, [www.cdph.ca.gov](http://www.cdph.ca.gov); and accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, e-mail: [mail@jrcert.org](mailto:mail@jrcert.org).

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

Program Coordinator:

Karen Smith ext. 6402

Clerical Assistant III

Rocio Heasley ext. 6882

Faculty:

Maria Kelly ext. 6983

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Cindy Austin 2202

Joyce Cohen 2194

## Program Description

The Antelope Valley College Radiologic Technology program provides concurrent didactic and clinical education. The program length is 24 months. Students should expect to attend class/clinic/laboratory 4 to 5 days per week up to 40 hours per week and therefore should be able to make a full time commitment. Courses are scheduled in the fall,

intersession, spring and summer sessions. Weekend and/or evening hours may be required. The clinical education sites affiliated with the program are located in Lancaster, Palmdale and Ridgecrest, California. Students may be assigned to any clinical education site during the length of the program.

The course of study leads to an Associate in Science Degree in Radiologic Technology. Program policies and information concerning estimated program costs are available upon request.

Students must receive a grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree.

### Program Mission

The mission of the Antelope Valley College Radiologic Technology program is to serve the community by providing an educational setting for the development of knowledge, skills and professional behaviors essential for a foundation and career advancement in radiologic technology sciences.

### Program Goals

The Radiologic Technology program attempts to fulfill its mission by preparing graduates to:

1. Competently perform radiographic procedures.
2. Effectively communicate.
3. Use critical thinking and problem solving skills.
4. Evaluate the importance of professional growth and development.
5. Receive an Associate in Science degree in radiologic technology and apply to take national and state certification examinations.

### Certification Eligibility

Completion of an educational program in radiologic technology does not guarantee that a certificate to practice diagnostic imaging will be granted by the Radiologic Health Branch or the American Registry of Radiologic Technologists (ARRT).

The ARRT requires review of criminal proceedings, sanctions by a state or federal regulatory body or certification

board and/or honor code violations. This review may be conducted prior to or during the program. For more information contact the ARRT at: (651) 687-0048 or visit [www.arrt.org/handbooklinks](http://www.arrt.org/handbooklinks).

## Career Options

Radiologic Technologist

## Certificate Program

Certificate not applicable.

## Associate Degree

### Radiologic Technology Program

#### Prerequisites

Students who are applying to enroll in the radiologic technology program must meet the following prerequisites:

1. Graduation from a United States high school or an approved equivalent.
2. Freedom from communicable disease as verified by a licensed physician or certified nurse practitioner. Other health conditions that could impair a student's ability to perform the essential functions of a radiologic technology student will be examined on a case-by-case basis. Final acceptance into the program will depend on the results of the physical examination.

3. Completion of:
 

	<b>units</b>
BIOL 201, Gen. Human Anatomy	4
BIOL 202, Gen. Human Physiology	4
ENGL 101, Academic Composition	3

**NOTE:** The three prerequisite courses must be completed with a grade of "C" or better and grades must be posted on the official college transcript when the "Verification of Prerequisites" packet is submitted.

### Enrollment Procedures for all Students

All items in the process must be submitted together.

- Obtain the "Verification of Prerequisites" form for the radiologic technology program from the Health Sciences Program Coordinator.
- Submit one set of official high school transcripts (or GED results) and college transcripts showing completion of the three prerequisite courses to the Health Sciences

Division with the program enrollment form. (Transcripts/GED results must be received in sealed, unopened envelopes.) Another set of transcripts should be sent to the transcript office. It is the student's responsibility to contact the high school and college(s) attended for official transcripts. The student should contact educational institutions early in the enrollment process.

**NOTE:** Foreign transcripts of high school and college work must be evaluated for equivalency to United States education by an accredited credentials evaluation service. Subject and grade listing are required for college work. **The high school evaluation must state that the student has the equivalent of a 12th grade high school graduation in the United States.** A list of credentials evaluation services is available from the Office of Admissions and Records or the Health Sciences Program Coordinator.

- Submit an Education Planning and Evaluation Form provided by an AVC counselor. The counselor will evaluate progress toward graduation requirements and courses from other colleges for equivalency to AVC courses. Contact the Counseling Department for an appointment.
- Students transferring science courses should consult with a counselor and the dean. Not all science courses are equivalent to those at AVC.

Submission of a "Verification of Prerequisites" packet does not guarantee acceptance into the program. Incomplete packets will not be considered.

**Selection Procedure**

1. "Verification of Prerequisite" packets are accepted on a first-come, first-served basis. Students will be enrolled in the program in numerical order until each class is filled. Students are advised of acceptance or non acceptance by mail. **The student is responsible for informing the Health Sciences Program Coordinator of any change of address and/or telephone number.**
2. A physical examination will be

required after conditional acceptance into the program. The purpose of the examination is to ensure the absence of communicable disease and to ensure that the student is not adversely affected by physical and/or mental illness that may endanger the health and safety of a patient. Students will be required to submit evidence of the following immunizations: measles, mumps, rubella, chicken pox, Tdap (as an adult), annual seasonal flu vaccine, and hepatitis B. These immunizations are required by facilities where students will have clinical experiences. Antelope Valley College does not provide these immunizations. A drug screening is required

3. Students are required to have background screening for felonies, misdemeanors, fraud and abuse, sexual crimes, and social security number verification. Information on how to obtain background screening will be given to students with acceptance packets.
4. Students are required to purchase personal liability insurance. Information about personal liability insurance will be sent to students with the acceptance letter.

It is recommended that students complete the general education requirements for the Associates in Sciences Degree in Radiologic Technology prior to program enrollment. Please refer to the degree requirements listed below.

**Required Prerequisite:** (11 units)

BIOL 201, General Human Anatomy (GE requirement Area A)	4
BIOL 202, General Human Physiology	4
ENGL 101, Academic Composition (GE requirement Area D1)	3

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

<b>First Summer Semester</b>	<b>units</b>
RADT 101, Introduction to Radiologic Technology	2
RADT 102, Patient Care in Radiology	2

PSY 101, General Psychology (GE requirement Area B)	3
<b>Total</b>	<b>7</b>

<b>First Fall Semester</b>	<b>units</b>
RADT 103, Radiographic Positioning and Procedures I	10
RADT 104, Radiographic Principles I	3
MATH 102, Intermediate Algebra (GE requirement Area D2)	4
<b>Total</b>	<b>17</b>

<b>Intersession</b>	<b>units</b>
RADT 106, Radiographic Clinical Practicum IA	2
Course from GE requirement Area C	3
<b>Total</b>	<b>5</b>

<b>First Spring Semester</b>	<b>units</b>
COMM 103, Process of Communication (GE requirement Area E)	3
RADT 107, Radiographic Positioning and Procedures II	11
RADT 108, Advanced Principles of Exposure	3
RADT 109, Radiation Physics	3
<b>Total</b>	<b>20</b>

<b>Second Summer</b>	<b>units</b>
RADT 201, Radiographic Clinical Practicum III	6
<b>Total</b>	<b>6</b>

<b>Second Fall Semester</b>	<b>units</b>
RADT 202, Radiographic Pathology	10
RADT 203, Fluoroscopic Imaging & Radiation Protection	3
RADT 204, Principles and Applications of Cross-Sectional Anatomy in Imaging	2
RADT 210, Principles of Venipuncture for Radiology	1
<b>Total</b>	<b>16</b>

<b>Second Spring Semester</b>	<b>units</b>
RADT 207, Advanced Radiographic Procedures	10
RADT 208, Radiographic Certification Preparation	4
Course from GE requirement Area F	3
<b>Total</b>	<b>17</b>

**Degree Total 99 Units**

**ADVANCED PLACEMENT/TRANSFER STUDENTS:**

Students who wish to transfer from another radiologic technology program will have his/her transcripts reviewed on individual basis. Admission of transfer or returning students is contingent on program capacity. Interested students should contact the program director or dean for information.

**Transfer**

Not a transfer major. Some courses may be transferrable to baccalaureate programs in radiologic technology or as general electives. Students who are interested in transfer options should meet with a counselor or consult the Transfer Center.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Radiologic Technology Courses

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**RADT 101 INTRODUCTION TO RADIOLOGIC TECHNOLOGY**

2 units

36 hours total

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of BIOL 201, BIOL 202, and ENGL 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 102.

This course includes orientation to the role of the radiologic technologist. The course includes medical use of radiation, ethics, history of radiology, hospital and department operations, and program

policies and regulations. (CSU, AVC)

**RADT 102 PATIENT CARE IN RADIOLOGY**

2 units

36 hours total

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of BIOL 201, BIOL 202, and ENGL 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 101.

This course introduces basic concepts and skills that are essential for safe patient care in the field of radiography. (CSU, AVC)

**RADT 103 RADIOGRAPHIC POSITIONING AND PROCEDURES I**

10 units

3 hours lecture weekly

390 hours total clinic

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 101 and RADT 102 with a grade of "C" or better, and Eligibility for MATH 102.

**Corequisite:** Concurrent enrollment in RADT 104.

This course provides beginning theory, lab, and clinical practice in radiographic positioning and procedures of the respiratory system, bony thorax, lower and upper extremities and related joints, and abdominal cavity. Portable and trauma radiography are included. (CSU, AVC)

**RADT 104 RADIOGRAPHIC PRINCIPLES I**

3 units

3 hours weekly

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 101 and RADT 102 with a grade of "C" or better, and Eligibility for MATH 102.

**Corequisite:** Concurrent enrollment in RADT 103.

This course introduces principles of x-ray image creation, basic radiation protection, exposure factors, beam restriction, and

radiation absorption. Accessory supplies and equipment, grids, image receptors, image processing, sensitometry, and digital radiography are also covered. Photographic and geometric factors that contribute to quality and detail will be discussed. (CSU, AVC)

**RADT 106 RADIOGRAPHIC CLINICAL PRACTICUM IA**

2 units

112 hours total

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 103, and RADT 104 with a grade of "C" or better, and Eligibility for MATH 102.

This course provides supervised practice in clinical settings to improve skills in basic radiographic procedures. (CSU, AVC)

**RADT 107 RADIOGRAPHIC POSITIONING AND PROCEDURES II**

11 units

3 hours lecture weekly

408 hours total clinic

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 106 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 108 and RADT 109.

This course provides theory, laboratory, and clinical practice in positioning for the cranium, facial bones, sinuses, vertebral column and contrast procedures for the gastrointestinal and genitourinary tracts. (CSU, AVC)

**RADT 108 ADVANCED PRINCIPLES OF EXPOSURE**

3 units

3 hours weekly

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 106 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 107 and RADT 109.

This course provides advanced analysis of the principles of radiologic technique and their applications in the clinical

settings. Students learn to calculate changes in technical factors and their effects on image production and quality. (CSU, AVC)

### **RADT 109 RADIATION PHYSICS**

3 units

3 hours weekly

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 106 and MATH 102 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 107 and RADT 108.

This course is designed specifically for students enrolled in the radiologic technology program. It focuses on electromagnetic energy, radiation production, radiation interaction, and radiation characteristics. Factors contributing to the construction and proper operation of x-ray equipment and electronics will be emphasized. (CSU, AVC)

### **RADT 201 RADIOGRAPHIC CLINICAL PRACTICUM III**

6 units

320 hours total

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 107, RADT 108 and RADT 109 with a grade of "C" or better.

Supervised clinical experiences are provided to perfect skills in a variety of radiographic procedures. Students will have opportunities to enhance basic skills, positioning techniques, patient care, and clinical operations. (CSU, AVC)

### **RADT 202 RADIOGRAPHIC PATHOLOGY**

10 units

3 hours lecture weekly

385 hours total clinic

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 201 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 203, RADT 204 and RADT 210.

This course provides an introduction to advanced pathological conditions. Normal radiographic anatomy is differentiated from pathologic conditions. Students participate in supervised clinical practice. (CSU, AVC)

### **RADT 203 FLUOROSCOPIC IMAGING AND RADIATION PROTECTION**

3 units

3 hours weekly

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 201 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 202, RADT 204 and RADT 210.

This course provides an introduction to the fluoroscopic imaging system and methods of reducing public and occupational doses of radiation. The course prepares students for national certification and the California Fluoroscopy Permit Exam. (CSU, AVC)

### **RADT 204 PRINCIPLES AND APPLICATIONS OF CROSS-SECTIONAL ANATOMY IN IMAGING**

2 units

2 hours weekly

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 201 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 202, RADT 203, and RADT 210.

This course includes cross-sectional anatomy and relationships of human organs to each other as the organs appear in the sagittal, coronal, and axial planes. Practical applications of cross-sectional anatomy in computerized tomography, magnetic resonance imaging, and ultrasound will be emphasized. (CSU, AVC)

### **RADT 207 ADVANCED RADIOGRAPHIC PROCEDURES**

10 units

3 hours lecture weekly

385 hours total clinic

**Limitation on Enrollment:** Formal

admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 202, RADT 203, RADT 204 and RADT 210 with grades of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 208.

This course provides the advanced radiography student with a survey of advanced imaging and an introduction to other specializations in radiation sciences. An introduction to special invasive procedures is also included. (CSU, AVC)

### **RADT 208 RADIOGRAPHIC CERTIFICATION PREPARATION**

4 units

4 hours weekly

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 202, RADT 203, RADT 204 and RADT 210 with grades of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 207.

**Instructional materials fee** required for this course and must be paid at registration.

This course consists of a review of subjects that are critical for the American Registry of Radiologic Technologists (ARRT) examination and the California certification examination. (AVC)

### **RADT 210 PRINCIPLES OF VENIPUNCTURE FOR RADIOLOGY**

1 units

18 hours total

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 201 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RADT 202, RADT 203 and RADT 204.

This course provides basic instruction and practice of venipuncture theory and methods for the administration of contrast agents. It meets California Health and Safety Code, Section 106985, pertaining to Certified Radiologic Technologists performing venipuncture. (AVC)

## Definition

Reading involves the interpretation of the meaning of written material. Critical reading and thinking skills are crucial for the development of the educated person and for success in college. Additionally, most forms of employment require the ability to read; an individual needs to be able to evaluate many written materials encountered in today's society.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Charlotte Forte-Parnell, Dean  
ext. 6463

### Administrative Assistant:

Donna Casey ext. 6463

### Faculty:

Dr. Anne Rees ext. 6460  
Mary Rose Toll ext. 6908

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Bertha Acosta-Del Riego	2009
Troy Cox	2285
Sandra Heller	2985
Deborah Solomon	2448

## Improvement of College Students' Reading Skills

The Reading courses involve the study of written texts at many different levels. The most basic level reading course (READ 095) focuses on word analysis, vocabulary development, and comprehension of the main idea and major supporting details. The next more advanced level reading course (READ 097) focuses more on main idea, major and minor supporting details, vocabulary study skills, and reading rate. The most advanced level of the developmental reading courses (READ 099) expands study to include critical evaluation of written texts, vocabulary development, rate, and study skills necessary for success in other college courses. Speed Reading (READ 150), which is a transfer level course, also provides extensive instruction and practice in rate improvement, comprehension and study skills.

## Distinctive Features

Students enrolled in the reading improvement courses are pre-tested to ensure their placement at the level best suited to their abilities and needs. Individualized plans are developed for all students in the reading improvement courses (READ 095, 097, 099 and 150) to maximize student success. At the end of the Reading courses, post-tests are given to assess growth and to measure the student's readiness to proceed to the next level of the instructional sequence.

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Transfer

Not a transfer major.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Reading Courses

### READ 095 BASIC READING STRATEGIES FOR COLLEGE SUCCESS

2 units

4 hours weekly

(2 hours lecture, 2 hours lab)

Development of reading skills which are needed by the basic reader. Major areas covered include comprehension development, word analysis skills, vocabulary building, dictionary skills,

fluency rate and inflection, and study skills. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.)

### READ 097 READING COMPREHENSION FOR COLLEGE SUCCESS

4 units

5 hours weekly

(3.5 hours lecture, 1.5 hours lab)

**Prerequisite:** Eligibility for READ 097 (AVC Assessment), or Completion of READ 095.

Development of reading skills which are interrelated and combine to produce a competent reader. Major areas covered include comprehension, vocabulary development, rate, and study skills. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.)

### READ 099 CRITICAL READING AND STUDY SKILLS

4 units

5 hours weekly

(3.5 hours lecture, 1.5 hours lab)

**Prerequisite:** Eligibility for READ 099 (AVC Assessment), or Completion of READ 097.

In this course the student works on development of analytical and critical reading skills, vocabulary building, rate improvement, literary comprehension, and study skills related to reading. **NOTE:** No grade will be given for this class; student will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.)

### READ 150 \*SPEED READING

2 units

3 hours weekly

**Advisory:** Eligibility for READ 099.

In this course students work on improvement in the areas of reading speed, comprehension, and study skills. The content is designed for those whose

academic studies, work, or professional training requires extensive supplementary reading. Students learn to adjust their approach to reading in response to the purpose for reading and the difficulty of the reading material. READ 150 is designed for students reading at the READ 099 level or above. (CSU, AVC)



**Definition**

Real property provides two-thirds of all the national wealth and contributes to a substantial amount of commerce in the United States. There are many professionals employed in fields both directly and indirectly related to real estate. Understanding each of their roles and their interrelationships is the key to success in real estate ventures.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Program Advisement:**

Dr. Tom O’Neil, Dean ext. 6370

**Administrative Assistant:**

Christi Crosby ext. 6370

**Faculty:**

Kathy Moore ext. 6378

**Adjunct Faculty:**

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Tristan Greenleaf	2050
Chris Hamilton	2511
James “Roe” Leer	2917
Daniel McMahon	2324
David Ranish	2990
Amber Rosales	2455

**Program Description**

The Real Estate program includes a salesperson certificate, Broker’s certificate, and associate degree. These programs are designed to provide students with preparation for careers in real estate, real estate investment and related fields. Course work is available both in the day and in the evening; however, it is primarily an evening program.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

An individual can meet all of the educational requirements of the Department of Real Estate for obtaining a real estate salesperson or real estate broker license by taking courses at Antelope Valley College. For current

licensing requirements, go to the California Department of Real Estate web site <http://www.dre.ca.gov/>.

**Career Options**

- Appraiser
- Developer
- Escrow Officer
- Lending Officer
- Mortgage Banker
- Real Estate Broker
- Real Estate Salesperson

**Program Learning Outcomes**

1. Explain the steps in listing, selling, leasing, investing, and exchanging real property.
2. Apply computer applications to list, sell and market real property.
3. Demonstrate the use of accounting for the operation of a real estate office.

**Certificate Programs**

**Real Estate Salesperson**

This certificate requires a minimum of 18 units. This program provides the basic skills necessary to enter the real estate field as a salesperson. This option **CANNOT** be used as a major for the associate degree.

A maximum of 6 pass/no pass units will be accepted for the Real Estate Broker certificate. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

**Required Courses: units**

BUS 105, Business Mathematics <b>or</b> MATH 125, Math for Business and Economics <b>or</b> MATH 140, Precalculus	3-5
BUS 113, Business Communications	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Intro. to Computer Info. Science	3-4
RE 101, Real Estate Principles	3

RE 105, Real Estate Practices	3
Program Elective	<u>3</u>
<b>Total</b>	<b>18-21</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives: units**

RE 111, Real Estate Finance	3
RE 121, Legal Aspects of Real Estate	3
RE 131, Real Estate Appraisal	3
RE 141, Escrow Principles	3
RE 161, Property Management	3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**Real Estate Broker**

This certificate requires a minimum of 36 units. This program provides advanced training in real estate for those planning to become California licensed real estate brokers as well as to upgrade the professional training of those in the real estate industry.

A maximum of 6 pass/no pass units will be accepted for the Real Estate Broker certificate. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

**Required Courses: units**

ACCT 111, Bookkeeping <b>or</b> ACCT 201, Financial Accounting	3-4
BUS 105, Business Mathematics <b>or</b> MATH 125, Math for Business and Economics <b>or</b> MATH 140, Precalculus	3-5
BUS 113, Business Communications	3
BUS 201, Business Law	3
CA 103, Intro. to Microcomputers <b>or</b> CA 221, Computer Concepts and Applications in Business <b>or</b> CIS 101, Intro. to Computer Information Science	3-4
RE 101, Real Estate Principles	3
RE 105, Real Estate Practices	3
RE 111, Real Estate Finance	3
RE 121, Legal Aspects of Real Estate	3
RE 131, Real Estate Appraisal	3

Program Electives \_\_\_\_\_6  
**Total 36-38**

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:**                      **units**  
 RE 141, Escrow Principles                      3  
 RE 161, Property Management                      3

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

**TRANSFER STUDENTS:**  
 Students planning to transfer to a four-year institution are strongly advised to follow the Business Administration degree listed in the Business section of this catalog.

**Associate Degree**

The requirements for an associate degree in Real Estate may be satisfied by completing the Real Estate Broker certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

*Recommended Plan of Study*

**First Semester**                                      **units**  
 BUS 105, Business Mathematics or  
 MATH 125, Math for Business  
 and Economics or MATH 140,  
 Precalculus                                      3-5  
 CA 103, Intro. to Microcomputers  
 or CA 221, Computer Concepts  
 and Applications in Business  
 or CIS 101, Intro. to Computer  
 Information Science                              3-4  
 RE 101, Real Estate Principles                      3  
 Course from GE requirement Area B                      3  
 Course from GE requirement Area D1                      3  
**Total 15-18**

**Second Semester**                                      **units**  
 BUS 113, Business Communications                      3  
 BUS 201, Business Law                              3  
 RE 105, Real Estate Practices                      3  
 RE 121, Legal Aspects of Real Estate                      3  
 Course from GE requirement Area C                      3  
**Total 15**

**Third Semester**                                      **units**  
 ACCT 111, Bookkeeping or  
 ACCT 201, Financial Accounting                      3-4  
 RE 111, Real Estate Finance                      3  
 RE 131, Real Estate Appraisal                      3  
 Course from GE requirement Area D2                      3  
 Course from GE requirement Area E                      3  
**Total 15-16**

**Fourth Semester**                                      **units**  
 Course from GE requirement Area A                      3  
 Course from GE requirement Area F                      3  
 (BUS 212 or MGT 212 recommended)  
 Program Electives                                      6  
 Elective                                                      3  
**Total 15**

**Degree Total 60-64**

**Program Electives:**  
 Please refer to the Program Electives listed under the certificate program.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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**Real Estate  
 Courses**

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**RE 101 \*REAL ESTATE PRINCIPLES**

*3 units*  
*3 hours weekly*  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 060.  
 A course in the basic principles of real estate. Includes the study of real property laws pertaining to contracts, deeds, land titles, liens, escrows, leases, financing, land description, brokerage, and selling. This course meets one of the educational requirements toward a California Real Estate Salesperson's license. (CSU, AVC)

**RE 105 \*REAL ESTATE PRACTICES**

*3 units*  
*3 hours weekly*  
**Advisory:** Completion of RE 101, and Eligibility for ENGL 099, READ 099 and MATH 060.  
 This course focuses on the professional activities of the broker and salesperson in the real estate business. Special attention is given to the real estate office, listings, valuation of listings, prospecting, advertising, exchanges, property management and leasing, land utilization and development, public relations, supervising the sales force, and ethics of the real estate business. This course meets one of the educational requirements toward a California Real Estate Salesperson's license. (CSU, AVC)

**RE 111 \*REAL ESTATE FINANCE**

*3 units*  
*3 hours weekly*  
**Advisory:** Completion of RE 101, and Eligibility for ENGL 099, READ 099 and MATH 060.  
 A practical course in real estate financing, with actual case illustrations demonstrating lending policies, problems, and risks involved in financing transactions in residential, apartment, commercial, and special-purpose properties. Includes the study of techniques of mortgaging, legal

aspects of mortgages, nature of mortgages and equity capital, where and how best to obtain funds, appraising for mortgage lending purposes, procedures to follow in financing real estate sales and exchanges, junior financing, and mathematics of real estate finance. Course emphasis will be on residential real estate financing. Recommended for real estate salespersons, brokers, mortgage and escrow professionals, and those seeking personal enrichment in area of real estate finance. Meets coursework requirements for both Certificate and Associate Degree Programs for Real Estate Broker and Escrow. May be applied toward: (1) Real Estate Salesperson's license; (2) Real Estate Broker's license. (CSU, AVC)

### **RE 121 \*LEGAL ASPECTS OF REAL ESTATE**

3 units

3 hours weekly

**Advisory:** Completion of RE 101, and Eligibility for ENGL 099 and READ 099.

A course in California real estate property law with emphasis on practical applications. Includes a study of sources of real estate law, classes of property, fixtures, easements, interests in real property, covenants, conditions, and restrictions. The course also includes real property security devices, escrow, and landlord-tenant law. May be applied toward: (1) Real Estate Salesperson's license; (2) Real Estate Broker's license. (CSU, AVC)

### **RE 131 \*REAL ESTATE APPRAISAL**

3 units

3 hours weekly

**Advisory:** Completion of RE 101, and Eligibility for ENGL 099, READ 099 and MATH 070.

This is an introductory course in real estate appraisal confined largely to residential property and to investment property valuation. This course includes studying and applying methods and techniques necessary for the valuation of real estate. These methods and techniques are applicable for valuing real estate for a variety of purposes, including loan origination, estate valuation, marriage

dissolution, and personal asset valuation. Case study situations are used, including the study of actual appraisal reports. May be applied toward: (1) Real Estate Salesperson's license; (2) Real Estate Broker's license. (CSU, AVC)

### **RE 141 \*ESCROW PRINCIPLES**

3 units

3 hours weekly

**Advisory:** Completion of RE 101, and Eligibility for ENGL 099, READ 099 and MATH 070.

This course furnishes persons, private or career oriented, with fundamental principles and basic procedures involved in ordinary escrow transactions. Terminology and mechanics of the real estate escrow process are presented using generally used forms. May be applied toward: (1) Real Estate Salesperson license; (2) Real Estate Broker's license. (CSU, AVC)

### **RE 161 \*PROPERTY MANAGEMENT**

3 units

3 hours weekly

**Advisory:** Completion of RE 101, and Eligibility for ENGL 099, READ 099 and MATH 070.

Includes the principles and practices of managing income properties. Covers nature and types of property management, leases and contracts, collections, rent schedules, tenant selection and supervision, budgets, apartments, shopping centers, office and condominium management. May be applied toward: (1) Real Estate Salesperson's license; (2) Real Estate Broker's license. (CSU, AVC)

### **RE 199 \*OCCUPATIONAL WORK EXPERIENCE**

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

Contact Kinesiology,  
Athletics & Dance with  
questions, (661) 722-6300,  
Ext. 6440.

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### Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

#### Program Advisement:

Newton Chelette, Dean ext. 6441

#### Administrative Assistant:

Julie Montana ext. 6440

#### Equipment Managers:

Denise Warr ext. 6201

Justin Webb ext. 6203

#### Faculty:

Glenn Haller ext. 6445

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### Certificate Program

Certificate not applicable.

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### Associate Degree

Associate degree not available.

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### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

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### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Recreational Leadership Courses

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### REC 101 \*INTRODUCTION TO RECREATION AND LEISURE

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

An overview of recreation and leisure in our society, examining the basic concepts of recreation and leisure and the trends in the overall field of recreation and leisure services. Emphasis will be placed on the role of the professional leader in organizing and facilitating recreational and leisure programs, services, operations, resources and facilities. (CSU, AVC)

### REC 102 \*RECREATIONAL LEADERSHIP

3 units

3 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 101.*

This course involves the study of essential elements and basic principles of organization and leadership of the various types of recreational and leisure programs, including planning and conducting organized programs in private and public agencies. Special emphasis will be given to the role of face-to-face leadership within recreational organizations. (CSU, AVC)

## Definition

Associate Degree Nursing prepares students to become Registered Nurses. Registered Nursing is a profession that incorporates arts and sciences from biology, behavioral sciences and physical sciences. The program is based on the Self-Care Deficit Theory of Dorothea Orem.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Program Coordinator:

Karen Smith ext. 6402

### Clerical Assistant III

Rocio Heasley ext. 6882

### Faculty:

Victoria Beatty ext. 6410

Bonnell Curry ext. 6405

Debra Dickinson ext. 6406

Linda Harmon ext. 6748

Sandra Hughes ext. 6407

Sandra Robinson ext. 6412

Casey Scudmore ext. 6847

Susan Snyder ext. 6017

Marianne Stewart ext. 6413

Elizabeth Sundberg ext. 6414

Laurie Walker ext. 6026

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Linda Alexander 2374

Hilda Barkate 2006

Paularita Bossier 2384

Cindy Bullard 2347

Wendy Carter 2443

Maggie Coro 2223

Yesenia Cota 2086

Stirlie Cox 2162

Denise Dedrick 2301

Ruth Godde 2264

Evelyn Grossi 2224

Kathleen Harjes 2667

Mary Hulst 2303

Patricia Karnstedt 2523

Mary Claire Lanski 2082

Gayle Lanz 2355

Lynn Lee 2712

Matthew Madaule 2083

Debra Ogan 2473

Ayako Smith 2380

Gabriele Spitzer 2664

Mary Thomas 2005

Tina Whitson 2127

Christine Williams 2666

## Program Description

The Associate Degree Nursing program prepares graduates and program completers for the National Council Licensure Examination for Registered Nurses. This exam is required by the California Board of Registered Nursing and the boards of nursing of other states and U.S. territories for licensure as a registered nurse.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

The Associate Degree Nursing (ADN) program can be completed in four semesters after enrollment in the first nursing science course. In addition, students need at least three semesters to complete the prerequisites for admission to the program. The ADN program is accredited by the California Board of Registered Nursing (BRN). The number of students who can enroll is limited by the availability of classroom space, qualified instructors and clinical facilities.

Completion of the Associate Degree in Nursing provides students with the opportunity to take the national licensure examination to become a registered nurse. The Associate Degree in Nursing is also a stepping stone to an advanced degree in nursing. The rigorous curriculum consists of the knowledge and clinical skills to practice professional nursing. Registered nurses have one of the highest starting salaries in healthcare. Those with the Associate Degree in Nursing have freedom to find employment in virtually any location in a variety of rewarding environments while making a difference in the lives of others. Registered nurses work in hospitals, clinics, schools, hospice, governmental agencies, home health, criminal justice, community and public health agencies, extended care

facilities, physicians' offices, industry, pharmaceutical companies and the military.

## Program Learning Outcomes

1. Practice nursing within the legal, ethical and regulatory framework of nursing and standards of professional nursing practices.
2. Uses the nursing process to safely care for patients; reports and documents appropriate patient information in a timely manner.
3. Uses critical thinking to provide the foundation for appropriate decision making.

## Certificate Program

Certificate not applicable.

## Associate Degree

### Nursing Program

#### PREREQUISITES FOR GENERIC APPLICANTS

Students who are applying for enrollment in the associate degree nursing program must meet the following prerequisites:

1. Graduation from a United States high school or an approved equivalent.
2. Freedom from communicable disease as verified by a licensed physician or certified nurse practitioner. Other health conditions that could impair the student's ability to perform the essential functions of a nursing student safely and competently will be examined on a case-by-case basis. Do not have the physical examination until given the program forms by the dean, Health Sciences Division. Final permission to enroll in the nursing program will be dependent on the results of the physical examination.
3. Completion of:
 

	<b>units</b>
BIOL 201, Gen. Human Anatomy	4
BIOL 202, Gen. Human Physiology	4
BIOL 204, Gen. Microbiology	5
ENGL 101, Academic Composition	3

**NOTE:** The four courses must be completed with a grade of "C" or better and grades must be posted on the official college transcript when the

- admission packet is submitted.
4. Minimum GPA of 2.4 for all college classes taken.
  5. Minimum GPA of 2.5 for BIOL 201, 202 and 204.
  6. Minimum GPA of 2.0 for college level English courses (taken for credit).
  7. No more than one repeated science course of the three required.

**NOTE:** Students who do not meet the above prerequisites should contact the Health Sciences Program Coordinator to obtain a prerequisite challenge form. The form should be submitted to the Health Sciences Division with the complete enrollment packet. Students will be notified of the status of the prerequisite challenge by the Dean, Health Sciences Division.

#### ENROLLMENT PROCEDURE FOR ALL STUDENTS

All items in the process must be submitted together.

- Obtain the “Verification of Prerequisites” form for the ADN program from the Health Sciences Division.
- Submit one set of official high school transcripts (or GED results) and one set of transcripts from all colleges attended to the Health Sciences Division with the program enrollment form. (Transcripts/GED results must be received in sealed, unopened envelopes.) Another set of transcripts should be sent to the transcript office. It is the student’s responsibility to contact the high school and college(s) attended for official transcripts. The student should contact educational institutions early in the enrollment process.

**NOTE:** Foreign transcripts of high school and college work must be evaluated for equivalency to United States education by an accredited credentials evaluation service. Subject and grade listing are required for college course work. **The high school evaluation must state that the student has the equivalent of a 12th grade high school graduation in the United States.** A list of approved credential evaluation services is available from the Office of Admissions and Records or the Health Sciences Division.

- Submit an Educational Planning and Evaluation Form provided by an AVC counselor. The counselor will evaluate progress toward graduation requirements and courses from other colleges for equivalency to AVC courses. Contact the Counseling Department for an appointment.
- Transfer students must submit a letter from their previous nursing program director indicating that they are eligible to return to their former program.
- LVNs applying for advanced placement need to submit a copy of their California license and proof of IV certification.
- Students transferring science courses should consult with a counselor and the dean. Not all science courses are equivalent to those at AVC.

Submission of an enrollment packet does not guarantee enrollment in the program. Incomplete enrollment packets will not be considered.

#### SELECTION PROCEDURE FOR GENERIC STUDENTS

1. Enrollment packets are accepted on a first-come, first-served basis. Students will be enrolled in the ADN program in numerical order until each class is filled. Students are advised of acceptance or non acceptance by mail. **The student is responsible for informing the Health Sciences Program Coordinator of any change of address and/or telephone number.** Eligible students who are not enrolled for the semester they apply for do not need to submit another enrollment packet. They will be placed on a list for enrollment into the next ADN class if they meet the prerequisites for that class.
2. After prerequisites are verified, students will be given permission to take the Test of Essential Academic Skills (TEAS®), a nursing diagnostic assessment test. The test is free. Students who attain a satisfactory score on the test will be given permission to register for the next first semester RN class in which space is available. Students who do not attain a satisfactory score on the

test will have one year (365 days) from the date of the test to complete additional required coursework. Upon successful completion of the mandatory coursework, students will be given permission to take the TEAS® a second and final time. Students who attain a satisfactory score on the second test will be given permission to register for the next first semester RN class in which space is available.

Students who have been unsuccessful on the TEAS® at another college must complete that college’s remediation plan before taking the TEAS® at AVC.

The results of the Test of Essential Academic Skills® must be on file at Antelope Valley College. A study manual for the TEAS® is available from Assessment Technologies Institute, LLC (www.atitesting.com), or the Maruader Bookstore.

#### Exceptions to this procedure will not be granted.

Students planning to apply for admission to other nursing programs should contact those programs for admission requirements. Not all nursing programs require the same diagnostic test, and pre-entry courses are not the same at all colleges.

3. A physical examination will be required after conditional acceptance into the program. The purpose of the examination is to ensure the absence of communicable disease and to ensure that the candidate is not adversely affected by physical and/or mental illness that may endanger the health and safety of a patient. Students will be required to submit evidence of the following immunizations: annual two-step tuberculosis skin test (or annual chest x-ray), measles, mumps, rubella, chicken pox, Tdap (as an adult), annual seasonal flu vaccine, and hepatitis B. These immunizations are required by the facilities where students will be having clinical experiences. Antelope Valley College does not provide these immunizations.

4. A drug screen will be required. Information will be provided with the physical examination form.
5. Students are required to have background screening for felonies, misdemeanors, fraud and abuse, sexual crimes, and social security number verification. Information on how to obtain a background screening will be given to students with enrollment packets.
6. Purchase personal liability insurance. Information about personal liability insurance will be sent to students with the acceptance letter.

**Registered Nursing**

**NOTE:** Completion of BIOL 201, BIOL 202, BIOL 204, and ENGL 101 are prerequisites for the program.

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
NS 110, Professional Nursing	1.5
NS 111, Fundamentals of Nursing Science	7
* MATH 102, Intermediate Algebra	4
<b>Total</b>	<b>12.5</b>

<b>Second Semester</b>	<b>units</b>
NS 120, Professional Nursing II	.5
NS 121, Obstetrical/Neonatal/ Women’s Health Nursing	4
NS 122, Medical-Surgical Nursing	5
* PSY 101, General Psychology	3
* PHIL 105, Ethics: Moral Issues in Contemporary Society	3
<b>Total</b>	<b>15.5</b>

<b>Third Semester</b>	<b>units</b>
NS 230, Professional Nursing III	.5
NS 231, Pediatric/Community Health Nursing	4.5
NS 232, Psychiatric/Geriatric/ Community Health Nursing	4
* COMM 103, Process of Communication	3
* SOC 101, Introduction to Sociology	3
<b>Total</b>	<b>15</b>

<b>Fourth Semester</b>	<b>units</b>
NS 240, Professional Nursing IV	1
NS 241, Medical-Surgical Nursing II	12.5
<b>Total</b>	<b>13.5</b>

\* These courses may be taken prior to enrollment in the program.

**Transfer Students**

Students transferring from other colleges must follow the enrollment procedure for all students.

Transfer students must submit a letter from their previous nursing program director indicating that they are eligible to return to their former program.

Eligible transfer students must complete NS 200, Nursing Transition.

A student may be granted credit for nursing courses taken at other colleges if the courses are comparable to AVC’s ADN courses in content, hours and units. Course syllabi must be provided with the enrollment packet to enable the ADN faculty to evaluate the course work for equivalency.

The student must petition the faculty for transfer credit of nursing courses. (Please refer to Transfer and Challenge Policy and Procedures.)

Challenge examinations are available for all nursing science courses.

Transfer students must meet with a counselor prior to submitting an enrollment packet for the ADN program to determine equivalency of science and general education courses from other colleges.

**LVN to RN Career Options**

Vocational Nurses who are licensed in California may be eligible for admission to the ADN program. After admission to the program, the following three options are available to the LVN:

- A. The **30 unit option** as specified by the Board of Registered Nursing (non-degree\*).
- B. **Advanced Placement**—entrance into the second year of the RN program (degree or non-degree\*).
- C. Entrance into the **generic** ADN program (degree or non-degree\*).

\* Individuals completing nursing requirements but not completing degree requirements of the college.

**A. 30 Unit Option:** The Nursing Practice Act requires objective

counseling and individual evaluation of each LVN who wants to enroll in a registered nursing program. Additional education required for the 30 unit option should not exceed 30 semester units. LVNs who choose this option are not graduates of AVC and do not receive an Associate in Science degree in nursing.

There is no assurance that the RN licensure for “30 Unit Option” LVNs will be recognized outside of California.

All college admission requirements are waived for “30 Unit Option” students.

To conform with State regulations, students must be 18 years of age, be a high school graduate and be admitted to Antelope Valley College.

The number of students chosen for enrollment is limited by availability of classroom space, qualified instructors, and clinical facilities.

NS 200, Nursing Transition, and IV certification are required for LVNs who select this option.

**A minimum grade of “C” is required in all courses.**

**30 Unit Option**

<b>Required Curriculum:</b>	<b>units</b>
BIOL 202, General Human Physiology	4
BIOL 204, General Microbiology	5
<b>NOTE:</b> BIOL 202 and 204 are prerequisites for NS 230 and NS 232.	
NS 200, Nursing Transition	3
NS 230, Professional Nursing III	.5
NS 232, Psychiatric/Geriatric/ Community Health Nursing	4
NS 240, Professional Nursing IV	1
NS 241, Medical/Surgical Nursing II	12.5

IV certification is required for entrance into the 30-unit option.

**B. Advanced Placement:** An LVN enrolled in the second year of the ADN program can elect to receive credit for the 1st and 2nd semester

nursing science courses for his/her LVN course work. The units will be posted on the student's transcript after successful completion of all 3rd semester nursing science courses. The credit for the course work is equivalent to the credit granted for the first year nursing science courses in the ADN program.

**Advanced Placement**

**Required Curriculum:**                    **units**

**NOTE:** Completion of BIOL 201, BIOL 202, BIOL 204, and ENGL 101 are prerequisites for the program.

<b>Third Semester</b>	<b>units</b>
NS 230, Professional Nursing III	.5
NS 231, Pediatric/Community Health Nursing	4.5
NS 232, Psychiatric/Geriatric/Community Health Nursing	4
* COMM 103, Process of Communications	3
* SOC 101, Introduction to Sociology	3
* PHIL 105, Ethics: Moral Issues in Contemporary Society	3
<b>Total</b>	<b>18</b>

<b>Fourth Semester</b>	<b>units</b>
NS 240, Professional Nursing IV	1
NS 241, Medical-Surgical Nursing II	12.5
* PSY 101, General Psychology	3
* MATH 102, Intermediate Algebra	4
<b>Total</b>	<b>20.5</b>

\* These courses may be taken prior to enrollment in the RN program.

**Enrollment Procedure**

Refer to the Associate Degree Nursing Program brochure for details.

**Minimum Entrance Requirements**

Refer to the Associate Degree Nursing Program brochure for details.

**C. Entrance into the Generic ADN Program:**

A Licensed Vocational Nurse (LVN) can choose to enter the generic ADN program beginning with the first semester courses. The LVN who elects this route follows the same enrollment and selection procedures as generic nursing students. Minimum entrance requirements are the same as those for generic nursing students.

**SELECTION PROCEDURE FOR TRANSFER AND LVN-RN STUDENTS**

The number of students enrolled is limited by availability of classroom space, qualified instructors and clinical facilities.

After prerequisites are verified, students will be given permission to take the Test of Essential Academic Skills (TEAS®), a nursing diagnostic assessment test. The test is free. Students who attain a satisfactory score on the test will be given permission to register for the next RN class in which space is available. Students who do not attain a satisfactory score on the test will have one year (365 days) from the date of the test to complete additional required coursework. Upon successful completion of the mandatory coursework, students will be given permission to take the Test of Essential Academic Skills® a second and final time. Students who attain a satisfactory score on the second test will be given permission to register for the next RN class in which space is available.

Students who have been unsuccessful on the TEAS® at another college must complete that college's remediation plan before taking the TEAS® at AVC.

The results of the TEAS® must be on file at Antelope Valley College. A study manual for the TEAS® is available from Assessment Technologies Institute, LLC (www.atitesting.com).

Transfer and LVN-RN students are enrolled on a first-come, first-served basis as space is available.

**General Information**

The student who completes the program is eligible to apply for an Associate in Science degree.

Nursing courses include classroom instruction and supervised clinical experiences in local hospitals and health care agencies in each of the four semesters.

For successful completion of the program, a minimum grade of "C" is required in all courses of the program.

Students are responsible for purchasing textbooks, personal liability insurance, uniforms, and health services. Students must provide their own transportation to and from the campus and the clinical sites.

Current expense sheets for the program are mailed to students with acceptance letters.

High school students who would like to enter the field of registered nursing should take courses relevant to nursing, such as chemistry, biology, algebra, anatomy and physiology.

Registered nurses who lack California licensure and LVNs who are licensed in California can meet state licensing regulations through this program. Credit by equivalency is available. Students requesting advance standing should follow the enrollment procedure for all nursing students.

LVNs and transfer students must complete NS 200, Nursing Transition, before being admitted to the program.

Students will be required to have an examination by a licensed physician or certified nurse practitioner, once an acceptance letter is received. The examination must show that the student is free from communicable disease and does not have a physical and/or mental illness that may endanger the health or safety of a patient.

A drug screening will be required.

Impairment by controlled substances or alcohol during class or clinical experience violates college policy and compromises physical and emotional patient safety. Therefore, impairment by substance abuse or alcohol abuse that affects class or clinical performance is reason for dismissal from the nursing program.

Students with disabilities who anticipate they may need reasonable accommodation to participate in the nursing program should contact the Office for Students with Disabilities (OSD). The faculty and dean/director will work closely with OSD to determine if



reasonable accommodations are required to perform essential job functions and identify effective accommodation that would not pose an undue hardship.

The following immunizations are required: measles, mumps, rubella, chicken pox, Tdap (as an adult), annual seasonal flu vaccine, and hepatitis B. These are required by health care facilities in which the student will be practicing as a student nurse. Antelope Valley College does not provide immunizations.

Students are required to purchase personal liability insurance. Information about personal liability insurance will be sent to students with the enrollment packet.

Students are required to have background screening for felonies, misdemeanors, fraud and abuse, sexual crimes, and social security number verification. Information on how to obtain background screening will be given to students with enrollment packets.

The BRN may deny licensure to individuals who have been convicted of a felony. An individual seeking enrollment into the nursing program who has a conviction should contact the BRN to ascertain their status prior to seeking enrollment. The BRN may be contacted by writing or calling:

Board of Registered Nursing  
1625 North Market, #N. 217  
Sacramento, CA 95834  
(916) 322-3350

Additional information about the Nursing Practice Act can be found on the BRN's Web site [www.rn.ca.gov](http://www.rn.ca.gov)

Appeals procedures for the resolution of grievances can be found in the Board Policies and Administrative Procedures Manual.

Once admitted, if a student is unable to participate in the nursing program due to illness, the student must obtain a written statement from a primary health care provider stating that the student is in good health and able to participate in the nursing program without compromising

the physical or emotional safety of any patient.

A student enrolled in the nursing program may be allowed to reenroll in the program twice. Unsuccessful completion of a course, withdrawal from any course, or failure in a course after the two re-enrollments will result in the student not being able to continue in the program.

## **TRANSFER AND CHALLENGE POLICY AND PROCEDURES**

### **A. General Policies Governing**

#### **Challenge Examination**

Individuals from health profession backgrounds other than nursing will be evaluated on an individual basis as to education and work experience.

Credit by challenge examination will be given to qualified individuals. Nursing courses may be challenged by examination. Candidates for the challenge process may obtain preparatory materials after notifying the director of intent to challenge. These materials include copies of the course objectives, course syllabus, and information regarding the format of the challenge examination.

Challenge examinations for credit will be given one semester before enrollment in the nursing program.

Challenge examinations will be given one at a time according to curriculum sequence and in accordance with Antelope Valley College policy.

- \* Challenge exams are only given if instructors and clinical spaces are available.

### **B. Challenge Procedure**

The challenge examination will include the final examination given to students enrolled in the course being challenged. The clinical component of the challenge examination will vary with the area being challenged, but will consist of:

1. Patient assessment.
2. Development of a care plan.
3. Implementation of the care plan.
4. Documentation of care given with evaluation.

The examination will be designed to validate that the student possesses the critical skills necessary to perform safely in the clinical area. The student will be evaluated with the evaluation tool used for the particular course being challenged.

### **C. Grading of Nursing Challenge Examinations**

Grading of nursing challenge examinations will be exactly the same as for examinations given to regular students. The score required for a "C" grade will be the minimum score required for passing - 70 percent. The student is allowed one attempt to be successful.

Grades for challenge examinations in nursing are recorded only if the student is successful. This is to ensure that, if an individual is not successful with the challenge, there is no penalty incurred. The student may then enroll in the course for credit and receive the grade earned. If the student is successful with the challenge, "Credit by Examination" and a letter grade are recorded on the college transcript.

### **D. Students Transferring from Another Program Educating Registered Nurses**

Transfer credit for non-nursing courses is granted by the Office of Admissions and Records based on equivalency evaluation of official transcripts from a regionally accredited college.

If a nursing course from a regionally accredited nursing program is comparable in content and level to a course offered in the Antelope Valley College ADN program, transfer credit is granted. Applicants are asked to submit course descriptions, course outlines, and/or syllabi for evaluation of content as necessary.

Applicants must provide a letter from the director of the previous nursing program indicating that they were in good standing at the time of withdrawal from that program.

## Transfer

Students who are planning to pursue a bachelor's degree in nursing and who plan to transfer to a university should plan a general education program individually with a counselor early in their enrollment.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Nursing Science Courses

### NS 110 PROFESSIONAL NURSING I

1.5 units

1.5 hours weekly

**Limitation on Enrollment:** Formal admission to ADN Program. Satisfactory score on the Associate Degree Nursing admission test.

**Prerequisite:** Completion of BIOL 201, BIOL 202, BIOL 204 and ENGL 101. Minimum GPA of 2.4 for all college classes. Minimum GPA of 2.5 for BIOL 201, 202, and 204. Minimum GPA of 2.0 for college level English courses. No more than one repeated science course of the three required is allowed.

This course introduces nursing theory with presentation of the basic concepts of self-care theory. Focus is on Orem's Universal, Developmental and Health Deviation Self-Care Requisites. Major emphasis is on the role of the nurse, nursing process, legal and ethical aspects of nursing and development of critical thinking skills. (CSU, AVC)

### NS 111 FUNDAMENTALS OF NURSING SCIENCE

7 units

15 hours weekly

(3 hours lecture, 12 hours clinic)

**Limitation on Enrollment:** Formal admission to ADN Program.

**Prerequisite:** Completion of BIOL 201, BIOL 202, BIOL 204 and ENGL 101. Minimum GPA of 2.4 for all college classes. Minimum GPA of 2.5 for BIOL 201, 202 and 204. Minimum GPA of 2.0 for college level English courses. No more than one repeated science course of the three required is allowed.

**Instructional materials fee required for this course and must be paid at registration.**

Fundamental nursing principles of patient care are presented within the self-care framework. Focus is on Orem's universal requisites. Pharmacology, nutrition, geriatric nursing and culturally competent patient care are integrated. Major emphasis is on the "acting for, doing for" role of the nurse and the development of critical thinking skills. Participation in concurrent clinical experience in acute care nursing facilities is required. (CSU, AVC)

### NS 120 PROFESSIONAL NURSING II

0.5 unit

0.5 hours weekly

**Limitation on Enrollment:** Formal admission to ADN Program.

**Prerequisite:** Completion of NS 110 and NS 111.

This course further develops nursing theory and Orem's Universal, Developmental and Health-Deviation Self-Care Requisites. Major emphasis is on role of the nurse, nursing process, teaching/learning process, adult growth and development and end of life issues. (CSU, AVC)

### NS 121 OBSTETRICAL, NEONATAL AND WOMEN'S HEALTH NURSING

4 units

128 hours total

(32 hours lecture, 96 hours clinic)

**Limitation on Enrollment:** Formal admission to ADN Program.

**Prerequisite:** Completion of NS 110 and NS 111.

**Instructional materials fee required for this course and must be paid at registration.**

Nursing Science 121 is based on Orem's Self-Care Theory as applied to the care of women from the age of menarche throughout the life span and the newborn infant. This course provides theory and related clinical practice to assist the student in meeting the short term self-care needs of the woman and newborn infant. Theory addresses the normal and pathophysiological processes in relation to women and their health, self-care practices that support a developmental environment for the growing fetus and newborn and the supportive-educative role of the nurse. Students learn to collaborate with patients, and other members of the health care team to deliver compassionate care. (CSU, AVC)

### NS 122 MEDICAL/SURGICAL NURSING I

5 units

144 hours total

(48 hours lecture, 96 hours clinic)

**Limitation on Enrollment:** Formal admission to ADN Program.

**Prerequisite:** Completion of NS 110 and NS 111.

**Instructional materials fee required for this course and must be paid at registration.**

This course is based on Orem's Self-Care Theory as applied to the care of patients with chronic illness. The concept that the patient should be involved as much as possible in the decisions and activities connected with their own health maintenance, restoration and prevention of complications is presented. The course provides theory and clinical practice to develop an understanding of the pathophysiology of chronic diseases. (CSU, AVC)

### NS 200 NURSING TRANSITION

3 units

80 hours total

(32 hours lecture, 48 hours clinic)

**Limitation on Enrollment:** Formal admission to ADN Program for LVN

students and transfer students. All LVNs must possess an Intravenous Certificate.

**Prerequisite:** Completion of BIOL 202, BIOL 204 and ENGL 101 with a grade of "C" or better.

**Instructional materials fee** required for this course and must be paid at registration.

This course is designed to ease the entry of the LVN and/or transfer student into the second year of the ADN program. The course provides an introduction to self-care theory and its application in the clinical setting. Nursing care plan development at the level of manager of care is introduced. Dosage calculation is reviewed with specific instruction and practice in the administration of intravenous medications. Study skills for nursing success in the ADN program are threaded throughout the course. (CSU, AVC)

### NS 230 PROFESSIONAL NURSING III

0.5 unit

0.5 hours weekly

**Limitation on Enrollment:** Formal admission to ADN Program.

**Prerequisite:** Completion of NS 120, NS 121 and NS 122, or Completion of NS 200 for transfer or LVN students.

This course is one of a sequence of building knowledge of nursing practice integrating the framework of Orem's Self-Care Nursing Theory. These include content related to quality of patient care, performance standards, nursing responsibilities, education, health promotion, treatment, self-care and planning for the continuity of care. (CSU, AVC)

### NS 231 PEDIATRIC/ COMMUNITY HEALTH NURSING

4.5 units

136 hours total

(40 hours lecture, 96 hours clinic)

**Limitation on Enrollment:** Formal admission to ADN Program.

**Prerequisite:** Successful completion of NS 120, NS 121 and NS 122, or Completion of NS 200 for transfer and LVN students.

**Instructional materials fee** required for this course and must be paid at registration.

Nursing Science 231 is based on Orem's Self-Care Theory as applied to the pediatric and community health patient. This course provides theory and related clinical practice to assist the student in meeting the pediatric and community health patient's short term self-care needs. Theory addresses nursing care from growth and development, physiological pathophysiology, and psychosocial context and encourages critical thinking. Students learn to collaborate with patients, their care giver, and other members of the health care team to deliver compassionate care. (CSU, AVC)

### NS 232 PSYCHIATRIC/ GERIATRIC/COMMUNITY HEALTH NURSING

4 units

132 hours total

(36 hours lecture, 96 hours clinic)

**Limitation on Enrollment:** Formal admission to ADN Program.

**Prerequisite:** Completion of NS 120, NS 121 and NS 122, or Completion of NS 200 for transfer and LVN students.

**Instructional materials fee** required for this course and must be paid at registration.

Introduction into psychiatric/geriatric, community health nursing based on Orem's framework of self-care nursing theory. Major emphasis is on the supportive/educative role of the nurse, nursing process, patients rights, patients safety, the nurse practice act, legal and ethical aspects of nursing with the development of critical thinking skills. (CSU, AVC)

### NS 240 PROFESSIONAL NURSING IV

1 unit

1 hour weekly

**Limitation on Enrollment:** Formal admission to ADN Program.

**Prerequisite:** Completion of NS 230, NS 231 and NS 232.

This course provides theory to assist the student transition to professional nursing practice. It provides the knowledge necessary to manage patient care, make decisions related to setting priorities, delegate responsibilities, and collaborate with other health care professionals. Ethical and legal issues that confront nurses will be discussed. (CSU, AVC)

### NS 241 MEDICAL/SURGICAL NURSING II

12.5 units

28.5 hours weekly

(4.5 hours lecture, 24 hours clinic)

**Limitation on Enrollment:** Formal admission to ADN Program.

**Prerequisite:** Completion of NS 230, NS 231 and NS 232.

**Instructional materials fee** required for this course and must be paid at registration.

Medical/Surgical Nursing II is based on Orem's self-care theory as applied to the care of acutely ill adult medical/surgical patients. This course provides theory and related clinical practice to assist the student in meeting the acutely ill patient's short and long term needs quickly and to collaborate with patients and other members of the health care team to deliver compassionate care. It addresses nursing care from a physiological, pathophysiology, and psychosocial context and encourages critical thinking. (CSU, AVC)

The AVC Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). (Accreditation # 200523)

1248 Hardwood Road  
Bedford, TX 76021-4244  
(817) 283-2835  
www.coarc.com

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Program Coordinator:

Karen Smith ext. 6402

### Clerical Assistant III

Rocio Heasley ext. 6882

### Faculty:

Jeffrey Stephens ext. 6139

Wendy Stout ext. 6150

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

John Berdrow 2373

Juli Bolterman 2211

Ardella Tatro 2444

Chris Weitz 2372

## Program Description

The respiratory care program serves the community by preparing students for entry-level careers in respiratory care. The course of study provides vocational education that leads to an associate in science degree. Students learn the knowledge, skills and attitudes that will enable them to take the state licensure exam for respiratory care and become licensed by the Respiratory Care Board of California as a respiratory care practitioner. The graduate will be prepared to take the National Board of Respiratory Care registry examination.

Students who complete the associate degree have advanced entry level and enhanced employability in the field of respiratory care. Respiratory therapists work in a wide variety of settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders.

The advanced respiratory therapist participates in clinical decision-making and patient education, develops and implements respiratory care plans, applies patient-driven protocols, utilizes evidence-based clinical practice guidelines, and participates in health promotion, disease prevention, and disease management. The advanced level respiratory therapist may be required to exercise considerable independent judgment, under the supervision of a physician, in the respiratory care of patients.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Distinctive Features

The respiratory care program is the only program in the Antelope Valley that prepares students for entry-level practice in the field. For detailed information about respiratory care as a career, see the Web site for the Respiratory Care Board of California at [www.rcb.ca.gov](http://www.rcb.ca.gov).

## Career Options

Respiratory Therapist

## Certificate Program

Certificate not applicable.

## Associate Degree

Students who want to enter the respiratory care program must meet the following prerequisites:

1. Freedom from communicable disease as verified by a licensed physician or certified nurse practitioner. Other health conditions that could impair the student's ability to perform the essential functions of a respiratory care student safely and competently will be examined on a case-by-case basis. The student should not have the physical examination until given the program forms by the dean, health sciences division. Final acceptance into the respiratory care program will

be dependent on the results of the physical examination.

2. Completion of the program prerequisites:
 

	<b>units</b>
BIOL 101, Gen. Biology	4
CHEM 101, Intro. Chemistry	5
BIOL 201, Gen. Human Anatomy	4
BIOL 202, Gen. Human Physiology	4

**NOTE:** The four prerequisite courses must be completed with a grade of "C" or better and grades must be posted on the official college transcript at time of submitting the "Verification of Prerequisites" form.

## ENROLLMENT PROCEDURE

All items in the process must be submitted together.

- Obtain the "Verification of Prerequisites" form from the Health Sciences Program Coordinator.
- Submit one set of official college transcripts to the Health Sciences Division with the "Verification of Prerequisites" form. (Transcripts must be received in sealed, unopened envelopes.) If the student is transferring college courses from other colleges, the student should send a set of transcripts to the transcript office. It is the student's responsibility to contact college(s) attended for official transcripts. The student should contact educational institutions early in the process.

**NOTE:** Foreign transcripts of college work must be evaluated for equivalency to United States education by a credentials evaluation service. Subject and grade listing are required for college course work. A list of credentials evaluation services is available from the Office of Admissions and Records or the Health Sciences Program Division.

- Submit an Educational Planning and Evaluation Form provided by an AVC counselor. The counselor will evaluate progress toward graduation requirements and courses from other colleges for equivalency to AVC courses. Contact the Counseling Department for an appointment.

Submission of a "Verification of

Prerequisites” form does not guarantee a space in the program. Incomplete packets will not be considered.

**SELECTION PROCEDURE**

1. “Verification of Prerequisite” packets are accepted on a first-come, first-served basis. Students will be given spaces in the respiratory care program in numerical order until each class is filled. Students are advised of eligibility to enroll in respiratory care courses by mail. **The student is responsible for informing the Health Sciences Program Coordinator of any change of address and/or telephone number.**
2. A physical examination will be required after verification of prerequisites. The purpose of the examination is to ensure the absence of communicable disease and to ensure that the student is not adversely affected by physical and/or mental illness that may endanger the health and safety of a patient. Students will be required to submit evidence of the following immunizations: measles, mumps, rubella, chickenpox, Tdap (as an adult), annual seasonal flu vaccine, and hepatitis B. These immunizations are required by facilities where students will be having clinical experiences. Antelope Valley College does not provide these immunizations. A drug screening will be required
3. Students are required to have background screening for felonies, misdemeanors, fraud and abuse, sexual crimes, and social security number verification. Information on how to obtain background screening will be given to students with enrollment packets. In addition, the Respiratory Care Board of California requires applicants for licensure to submit fingerprints for criminal background check and driver history. The Board may deny a license for reasons specified in the Business and Professions Code, Sections 480 and 3733 through 3763.
4. Students are required to purchase personal liability insurance. Information about personal liability insurance will be sent to students with the acceptance letter.

Completion of an educational program in respiratory care does **not** guarantee that a license will be granted by the Board.

**Respiratory Care**

*Recommended Plan of Study*

<b>First Semester</b>	<b>units</b>
RCP 101, Fundamentals of Respiratory Care	6
RCP 102, Clinical Preparation for Respiratory Care	.5
ENGL 101, Academic Composition	3
Course from GE requirement Area C	3
<b>Total</b>	<b>12.5</b>

<b>Second Semester</b>	<b>units</b>
RCP 103, Concepts in Respiratory Care	6
RCP 104, Respiratory Care Pharmacology	3
MATH 102, Intermediate Algebra	4
COMM 103, Process of Communication	3
<b>Total</b>	<b>16</b>

<b>Summer Session</b>	<b>units</b>
RCP 105, Fundamentals of Clinical Respiratory Care	5
<b>Total</b>	<b>5</b>

<b>Third Semester</b>	<b>units</b>
RCP 201, Neonatal and Pediatric Respiratory Care	3
RCP 202, Fundamentals of Intensive Respiratory Care	4
RCP 203, Seminar and Practicum in Respiratory Care I	6
<b>Total</b>	<b>13</b>

<b>Fourth Semester</b>	<b>units</b>
RCP 204, Seminar and Practicum in Respiratory Care II	9
PSY 101, General Psychology	3
Course from GE requirement Area F	3
<b>Total</b>	<b>15</b>

**TRANSFER STUDENTS:**  
 Students wanting to transfer from a respiratory care program in another college should contact the program director or dean for information.

**General Information**

The student who completes the program is eligible for an Associate in Science degree.

Respiratory care courses include classroom instruction and supervised clinical experiences in hospitals and health care facilities in each of the four semesters and in the summer session between the second and third semesters of the program.

For successful completion of the program, a minimum grade of “C” is required in all courses of the program.

Students are responsible for purchasing textbooks, personal liability insurance, uniforms, course syllabi and health services. Students must provide their own transportation to and from the campus and the clinical sites.

Current expense sheets for the program are mailed to students with letters notifying them of eligibility to enroll in RCP 101.

Students will be required to have an examination by a licensed physician or certified nurse practitioner, once they are notified of eligibility to enroll in the first respiratory care course. The examination must show that the student is free from communicable disease and does not have a physical and/or mental illness that may endanger the health or safety of the patient. A drug screening will be required.

Impairment by controlled substances or alcohol during class or clinical experience violates college policy and compromises physical and emotional patient safety. Therefore, impairment by substance abuse or alcohol abuse that affects class or clinical performance is a reason for dismissal from the program.

Students with disabilities who anticipate that they may need reasonable accommodation to participate in the respiratory care program should contact the Office for Students with Disabilities (OSD) early in their academic career. The faculty and dean will work closely with OSD to determine if reasonable accommodations are required to perform essential job functions and identify effective accommodation that would not pose an undue hardship.

If a student is unable to participate in the respiratory care program due to illness, the student must obtain a written statement from a primary health care provider stating that the student is in good health and able to participate in the respiratory care program without compromising the physical or emotional safety of any patient.

### Transfer

Not a transfer major.

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Respiratory Care Courses

### RCP 101 FUNDAMENTALS OF RESPIRATORY CARE

(formerly RT 101)

6 units

8 hours weekly

(5 hours lecture, 3 hours clinic)

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Prerequisite:** Completion of BIOL 101, BIOL 201, BIOL 202, and CHEM 101 with a grade of "C" or better, and Eligibility for ENGL 101 and MATH 102.

**Corequisite:** Concurrent enrollment in RCP102.

**Advisory:** Eligibility for College Level Reading.

This course introduces students to atmospheric physics, cardiopulmonary anatomy and physiology, blood gas chemistry, and ventilatory dynamics. Basic concepts of health and disease with emphasis on cardiopulmonary disorders, fundamentals of problem solving techniques, and safe handling

of medical gases and equipment are studied. Students are introduced to selected respiratory care and diagnostic equipment, respiratory care techniques, and common problems encountered with respiratory care equipment. (AVC)

### RCP 102 CLINICAL PREPARATION FOR RESPIRATORY CARE

(formerly RT 102)

.5 unit

36 hours total

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Corequisite:** Concurrent enrollment in RCP 101.

This course provides an introduction to the basic concepts of clinical respiratory care as practiced in the acute care hospital. (AVC)

### RCP 103 CONCEPTS IN RESPIRATORY CARE

(formerly RT 103)

6 units

10 hours weekly

(4 hours lecture, 6 hours clinic)

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Prerequisite:** Completion of RCP 101, RCP 102, BIOL 202 and ENGL 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RCP 104.

This course provides the student with a survey of cardiopulmonary diseases commonly encountered by the respiratory care practitioner. Students practice in the role of the respiratory care practitioner in clinical assessment, diagnosis and treatment of patients with cardiopulmonary diseases in an acute care setting. (AVC)

### RCP 104 RESPIRATORY CARE PHARMACOLOGY

(formerly RT 104)

3 units

3 hours weekly

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Prerequisite:** Completion of RCP 101, RCP 102, BIOL 202 and ENGL 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in

RCP 103.

This course introduces the student to fundamental pharmacological concepts and applied pharmacology. Emphasis is placed on drug action and interaction as well as the practical aspects of routes of administration. National patient safety standards applying to pharmacology are discussed. (AVC)

### RCP 105 FUNDAMENTALS OF CLINICAL RESPIRATORY CARE

(formerly RT 105)

5 units

11 hours weekly

(2 hours lecture, 9 hours clinic)

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Prerequisite:** Completion of RCP 103 and RCP 104 with a grade of "C" or better.

This course provides an introduction to mechanical ventilation concepts and selected therapeutic modalities. (AVC)

### RCP 201 NEONATAL AND PEDIATRIC RESPIRATORY CARE

(formerly RT 201)

3 units

3 hours weekly

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Prerequisite:** Completion of RCP 105 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RCP 202 and RCP 203.

This course provides an introduction to respiratory care of the neonatal and pediatric patient. Emphasis is placed upon growth and development, pathophysiology, clinical assessment, treatment, resuscitation, and mechanical ventilatory support. (AVC)

### RCP 202 FUNDAMENTALS OF INTENSIVE RESPIRATORY CARE

(formerly RT 202)

4 units

8 hours weekly

(2 hours lecture, 6 hours clinic)

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Prerequisite:** Completion of RCP 105

with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RCP 201 and RCP 203.

This course provides theory and practice in respiratory care of the intensive care patient. Emphasis is placed upon the critical care environment, clinical assessment and monitoring, advanced airway management and continuous ventilatory support. (AVC)

### **RCP 203 SEMINAR AND PRACTICUM IN RESPIRATORY CARE I**

(formerly RT 203)

6 units

14 hours weekly

(2 hours lecture, 12 hours clinic)

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Prerequisite:** Completion of RCP 105 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RCP 201 and RCP 202.

This course provides theory and practice in respiratory care of the respiratory care patient. Emphasis is placed upon the perinatal and pediatric respiratory care patient, information competency and communication skills. Out-of-area travel may be required. (AVC)

### **RCP 204 SEMINAR AND PRACTICUM IN RESPIRATORY CARE II**

(formerly RT 204)

9 units

23 hours weekly

(2 hours lecture, 21 hours clinic)

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Prerequisite:** Completion of RCP 201, RCP 202 and RCP 203 with a grade of "C" or better.

**Instructional materials fee** required for this course and must be paid at registration.

Historical, contemporary and technical issues germane to respiratory care as an allied health profession will be explored. Emphasis will be placed on issues relevant to current credentialing requirements. Preparation for postgraduate credentialing examination will be included in the course. (AVC)

## Definition

Sociology is both a scientific and a humanistic discipline. It is concerned with the study of systems of social action and their interrelations. The systems of action include, in increasing order of size and complexity: single social acts, social relationships, organizations, institutions, communities and societies.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Tom O'Neil, Dean ext. 6482

### Administrative Assistant:

Cindy Kline ext. 6482

### Faculty:

Dr. Ronald C. Chapman ext. 6913

Dr. Thomas Shey ext. 6243

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.

Michelle Bell-Blossom

Dr. Daniel Cervi 2027

Angela Davis 2377

Dr. Patricia Grizzle 2724

Stephanie Kirkwood 2707

William Lund 2198

Art Salazar 2156

## Program Description

Survey courses focus on basic sociological theory and analytic techniques. There are also substantive courses in marriage and the family, and social problems.

## Distinctive Features

The program includes a variety of courses, and utilizes a number of teaching methods, including those which emphasize student participation through group and individual activity.

## Career Options

Administrator  
Civil Service Worker  
Community College Instructor  
Criminologist  
Employment Counselor  
Human Resources  
Interviewer/Researcher

Outreach Worker  
Personnel Analyst  
Personnel Management Specialist  
Probation Officer  
Public Opinion Analyst  
Public Relations Consultant  
Research Director  
Recreation Specialist  
Social Services Director  
Social Worker  
Urban Planner

(Most of these careers require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Sociology is not available. Sociology courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Sociology Courses

### SOC 101 INTRODUCTION TO SOCIOLOGY

3 units

3 hours weekly

*Advisory:* Eligibility for College Level Reading and ENGL 099.

This course will give students an introduction to the study of social processes and a consideration of the concept of culture. Students will develop an understanding of the dependency of our society on those around us as well as those who have gone before us. The basic tools of sociological analysis and the groups and social institutions of society will be presented. (CSU, UC, AVC)

### SOC 105 \*THE MEXICAN AMERICAN IN CONTEMPORARY SOCIETY

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

A broad social and historical study of the major characteristics of the second largest minority in the United States and largest in the Southwest. Attention will be given to the racial, sexual, social, educational, cultural, economic, and political elements which differentiate the Mexican-American from the dominant and other groups in the United States. Issues of racism and sexism will be explicitly covered. (CSU, UC, AVC)

### SOC 110 ETHNIC RELATIONS

3 units

3 hours weekly

*Advisory:* Completion of SOC 101, and Eligibility for College Level Reading, ENGL 101 and MATH 070.

This course is a study of the sociological, historical, and political components of race and ethnic relations in the United States and the effect that this has had in regard to globalization. Major ethnic and racial groups, including minorities within these groups, will be examined



in detail utilizing sociological theories and perspectives including; African-American, Hispanic, Middle Eastern, Asian, Pacific Islander and Native American ethnic groups. Questions concerning techniques designed to promote peaceful and successful interaction will also be reviewed. (CSU, UC, AVC)

### **SOC 111 \*ISSUES AND CONCEPTS IN AGING**

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099.

This course provides an introductory study of the social, psychological, demographic, and physical aspects of growing older in American society, with an emphasis on health, finances, retirement, and interpersonal and intergenerational relations. The course also includes psychological and sociological adjustment to aging, as well as death and dying. (CSU, AVC)

### **SOC 112 \*AMERICAN SOCIAL ISSUES: PROBLEMS AND CHALLENGES**

3 units

3 hours weekly

*Advisory:* Completion of SOC 101, and Eligibility for ENGL 099.

This course is designed to acquaint the student with the major social issues and problems facing contemporary American society. This course focuses on the origins, sustaining causes, implications and possible solutions to societal issues. While emphasis will be on the national level, substantial input will also be placed on local and international events and situations. Emerging concepts such as globalization will also be addressed. (CSU, UC, AVC)

### **SOC 115 \*MARRIAGE AND FAMILY LIFE**

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099.

This course provides a study of the American family, past and present. Included are the psychological, historical, economic, ethical, and legal aspects of courtship, marriage, child-rearing, and family life. (CSU, UC, AVC)

### **SOC 120 \*DRUGS, SOCIETY AND HUMAN BEHAVIOR**

3 units

3 hours weekly

*Advisory:* Completion of SOC 112, and Eligibility for ENGL 099.

This course provides an overview of the historical and contemporary role of alcohol and drugs in society, with an emphasis on patterns of use and abuse, as well as major categories of drugs and comparative analysis of treatment modalities. Students will review sociological theories relevant to drugs and human behavior. Field trips to recovery and rehabilitation programs may be scheduled. (CSU, AVC)

### **SOC 200 \*RESEARCH METHODS FOR THE SOCIAL SCIENCE**

3 units

3 hours weekly

*Prerequisite:* Completion of MATH 115 and one of the following courses: ANTH 101, ANTH 102, ANTH 140, POLS 101, POLS 202, PSY 101, or SOC 101.

This course is designed to introduce students to the process of empirical research. It covers both qualitative and quantitative research analysis and both experimental and non-experimental research strategies in detail, including surveys, observational, case studies, and comparative historical research. The practical application of these methods in a contemporary setting is emphasized. Ethical issues will be examined for both human and non-human subjects as well as an overview of computer applications frequently used in social science data analysis. (CSU, AVC)

## Definition

Theatre has been a powerful medium of human expression and exploration for thousands of years, offering its community a deeper understanding of itself, both as a collective and as individuals, through a synthesis of entertainment and instruction. A background in the Theatre Arts offers students the opportunity to develop a powerful insight into the nature of human relationships and interpersonal dynamics. Theatre Arts students develop intense imaginations, become keen observers, and generate valuable insights into the complexities of human nature.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Newton Chelette, Dean ext. 6385

### Administrative Assistant:

Tangie Hunter ext. 6385

### Faculty:

Jonet Leighton ext. 6393

### Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Carolina Barcos	2346
Nicholas Guilak	2275
Rick Hernandez	2244
Hollace Starr	2038
Eugenie Trow	ext. 6425
Kirk Vichengrad	2239
Stephan Wolfert	2551

## Program Description

Since theater is a performance art, classes in the Theatre Arts Department are production oriented. The department produces a season of 5-6 shows each year, including serious and comedic dramas, musical theater, theater for young audiences, and an original one-act festival. A full range of courses are offered allowing the student to gain a broad-based background in all aspects of theater along with intensive training for the actor, director, designer and playwright.

Course offerings are designed to serve three student groupings: theater students

planning to transfer to a four-year institution; students seeking fulfillment of general education requirements for a degree program; and students wishing to broaden their vision as artists in an intensive acting training program to help prepare for a career as an actor in theater, film and television.

## Distinctive Features

Departmental productions are integrated into all course studies and are used as practical examples of the theory and practice covered in each course. The program is performance oriented with many opportunities for students and community members to participate in public performances of shows. Our theater for young audiences program, for example, generally performs each year before over 7,000 audience members. Course offerings fall into three groupings: introduction to theater history/theory, dramatic literature, and practical courses in acting, directing, playwriting and technical theater.

## Career Options

Acting in Theater, Film and Television  
 Agent for Theater, Film and Television  
 Arts Management  
 Crew Heads: Props, Costumes  
 Director for Theater, Film and Television  
 Entertainer  
 Instructor  
 Lighting Designer  
 Makeup Designer  
 Performance Artist  
 Playwright  
 Producer  
 Properties Design and Construction  
 Radio/Television Personality/Reporter  
 Salesperson  
 Screenwriter  
 Stage Manager  
 Theater Reviewer  
 Theater Technician  
 Trial Lawyer  
 (Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

An associate degree with a major in Theatre Arts is not available. Theatre Arts courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass Option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Theatre Arts Courses

### THA 101 \*THEATRE APPRECIATION

3 units

3 hours weekly

*Advisory: Eligibility for ENGL 099 and READ 099.*

A broad-based introduction to the various elements of theater including interpretation of plays, understanding of the various elements of a play in production, and survey of theater history and the development of the dramatic form. Play readings are supplemented by discussions and audiovisual aids to increase the student's understanding of the play in performance. (CSU, UC, AVC)

**THA 102 \*INTRODUCTION TO STAGECRAFT***3 units**2 hours lecture weekly**48 hours total laboratory***Advisory:** *Eligibility for College Level Reading, ENGL 090 and MATH 070.*

A broad-based introduction to the physical stage. Included are the physical theatre and organization of the modern technical theatre, with a focus on the tools, materials, methods and decision-making procedures used in the creating and moving of scenery and stage properties. Also included is an introduction to the basic elements of scenic design which allows the student to develop an aesthetic understanding and an ability to make value judgments regarding the design and execution of scenic elements for theatrical productions. (CSU, UC, AVC)

**THA 103 \*INTRODUCTION TO STAGE LIGHTING***3 units**5 hours weekly***Advisory:** *Eligibility for College Level Reading and MATH 050.*

A broad based introduction to lighting the stage. Included are elements of physical theatre as they relate to lighting, and organization of the modern technical theatre. The course focuses on the fundamentals of electricity as it applies to the theatre technician, light sources, instruments and their components, usage of dimmers and control consoles, interconnect systems, color media and selection. These technical elements are incorporated into an introduction to the basic elements of lighting design, which allows the student to develop an aesthetic understanding and an ability to make value judgments regarding the design of theatrical productions. (CSU, UC, AVC)

**THA 110 \*FUNDAMENTALS OF ACTING***3 units**4 hours weekly***Advisory:** *Eligibility for ENGL 099 and READ 099.*

Introduction to the various techniques and methods of acting, emphasizing theater games, improvisation, mime,

observation, concentration, and physical release which are intended to unleash the actors imagination and intuition. The student will also be introduced to the fundamentals of text and character analysis applied to the performance of a monologue. (CSU, UC, AVC)

**THA 120A \*REHEARSAL AND PERFORMANCE: DRAMA***1-3 units**54-162 hours total***Limitation on Enrollment:** *Audition required.*

Students will participate in a departmental production, performing a role in a comedic play or serving in a specific production-related function assigned by the director. The number of units awarded is based on the total time required for the assigned role or function. (CSU, UC, AVC)

**THA 120B \*REHEARSAL AND PERFORMANCE: COMEDY***1-3 units**54-162 hours total***Limitation on Enrollment:** *Audition required.*

Students will participate in a departmental production, performing a role in a comedic play or serving in a specific production-related function assigned by the director. The number of units awarded is based on the total time required for the assigned role or function. (CSU, UC, AVC)

**THA 120C \*REHEARSAL AND PERFORMANCE: MUSICAL THEATRE***1-6 units**54-324 hours total***Limitation on Enrollment:** *Audition required.*

Students will participate in a departmental production, performing a role in a musical theatre production or serving in a specific production-related function assigned by the director. The number of units awarded is based on the total time required for the assigned role or function. (CSU, UC, AVC)

**THA 120D \*REHEARSAL AND PERFORMANCE: CHILDREN'S THEATRE***1-3 units**54-162 hours total***Advisory:** *Eligibility for ENGL 099 and READ 099.***Limitation on Enrollment:** *Audition required.*

Students will participate in a departmental production, performing a role in a children's theater play or serving in a specific production-related function assigned by the director. The number of units awarded is based on the total time required for the assigned role or function. (CSU, AVC)

**THA 121 \*THEATRE PRODUCTION***.5-4 units**24.75-198 hours total***Advisory:** *Eligibility for ENGL 097, READ 097, and MATH 050.*

A study of production techniques as they relate to an actual public performance of a theatrical production. Methods of construction, painting, assembly, and movement of scenery and properties will be covered, as will be hanging, circuiting, and focusing of lights. The strike (removal) of the sets and lights will end the public performance aspect of the class, but the class will continue learning about maintenance and storage of tools and equipment. (CSU, UC, AVC) (R3)

**THA 125 \*INTERMEDIATE ACTING WORKSHOP***3 units**4 hours weekly***Prerequisite:** *Completion of THA 110.*

Introduces the acting student to more in-depth work with character and text through analysis and performance of monologues and scenes from theatrical literature. Students will prepare performance-level scene/monologue studies with written analysis and then revise their work based on class critiques. (CSU, UC, AVC)

### **THA 130 \*IMPROVISATION**

3 units

4 hours weekly

Students will gain skill in performing theater improvisations and related acting techniques. Class sessions will cover a progression of structured theater games leading to improved performance skills and practice with improvisational activities presented in a performance setting. (CSU, UC, AVC)

### **THA 133 \*MAKEUP FOR THE STAGE**

(formerly Makeup for Stage and Film)

2 units

4 hours weekly

*Advisory:* Completion of THA 110.

*Instructional materials fee required for this course and must be paid at registration.*

Introduction to the materials, principles, techniques, and methods of makeup application for the stage. This course will introduce students to basic corrective, period, character, old-age, and stylized make-up. Students will be encouraged to experiment and form their own designs. Lab hours include makeup crew work on college productions. (CSU, UC, AVC)

### **THA 150 \*PHYSICAL PERFORMANCE STYLES**

3 units

4 hours weekly

*Prerequisite:* Completion of THA 110.

This course is intended to develop freedom and flexibility in the movement of actors by focusing on various physical performance styles (*commedia dell'arte*, clowning, biomechanics, etc.). Students will perform specific scenes influenced by these styles, resulting in overall conditioning, physical control and responsiveness on stage. (CSU, AVC)

### **THA 199 \*OCCUPATIONAL WORK EXPERIENCE**

1-8 units

hours vary

*Prerequisite:* To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising

work experience in the specific subject area. *PRIOR TO ENROLLING*, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### **THA 205 \*ADVANCED ACTING WORKSHOP**

3 units

4 hours weekly

*Prerequisite:* Completion of THA 125.

Introduces the acting student to more in-depth work with character and text through analysis and performance of monologues and scenes from non-realistic dramatic literature, including Greek tragedy/comedy, Shakespeare, mannered comedy, absurdism and avant-garde. Students will prepare performance level scene studies and review their work based on class critiques. (CSU, UC, AVC)

### **THA 215 \*ACTING FOR THE CAMERA**

3 units

4 hours weekly

*Prerequisite:* Completion of THA 110.

Introduces the acting student to the principles and techniques of various performance methods involved in acting for the camera, including physical motivation, using the camera as a character, takes and retakes. Students will prepare performance level scene studies, including written analysis, and then

revise their work based on class critiques. (CSU, AVC)

### **THA 218 \*AUDITION TECHNIQUES FOR THE ACTOR**

3 units

4 hours weekly

*Prerequisite:* Completion of THA 110.

This class is designed to equip Theatre Arts/Acting majors and other students serious about a career as a performer with the necessary tools to audition well and become knowledgeable with the audition process as they pursue their careers in film, theatre, and television. The course will be a valuable asset to the students as they learn, experience, and explore not only the techniques of a successful audition but also the challenges of being a working professional actor. (CSU, AVC)

### **THA 220 \*FUNDAMENTALS OF DIRECTING**

3 units

4 hours weekly

*Prerequisite:* Completion of THA 101 or THA 110.

An introduction to the fundamental techniques of stage directing, including text analysis, stage composition, blocking, picturization, working with actors, styles and genres, working with designers, and formulating a creative vision. These techniques will be applied to in-class scene work. (CSU, UC, AVC)

### **THA 225 \*INTRODUCTION TO PLAYWRITING**

3 units

3 hours weekly

*Prerequisite:* Completion of ENGL 101.

An introduction to writing plays for the theatre, for students in theatre, writing, and screenwriters. Students examine the elements of dramatic structure with emphasis on believable dialogue. Exercises in writing scenes and a one-act play develop the writer's individual voice. Students learn to evaluate and revise their own writing by reading and critiquing each other's work. The course culminates in a public presentation of selected scenes from the students' work,

presented as a class project. (CSU, UC, AVC)

### **THA 239 \*INTERCULTURAL AND WOMEN'S THEATRE**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

Images of women, African-Americans, Hispanics, Asian-Americans, Native Americans, gays and lesbians in the theater and through selected plays. This course covers the evolution of racial, ethnic and sexual stereotypes in the theater, including the racist and sexist origins of those stereotypes, and efforts to more accurately and fairly portray sexual, racial, and ethnic diversity in the American theater. In addition, contributions from theater artists from various backgrounds are highlighted. Representative plays are used as the basis for class discussion. (CSU, UC, AVC)

### **THA 298A \*SPECIAL STUDIES IN THEATRE**

1 unit

2.3 hours weekly

**Limitation on Enrollment:** Review of portfolio/audition/interview.

Individual study or projects in the field of Theatre Arts under instructor guidance. Attendance and periodic student/instructor conferences required. Content to be determined by student/instructor conferences. Scope of project should be appropriate to the number of units of credit for the course. Larger projects requiring additional hours should enroll in THA 298B or 298C. (CSU, AVC)

### **THA 298B \*SPECIAL STUDIES IN THEATRE**

2 units

4.6 hours weekly

**Limitation on Enrollment:** Review of portfolio/audition/interview.

Individual study or projects in the field of Theatre Arts under instructor guidance. Attendance and periodic student/instructor conferences required. Content to be determined by student/instructor conferences. Scope of project should be appropriate to the number of units of credit for the course. Smaller projects requiring fewer hours should enroll in THA 298A. Larger projects requiring additional hours should enroll in THA 298C. (CSU, AVC)

### **THA 298C \*SPECIAL STUDIES IN THEATRE**

3 units

7 hours weekly

**Limitation on Enrollment:** Review of portfolio/audition/interview.

Individual study or projects in the field of Theatre Arts under instructor guidance. Attendance and periodic student/instructor conferences required. Content to be determined by student/instructor conferences. Scope of project should be appropriate to the number of units of credit for the course. Smaller projects requiring fewer hours should enroll in THA 298A or 298B. (CSU, AVC)

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## Definition

Nursing is an art and science incorporating knowledge from behavioral, biological and physical sciences. It is based on holistic concept of health in which the physical, emotional, psychological, intellectual, social and spiritual aspects of human functioning are interrelated, interdependent and of equal importance.

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## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

### Program Advisement:

Dr. Karen Cowell, Dean ext. 6402

### Program Coordinator:

Karen Smith ext. 6402

### Clerical Assistant III

Rocio Heasley ext. 6882

### Faculty:

Annette Jones ext. 6118

Candace Martin ext. 6408

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## Program Description

Vocational Nursing is a career that provides exciting and challenging opportunities in health care agencies. The program prepares graduates to work in hospitals, convalescent homes and clinics under the direction of registered nurses and physicians.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

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## Career Options

Licensed Vocational Nurse

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## Certificate Program

### Vocational Nursing

The one-year Vocational Nursing curriculum is designed to prepare graduates for the National Council Licensure Examination for Practical Nurses. This is the examination required by the California Board of Vocational Nursing and Psychiatric Technicians. Students must be admitted to the nursing program before enrolling in vocational nursing courses. Information about the

admissions process is available in the Health Sciences Division.

The program is accredited by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Graduates receive a certificate of achievement from the College and are recommended as qualified for the national licensure examination.

Students must maintain a minimum grade of "C" in each required course to graduate. A minimum grade of "C" in clinical and theory is mandatory.

The BVNPT may deny licensure to individuals who have been convicted of a felony. An individual who has such a conviction and who is seeking admission to the nursing program should contact the Board to receive advice about their status. The Board may be contacted by writing or calling:

Board of Vocational Nursing and  
Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833  
(916) 263-7800

Additional information about the Vocational Nursing Practice Act can be found on the Internet at [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov) which is the BVNPT's Web site.

Students will participate in supervised day and evening clinical experiences in local accredited hospitals and health care agencies in each semester. A student who is admitted to the program is guaranteed space in all vocational nursing courses that year, providing the student remains in good academic standing.

The program is demanding and includes many hours of class, clinical, and homework. Applicants should consider their own needs relevant to work, family, health, finances, and leisure in addition to the hours needed for study in this program.

High school students who would like to enter the field of vocational nursing should take relevant courses, such as chemistry, biology, algebra, anatomy and physiology.

Students may be given transfer credit for related previous education completed in the last five years. Such education includes nursing courses, psychiatric technician courses, and certified nurse aide courses. Written and/or practical examinations are given to determine credit. Certified Nurse Aides may receive 120 hours advanced standing in the program based on written and/or practical exams. Previous education must be documented by official records.

Students purchase textbooks, personal liability insurance, uniforms and health services. Students are responsible for providing their own transportation. Current expense sheets are included with acceptance letters.

After conditional admission, students will be required to have an examination by a licensed physician or certified nurse practitioner. The examination must show that the student is free from communicable disease and does not have a physical and/or mental illness that may endanger the health or safety of a patient. A drug screening is required. Impairment by controlled substances or alcohol during class or clinical experience violates college policy and compromises physical and emotional patient safety. Therefore, impairment by substance abuse or alcohol abuse that affects class or clinical performance is reason for dismissal from the nursing program.

Students are required to have background screening for felonies, misdemeanors, fraud and abuse, sexual crimes and social security number verification. Information on how to obtain background screening will be given to students with enrollment packets.

Students with disabilities who anticipate they may need reasonable accommodation to participate in the nursing program should contact Office for Students with Disabilities (OSD). The Health Sciences Division will work closely with OSD to determine if reasonable accommodations are required to perform essential job functions and identify effective accommodation that would not pose an undue hardship.

Attendance is mandatory in this program, as state law requires 1530 hours of class and clinical experience for eligibility for licensure. Regardless of the reason for absence or tardiness, the faculty may request that the student be dismissed from the program if the minimum hours cannot be met.

An appeals procedure for student complaints is available through the Dean, Health Sciences Division.

A student enrolled in the nursing program may be allowed to reenroll in the program twice. Unsuccessful completion of a course, withdrawal from any course, or failure in a course will result in the student not being able to continue in the program.

Admission to Antelope Valley College does not guarantee enrollment in the Vocational Nursing Program.

#### MINIMUM ELIGIBILITY REQUIREMENTS FOR APPLICANTS:

1. Graduation from an accredited United States high school or an approved equivalent.
2. Freedom from communicable disease as verified by a licensed physician or certified nurse practitioner. Other health conditions that could impair the student's ability to perform the essential functions of a vocational nursing student safely and competently will be examined on a case-by-case basis. Please do not have the physical examination until directed to do so by the Dean of Health Sciences. Final acceptance into the nursing program will be dependent on the results of the physical examination.
3. Request for enrollment to the Health Sciences Division on appropriate forms.

**Advisory:** It is recommended that students take the Antelope Valley College assessment tests. Recommended level of performance is eligibility for ENGL 099, READ 099, and MATH 070 or minimum grade of "C" in appropriate courses: ENGL 097, READ 097, and MATH 060. If the student does not score at the recommended levels, there is a very

strong possibility that the student will not successfully complete the program. The student is encouraged to take the courses to meet the eligibility advisories.

#### ENROLLMENT PROCEDURE

Enrollment packets are not being accepted in 2012-2013. Announcement of the next enrollment period will be made on the AVC website ([www.avc.edu](http://www.avc.edu)) and on myAVC. All items in the enrollment process are extremely important. Students who omit any part of the required information will not be considered for enrollment in the Vocational Nursing Program.

- Submit the completed enrollment packet within the specified time period.
- Submit one set of official (unopened) high school transcripts and college transcripts (if applicable) with the enrollment form. Another set of high school and college transcripts should be submitted to the transcript office. It is the student's responsibility to contact the high school and college(s) for official transcripts. The student should contact educational institutions early in the enrollment process.
- Submit a copy of the Educational Planning and Evaluation form completed by an AVC counselor, within one semester prior to the date of submitting the enrollment form, if the student has transferable credit from another college or university.

**NOTE:** Graduates of foreign high schools should take the GED.

Submission of an enrollment packet does not guarantee enrollment to the Vocational Nursing Program.

A student is responsible for notifying the Health Sciences Division of changes in address or telephone number. After one unsuccessful attempt to contact a student by mail, the student will be dropped from the admission pool. If this occurs, it will be necessary for the individual to reapply.

Students are contacted by mail once per academic year to determine if they are still interested in being admitted to the vocational nursing program.

**Students who do not respond to the mailing by the deadline given are dropped from the waiting list.**

Acceptance letters are mailed approximately three months prior to the admission date.

#### SCREENING PROCEDURE

1. Students who meet the minimum requirements of the program are accepted in the order in which their enrollment packet was received.
2. Thirty students are accepted into the program every 12 months. The number of students accepted into the program is limited by the availability of faculty and clinical agencies.
3. Students are offered enrollment to the program in the order their complete enrollment packet was received. After all student slots are filled, any additional applicants will be placed on a waiting list for the next class. **Students who decline admission must reapply for the program.** They will be placed on the list in the order in which their application is received.
4. A physical examination and drug screening will be required after conditional acceptance into the program. The purpose of the exam is to ensure the absence of communicable disease and to ensure that the candidate is not adversely affected by physical and/or mental illness that may endanger the health and safety of a patient. Students will be required to submit evidence of the following immunizations: measles, mumps, rubella, chicken pox, Tdap (as an adult), annual seasonal flu vaccine, and hepatitis B. These immunizations are required by the facilities where students will be having clinical experiences. Antelope Valley College does not provide these immunizations. A drug screening is required.

Students are required to have background screening for felonies, misdemeanors, fraud and abuse, sexual crimes and social security number verification. Information on how to obtain background screening will be given to students with enrollment packets.

Students are required to purchase personal liability insurance. Information about personal liability insurance will be sent to students with the enrollment packet.

- The procedure for grievances can be found in the Board Policy and Administrative Procedures Manual.

The following courses (52.5 units) are required for the Vocational Nursing certificate:

Required Courses:	units
* BIOL 100, Elementary Human Anatomy and Physiology (This course must be completed before the student can enter the second semester of the program. Students are encouraged to complete it prior to admission.)	3
* NF 100, Nutrition	3
* PSY 101, General Psychology	3
VN 109, Fundamentals of Patient Care for Vocational Nurses	2.5
VN 110, Self-Care: Fundamentals and Pharmacology	12.5
VN 111, Nursing to Promote Self-Care Agency in the Child-Bearing Family and Pediatric Patient	5.5
VN 112, Nursing to Promote Self-Care Agency in the Adult	15.5
VN 113, Nursing Leadership to Promote Self-Care Agency in the Adult	8.5
<b>Total</b>	<b>53.5</b>

\* It is recommended that students take these courses prior to entering the program. Whether the student has taken or has not taken the courses will not affect the student's admission to the program. Students who want to pursue the associate degree in registered nursing should consider completing BIOL 201 and BIOL 202.

### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses

can be found at the following Web site: [www.assist.org](http://www.assist.org)

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Vocational Nursing Courses

### VN 109 FUNDAMENTALS OF PATIENT CARE FOR VOCATIONAL NURSES

2.5 units

120 hours total

**Limitation on Enrollment:** Formal admission to VN program.

**Corequisite:** Concurrent enrollment in VN 110 and BIOL 100 or completion with a grade of "C" or better.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

A course in the fundamental nursing skills needed to care for the hospitalized or long-term care patient. The course includes clinical practice in a hospital or long-term care facility. Emphasis is on safety principles and basic patient care skills. Note: no grade will be given for this class; students will receive 'pass' or 'no pass' only. Qualifying Certified Nursing Assistants are exempt from this course. Prior approval must be obtained from the Director of Nursing. (AVC)

### VN 110 SELF-CARE: FUNDAMENTALS AND PHARMACOLOGY

(formerly VN 101)

12.5 units

362 total hours

(147 hours lecture, 215 hours clinical)

**Limitation on Enrollment:** Formal admission to VN program.

**Corequisite:** Concurrent enrollment in BIOL 100, or completion with a grade of "C" or better. Concurrent enrollment in VN 109 unless exempt.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

**Instructional materials fee required for this course and must be paid at registration.**

Fundamental nursing principles of adult patient care, basic principles of the nursing process, self-care theory, nutrition, pharmacology, gerontology, and adult growth and development are integrated throughout the course. (AVC)

### VN 111 NURSING TO PROMOTE SELF-CARE AGENCY IN THE CHILD-BEARING FAMILY AND PEDIATRIC PATIENT

5.5 units

179 total hours

(55 hours lecture, 124 hours clinical)

**Limitation on Enrollment:** Formal admission to VN program.

**Prerequisite:** Completion of BIOL 100 and VN 110 with a grade of "C" or better.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

**Instructional materials fee required for this course and must be paid at registration.**

Principles of nursing care of the mother during child-bearing, the newborn, and the pediatric patient. The pediatric component will have emphasis on assessment and growth and development. Self-care theory will be integrated throughout the course. (AVC)



**VN 112 NURSING TO  
PROMOTE SELF-CARE  
AGENCY IN THE ADULT**

15.5 units

455 hours total

(147 hours lecture, 308 hours clinical)

**Limitation on Enrollment:** Formal admission to VN program.

**Prerequisite:** Completion of VN 111 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in NF 100 or PSY 101 or completion with a grade of "C" or better.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Principles of medical-surgical nursing of the adult and the child, with integration of self-care theory throughout the course. Emphasis will be on diseases and conditions of the endocrine, respiratory, reproductive, integumentary, gastrointestinal, hematological, musculoskeletal, and renal systems. (AVC)

**VN 113 NURSING  
LEADERSHIP TO PROMOTE  
SELF-CARE AGENCY IN THE  
ADULT**

8.5 units

83 hours lecture, 187 hours clinical

**Limitation on Enrollment:** Formal admission to Vocational Nursing Program.

**Prerequisite:** Completion of VN 112 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in NF 100 or PSY 101 or completion with a grade of "C" or better.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

**Instructional materials fee** required for this course and must be paid at registration.

Principles of medical-surgical nursing of the adult and child with integration of self-care theory and leadership throughout the course. Emphasis will be on diseases and conditions of the cardiovascular and neurological systems, and mental health disorders. (AVC)

## Definition

These courses will help prepare students for the various grade-level water treatment and/or distribution examinations administered by California Department of Health Services. Specific courses may also be used as secondary course required for specialized training or for students who wish to enter or who are already employed in the water treatment and water distribution operator fields as defined by California Department of Health Services.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Leslie Uhazy, Dean ext. 6417

Administrative Assistant:

Wendy Cios ext. 6415

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Greg Dluzak	2624
Toby Taube	2409

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No

Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Water Treatment Courses

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### WDTO 101 APPLIED WATER TREATMENT AND DISTRIBUTION MATHEMATICS

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099, READ 099 and MATH 070.

The course is designed to enhance the student's knowledge of the units of measure and type of math calculations used daily in the water treatment and/or distribution fields. The student will become familiar with the units of measure and be able to perform various math calculations involving chemical dosages, chemical feed rates, chemical dilutions and solution concentration, disinfection, flow rate, velocity, time, volume, CT calculation, hydraulics, pressure, force, head and pressure horsepower calculations, cost to pump, specific capacity and well yield, detention time, filtration rate, filter loading and backwash rates, hardness removal capacity and instrument calibration calculations. This course is designed to provide specialized training as defined by the California Department of Public Health for students who wish to enter or who are already employed in the water treatment and water distribution operator fields. This course will help prepare the student for the Grade 1 – 4 level treatment and Grade 1 – 5 level distribution examinations administered by California Department of Health Services. This course may be used as a secondary course required for specialized training as defined by California Department of Public Health. The student must attend at least 36 hours of class time (contact hours) to receive a certificate of successful completion. This ensures acceptance of the certificate by the California Department of Public

Health, Operator Certification Branch as a prerequisite to take state exams or contact hours for certificate renewal. (AVC)

### WDTO 115 \*WATER DISTRIBUTION I

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099, READ 099 and MATH 070.

This is a basic course covering all aspects of water distribution including, sources of water and hydrologic cycle, water math, basic water chemistry, disinfection, corrosion control, cross connections, bacteriology, hydraulics and the public health aspects of potable water quality and standards. Water distribution system operation and maintenance of, wells, valves, pumps, tanks, reservoirs, mains, meters, chlorination systems, appurtenances and safety aspects of waterworks operations. This course is designed to provide specialized training as defined by the California Department of Health Services for students who wish to enter or who are already employed in the water treatment and water distribution operator fields. The student must attend at least 36 hours of class time (contact hours) to receive a certificate of successful completion. This ensures acceptance of the certificate by the California Department of Public Health, Operator Certification Branch as a prerequisite to take state exams or contact hours for certificate renewal. (AVC)

### WDTO 120 \*WATER TREATMENT I

3 units

3 hours weekly

*Advisory:* Eligibility for ENGL 099, READ 099 and MATH 070.

This course is designed to train potential and current water treatment professionals in understanding the water treatment process. The course content, selected from expected range of knowledge for Grades 1 & 2 Operator Certification, Drinking Water Program, State of California, includes sources of raw water supplies, treatment requirements for

different sources, various water quality parameters and their significance in drinking water with regard to public safety. Students will learn how to operate a drinking water treatment plant according to State regulations. Topics include treatment processes for removal of contaminants; elementary water chemistry; chemical dosage problems; water supply regulations; water source protection; water quality monitoring; distribution system operation; and customer complaints investigation. The student must attend at least 36 hours of class time (contact hours) to receive a certificate of successful completion. This ensures acceptance of the certificate by the California Department of Public Health, Operator Certification Branch as a prerequisite to take state exams or contact hours for certificate renewal. (AVC)

**Definition**

Welding is the most common way of permanently joining metal parts. Because of its strength, welding is used to construct and repair parts of ships, automobiles, spacecraft, and thousands of other products. Welding is also used to join beams and steel reinforcing rods in buildings, bridges, and highways. The program is designed to prepare students for employment in the welding field and related areas.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Karen Cowell, Dean ext. 6402  
 Administrative Assistant:  
 Maureen Rethwisch ext. 6327

Adjunct Faculty:

To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

	V.M.
Stephan Bates	2408
Thomas Olivares	2983
Jerome Udager	2056

**Program Description**

The welding curriculum provides training in manipulative skills, technical knowledge and related trade information.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

**Distinctive Features**

This program provides training that leads to Welding Certification–Los Angeles City Building Code.

**Career Options**

- Assembly Worker
- Auto Body Worker
- Machine Tool Operator
- Sheet Metal Worker
- Tool and Die Maker
- Welder

**Certificate Program**

The following courses (22 units) are required for the certificate.

<b>Required Courses:</b>	<b>units</b>
WELD, 110 Oxyacetylene Welding, Cutting and Brazing	2
WELD 120, Basic Shielded Metal Arc Welding	2
WELD 130, Advanced Shielded Metal Arc Welding	2
WELD 145, Advanced Welding Processes	4
WELD 212, Performance Welding-Arc Welding Processes	2
WELD 230, Welding Symbols and Print Reading	3
WELD 240, Welding Layout	3
WELD 260, Certification Welding-L.A. City Building Code	4
<b>Total</b>	<b>22</b>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Associate Degree**

The requirements for an associate degree in Welding may be satisfied by completing 22 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of Welding Technology. They are well prepared for employment in a wide variety of welding applications including but not limited to, Shielded Metal Arc Welding (SMAW “Stick”), Gas Metal Arc Welding (GMAW “Mig”), Gas Tungsten Arc Welding (GTAW “Tig or Heliarc”). Students will also be able to read and interpret welding symbols and blue prints relating to welding application. Students will also have the experience and skills needed for welding inspection and management positions. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with

the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

<i>Recommended Plan of Study</i>	
<b>First Semester</b>	<b>units</b>
WELD, 110 Oxyacetylene Welding, Cutting and Brazing	2
WELD 120, Basic Shielded Metal Arc Welding	2
Course from GE requirement Area A	3
Course from GE requirement Area B	3
Course from GE requirement Area D1	3
Elective	3
<b>Total</b>	<b>16</b>
<b>Second Semester</b>	
	<b>units</b>
WELD 130, Advanced Shielded Metal Arc Welding	2
WELD 145, Advanced Welding Processes	4
Course from GE requirement Area C	3
Course from GE requirement Area D2	3
Elective	3
<b>Total</b>	<b>15</b>
<b>Third Semester</b>	
	<b>units</b>
WELD 212, Performance Welding-Arc Welding Processes	2
WELD 230, Welding Symbols and Print Reading	3
Course from GE requirement Area E	3
Course from GE requirement Area F	3
Elective	3
<b>Total</b>	<b>14</b>
<b>Fourth Semester</b>	
	<b>units</b>
WELD 240, Welding Layout	3
WELD 260, Certification Welding-L.A. City Building Code	4
Elective	8
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

**Transfer**

Not a transfer major.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course

must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

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## Welding Courses

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### WELD 101 WELDING FUNDAMENTALS

2 units

4 hours weekly

**Advisory:** Eligibility for ENGL 099 and READ 099.

Designed for the student who does not intend to become employed in the welding industry but desires a background in welding for general education purposes and/or as a supportive course for his/her studies such as automotive mechanics, auto body repair, air conditioning and refrigeration, artistic sculpturing, etc. Instruction is given in the basic techniques of safely operating the Shielded Metal Arc Welding (SMAW) and oxyacetylene welding processes. (AVC)

### WELD 110 \*OXYACETYLENE WELDING, CUTTING AND BRAZING

2 units

4 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Designed for the student who seeks employment in the welding industry. Instruction is given in the selection and use of Oxyacetylene Welding (OAW) equipment and in the basic techniques of safely welding light gage ferrous metal in the five American Welding Society defined joint configurations and in the flat and horizontal positions. Instruction is also provided for braze welding procedures as well as hand and machine flame cutting. (AVC)

### WELD 120 \*BASIC SHIELDED METAL ARC WELDING

2 units

4 hours weekly

**Advisory:** Completion of WELD 110.

Designed for the student who seeks employment in the welding industry. Instruction is given in the selection and use of Shielded Metal Arc Welding (SMAW) equipment and in the basic techniques of safely welding ferrous metal in the five American Welding Society defined joint configurations and in the flat, horizontal, vertical and overhead positions. Included is the selection and use of mild steel electrodes. (AVC)

### WELD 130 \*ADVANCED SHIELDED METAL ARC WELDING

2 units

4 hours weekly

**Advisory:** Completion of WELD 110 and WELD 120.

Continuation of WELD 120 in which the student will develop his/her manipulative welding skills to greater proficiency. Emphasis placed on the use of low hydrogen type shielded metal arc welding (SMAW) electrodes and welding in the vertical and overhead positions. Upon successful completion the student will be able to produce welds acceptable to meet the qualification requirements of welding operator set forth by the American Welding Society code book D1.1 Structural Steel. (AVC)

### WELD 145 \*ADVANCED WELDING PROCESSES

4 units

8 hours weekly

**Advisory:** Completion of WELD 130, and Eligibility for ENGL 099, READ 099 and MATH 070.

Designed for the student who seeks employment in the welding industry. Instruction is given in the basic techniques of safely welding steel and aluminum in the five American Welding Society defined joint configurations of flat, horizontal, and vertical positions using the process of Gas Tungsten Arc Welding (GTAW) and Gas Metal Arc Welding

(GMAW). The student will make fillet and groove welds in the flat, horizontal, vertical and overhead positions using the Flux Cored Arc Welding (FCAW) process. (AVC)

### WELD 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

### WELD 212 \*PERFORMANCE WELDING-ARC WELDING PROCESSES

2 units

4 hours weekly

**Advisory:** Completion of WELD 145, and Eligibility for ENGL 099, READ 099 and MATH 070.

This course is designed for the student that seeks employment in the welding industry. Provides additional training to improve skills in all aspects of the different arc welding processes. Advanced techniques will be covered more in-depth

than in previous classes. The student can improve their skills in one or all of the following processes: Shielded Metal Arc Welding (SMAW), Flux Cored Arc Welding (FCAW), Gas Metal Arc welding (GMAW) and Gas Tungsten Arc Welding (GTAW). (AVC)

### **WELD 230 \*WELDING SYMBOLS AND PRINT READING**

*3 units*

*3 hours weekly*

**Advisory:** Completion of WELD 145, and Eligibility for ENGL 099, READ 099 and MATH 070.

Designed to give the student an introduction to the basic concepts of industrial drawing systems used in the fabrication and erection of welded components. Emphasis is placed upon the application and interpretation of welding symbols to drawings. Students will be given instruction in the basic use and techniques of drafting tools used to produce industry acceptable draws or prints. (AVC)

### **WELD 240 \*WELDING LAYOUT**

*3 units*

*3 hours weekly*

**Advisory:** Completion of WELD 230 or previous welding experience, and Eligibility for ENGL 099, READ 099 and MATH 070.

Designed to give the student an introduction to the techniques of applying shop mathematics for the purpose of fabricating welded structures. A study of standard material shapes, cutting procedures, joint design, and layout tools and their application is included. (AVC)

### **WELD 260 \*CERTIFICATION WELDING—L.A. CITY BUILDING CODE**

*4 units*

*8 hours weekly*

**Advisory:** Completion of WELD 145, and Eligibility for ENGL 099, READ 099 and MATH 070.

Designed for students who seek employment in the welding industry as an L.A. City certified structural steel welder. Provides preparation for the written and performance portions of the Welder Certification Test administered by the L.A. City Department of Building and Safety. The students' welding skills are tested in the same manner as when they take the welding performance test for the L.A. City certification. **NOTE:** The cost of the L.A. City Welder Certification is approximately \$350 per certification. (AVC)

## Definition

The Cooperative Work Experience Education program provides systematic methods for students enrolled in a planned program of study to gain educational experience at a work site under realistic employment conditions.

## Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Program Advisement:

Dr. Tom O'Neil, Dean ext. 6482

Administrative Assistant:

Christi Crosby ext. 6370

## Program Description

### General Work Experience:

A program stressing the acquisition of good work habits, attitudes and career awareness, through on-the-job training experience.

### Occupational Work Experience:

An opportunity to extend occupational learning experiences through employment in a field directly related to the students occupational program.

## Certificate Program

Many of the certificate programs require or recommend the completion of work experience. Check the specific certificate program for details.

## Associate Degree

No more than 4 units of work experience credit may be applied toward the 18 units required in a major for the associate degree. Additional units of work experience may be used as elective credit toward the associate degree. (See Graduation/Associate Degree Requirements.)

## Transfer

### California State University System

Acceptance of Work Experience units at the CSU varies for each campus. Please check with the Transfer Center located in SSV 101 for detailed information.

## Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Work Experience Courses

### WE 197 \*GENERAL WORK EXPERIENCE

1-6 units

hours vary

*Prerequisite:* To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

General Work Experience is supervised employment that is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. General work experience is available to students whose jobs are not related to their college major. Credit may be accrued at the rate of one to six units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

### WE 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

*Prerequisite:* To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

## Noncredit Instruction

Noncredit instruction is one of several educational options offered within the California Community College System. It offers access to a variety of low and no cost courses that can assist students in reaching their personal and professional goals. Noncredit courses are intended to provide students with lifelong learning skills, transition to college courses, and career preparation opportunities. Students' progress is evaluated; however, formal, recorded grades are not given, nor do students receive units or credits for these courses. Noncredit instruction has been described as an "educational gateway" to the future. It is a key contributor for students with diverse backgrounds and those seeking ways to improve their earning power, their literacy skills, and gain access to higher education.

Noncredit courses are classified into nine legislated instructional areas: parenting; elementary and secondary basic skills; ESL; citizenship/immigrant education; lifelong learning for older adults; family and consumer sciences; health and safety; programs for persons with substantial disabilities; and vocation programs with high employment potential.

For information on noncredit instruction, registration, and scheduling, please contact Dr. Tom O'Neil, Dean of Corporate and Community Services (661) 722-6300 ext. 6370. Information about specific courses can also be obtained by contacting the division office indicated above the course descriptions.

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## Learning Assistance

**Instructional Resources/Extended Services**  
(661) 722-6300 ext. 6458

These courses are designed to assist students based upon identified learning needs. Their primary purpose is to strengthen student skills and reinforce student mastery of concepts taught in other courses.

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## LAC 900 SUPERVISED TUTORING

*Average of 20-50 hours total*

**Limitation on Enrollment:** *Enrollment in class for which tutoring is required.*

Upon faculty/counselor referral, students receive tutoring in a designated subject area in the Learning Center. Tutorial sessions focus on course content of the subject tutored and emphasize the study skills necessary to be successful in college. Cumulative progress plus attendance records will be maintained for this non-credit, open-entry/open-exit course. No tuition will be charged, nor will grades be received. The course will not appear on the student's transcript. (Students may repeat as many times as content faculty or Learning Center faculty deem necessary as long as repeatability is consistent with District policy.)

## LAC 901 SUPERVISED LEARNING ASSISTANCE

*Average of 10-30 hours total*

Students meet with Faculty Learning Specialists for learning assistance in workshops/group instruction and one-on-one assessment and intervention. For workshops, Faculty Learning Specialists teach subjects/topics that match general skill deficiencies of students and individual ones that students self-report. When appropriate and/or upon referral by an instructor or counselor, Faculty Learning Specialists conduct a student intake that includes developing an academic history, administering learning assessment instruments, and together with the student, creating an individual learning improvement plan (ILIP) focused on addressing his/her skill deficiencies. The ILIP includes the referral of students to appropriate services and resources and monitoring of student participation and progress cumulatively. Positive attendance records will be maintained for this open entry, open exit course. No tuition is charged, no grades given, and no grades appear on the student's transcript.



## 320 Faculty

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- Adams, Stacey** 2007  
Professor, Accounting  
B.S. California Lutheran University
- Agahari, Rae** 2005  
Associate Professor, Art  
B.A. University of Sydney, Australia  
M.A. University of California, Los Angeles
- Ahad, Paul** 2007  
Instructor, Mathematics  
B.S. University of Mustansiriyah, Iraq  
M.S. University of Surrey, England  
Ph.D. University of Surrey, England
- Ahmad, Jeffrie A.** 1984  
Instructor, English  
A.A. Antelope Valley College  
B.A. California State University, Northridge  
M.A. California State University, Northridge
- Anderson, Debra** 2004  
Professor, Mathematics  
B.A. Hamline University  
M.A. University of Chicago
- Aponte, Marthe** 2002  
Professor, French  
B.A. Washington University, St. Louis  
M.A. St. Louis University
- Atique, Nabeel** 2006  
Professor, Mathematics  
B.S. University of Texas, Austin  
M.S. Purdue University
- Aviles, Fredy** 2005  
Associate Professor, Psychology  
B.A. University of California, Riverside  
M.A. University of Southern California  
Ph.D. University of Southern California
- Babb, David** 2002  
Associate Professor, Art  
A.A. College of Southern Idaho  
B.F.A. Boise State University  
M.F.A. University of Idaho
- Bailey, Bill** 2012  
Instructor, Fire Technology  
A.S. Antelope Valley College
- Baker, Leslie** 2007  
Instructor, Interior Design  
A.A. Antelope Valley College  
B.S. American InterContinental University
- Balogh, Richard S.** 1977  
Professor, Earth Science, Geography,  
Physical Science  
A.A. Santa Monica College  
B.S. University of California, Los Angeles  
M.S. University of California, Los Angeles
- Beatty, Victoria** 2004  
Instructor, Nursing  
B.S.N. California State University,  
Dominguez Hills  
M.S.N. California State University,  
Dominguez Hills
- Beckman, Sharon** 1976  
Professor, Mathematics  
B.S. Fort Hays State University  
M.A. Fort Hays State University  
M.S. Brooks Institute of Photography
- Bednar, Nancy** 2008  
Instructor, Political Science  
A.A. El Camino College  
B.A. California State University,  
Dominguez Hills  
M.A., University of Oklahoma  
Ph.D. University of Oklahoma
- Bergthold, Lee** 2000  
Professor, Photography  
B.A. Fresno State College  
M.A. University of California, Santa Barbara  
M.S. Brooks Institute of Photography
- Beyer, Edward** 2000  
Professor, Computer Information Systems  
A.A. Antelope Valley College  
B.S. Chapman University  
M.S. University of Southern California  
Ph.D. Walden University
- Bingham, Kathy** 2000  
Professor, Kinesiology  
A.A. Antelope Valley College  
B.F.A. California Institute of the Arts  
M.A. California State University, Northridge
- Blua, Frank E.** 1979  
Professor, Kinesiology  
A.A. Antelope Valley College  
B.A. California State University, Long Beach  
M.A. Azusa Pacific University
- Bohler, Liette** 2005  
Professor, French, German  
M.A. University of Freiburg, Germany  
Ph.D. University of California, Los Angeles
- Bowen, Jason** 2012  
Instructor, Physics  
B.S. University of California, Riverside  
M.A. University of California, Berkeley  
Ph.D. University of California, Berkeley
- Briggs, Walter R., III** 2006  
Counselor, TRIO  
B.A. University of Hawaii  
M.A. National University, La Jolla  
M.S. University of LaVerne
- Brynin, Rona** 2005  
Professor, Nutritional Science/Dietetics  
B.A. State University of Purchase  
M.S. University of New Haven  
D.C. Los Angeles College of Chiropractic
- Burrell, Carolyn** 2001  
Professor, Library Science  
B.A. California State University, Long Beach  
M.L.S. University of California, Los Angeles
- Caproi, Magdalena** 1993  
Professor, Math Learning Specialist  
B.S. Agriculture-Engineering Institute, Romania  
Ph.D. Polytechnic Institute, Romania
- Chapman, Ronald** 2008  
Instructor, Sociology  
A.A. Chaffey College  
B.A. California State University, Fullerton  
M.A. Claremont University  
Ph.D. Claremont University
- Chelette, Newton** 1989  
Dean, Kinesiology, Athletics and Dance/VAPA  
Instructor, Physical Education  
B.S. McNeese State University  
M.Ed. McNeese State University
- Cholvin, Nancy** 1985  
Professor, Mathematics  
B.S. Aristotle University, Greece  
M.A. University of California, Los Angeles
- Clinton, Maria** 2004  
Associate Professor, Aeronautics  
A.A. Antelope Valley College  
B.V.E. California State University, Los Angeles  
M.A. California State University, Los Angeles
- Coffman, Richard** 2007  
Associate Professor, Earth Science  
B.S. University of California, Riverside  
M.S. University of California, Riverside  
Ph.D. University of California, Santa Barbara
- Coleman-Carew, De'Neen** 2000  
Professor, Counselor  
A.A. Imperial Valley Junior College  
B.A. California State University, San Bernardino  
M.A. California State University,  
San Bernardino  
Ph.D. Fielding Graduate Institute
- Colgren, Richard** 2012  
Instructor, Engineering  
B.S. University of Washington  
M.S. University of Southern California  
Ph.D. University of Southern California
- Cooper, Jeffery** 2007  
Professor, Chemistry  
B.S. University of California, Riverside  
M.S. University of Missouri  
Ph.D. University of Missouri
- Covell, Scott** 2001  
Associate Professor, English  
B.A. California State University, Northridge  
M.A. California State University, Northridge
- Covert, Mark** 1990  
Instructor, Kinesiology  
B.S. California State University, Fullerton  
M.A. California Lutheran College
- Cowell, Karen** 2001  
Dean, Health Sciences/CFE  
B.S.N. West Virginia University  
M.S.N. Marymount University  
Ph.D. University of Maryland
- Cruzalegui, Yvette** 2006  
Counselor, EOP&S  
B.A. California State University, Northridge  
M.S. California Lutheran University

<b>Cummins, M. Dexter</b> 2004 Professor, Administration of Justice B.A. California State University, Los Angeles M.A. California State University, Northridge	<b>Flores-Kagan, Diane</b> 2002 Professor, Writing Center Learning Specialist A.A. Mendocino College B.A. Sonoma State University M.A. Sonoma State University	<b>Haller, Glen</b> 2000 Professor, Kinesiology B.A. California State University, Fresno M.A. California State University, Fresno J.D. Ridgecrest School of Law
<b>Curry, Bonnell</b> 2004 Assistant Professor, Nursing B.S. California State University, Long Beach M.S. California State University, Dominguez Hills	<b>Forte Parnell, Charlotte</b> 2008 Dean, Language Arts / Instructional Resources/ Extended Services B.A. California State University, Long Beach M.S., California State University, Los Angeles Ed.D. University of LaVerne	<b>Halliday, Jack</b> 1983 Professor, Aeronautics A.A. Antelope Valley College A&P, IA, DME/FAA Certifications
<b>Cwayna, Jane</b> 1981 Professor, Kinesiology B.S. Western Michigan University M.A. Western Michigan University	<b>Fredette, Barbara</b> 2008 Instructor, Biological Sciences B.A. Merrimack College Ph.D. University of Connecticut	<b>Hancock, Michael</b> 2005 Associate Professor, Learning Disabilities Specialist B.A. San Jose State University M.A. California State University, Fresno
<b>Dalmage, Sharon</b> 2012 Director, IRES - Palmdale Center B.A., University of California, Riverside M.B.A., Keller Graduate School of Management	<b>Fuller, Rosa</b> 2007 Assistant Professor, Counselor B.A. Yale University M.S. University of LaVerne	<b>Harmon, Linda</b> 2005 Instructor, Nursing B.S.N. California State University, Dominguez Hills M.S.N. California State University, Dominguez Hills
<b>Diaz, Roberto</b> 2004 Associate Professor, Mathematics B.A. Math, University of California, Santa Cruz B.A. Earth Science, University of California, Santa Cruz M.S. University of Colorado	<b>Gat, Irit</b> 2001 Professor, Psychology B.A. Emory University M.A. University of Colorado Ph.D. University of Nebraska	<b>Harper, Jessica</b> 2001 Associate Professor, Chemistry B.S. Yale University M.S. University of California, San Diego Ph.D. University of California, San Diego
<b>Dickinson, Debra</b> 1992 Assistant Professor, Nursing A.A. Antelope Valley College A.S. Antelope Valley College B.S.N. California State University, San Bernardino M.N. University of California, Los Angeles	<b>Ginosian, Desdemona</b> 2012 Instructor, Mathematics B.A. Armenian Agricultural Institute M.A. Engineering Agricultural Institute	<b>Harris, Robert</b> 1988 Professor, Counselor B.A. California State University, Fullerton M.A. United States International University Ph.D. United States International University
<b>Eastin, Carol</b> 1981 Professor, Counselor B.A. University of California, Irvine M.A. Chapman College	<b>Gordi, Tooraj</b> 2001 Instructor, Mathematics B.A. California State University, Los Angeles M.S. California State University, Los Angeles	<b>Hemsley, Anne</b> 1999 Professor, Biological Sciences B.S. Queensland University, Australia B.S. Griffith University, Australia Ph.D. University of California, Los Angeles
<b>Echeverría, Luis</b> 2001 Professor, Counselor B.S. University of California, Los Angeles M.S. University of LaVerne	<b>Gratton, Claude</b> 2004 Professor, Philosophy B.A. University of Toronto M.A. University of Toronto Ph.D. University of Toronto	<b>Hernandez, Carlos</b> 1985 Instructor, Chemistry B.S. University of Texas at El Paso M.S. University of Texas at El Paso
<b>Enriquez, Luis</b> 2004 Associate Professor, Mathematics B.S. Universidad de Lima, Peru M.S. California State University, Northridge	<b>Graves, Thomas</b> 2006 Instructor, Communication Studies B.A. San Diego State University M.A. Southern Illinois University	<b>Hodge, Lance</b> 2000 Instructor, Emergency Medical Technologies A.A. Pierce College
<b>Esdin, Joseph</b> 2005 Professor, Biological Sciences M.S. University of California, Los Angeles Ph.D. University of California, Los Angeles	<b>Green, J. Barry</b> 2000 Instructor, Kinesiology B.S. Eastern Montana College M.Ed. Azusa Pacific University	<b>Hoffer, Mark</b> 2004 Instructor, English B.A. California State University, Northridge M.A. California State University, Northridge
<b>Feickert, Debra</b> 2004 Professor, Biological Sciences B.S. University of California, Los Angeles M.S. Texas A&M University	<b>Grishman, Lee H.</b> 1995 Professor, Transfer Center Coordinator/ Articulation Officer B.A. Brigham Young University M.A. Yale University M.A. Columbia University Ed.D. Columbia University	<b>Holcomb, MaryAnne</b> 1991 Professor, Business A.A. Los Angeles Pierce College B.A. California State University, Northridge M.B.A. University of LaVerne
<b>Fisher, Jackie, Sr.</b> 1998 Superintendent/President A.A. Bakersfield City College B.A. California State University, Fresno M.A. California State University, Bakersfield Ed.D. University of LaVerne	<b>Gross, Jennifer</b> 2004 Associate Professor, English B.A. California State University, Dominguez Hills M.A. California State University, San Bernardino	<b>Hood, Charles W.</b> 1989 Professor, English B.A. California State University, Northridge M.F.A. University of California, Irvine

## 322 Faculty

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- Hughes, Sandra** 2001  
Associate Professor, Nursing  
A.A. Los Angeles Valley College  
B.S.N. California State University, Northridge  
M.N. University of Phoenix
- Humphrey, Daniel** 2002  
Instructor, American Sign Language/  
English Interpreting  
B.A. California State University, Northridge
- Hutchison, Thomas** 2006  
Instructor, Fire Technology  
A.A. Orange Coast College  
B.S. Utah State University
- Jackson, Dietra** 1989  
Professor, Counselor  
A.A. Antelope Valley College  
B.A. University of California, Santa Barbara  
M.A. University of California, Santa Barbara
- Jaffe, Matthew** 1990  
Professor, History  
B.A. University of California, Los Angeles  
M.A. University of California, Los Angeles  
Ph.D. University of California, Los Angeles
- Jarrett-Bowles, Darcel** 2006  
Counselor, EOP&S  
B.S. California State University, Northridge  
M.S. California State University, Northridge
- Jehlicka, Perry** 2007  
Instructor, Kinesiology  
Head Football Coach  
B.S. University of Nevada, Las Vegas  
M.S. Eastern Kentucky University
- Jenison, D. Scott** 2002  
Instructor, ESL  
B.A. Biola University  
M.A. Biola University
- Jenison, Priscilla** 2008  
Instructor, ESL  
B.A. The Master's College  
M.A. California State University,  
San Bernardino
- Jennings-Tafarella, Rachel** 2002  
Professor, English  
B.A. King Alfred's College Winchester,  
United Kingdom  
M.A. California State University, Northridge  
Ph.D. University of Warwick, Coventry,  
United Kingdom
- Jennings, Vejea** 2008  
Instructor, English  
B.A. University of California, San Diego  
M.F.A. California Institute of the Arts, Valencia
- Jones, Annette** 2004  
Instructor, Licensed Vocational Nursing  
B.S. University of Phoenix
- Jose-Eguaras, Agnes** 2009  
Director, Basic Skills and Title V Activities  
B.A. University of California, Santa Cruz  
M.S.Ed. University Southern California
- Karlstein-Francey, Lisa** 2000  
Associate Professor, Photography  
B.A. Brooks Institute of Photography  
M.F.A. Norwich University
- Kelly, Maria** 2008  
Instructor, Radiologic Technology  
B.F.A. Rutgers University  
M.S. Capella University
- Kincaid, Cynthia** 1990  
Professor, Multimedia  
B.A. San Diego State University
- Kitto, Rebecca** 1977  
Professor, Mathematics  
B.S. Denison University  
M.S. University of Washington  
Ph.D. University of Washington
- Knapp, Susan** 1982  
Professor, Counselor  
A.A. Santa Monica College  
B.A. Chapman University  
M.A. Chapman University
- Knowles, Glen** 2000  
Associate Professor, Art  
B.F.A. Art Center College of Design,  
Los Angeles  
M.F.A. Vermont College
- Koritsoglou, Angela** 2005  
Instructor, English  
B.A. San Diego State University  
M.A. Long Island University
- Langjahr, Stephen W.** 1972  
Professor, Biological Sciences  
B.A. California State University,  
San Bernardino  
M.A. California State University, Long Beach
- Lee, Kenneth** 2008  
Instructor, Communication Studies  
B.A. University of La Verne  
M.A. California State University, Los Angeles
- Lee, Scott** 2001  
Professor, Library Science  
A.A. Montgomery College  
B.A. Montana State University  
M.S. Catholic University of America  
Ed.D. University of California, Los Angeles
- Lehman, Cynthia** 2004  
Professor, History  
B.A. Shippensburg University  
M.A. Temple University  
Ph.D. Temple University
- Leighton, Jonet** 1987  
Professor, Theatre Arts  
B.F.A. University of Oklahoma  
M.S. Indiana University
- Lewis, Jerry** 1971  
Professor, Kinesiology  
A.A. Santa Barbara City College  
B.A. California State University, Fresno  
M.A. California State University, Northridge
- Littlefield, Cynthia** 2000  
Instructor, Kinesiology  
A.A. Antelope Valley College  
B.F.A. California Institute of the Arts
- Lott, Jacquelynn** 1990  
Professor, Kinesiology  
B.A. Southern Illinois University  
M.A. California State University, Los Angeles
- Lowry, Sharon** 2005  
Vice-President Academic Affairs  
B.S. Indiana University  
M.S. Indiana University Southeast
- Lowry, Susan** 1999  
Professor, English  
B.A. California State University, Chico  
M.A. University of Wisconsin  
Ph.D. University of Wisconsin
- Lubick, Karen** 2001  
Associate Professor, English  
B.A. California State University, Northridge  
M.A. California State University, Northridge
- Lucero, Louis** 1989  
Director, Office for Students with Disabilities  
A.A. Antelope Valley College  
B.A. California State University, Bakersfield  
M.A. California State University, Bakersfield  
Ed.D. Nova S. Eastern University
- Madlock, Calvin** 2011  
Director, Information Technology Services  
B.S. Northwestern State University of Louisiana  
M.S. Capella University
- Marder, Igor** 2001  
Professor, Mathematics  
M.S. Kiev University, Ukraine  
Ph.D. Moscow University, Russia
- Martin, Candace** 2000  
Assistant Professor, Licensed Vocational  
Nursing  
B.S. California State University, Los Angeles
- Mawhorter, Kevin** 2005  
Instructor, Automotive Technology  
ASE Certified Master Technician  
ASE Master Engine Machinist  
ASE Advanced Level Automotive Specialist  
SCAQMD A/C Licensed  
General Motors and Chrysler Certified
- McDermott, Tina L.** 2007  
Instructor, Communication Studies  
B.A. California State University, Los Angeles  
M.A. California State University, Los Angeles
- McDonie, Lynn M.** 1987  
Professor, English  
A.A. College of the Canyons  
B.A. California State University, Northridge  
M.A. California State University, Northridge

- McGovern, Mark** 2005  
Associate Professor, Physics/Astronomy  
B.S. California State Polytechnic University,  
Pomona  
M.S. University of California, Los Angeles  
Ph.D. University of California, Los Angeles
- Memmer, Scott** 2006  
Instructor, English  
B.A. California State University, Northridge  
M.A. University of Southern California
- Mettler, Tyrone** 2001  
Professor, Aeronautics  
A.A.S. Community College of the Air Force  
B.S. Embry-Riddle Aeronautics University
- Meyer, Donna** 2001  
Instructor, Office Technology  
A.A. College of San Mateo  
B.A. San Francisco State University  
M.B.A. San Francisco State University
- Mitchell, Kathryn** 1996  
Instructor, English  
B.A. California State University, San Bernardino  
M.A. California State Polytechnic University,  
Pomona
- Moore, Audrey** 1998  
Professor, Counselor  
B.A. University of Redlands  
M.S. California State University, Fullerton  
M.S. California State University, Northridge
- Moore, Kathleen** 1994  
Associate Professor, Computer Information  
Systems  
A.A. Antelope Valley College  
B.S. California State University, Northridge  
M.S. California State University, Northridge
- Motawakel, Rick** 2005  
Associate Professor, Electronic Technology  
A.S. DeVry University  
B.A. University of LaVerne  
M.B.A. University of LaVerne
- Mugnolo, Christina** 2006  
Associate Professor, Art  
A.B. Princeton University  
M.A. Courtauld Institute of Art, London  
M.F.A. University of Connecticut  
M.F.A. Indiana University
- Mummaw, Ronald** 1984  
Professor, Computer Information Systems  
B.A.E. Arizona State University  
M.S. California State University, Northridge
- Newby, David** 1989  
Professor, Music  
B.M. Illinois State University  
M.M. Indiana University  
Ph.D. Indiana University
- Newman, David** 1990  
Associate Professor, Chemistry  
B.S. California State University, Hayward  
Ph.D. University of California, Berkeley
- Nisani, Zia** 2008  
Associate Professor, Biological Sciences  
B.S. San Jose State University  
M.S. San Jose State University  
Ph. D. Loma Linda University
- Noteboom, Linda J.** 2007  
Director, Student Support Services  
B.S. Black Hills State University  
M.S. University of La Verne
- Oliveira, Kristine** 2006  
Instructor, English  
B.A. California State University, Sacramento  
M.A. California State University, Fresno
- O'Neil, Luis** 2007  
Dean, Social and Behavioral Sciences /  
Business, Computer Studies and  
Economic Development  
B.A. University of North Dakota  
M.A. McMaster University, Canada  
Ph.D. McMaster University, Canada
- Onofre, Rosa** 2000  
Professor, Spanish  
A.A. El Camino College  
B.A. California State University, Long Beach  
M.A. California State University, Long Beach
- Overdorf, Catherine** 2006  
Instructor, Child Development/  
Early Childhood Education  
B.S. Eastern New Mexico University  
M.S. Eastern New Mexico University
- Owens, Joseph** 1999  
Professor, Air Conditioning and Refrigeration  
A.S. Antelope Valley College  
CM/NATE Certifications
- Parker, Melanie** 1998  
Instructor, Child Development/  
Early Childhood Education  
B.A. Chapman University  
M.S. California State University, Northridge
- Pesses, Michael** 2008  
Instructor, Geography  
B.A. University of California, Los Angeles  
M.A. California State University, Northridge
- Pozo, Lucia** 2005  
Instructor, Spanish  
B.A. Catholic University, Peru  
M.A. California State University, Northridge
- Preschler, Adelheid** 1983  
Assistant Professor, German, French, English  
B.A. University of California, Los Angeles  
B.A. California State University, Northridge  
M.A. University of California, Los Angeles  
Licence, University of Provence, France
- Price, Berkeley** 2005  
Professor, Music  
B.M. Brigham Young University  
M.M. Eastman School of Music  
D.M.A. Eastman School of Music
- Rainbow, Matthew** 1991  
Instructor, Biological Sciences  
B.A. University of California, Santa Barbara  
M.A. Claremont Graduate School  
Ph.D. University of California, Irvine
- Rao, Harish** 2005  
Instructor, Communication Arts  
B.A. Eastern Michigan University  
M.A. California State University, Chico
- Razo, Bridget** 2002  
Executive Director, Advancement and  
Foundation  
B.A. California State University, Northridge  
M.P.A. University of Southern California
- Rees, Anne E.** 1984  
Professor, Reading  
B.A. Reed College  
M.A. University of California, Santa Barbara  
Ph.D. Arizona State University
- Rezek, Terrence** 2000  
Instructor, Graphic Arts  
B.S. Marquette University
- Rider, Van** 2008  
Librarian  
B.A. Brigham Young University  
M.L.S. Indiana University
- Riley, Nikki** 2005  
Professor, Biological Sciences  
B.A. Hampton University  
M.S. Old Dominion University  
M.F.A. University of Southern California  
Ed.D. University of Southern California
- Rios, Michael** 2007  
Academic Advisor, Kinesiology, Athletics and  
Dance  
B.S. California State University, Los Angeles  
M.S. California State University, Los Angeles
- Robinson, Sandra** 2004  
Associate Professor, Nursing  
B.A. Quincy University  
B.S.N. California State University, Bakersfield  
M.S. University of La Verne
- Roggenstein, Gary A.** 2007  
Director, Student Services & Extended  
Opportunity Programs and Services (EOP&S)  
B.A. Biola University  
M.A. California State University, Bakersfield
- Rumsey, Duane** 2005  
Instructor, American Sign Language/  
English Interpreting  
A.S. El Camino College
- Salameh, Bassam** 2008  
Instructor, Biological Sciences  
B.S. Baylor University  
M.S. University of the Pacific  
D.P.H. University of Texas, Health Science  
Center at Houston

## 324 Faculty

- Sanders, Andrea** 1996  
Professor, Child Development/  
Early Childhood Education  
B.A. Pacific Oaks College  
M.A. Pacific Oaks College
- Schilling, Rodney** 2007  
Associate Professor, Counselor  
B.A. California State University, Chico  
M.S. California State University, Sacramento
- Schroer, Alexandra** 2008  
Professor, Physical Science  
(IERF) Equivalency  
B.S. Bucharest University, Romania  
(IERF) Equivalency  
Ph.D. Ruhr University, Bochum
- Scudmore, Casey** 2007  
Instructor, Nursing  
A.A. Antelope Valley College  
B.S.N. California State University,  
Dominguez Hills  
M.S.N. California State University,  
Dominguez Hills
- Shafer, Ken** 2007  
Instructor, History  
B.A. Oregon State University  
M.A. Portland State University
- Shaheen, Angela** 2006  
Instructor, Spanish  
B.A. Western Michigan University  
M.A. Bowling Green State University
- Shahla, George** 2000  
Professor, Biological Sciences  
B.A. Damascus University, Syria  
Ph.D. Leningrad University, Russia
- Shahla, Kenan** 2005  
Assistant Professor, Mathematics  
B.S. University of California, Los Angeles  
M.A. University of California, Los Angeles
- Shey, Thomas** 2001  
Instructor, Sociology  
B.A. Queen College  
M.A. Queen College  
Ph.D. Queen College
- Shores, Justin** 2005  
Instructor, Electricity  
United States Navy Certified  
A.S. Antelope Valley College
- Sieger, Richard** 1989  
Instructor, Mathematics  
B.A. Yale University  
Ph.D. University of Oregon
- Sim, Richard L.** 1967  
Professor, Art  
B.S. Winona State University  
M.S. University of Wisconsin  
M.F.A. University of Washington
- Snyder, Susan** 2005  
Instructor, Nursing  
B.A. Colorado Christian University  
B.S.N. California State University,  
San Bernardino  
M.A. Azusa Pacific University
- Stephens, Jeffrey** 2006  
Instructor, Respiratory Care  
B.S. University of Redlands  
M.S.N. University of California, Los Angeles
- Stewart, Marianne** 1989  
Professor, Nursing  
A.S. Riverside City College  
B.S.N. California State University,  
San Bernardino  
M.S.N. California State University, Los Angeles
- Stout, Wendy** 2011  
Instructor, Respiratory Care  
B.S. California State University, Northridge
- Sturm, Timothy** 2008  
Instructor, Automotive Collision Repair  
I-CAR Certified
- Suarez, Salvador** 2004  
Professor, Counselor, EOP&S  
B.A. University of California, Riverside  
M.A. University of California, Riverside  
Ed.D. Argosy University
- Sullivan, Judith** 1990  
Professor, Biological Sciences  
B.A. Drew University  
M.S. University of Maryland
- Sundberg, Elizabeth** 1978  
Professor, Nursing  
B.S.N. University of Minnesota  
M.N. University of California, Los Angeles
- Tafarella, Santi** 2006  
Associate Professor, English  
A.A. Antelope Valley College  
B.A. California State University, Fresno  
M.A. California State University, Northridge
- Taylor, John** 2002  
Instructor, Physical Education  
B.A. California State University, Northridge  
M.A. Chapman University
- Toll, Mary** 2007  
Instructor, Reading  
B.A. California State University, San Bernardino  
M.A. University of La Verne
- Toth, John** 2001  
Instructor, English  
B.A. California State University, Fullerton  
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- Towe, Joe** 1989  
Instructor, Mathematics  
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M.A.T. University of California, Los Angeles  
M.A. University of Arizona  
Ph.D. University of Arizona
- Tran, Michael** 1999  
Instructor, Mathematics  
B.S. California Polytechnic State University,  
San Luis Obispo  
M.A. San Diego State University
- Trimble, LaDonna** 2007  
Dean, Enrollment Services  
B.A. California State University, Chico  
M.A. University of California, Santa Barbara
- Trow, Eugenie** 1971  
Professor, Mathematics, Drama/Theatre Arts  
B.A. College of St. Catherine  
M.A. University of California, Los Angeles
- Turner, Michael Shane** 2009  
Vice President, Human Resources and  
Employee Relations  
B.A. Carroll College  
M.S. Northern Arizona University
- Uhazy, Leslie S.** 1988  
Dean, Math, Science and Engineering  
B.S. University of Alberta, Canada  
M.S. University of Alberta, Canada  
Ph.D. University of Guelph, Canada
- Valiotis, Christos** 1997  
Associate Professor, Physics/Astronomy  
B.S. University of Thessaloniki, Greece  
M.S. California State University, Long Beach
- Vargas, Cynthia** 2005  
Instructor, Kinesiology  
B.A. California State University, Bakersfield  
M.Ed. Azusa Pacific University
- Vaughn, William** 1985  
Instructor, English  
A.S. Antelope Valley College  
B.A. California State University, San Bernardino  
M.A. California State University, Northridge
- Vento, John** 2004  
Instructor, Political Science  
A.A. Orange Coast College  
B.A. University of California, Los Angeles  
M.A. California State University, Fullerton
- Villapando, Pavinee** 2005  
Associate Professor, Mathematics  
B.S. College of Charleston  
M.S. California State University, Northridge
- Volk, Ann** 2004  
Instructor, Nutritional Science/Dietetics  
B.S. California Polytechnic State University,  
San Luis Obispo  
M.S. California State University, Northridge
- Walker, Laurie** 2008  
Instructor, Nursing  
Mississippi Gulf Coast Community College  
B.S.N. University of Southern Mississippi  
M.S.N. University of Southern Mississippi

**Watts, Joseph** 1988  
Instructor, Physical Education  
B.A. Claremont Men's College  
M.Ed. Azusa Pacific College

**Weisenberger, Neal** 1981  
Professor, Agriculture  
B.S. California Polytechnic State University,  
San Luis Obispo  
M.S. California Polytechnic State University,  
San Luis Obispo

**Wiewall, Darcy** 2007  
Professor, Anthropology/Archaeology  
B.S. University of California, Riverside  
M.A. University of California, Riverside  
Ph.D. University of California, Riverside

**Yorke, Callyn D.** 1984  
Professor, Biological Sciences  
B.S. California State University, Hayward  
M.A. California State University, Hayward  
Ph.D. University of Arkansas

**Zhu, X. Sherri** 2005  
Professor, Philosophy  
B.E. Tianjin University, China  
M.A. Jilin University, China  
M.A. Concordia University, Canada  
Ph.D. University of Southern California

**Zhu, Xinmin** 1990  
Professor, Philosophy  
B.A. Fudan University, China  
M.A. University of Massachusetts  
Ph.D. Vanderbilt University

**Zimmerman, Jill** 2000  
Dean, Student Services  
B.S. Eastern Michigan University  
M.S. Western Michigan University  
Ph.D. University of New Orleans

## Professor Emeritus

The Professor Emeritus faculty designation is granted by the Antelope Valley College Academic Senate. Professor Emeritus are retired faculty who have achieved the rank of tenured full professor with at least 10 years at AVC. Questions regarding this listing should be directed to the President of the Academic Senate.

(Number in parentheses indicates year of appointment)

Berry, John  
1987-2008, Management (2010)

Hall, Janice Philbin  
1972-2008, English (2008)

Hall, John H.  
1975-2008, English, Latin, Journalism  
(2008)

Hinds, Patricia Crosby  
1975-2002, Art (2006)

Kelso, Mary L.  
1977-2004, Foods/Nutrition (2007)

Knapp, John  
1975-2008, Automotive Technology (2011)

Manley, Richard  
1988-2008, Counseling, Psychology (2008)

McMahan, Robert  
1970-2003, Photography and Art (2006)

Minet, Selma B., Dr.  
1977-1995, Child & Family, (2007)

Pihlgren, Eva  
1983-2007, Health Sciences (2010)

Ranish, Donald  
1977-2008, Political Science (2008)

Shappee, Karole  
1978-2008, Language Arts, English,  
Reading (2008)

Shuck, Loren "Shorty"  
1979-1999, Air Conditioning and  
Refrigeration (2006)

Sodergren, Steven  
1977-2012, Business (2012)

Wengert, Martha, Dr.  
1967-2003, Sociology (2006)

## 2012-2013 Scholar In Residence

### David Newby

#### PAST RECIPIENTS

Matthew Jaffe	2011-2012
Carol Eastin	2010-2011
Carolyn Burrell	2009-2010
Susan Lowry	2008-2009
Kathy Bingham	2007-2008
Magdalena Caproiu	2006-2007
Richard Manley	2005-2006
Charles Hood	2004-2005
Jerry Lewis	2003-2004
Robert Brister	2002-2003
Neal Weisenberger	2001-2002
Richard Loofbourrow	2000-2001
Dorothy Williams	1999-2000
Eugenie Trow	1998-1999
Laura Hemenway	1997-1998
Leslie Uhazy	1996-1997
Martha Wengert	1995-1996
Richard Balogh	1994-1995
Charles Ferrari	1993-1994
Marian Olson	1992-1993
Glen Horspool	1991-1992
Loren Shuck	1990-1991
Revier Palmer	1989-1990
Nelda Pugh	1988-1989
Selma Minet	1987-1988
Steve Langjahr	1986-1987
Richard Sim	1985-1986
Roger Robinson	1984-1985
Warren Houghton	1983-1984

- Aguilar, Elder** Computer Services Technician, ITS
- Alexander, Roy** Grounds Maintenance Worker, Maintenance and Operations
- Anderson, Denise** Clerical Assistant III, Business Services
- Arceneaux, Burton** Computer Svcs Lab Technician, ITS
- Arlate** Clerical Assistant III, Business, Computer Studies and Economic Development
- Arndt, Edward** Coordinator, Veteran's Program, Enrollment Services
- Azimianaraki, Ryan** Bookstore Assistant
- Barber, Leyla** Clerical Assistant III, Foundation
- Beam, Christopher** Grounds Maintenance Worker, Maintenance and Operations
- Betancourt, Ramon, Jr.** Job Placement Specialist
- Bianci, Fred** Custodian, Maintenance and Operations
- Blundell, Nancy** Accounting Assistant II, Student Development and Services
- Boles, Terry** Utility Worker, Maintenance and Operations
- Bozoghlanian, Maro** Clerical Assistant I, Child Development Center
- Braverman, Lori** Accounting Assistant II, Business Services
- Brewer Faith** Senior Bookstore Assistant
- Broaden, Ernie** Plumber, Maintenance and Operations
- Broadwater, Julie** Clerical Assistant III, Human Resources and Employee Relations
- Brogan, Kelly** Evaluations Coordinator Enrollment Services
- Brown, Qiana** Records Technician, Enrollment Services
- Browne, Patti** Instructional Assistant, Aerospace Toolroom
- Buchanan, Marilyn** Laboratory Technician, Agriculture
- Burke, Laura** Early Childhood Instructional Specialist, Child Development Center
- Burkholder, Sherri** Clerical Assistant III, Human Resources and Employee Relations
- Burleson, Cheryl** Clerical Assistant III, IMC
- Burns, L. Woody, Jr.** Network Manager, ITS
- Burns, Stephen** Webmaster, Public & Governmental Relations
- Cabán, Judy** Sr. Administrative Assistant, Human Resources and Employee Relations
- Carcano, Javier** Systems Security Administrator, ITS
- Carlson, V. Kim** Accountant, Business Services
- Carlson, William** Computer Services Technician, ITS
- Cartwright, Jacqueline** Financial Aid Technician I
- Casey, Donna** Administrative Assistant, Language Arts
- Castro, Sylvia** Accounting Assistant II, Foundation
- Chapman, Janet** Accounting Assistant III, Bookstore
- Chapman, Patrick** Grounds Maintenance/Landscaper, Maintenance and Operations
- Chapman, Ryan** Grounds Maintenance Worker, Maintenance and Operations
- Chung, David** Custodian, Maintenance and Operations
- Cios, Wendy** Administrative Assistant, Math, Science and Engineering Division
- Clark-Hackenberg, Debbie** Supervisor, Accounting and Budget
- Clark, Elisa** Financial Aid Technician II
- Clement, Chris** Computer Services Technician, ITS
- Cleveland, Terry** Director, Risk Management and Environmental Health
- Collins, Glenn** Laboratory Technician, Biological Sciences
- Combs, Darin** Electrician, Maintenance and Operations
- Conner, Daniel** Programmer Analyst, ITS
- Conner, Maritza** Program Specialist, Community Outreach
- Cook, Geary** Laboratory Technician, Computers Learning Center
- Cooper, Teresa** Warehouse Assistant, Business Services
- Covell, Kim** Technical Analyst, Enrollment Services
- Crenshaw, Mary** Payroll Technician, Human Resources and Employee Relations
- Crosby, Christi** Administrative Assistant, Business, Computer Studies and Economic Development
- Cruzalegui, Andres** Program Specialist, Outreach
- Cullins, Opal** Custodian I, Maintenance and Operations
- Dacoco, Salvador** Custodian I, Maintenance and Operations
- Davidson, Anita** Early Childhood Instructional Specialist, Child Development Center
- Davis, Elayne** Clerical Assistant II, Business, Computers and Economic, & Maintenance and Operations
- Diaz, Lisa** Student Accts Technician, Business Services
- Dioquino, Michael** System Administrator, ITS
- Doss, Kendra** Financial Aid Technician I
- Duszynski, Darryl** HVAC Technician, Maintenance and Operations
- Dwinell, Amber** Accountant, Auxiliary Services/Business Services
- Edmondson, LaTara** Clerical Assistant III, Community Outreach
- Ellis, Crystal** Sr. Administrative Assistant, Student Services
- Epps, Steve** Skilled Maintenance Worker, Maintenance and Operations
- Faber, Kyle** Computer Lab Technician, Math, Science and Engineering Division
- Fernandez, Tracy** Clerical Assistant III, Job Placement Center
- Fiske, Rebecca** Early Childhood Instructional Specialist, Child Development Center
- Fite, Kim** Administrative Assistant, Student Development
- Foisel, Kether** Tutoring Specialist, Reading Center/Learning Center
- Ford, Pamela** Program Coordinator, CalWORKs
- Garcia, Chris** Accountant, Business Services
- Gibson, Vanessa** Clerical Assistant II, Financial Aid



## 328 Classified Staff

---

- Gillin, Sarah** Custodian I, Maintenance and Operations
- Gold, Alan** Utility Worker, Maintenance and Operations
- Gordon, Charles** Instructional Assistant, Air Conditioning and Electrical Toolroom
- Gordon, Patricia** Secretary, IRES / Basic Skills
- Grant, Marilyn** Library Technician
- Gray, James** Custodian I, Maintenance and Operations
- Halliday, Jack B.** Instructional Assistant, Aerospace Toolroom
- Halls, Frederick** Locksmith, Maintenance and Operations
- Harris, Patricia** Sr. Administrative Assistant, President's Office
- Harris, Shrawnda** Administrative Assistant, Enrollment Services
- Heasley, Rocio** Clerical Assistant III, Health Sciences
- Hernandez, Michelle** Director, Student Activities and Community Outreach
- Hernandez, Rosa** Campus Telephone Operator, Advancement and Foundation
- Hinesley, Ann** Telecommunications Technician, ITS
- Hira, Priti** Financial Aid Technician I
- Hitchman, Andrew** Library Assistant
- Hitchman, Erin** Administrative Assistant, Facilities Servicest
- Hoover, Cynthia** Director, Human Resources and Employee Relations
- How, Micheline** Database Administrator, ITS
- Humann, Brenna** Administrative Assistant, Foundation
- Hunter, Tangania** Administrative Assistant, Visual & Performing Arts
- Jackson, Donald** Instructional Assistant, Automotive Toolroom
- Jackson, Nicole** Accounting Technician Auxiliary Services, Bookstore
- Janiszewski, Karen** Bookstore Assistant
- Jauregui, Melissa** Academic Affairs Technician
- Jennings, Lloyd** Chemistry Lab Technician
- Jensen, Douglas** Director, Facilities Services
- Jimenez Canchola, Alejandra** Clerical Assistant II, Financial Aid
- Johnson, Milove** Evaluations Coordinator, Enrollment Services
- Johnson, Theresa** Duplication/Mailroom Technician, Business Services
- Kastner, Gloria** Sr. Administrative Assistant, Academic Affairs
- Keelen, Diana** Director of Business Services
- Kelly, Jerene** Administrative Assistant, Instructional Resources and Extended Services
- King, Deborah** Early Childhood Instructional Specialist, Child Development Center
- Kline, Cynthia** Administrative Assistant, Social and Behavioral Sciences
- Knab, Shannon** Library Technician
- Krynen, Gregory** Technical Trainer, ITS
- Lajoie, Sheri** Accounting Assistant II, Business Services
- Lathrop, Michele** Tutoring Specialist, Writing Center, Learning Center
- Leal, Felipe** Custodian I, Maintenance and Operations
- Loi, M. Ann** Laboratory Technician, LD/High Tech. Center, Office for Students with Disabilities (OSD)
- Lose, Debra** Education Advisor, Office for Students with Disabilities (OSD)
- Lose, Steven** Automotive/Equipment Mechanic
- Lubos, Arnold** Custodian I, Maintenance and Operations
- Maher, Michael** Facility Systems Lead/HVAC, Maintenance and Operations
- Martin, Aiko** Lab Technician, Biology
- Martinez, Diane** CalWORKs Technician I
- Martinez, Katie** Computer Lab Technician, ITS
- Mathias, Vicki** Graphic Artist, IMC
- Mathis, S. Kay** Clerical Assistant III, Assessment
- McClung, Sandra** Bookstore Assistant
- McIntosh, Dawn** Director, Auxiliary Services
- Mena, Herman** Custodian I, Maintenance and Operations
- Mercado, Kenneth** Grounds Maintenance Supervisor
- Mergliano, Katherine** Computer System Manager, ITS
- Miller, Kenneth** Instructional Assistant, Automotive Toolroom
- Mills, Gloria** Secretary, Early Childhood Ed./Foster Parenting Program
- Mogg, Diane** Clerical Assistant III, Counseling & Matriculation
- Montana, Julie** Administrative Assistant, Kinesiology, Athletics and Dance
- Moody, Susan** Clerical Assistant III, Counseling & Matriculation
- Moore, Kimberly** Food Services Assistant II
- Moore, Stan** Coordinator Warehouse and Inventory
- Morgan, Deborah** Sr. Administrative Assistant, Administrative Services
- Morris, Yvonne** Financial Aid Specialist
- Moyer, David** Bookstore Operations Supervisor
- Musial, Angela** Buyer, Business Services
- Negrete, Bettie** Clerical Assistant III, Instructional Resources and Extended Services
- Norsell, Paula** Executive Assistant, President's Office
- O'Dell, Frank** Maintenance Assistant, Maintenance and Operations
- Ojeda, Veronica** Bookstore Assistant
- Olson, Suzanne** Clerical Assistant II, Math, Science and Engineering
- Onofre, Adan** Custodian I, Maintenance and Operations
- Orlic-Babic, Katarina, Dr.** Director, Child Development Center
- Overman, Steven** Custodian I, Maintenance and Operations
- Owens, Daniel** Maintenance Supervisor, Maintenance and Operations
- Padilla, Sherrie** Director, Financial Aid
- Padilla, Vicente** Custodian I, Maintenance and Operations
- Palmetto Despain, Tamira** Education Advisor, Student Programs and Services
- Patin, Anairma** Human Resources Technician, Human Resources and Employee Relations
- Patin, Rachel** Accounting Assistant II, Business Services

- Paul, Jenell** EOP&S Technician II
- Perez, Esperanza** Records Technician, Enrollment Services
- Petrin, Yvette** EOPS Specialist
- Preston, Gwennette** Clerical Assistant II, Enrollment Services
- Pullum, Tina** Secretary, Child Development Center
- Ramos, Amy** Attendance Accounting Technician, Enrollment Services
- Raper, Tasakyna** Tutoring Specialist
- Reddish, Jim** Advancement Assistant, Institutional Advancement and Foundation
- Reffner, Richard** Programmer Analyst, ITS
- Remp, Maria (Vicki)** Payroll Technician, Human Resources and Employee Relations
- Rethwisch, Maureen** Administrative Assistant, Technical Education
- Rogers, Sandy** Financial Aid Tech, Advancement and Foundation
- Rogers, William** Laboratory Technician, Physics
- Rohr, Cathryn** Clerical Assistant III, Facilities Services/Maintenance and Operations
- Rojas, Braulio** Custodian I, Maintenance and Operations
- Rose, Linda** OSD Secretary, Office for Students with Disabilities (OSD)
- Ruvalcaba, Maricela** Learning Disabilities Testing Technician, Office for Students with Disabilities (OSD)
- Saari, Wade** Assessment Coordinator, Counseling and Matriculation
- Sanchez, Linda** Secretary, Financial Aid
- Sandoval, Yuliana** Clerical Assistant II, Financial Aid
- Sawicki, Kenneth** Alternative Media Specialist, ITS
- Schulten, Michelle** Human Resources Technician and Employee Relations
- Schultz, Terry** Supervisor Campus Events and Operations, Facilities Services
- Serrao, Ninette (Nina)** Human Resources Technician, Human Resources and Employee Relations
- Sewell, Brenda** Custodian I, Maintenance and Operations
- Shiplett, Jarrod** Instructional Assistant, Auto Body Toolroom
- Simmons, Christina** Education Advisor, CalWORKs
- Sirotzki-Esparza, Veronica** Custodian Lead, Maintenance and Operations
- Skipper, Mary** Clerical Assistant III, Enrollment Services
- Smethurst, Paul** Grounds Irrigation/Equipment Technician, Maintenance and Operations
- Smith, Debra** Food Service Supervisor
- Smith, Karen** Coordinator, Health Science Programs
- Snedeker, Anthony** Grounds Maintenance Worker, Maintenance and Operations
- Snow, Laura** Academic Affairs Specialist
- Soos, Peter** HVAC Technician, Maintenance and Operations
- Sosa, Peggy** CalWORKs Technician, CalWORKs
- Spidell, Bryan** Computer Services Technician, ITS
- Standerfer, Steven** Director, Public and Governmental Relations
- Stanton, Robert** Grounds Maintenance Worker, Maintenance and Operations
- Stanton, Sarah** Clerical Assistant III, Student Support Services
- Star, Jayme** IMC Technician
- Steinberg, Ann** Director, Job Placement
- Tami, Curtis** Grounds Maintenance Worker, Maintenance and Operations
- Thatch, Shirlene** IMC Coordinator
- Theobald, Christopher** Bookstore Assistant
- Thompson, Hilda** EOP&S Technician II
- Toms, Douglas** Custodial Supervisor, Maintenance and Operations
- Trejo, Raquel** Tutoring Specialist, Learning Center
- Turney, Vickie** Administrative Assistant, Counseling and Matriculation
- Tuss, Scott** Programmer Analyst, ITS
- Valenzuela, Maria** Library Technician
- Vargas, Dawn** Library Assistant
- Vasquez, Michael** Painter, Maintenance and Operations
- Villar, Louie** Custodian I, Maintenance and Operations
- Villarreal, Eduardo** Grounds Maintenance Worker, Maintenance and Operations
- Vines, John** Technical Analyst, CalWORKs
- Voelcker, Aaron** Research Analyst, Institutional Effectiveness, Research and Planning
- Wallace, Wilda** Job Placement Specialist
- Warr, Elizabeth** Athletic Equipment Assistant, Kinesiology, Athletics and Dance
- Webb, Justin** Athletic Equipment Assistant, Kinesiology, Athletics and Dance
- Weitz, Susan** Duplication/Mailroom Technician, Business Services
- West, Joseph** IMC Technician Lead, IMC
- Whitaker, Kimberly** Clerical Assistant II, IMC
- Whitt, Brad** Skilled Maintenance Worker, Maintenance and Operations
- Wiley, Timothy** Director, CalWORKs
- Williams, Nichelle** Financial Aid Technician I
- Wilmes, Michael** Systems Administrator, ITS
- Wilson, Tina** Payroll Technician, Human Resources and Employee Relations
- Wishka, Cynthia** Educational Advisor, Counseling and Matriculation
- Wright, Diana** EOP&S Technician II
- Yin, Geibao** Laboratory Technician, Math, Science and Engineering
- Yoakum, James** Custodian Lead, Maintenance and Operations
- Youkhana, Anet** Attendance Accounting Technician, Enrollment Services
- Zentner, Aeron** Research Technician, Institutional Effectiveness, Research and Planning

## A

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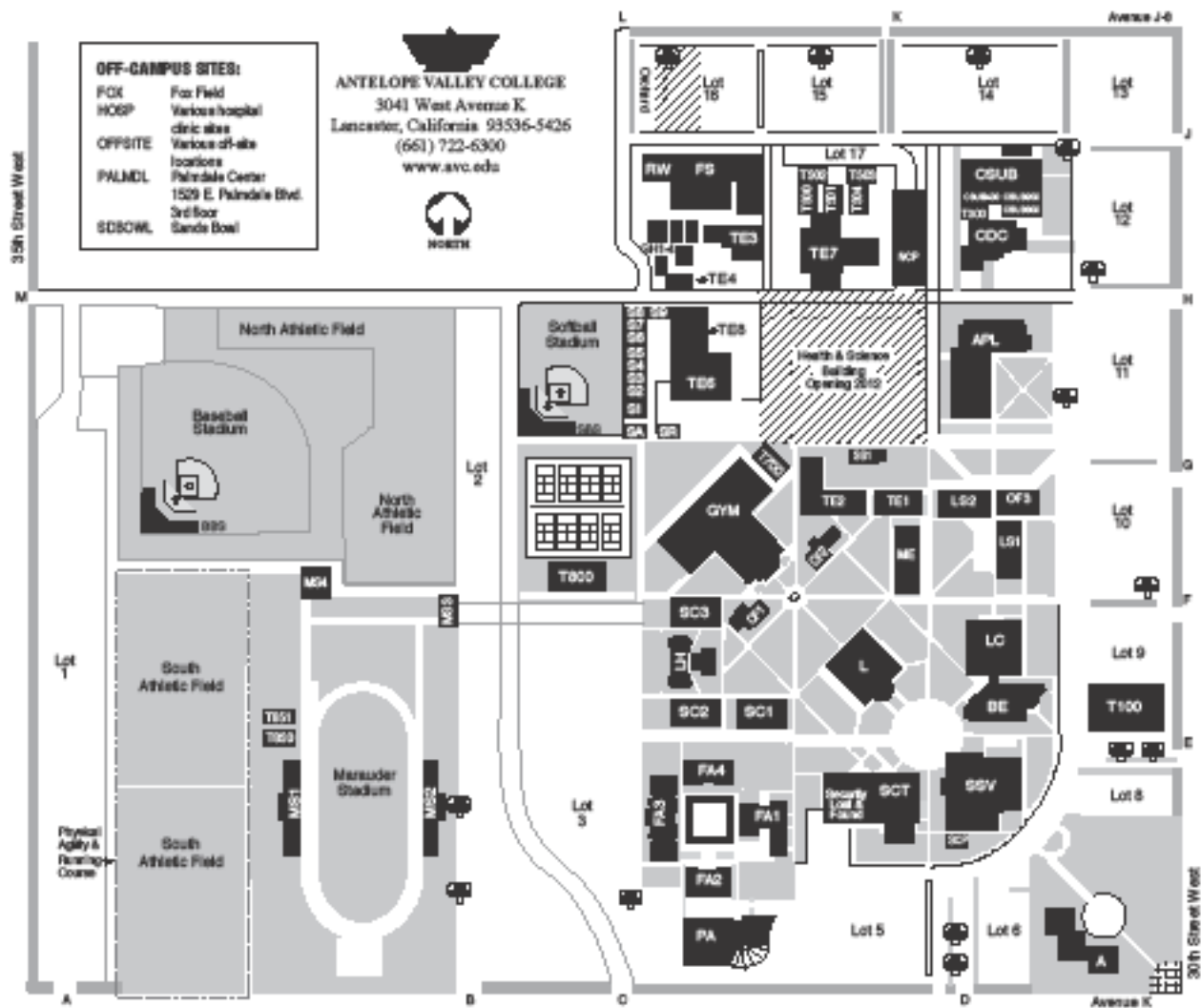
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# 334 Lancaster Campus Map



**OFF-CAMPUS SITES:**  
**FOX** Fox Field  
**HOSP** Various hospital clinic sites  
**OFFSITE** Various off-site locations  
**PALMCL** Palmdale Center 1529 E. Palmdale Blvd. 3rd floor  
**SDBOWL** Sands Bowl

**ANTELOPE VALLEY COLLEGE**  
 3041 West Avenue K  
 Lancaster, California 93536-5426  
 (661) 722-6300  
[www.avc.edu](http://www.avc.edu)



## LEGEND

<b>A</b> Administration Building	<b>MS3</b> Stadium Ticket Booth	<b>T100</b> Assessment/Office for Students with Disabilities
<b>APL</b> Applied Arts, Allied Health, & Offices	<b>MS4</b> Stadium Concessions/Restrooms	<b>T300</b> Faculty Offices
<b>BBS</b> Baseball Stadium	<b>NCP</b> North Central Plant	<b>T500</b> Faculty Offices
<b>BE</b> Business Education, IMC, & Offices	<b>OF1</b> Offices: Math/Science	<b>T501</b> Faculty Offices
<b>CDC</b> Child Development Center	<b>OF2</b> Offices: PE	<b>T502</b> Nursing Science
<b>CSUB</b> CSU Bakersfield—Antelope Valley	<b>OF3</b> Offices: Language Arts & Social Science	<b>T503-4</b> Sheriff's Academy
<b>FA1</b> Fine Arts (Art & Gallery)	<b>PA</b> Performing Arts Theatre Building	<b>T700</b> PE Offices
<b>FA2</b> Fine Arts (Black Box)	<b>RW</b> Receiving/Warehouse	<b>T800</b> Construction Office
<b>FA3</b> Fine Arts (Music & Offices)	<b>SA</b> SOAR High School Administration	<b>T850</b> Field House—Home
<b>FA4</b> Fine Arts	<b>S1-9</b> SOAR High School	<b>T851</b> Field House—Visitors
<b>FS</b> Facilities Services	<b>S85</b> Softball Stadium	<b>T800</b> Construction Office
<b>GH1-4</b> Greenhouses	<b>SC1-3</b> Science	<b>TE1</b> Technical Ed.—Electronics
<b>GYM</b> Gymnasium [PE & Offices]	<b>SCP</b> South Central Plant	<b>TE2</b> Tech.Ed.—Welding/Fire Technology
<b>L</b> Library	<b>SCT</b> Student Center (Bookstore, Cafeteria, Security, Lost & Found)	<b>TE3</b> Tech.Ed.—Agriculture Lab
<b>LC</b> Learning Center	<b>SR</b> SOAR HS Restrooms	<b>TE4</b> Equipment Building
<b>LH</b> Lecture Halls	<b>SS1</b> Electrical Substation	<b>TE6</b> Technical Ed.—Automotive
<b>LS1</b> Liberal Studies & Offices	<b>SSV</b> Student Services & Information	<b>TE7</b> Technical Ed.—Technology
<b>LS2</b> Liberal Studies		<b>TE8</b> Technical Ed.—Auto Body
<b>ME</b> Math/Engineering		
<b>MS1-2</b> Marauder Stadium		

AVC Sheriff's Office—\*80 from a campus pay phone

NOTE: Closed areas will change as construction continues. Please check [www.avc.edu](http://www.avc.edu) for the latest AVC campus map.

# PALMDALE CENTER FLOORPLAN

1529 E. Palmdale Blvd. at 15th Street East

