



## 2024 | 2025 CATALOG





# **2024-2025 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  
2301 East Palmdale Boulevard • Palmdale, CA 93550



**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 2016.

Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org)

**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  
Joint Review on Education in Radiologic Technology

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:

Yvette Cruzalegui, 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: Dr. Lauren Elan Helsper

Vice President of People, Culture, Talent & Title IX Coordinator  
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 or ext. 6360 (voice/relay).

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 2016.

Información adicional acerca de la acreditación, incluyendo la presentación de quejas en contra de las instituciones miembros, se puede encontrar en: [www.avc.edu](http://www.avc.edu)

**Aprobado Por:**

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  
Joint Review on Education in Radiologic Technology

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

**Socio De:**

California Community and Junior College Association

Tri-Valley Alliance Consortium

**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 Educativo 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 Educativo 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:

Yvette Cruzalegui – Consejera  
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: Dr. Lauren Elan Helsper  
Vicepresidente de Personas, Cultura, Talento y Coordinador del Título IX  
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 funcionamiento 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 ext. 6360.

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 la consejera 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

### 2024-2025



Welcome to Antelope Valley College!

At AVC, your success is our purpose, and I thank you for taking this first critical step in building your future. Achieving your educational and vocational goals will make all the difference not only in your life, but also your family's. Whether you attend courses virtually, face-to-face, or both, we are prepared to support your learning, from certificates to associate degrees to baccalaureate degrees. We are committed to cost-efficient education resulting in well-paying jobs with surround supports all the way through your learning journey.

I know that there are multiple challenges in today's world. Many of you work, serve your families, provide care for others, and sometimes face housing and food insecurity along the way. We have services that can assist you while you invest in yourself. We have groups that support you socially, culturally, and academically all while providing a rich and diverse learning environment. We have Marauder Market and emergency housing services as well.

While you are building your future, we continue to build new buildings at AVC. Please know that all services are fully open and ready to serve you while you learn. It's a brave thing to invest in yourself and your family in this way, and at every step, you are surrounded by well-qualified, diverse Classified Professionals, faculty, and administrators who are committed to your achievement.

As you make your way through this catalog and use the electronic tools available to create your individual education plan, please make sure to see a counselor for support, find the mentors in Puente, UMOJA, and other programs who are here for you, and stop by Financial Aid to ensure that you maximize your access to financial support.

We are here for you! #AVCSERVES

In Service,

JZ

Dr. Jennifer Zellet

Superintendent/President

¡Bienvenido al Colegio de Antelope Valley!

En AVC, su éxito es nuestro propósito, y le agradezco por dar este primer paso crítico en la construcción de su futuro. Alcanzar tus metas educativas y vocacionales marcará la diferencia no solo en tu vida, sino también en la de tu familia. Ya sea que asista a cursos virtuales, presenciales o ambos, estamos preparados para respaldar su aprendizaje, desde certificados hasta títulos asociados y títulos de bachillerato. Estamos comprometidos con una educación rentable que resulte en trabajos bien remunerados con apoyos circundantes durante todo su viaje de aprendizaje.

Sé que hay múltiples desafíos en el mundo de hoy. Muchos de ustedes trabajan, sirven a sus familias, cuidan a otros y, a veces, se enfrentan a la inseguridad alimentaria y de vivienda en el camino. Contamos con servicios que pueden ayudarte mientras inviertes en ti mismo. Contamos con grupos que lo apoyan social, cultural y académicamente, al mismo tiempo que brindan un entorno de aprendizaje rico y diverso. También contamos con Marauder Market y servicios de vivienda de emergencia. Mientras usted está construyendo su futuro, nosotros continuamos construyendo nuevos edificios en AVC. Tenga en cuenta que todos los servicios están completamente abiertos y listos para servirle mientras aprende. Es algo valiente invertir en ti y en tu familia de esta manera, y en cada paso, estás rodeado de profesionales, profesores y administradores clasificados bien calificados y diversos que están comprometidos con tu logro.

A medida que avanza a través de este catálogo y utiliza las herramientas electrónicas disponibles para crear su plan de educación individual, asegúrese de ver a un consejero para obtener apoyo, encuentre a los mentores en Puente, UMOJA y otros programas que están aquí para usted, y pase por Financial Aid para asegurarse de maximizar su acceso al apoyo financiero.

¡Estamos aquí para ti! #AVCSERVES

En servicio,

JZ

Dra. Jennifer Zellet

Superintendente/Presidenta

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**Board of Trustees**

Ms. Michelle Harvey, President  
Ms. Barbara Gaines, Member

Mr. Michael Adams, Vice-President  
Mr. Michael Rives, Member

Mr. Steve Buffalo, Clerk  
Anthony Rivera, Student Trustee

**Administration**

Dr. Jennifer Zellet	Superintendent/President
Dr. Kathy Bakhit	Assistant Superintendent/Vice-President Academic Affairs
Mr. Shaminder S. Brar	Assistant Superintendent/Vice-President Administrative Services
<i>Position vacant</i>	Assistant Superintendent/Vice-President Equity & Student Achievement
Dr. Lauren Elan Helsper	Assistant Superintendent/Vice-President People, Culture, Talent & Title IX Coordinator
Ms. Idania Padron	Assistant Superintendent/Vice-President Student Services
Ms. Bridget Cook, Esq.	General Counsel
<i>Position vacant</i>	Grant Writer
Mr. Gregory Bormann	Dean Aerospace, Industrial Arts & Applied Technologies
Ms. Kathryn Mitchell	Dean Arts & Humanities
Dr. Rashitta Brown-Elize	Dean Counseling and Matriculation
Ms. LaDonna Trimble	Dean Enrollment Services
<i>Position vacant</i>	Dean Health & Public Safety
<i>Position vacant</i>	Dean Health & Wellness Center
Dr. Meeta Goel	Dean Institutional Effectiveness, Research and Planning / Library Services
Dr. Benjamin Partee	Interim Dean Kinesiology & Athletics
Ms. Kathryn Mitchell	Dean Language & Communication Arts
Dr. Jedidiah Lobos	Dean Math, Sciences, & Engineering
Mr. Nate Dillon	Dean Social & Behavioral Sciences
Dr. Jill Zimmerman	Dean Student Support Services
Mr. Van Rider	Dean Workforce Development & Community Engagement
<i>Position vacant</i>	Executive Director Fiscal & Financial Services
Ms. Dianne Knippel	Executive Director Foundation
<i>Position vacant</i>	Executive Director Information Technology Services
Mr. Alejandro Guzman	Executive Director Marketing and Public Information
Mr. James Nasipak	Director Auxiliary Services
Ms. Patty McClure	Director Board and Executive Services
Ms. Wendy Dumas	Director of Budget, Reporting and Compliance
Mr. Ramon Castillejo	Director Student Development
Mr. Ron Benedetti	Director Capital Projects
<i>Position vacant</i>	Director Child Development Center
Ms. Rosalind Brown	Director Dual Enrollment and Outreach
Ms. Keina Miranda	Director Enrollment Services
Mr. Daniel Conner	Director Enterprise Applications & Data Protection
Ms. Kendra Ruff	Director Extended Opportunity Programs & Services (EOPS)/CARE, NextUP, and Gaurdian Scholars
Mr. Noe Flores	Director Facilities Planning & Logistics
Ms. Nichelle Williams	Director Financial Aid
Ms. Tammara Steffes	Director Fiscal & Financial Services
Ms. Harmony Miller	Director Human Resources & Employee Relations
Mr. Christos Valiotis	Interim Director Innovation & Grants
<i>Position vacant</i>	Director Institutional Research
Ms. Ashley Hawkins	Director Learning Center
<i>Position vacant</i>	Director Maintenance and Operations
Ms. Jamie Jones	Director Mathematics, Engineering & Science Achievement (MESA)
Mr. Carlos Rosas	Director Office for Students with Disabilities
Dr. Alex Parisky	Director Online Education and Instructional Support
Ms. Debby Clark-Hackenberg	Director Payroll
<i>Position vacant</i>	Director Performing Arts Theatre
Ms. Angela Musial	Director Purchasing & Contracts
Mr. Jim Firth	Interim Director Risk Management and Benefits
Ms. Irene Carbajal Perez	Director STAR/TRIO/SSS/CalWorks
<i>Position vacant</i>	Director Student Development
Mr. Michael Dioquino	Director Technology Operations
Ms. Lisa Nowak	Manager Fiscal & Financial Services
Mr. Bill Carlson	Manager Instructional and Support Services
Mr. Michael Harris	Interim Supervisor Campus Events and Operations
Mr. David Chung	Supervisor Custodial
Mr. Phillip Planellas	Supervisor Custodial
Ms. Cassandra Trice	Supervisor Food Services
Mr. Robert Stanton	Supervisor Grounds
Mr. Michael Maher	Supervisor Maintenance and Operations
Ms. Debbie Lindsey	Supervisor Palmdale
Ms. Rosie Heasley	Project Supervisor Career Technical Education
Ms. Rhonda Burgess	Project Supervisor Human Resources & Employee Relations
Ms. Ty Steans	Project Supervisor NextUp
Ms. Paige Carter	Project Supervisor Student Services
Ms. Sarah Schneider	Project Supervisor Student Services FYE/SYE



## Academic Affairs - Dr. Kathy Bakhit, Vice-President

### Mr. Gregory Bormann, Dean Aerospace, Industrial Arts & Applied Technologies

Advanced Manufacturing	Air Conditioning and Refrigeration	Automotive Technology	Metrology Sciences
Aeronautical and Aviation Technology	Aircraft Fabrication and Assembly	Electrical Technology	for Aerospace
Aeronautical Non-Destructive Inspection	Airframe Manufacturing Technology	Electronics Technology	Manufacturing
Aerospace Leadership and Management	Auto Body	Industrial Manufacturing	Welding

### Ms. Kathryn Mitchell, Dean Arts & Humanities

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

### Dr. Benjamin Partee, Interim Dean Kinesiology & Athletics

Athletic Training	Intercollegiate Athletics	Recreational Leadership
Health Education	Kinesiology	

### Vacant, Dean Health & Public Safety

Emergency Medical Technology	Medical Office Assisting	Radiologic Technology	Respiratory Care
Fire Technology	Nutrition and Foods	Registered Nursing	Vocational Nursing

### Dr. Jedidiah Lobos, Dean Math, Sciences, & Engineering

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

### Mr. Van Rider, Dean Workforce Development & Community Engagement

Adult Education (AB104)	Economic Development	Off Site Campuses	Pre-Apprenticeships Cal Grant
Corporate and Community Services	High School Articulation	Palmdale Center	

### Ms. Kathryn Mitchell, Dean Language & Communication Arts

Academic Development	English	Interpreter Training	Reading
Chinese	English as a Second Language	Journalism	Spanish
Communication Studies	French	Latin	
Deaf Studies	German	Learning Assistance	

### Mr. Nate Dillon, Dean Social & Behavioral Sciences

Accounting	Child and Family Education	Ethnic Studies	Political Science
Administration of Justice	Child Development Center	History	Prison Education Program
Anthropology	Computer Applications	Management	Psychology
Business	Economics	Marketing	Real Estate
Business Information Professional	Education	Philosophy	Sociology

## Student Services - Ms. Idania Padron, Vice-President

### Dr. Rashitta Brown-Elize, Dean Counseling

CalWORKs	Extended Opportunity Programs & Services (EOP&S)	Office for Students with Disabilities (OSD)
Career Center	Human Development	S.T.A.R.
Counseling Services	Matriculation	Transfer Center

### Ms. LaDonna Trimble, Dean Enrollment Services and Access

Academic Records	Audit/Credit by Examination	Extenuating Circumstances Petition
Admissions and Records	Dual Enrollment	Financial Aid
Assessment	Enrollment Management	Graduation
Athletic Verification	Enrollment Services	Transcripts

### Dr. Jill Zimmerman, Dean Student Support Services

Associated Student Organization	Job Placement	Student Health Services
Basic Needs	Outreach/Information & Welcome Center	Study Abroad
Commencement	Second Year Experience	Veterans Resource Center
First Year Experience	SOAR High School/Early College High School	
International Student Program	Student Activities	

## Equity & Student Achievement - Vacant, Vice-President

Achievement Programs	Learning Center	Professional Development	Student Equity
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### Dr. Meeta Goel, Dean Institutional Effectiveness, Research, & Planning (IERP)

Grants & Innovation	Institutional Effectiveness, Research, & Planning	Library Services
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## Mission

Antelope Valley Community College, a public institution of higher education, provides a quality, comprehensive education to a diverse population of learners. We are committed to student success offering value and opportunity, in service to our community.

### Antelope Valley College offers:

#### *Associate Degree Programs*

Associate degree programs comprised of general education courses, proficiency requirements, and 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.”

#### *Baccalaureate Degree Program*

The Baccalaureate Degree Program in Airframe Manufacturing Technology is designed to respond to the growing demand in the aerospace and associated industries with a curriculum that addresses airframe manufacturing, aircraft fabrication (structures and composites), avionics, and electronics, as well as upper division general education courses. This degree provides students with the ability to understand, perform, and serve as first-line leads in the major processes of manufacturing the structural components of aircraft for civilian and military specifications and other related industries.

#### *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 and degree requirements are satisfied by completing transferable courses that apply to the major, general education, and electives (if necessary).

#### *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 services 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.

The Antelope Valley Community College District is committed to fulfilling its mission in accord with the following philosophy:

Antelope Valley Community College District is a comprehensive community college district 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.

## 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.

### Communication

- Demonstrates analytical reading and writing skills including research, quantitative and qualitative evaluation and synthesis.
- Demonstrates listening and speaking skills that result in focused and coherent communications.

### Creative, Critical, and Analytical Thinking

- Uses intellectual curiosity, judgment and analytical decision-making in the acquisition, integration and application of knowledge and skills.
- Solves problems utilizing technology, quantitative and qualitative information and mathematical concepts.

### Community/Global Consciousness

- Understands and applies personal concepts of integrity, ethics, self-esteem, lifelong learning, while contributing to the well being of society and the environment.
- Demonstrates an awareness and respect of the values of diversity, complexity, aesthetics and varied cultural expressions.

### Career and Specialized Knowledge

- Demonstrates knowledge, skills and abilities related to student educational goals, including career, transfer and personal enrichment.

## Vision

To provide quality education that transforms lives.

## Values

**Education** – We are dedicated to students, faculty, staff, and alumni in their endeavor for lifelong learning.

**Integrity** – We expect honesty, trust, candor, and professionalism from one another.

**Excellence** – We commit to the highest quality in all our endeavors, being responsive to our community in innovative ways.

**Community** – We create and foster relationships between AVC and its diverse constituents: students, faculty, staff, alumni, and the community at large.

## Governance

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

## Campus 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 though land purchases.

AVC began to host upper division and graduate-level programs offered by California State University, Bakersfield-Antelope Valley, a satellite campus located on AVC's Lancaster campus. In December 2023, Cal State Bakersfield, Antelope Valley and AVC signed a Memorandum of Understanding to expand the number of STEM baccalaureate degrees available at CSUB's Antelope Valley campus, building a pipeline for scientists and engineers in a region that leads the nation in aerospace innovation and discovery, college officials announced today in a joint statement. Through the partnership, CSUB-AV

and AVC will work together to add new STEM pathways at CSUB-AV. The MOU also provides an extension to the current land-lease agreement for space occupied by CSUB-AV and use of new space needed for the new baccalaureate programs.

AVC responded to the needs of south valley residents by establishing the Palmdale Center, located at 2301 E. Palmdale Blvd., Palmdale CA 93550. Serving 2,000 students 2002, the growing demand for additional opportunities contributed to the development of a 50,000 square foot classroom and laboratory Center at 2301 E. Palmdale Blvd.

Administration continues to expand and update labs and classrooms to serve students. The Performing Arts Theatre opened in 2011. The 107,000 square foot, state of the art, Uhazy Hall building followed in 2012. In 2016, Measure AV was passed by the Antelope Valley community and funded AVC Sheriff's Security building, Sage Hall, Discovery Lab, Student Services, and Cedar Hall, which is currently under construction.

The AVC Sheriff's Security building opened in March 2021, followed by Sage Hall in October of that year. The Discovery Lab opened in May 2022. The Student Services Building opened during the spring 2023 semester.

## 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 a median age of 22. Women make up the majority of the student body with 59 percent of the population. In 2018-2019 AVC's annual unduplicated attendance was 18,801 students.

## 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. Prior to each semester, an online class schedule is available at [www.avc.edu](http://www.avc.edu).

**Summer Session:** AVC operates a summer session each year. The maximum unit load for a student during the summer session is fifteen 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, Saturdays, and occasionally on Sundays, 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 all course offerings. Evening classes are courses scheduled to begin at or later than 4:30 p.m.



**Fall 2024 Academic Calendar**

Registration .....	Consult enrollment dates at <a href="http://www.avc.edu">www.avc.edu</a>	
Semester begins.....	August 19	
*Last day to Add (full-term courses) .....	In Person - August 30.....	On Web - September 2
*Last day to drop with refund (full-term courses).....	In Person - August 30.....	On Web - September 2
Last day to drop without a "W" (full-term courses) .....	In Person - August 30.....	On Web - September 1
Last day to elect pass/no pass option .....	Up to the last day of class	
Labor Day (College closed) .....	September 2	
Priority filing date for Spring 2025 Graduation .....	September 6	
Priority filing date for Summer 2025 Graduation .....	September 6	
Last day to submit Petition for Credit by Exam.....	September 13	
Indigenous Peoples' Day (College closed).....	October 14	
Last day to drop with a "W" (full-term courses).....	November 8	
Veteran's Day (College closed).....	November 11	
Thanksgiving (College closed) .....	November 28	
Local Holiday .....	November 29-30	
Semester ends.....	December 7	

**Intersession 2025 Academic Calendar**

Registration .....	Consult enrollment dates at <a href="http://www.avc.edu">www.avc.edu</a>	
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 option .....	To be determined	
Last day to drop without a "W" (full-term courses) .....	To be determined	
Dr. Martin Luther King Day (College closed) .....	January 20	
Last day to drop with a "W" (full-term courses).....	To be determined	
Semester ends.....	February 1	

**Spring 2025 Academic Calendar**

Registration .....	Consult enrollment dates at <a href="http://www.avc.edu">www.avc.edu</a>	
Semester begins.....	February 3	
Lincoln's Day (College closed).....	February 14	
Local Holiday.....	February 15	
Washington's Day (College closed) .....	February 17	
*Last day to Add .....	In Person - February 13 .....	On Web - February 17
*Last day to drop with refund (full-term courses) .....	In Person - February 13 .....	On Web - February 17
Last day to drop without a "W" (full-term courses) .....	In Person - February 13 .....	On Web - February 17
Last day to submit Petition for Credit by Exam.....	February 28	
Last day to elect pass/no pass option .....	Up to the last day of class	
Priority filing date for Fall 2025 Graduation.....	February 14	
Cesar Chavez Day (College closed).....	March 31	
Spring Break (No classes).....	March 31- April 5	
Last day to drop with a "W" (full-term courses).....	May 2	
Memorial Day (College closed).....	May 26	
Graduation.....	May 30	
Semester ends.....	May 31	

**Summer 2025 Academic Calendar**

Registration .....	Consult enrollment dates at <a href="http://www.avc.edu">www.avc.edu</a>	
Semester begins.....	June 9	
*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 option .....	To be determined	
Last day to drop without a "W" (full-term courses) .....	To be determined	
Juneteen (College Closed).....	June 19	
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. To review specific course dates locate and click the blue CRN in the AVC Schedule of Classes.

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# WELCOME TO ANTELOPE VALLEY COLLEGE

13-16	ADMISSION AND REGISTRATION
17-19	STUDENT SUCCESS AND SUPPORT PROGRAM
20-21	GLOSSARY OF COLLEGE TERMS
22-29	CAMPUS SERVICES
29	STUDENT ORGANIZATIONS AND ACTIVITIES
30-46	ACADEMIC POLICIES/PROGRAMS
47	CREDIT FOR ADVANCED PLACEMENT EXAM (AP)
48	COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)
49	INTERNATIONAL BACCALAUREATE (IB) EXAM
50	POSTSECONDARY EDUCATION IN CALIFORNIA
51-57	GRADUATION/ASSOCIATE DEGREE AND CERTIFICATE REQUIREMENTS
54-55	DEGREES AND CERTIFICATES
58-64	TRANSFER INFORMATION
65-368	COURSE AND PROGRAM DESCRIPTIONS
369-370	ADMINISTRATION
371-378	FACULTY
379-386	CLASSIFIED STAFF

**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 [www.chspe.net](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 <https://govt.westlaw.com/calregs> and in the Antelope Valley College library.

Admissions applications are submitted through the web using OpenCCCApply 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 middle and high school level 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. Promise Grants 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. 6331.

## 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 \$397 per unit nonresident tuition plus a Capital Outlay Fee of \$20 per unit.** 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.

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, new students must complete an online orientation and attend a student success workshop 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: summer, fall, 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 and Summer Session 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 in fall and spring and 15 units in summer without the written approval of the Dean of Counseling and Matriculation.

## 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 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 plus \$84 per unit for upper division coursework. **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 2024-25 school year is \$397 per semester unit, payable at the time of registration. Nonresidents are also required to pay the \$46 enrollment fee and a Capital Outlay fee of \$20.00 per unit for a total of \$463.00 per semester unit. (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. General parking permits are required from 8am-midnight Monday-Friday and 8am-4pm on Saturdays.

To avoid a citation, please park in authorized spaces only. Parking without a permit or in a reserved parking spot may result in a \$33.00 citation. Parking in a designated handicap spot will result in a \$338.00 citation.

*Semester Parking Fees:*

- Fall/Spring - \$28.00 (equal to \$1.75 a week for 16 weeks). Includes ASO sticker
- Summer - \$21.00 (equal to \$1.75 a week for 12 weeks)

Non AVC students parking permits are priced the same but do not include an ASO sticker.

*Daily Parking Fees:*

- \$1.00 - Daily parking fee at parking permit dispensers (cash only - exact change). Daily parking permit must be visible on your dashboard.
- \$1.28 - Daily permit fee on-line (Permit activated immediately with a valid license plate)

Students will be responsible for replacing lost parking permits. Parking at the Palmdale location does not require a parking permit. For more information, please visit: [www.avc.edu/student-services/cashier/onlineparkingpermit](http://www.avc.edu/student-services/cashier/onlineparkingpermit)

**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 \$10.00 in the Fall, Spring and Summer semesters at the Cashier's Office located in the Student Services building. When students purchase their parking pass online it includes the ASO sticker. Place the ASO sticker on your AVC Student ID and bring it to T700 E1 to receive your benefits card. The ASO Sticker has many benefits for our students. They include:

- Free admission to Football and Basketball games in the current semester (excluding playoffs and tournaments).
- 40 free copies from the WEPA machines during Fall, Spring and Summer semesters.
- Community discounts provided through the 25Score card. (for a complete listing of the discounts or to register your card go to [www.25score.com](http://www.25score.com))

**Student Representation Fee:** The student representation fee of \$2 provides support of governmental affairs representatives who may be stating their positions and viewpoints regarding community colleges and related issues before city, county and district government offices and agencies of the state and federal government.

Students may opt out of the Student Representation fee. The Student Representation Waiver form is available in the Student Life and Services Office T700E1.

**Student Health Services Fee:** AVC offers health services for students on a regular basis. This is accomplished by the Student Health Fee of \$19 per Fall and Spring semesters and \$16 for summer term. In-person medical, dental, vision, tele mental health counseling and tele medical services are available for students, as well as, health education and prevention activities and events held throughout the year. Students are required to pay the Student Health Services fee with the only exemption being religious reasons. A waiver for exemption must be submitted each semester and term prior to paying fees. The Student Health waiver can be found online at [www.avc.edu/sites/default/files/student-services/student-life/Student-Health-Fee-Waiver-\(Fillable\).pdf](http://www.avc.edu/sites/default/files/student-services/student-life/Student-Health-Fee-Waiver-(Fillable).pdf) and must be submitted electronically to [studenthealth@avc.edu](mailto:studenthealth@avc.edu). Tele counseling and tele medical services are available through TimelyMD. Tele medical services provide 24/7, on-demand access to a medical provider that can treat a wide range of common illnesses such as cold and flu, sinus infection, allergies and more. TalkNow tele mental health counseling provides 24/7, on-demand access to a mental health professional to talk about anything at any time. Students can access these free services by going to <https://timely.md/schools/index.html?school=AVC&> to register for and access telehealth services. Telehealth visits are available from any web-enabled device throughout the United States –smartphone, tablet, laptop, or desktop. Students must use their legal name as listed in Banner to create a profile. They may then change to a preferred name. In-person medical, vision and dental services are offered through a voucher system and services are provided by contracted professionals. Information is available each semester by calling Student Health Services (661) 722-6300 ext.6683 or emailing [studenthealth@avc.edu](mailto:studenthealth@avc.edu)

to request a voucher be issued electronically. The Student Health office is located on campus at T700 E1.

**Housing Expenses:** AVC does not maintain on-campus housing. Costs in the community vary greatly with apartment rentals ranging from \$800 to \$1200 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	\$11,700
Student living away from home	\$19,944

Add \$341 per semester unit for nonresident tuition and capital outlay 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 place a hold on the student's account until fees are paid in full.

## Refund of Fees and Expenses

**Refund of Enrollment Fees:** Fees will be refunded for full-term classes dropped during the first two weeks of instruction for 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.

Summer refunds are only issued for drops during the first week. Refunds are issued 6-8 week after the beginning of the semester. NO CASH refunds will be given at the window.

**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 Terms:

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 the Registration Office. 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:** These fees will be refunded for classes dropped during the first two weeks of

instruction. No refunds will be made after the second week of instruction.

**Parking Permit Refund Policy:** Only a student who withdraws from all courses may request a partial refund for a parking permit. Students who want a refund must:

1. Return permit to Cashier's Office during the first two weeks for regular semesters and the first week during summer sessions.
2. Students must fill out a parking permit refund request.

All refunds will be mailed to address on file. There will be no cash refunds.

**Associated Student Organization Refund Policy:** The ASO sticker fee will be refunded in full to those students who completely withdraw from all classes within the first two weeks of instruction. Request for a refund must be in writing and be accompanied by the sticker and cashier receipt. Submit them in the Student Life Office in T700 E1. Refunds will be mailed to the address on file with the college within 2 weeks.

**Refund of Student Health Services Fee:** The Student Health Services Fee will be refunded in full to those student who completely 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 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, and Direct Loans.

## 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.

Under FERPA, personally identifiable information from an

eligible student's record will be provided to another school in which the student seeks or intends to enroll.

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.



## A Partnership

Student Success and Support Program 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.

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 required to complete matriculation requirements.

## Matriculation Services

The college provides matriculation services organized in several interrelated components.

1. **Orientation:** Acquaints students with college facilities, programs, services, academic expectations, procedures, policies, rights and responsibilities. New students will not be allowed to register until they have completed the AVC Online Orientation. (See Exemptions Section).
2. **Assessment:** 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.
3. **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.

## Student Responsibilities

Each matriculated student is expected to:

1. Declare a specific educational goal.
2. Declare a major course of study following the completion of 15 semester units of degree applicable credit course work or three semesters, whichever comes first.
3. Attend classes regularly and complete assigned course work.
4. Make a Counseling appointment and cooperate in the development of a student educational plan, abide by the terms of this plan or approved revisions and make continued progress toward the defined educational goal.

## 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 V.P. of Student Services.)
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,

## The Basic Components of Your Partnership with AVC

### The college agrees to:

- Assess your 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!**

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.

## 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.
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.

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

#### *Assessment Exemptions*

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

## Placement Alternatives

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

#### *Writing*

- 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).
- Satisfactory completion of English courses at other regionally accredited colleges or universities.
- Passing of the CSU English Equivalency Exam (results in credit for ENGL 101, 102).
- California State University System Early Assessment Program (EAP): "Standard Exceeded: Ready for CSU or participating CCC College-level English courses." Eligible for ENGL 101.
- Expository Reading and Writing Course (ERWC) - a full-year college preparatory English course for high school seniors. Passing BOTH semesters with a "C" or better results in placement into ENGL 101. (Limited to identified high schools)

#### *Mathematics*

- 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).
- Satisfactory completion of math courses at other regionally accredited colleges or universities.
- California State University System Early Assessment Program (EAP): "Standard Exceeded: Ready for CSU or participating CCC College-level math courses.
- Senior Mathematics Accelerated Program (SMAP) - a full-year college preparatory Math course for high school seniors.

Passing BOTH semesters with a "C" or better results in placement into transfer-level math.

#### *English as a Second Language (ESL)*

- Satisfactory completion of ESL courses at other colleges or universities.

#### *Counseling/Advisement Exemptions*

- Students who have completed an associate degree or higher from an accredited college or university.

- Students who enroll in less than 12 units and have one of the following educational goals:
  - Advance in current job/career (upgrade job skills).
  - Maintain a certificate or license (e.g., nursing, real estate).
  - Personal development (intellectual, cultural, recreational).
- 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 and Math Placement*

Based on Assembly Bill 705 which took effect on January 1, 2018, students will be placed into transfer-level English and Math courses using their high school performance records. Placement into these courses will be determined by high school grade point average and high school coursework. Placement may also include recommendations to access optional support services while taking transfer-level courses. Students that do not have applicable or usable high school performance data will be referred to a counselor for assistance in deciding their English and Math course options.

## 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 of credit and noncredit 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. Esta 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, acreditados y no acreditados, de ESL que sean ofrecidos por Antelope Valley College.

## 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 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.

**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 37 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 34 of this catalog.

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

An Academic Year includes, at a minimum, 175 days of 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 or higher, 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 or higher, 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 of Trustees 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 of Trustees.

**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 may include: summer, fall, 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, primary (fall/spring) semesters. Summer 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 and/or progress achievement for three consecutive semesters. Details for dismissal are listed on Page 36 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 offers Online courses.

**Online Courses**

Certain courses are offered via distance education to provide an opportunity for students to complete the majority of the course requirements from a remote location. Participants will have the chance to interact with the instructor and other students using a variety of technologies.

AVC offers traditional online sections (asynchronous), hybrid sections (mostly online but meet on campus for orientation and tests), and blended sections (classes meet at lower capacity, alternating between online and in-class schedules). 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 of and in addition to the student's major, that must be met in order to obtain an Associate or Bachelor's degree.

### **Incomplete Grade**

I (Incomplete) is a temporary grade status given to a student who has participated in the course and is in satisfactory academic standing but unable to complete academic work for unforeseeable, emergency, and justifiable reasons. Incompletes may only be issued after the twelfth (12) week of a regular semester class or after 75% of a short-term or summer class. An Incomplete Contract must be completed and the terms and conditions agreed upon by both the student and faculty. The condition for removal of the "I" and the grade to be assigned in lieu of its removal shall be stated by the instructor in the contract which will be held on file in the Admissions Office. The agreed upon terms and conditions must be satisfied no later than one year following the end of the academic term in which the "I" was assigned.

### **Limitations 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 30 of this catalog.

### **Placement**

The use of validated assessment measures to specify the highest course or courses a student is eligible to enroll in and recommendations about supports to successfully complete that course.

### **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 19 of this catalog.

### **Probation, Academic**

Student is placed on academic probation after attempting 12 semester units at AVC when the student's grade point average in units attempted is less than 2.0. Additional information on probation is detailed on Page 36 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 36 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 or lack of progress.

### **Transcript**

An official record 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 35 of this catalog.

## Welcome to Campus Services

At AVC, we are dedicated to providing a comprehensive range of services to support and enhance your campus experience. From academic resources to student support, we strive to create a vibrant and inclusive community.

### 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. 6536

The Assessment Center provides accommodated and make-up test proctoring and placement services in the areas of Mathematics and English.

### Basic Needs 722-6300 ext. 6685

Antelope Valley College understands the students' academic success is affected by their ability to meet their fundamental basic needs such as housing, food, clothing and other essentials. We strive to connect students with resources both on-campus and in the community to maximize student success. AVC actively builds connections and collaborates with community partners to promote awareness of resources to all students, faculty and staff to help students meet their basic needs and achieve their educational goals. For more information contact our team at [basicneeds@avc.edu](mailto:basicneeds@avc.edu)

### Behavioral Intervention Team BIT/CARE

The Behavioral Intervention Team is dedicated to a proactive, coordinated and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of Antelope Valley College students, faculty, staff, and visitors. The goals are to provide a safe environment for members of the college community, and to promote peace of mind for friends and family of the college community.

### Bookstore 722-6300 ext. 6545

Marauder Bookstore is an on-campus store serving the students, faculty and staff of Antelope Valley College with pride since 1959. The bookstore's primary goal is to support your academic career by providing needed course materials at reasonable prices. We also provide spirit gear and other general merchandise supplies.

The bookstore has locations on the Lancaster campus, in the Student Center building, and at the Palmdale Center.

Visit us at our website, [avc.bncollege.com](http://avc.bncollege.com), for all of your class needs.

### 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.

Antelope Valley College has a long history of successful CalWORKs students who have earned Associate Degrees, certificates, as well as successfully transferring to universities to complete their Bachelor's or Master's degrees. 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 trust
- 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 also 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 requests
- Referrals to other support programs and services at the college, including work study

To be eligible for the CalWORKs program at Antelope Valley College, students must be receiving cash aid for themselves and their child(ren).

### Career Center 722-6300 ext. 6340

The Career Center services provided include individual advising appointments for major and career exploration, workshops during the Fall and Spring terms, and career and occupational information in both Online and print formats. Career assessment and career planning information through Kuder Journey and Eureka, two web-based career assessment and information systems, that are accessible with AVC subscriber codes provided by the Career Center. Students may also use the hard copy of the Self-Directed Search for educational and career planning. For in-depth career assessment, individual appointments are available for the administration and interpretation of the Strong Interest Inventory/Myer-Briggs Type Indicator Career Report with Strong Profile and Strong College Profile.

### 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.-4:30 p.m. Monday through Friday, with morning and/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 (661) 722-6300 ext. 6338. 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) 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 (661) 722-6300 ext. 6338. 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.

**Dreamers Center****722-6300 ext. 6313**

The Dreamers Center is located in SSV 180, Student Services Building. Our mission is to serve all undocumented students, AB540 students, DACA recipients, and students from mixed-status families. We provide information and resources to promote college admissions, persistence, graduation, transfer, and careers.

**Services:**

California Dream Act Information and Assistance  
Scholarship Resources for Dreamers  
Deferred Action for Childhood Arrivals (DACA)  
Information and Referrals  
Workshops  
Academic and Career Guidance  
Confidential and Supportive Environment

Find out more information online: <https://www.avc.edu/dreamcenter>**Extended Opportunity Program and Services (EOP&S)****722-6300 ext. 6363**

Extended Opportunity Programs and Services (EOP&S) is a program designed to assist educationally disadvantaged students who have a financial need and want to attend college. Antelope Valley College EOP&S receives State and District funds to recruit, enroll and support these students who may not otherwise seek higher education.

EOP&S provides: counseling, priority registration, program orientations, textbooks and/or financial grants, career and transfer assistance as well as appropriate referral to additional services as needed. Our professional, paraprofessional 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)**

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

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

Find out more information online: [www.avc.edu/student-services/eopscare](http://www.avc.edu/student-services/eopscare)



## 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 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 <https://studentaid.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, 1960, 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 and while yearly allocation is available.
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, 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. *Promise Grant (formerly known as Board of Governors Fee Waiver)* - 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 Promise Grant, a student must be a California resident or AB 540 student according to Admission and Records, 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 Promise Grant Application. Eligibility criteria for the Promise Grant 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 \$36,900. 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.avc.edu/student-services/financialaid](http://www.avc.edu/student-services/financialaid)

*Loss of Fee Waiver Eligibility (Title 5, sections 58621 and 55031)* - After two consecutive primary terms of not meeting academic or progress standards students will lose the fee waiver eligibility. Loss of eligibility begins with the "student's" first registration opportunity after notification. Students may appeal the loss of the California College Promise Grant due to changes to student's economic situation, evidence that student was unable to obtain essential support services and special consideration of factors for CalWORKs, EOP&S, OSD, Promise Program and Veteran students. Fee Waiver Appeals that apply to both Enrollment Priority and the California College Promise Grant include extenuating circumstances, student with disabilities not receiving timely services and significant academic improvement. Foster Youth, as defined in Education Code 66025.9 (b) shall not be subject to the loss of California College Promise Grant under the above sections.

*Dream Act Application* - AVC students may complete the online 2022-2023 Dream Act Application starting October 1, 2021 to receive Cal Grants, Chafee Grants and some scholarships beginning with the Fall 2022 semester at all CSU, UC, California Community Colleges, and private four year colleges/universities. For more information on the California Dream Act and to access the California Dream Act application, go to the following link: [dream.csac.ca.gov](http://dream.csac.ca.gov)

2. *The Promise Program Tuition Assistance* is a state-funded tuition reimbursement program aimed at first-time college students who are ineligible for the Promise Grant (formerly known as the Board of Governors Fee Waiver). Tuition reimbursement is for the mandatory college enrollment fee required by the state. To be eligible for the Promise Program, a student must be a California resident or AB 540 student according to Admission and Records and have completed the Free Application for Federal Student Aid (FAFSA) or California DREAM Act application. Students must be currently enrolled full-time with 12 or more units (15 units to Finish). Tuition may also be available for the student in their second year if they continue to meet the above requirements in consecutive terms. The Promise Program tuition assistance will terminate after the completion of the second consecutive year.
3. *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. (Community Colleges that are participating in Baccalaureate Degree Pilot Program BDP)

4. *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.
5. *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.
6. *Student Success College Completion Grant (SSCG)* is for students who must be enrolled in at least 12 units and also receiving a Cal Grant B or C award. The SSCG is a stackable grant, designed to work in conjunction with other financial aid.

The student applies for the Cal Grant Program prior to March 2nd, preceding the next academic year they will enroll, or prior to September 2nd 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.

## First Year Experience (FYE)

**722-6300 ext. 6478**

The First Year Experience program is designed to support the successful academic and social transition of new students into the college community. The program provides orientation, registration assistance, educational advising, AVID for Higher Education strategies, designated courses, peer mentoring and on-going workshops, all aimed at giving first-year students the tools they need to successfully advance through to graduation and beyond. All first time students to AVC are members of the FYE program. Find out more information online: <https://www.avc.edu/fye>

## Focus 180 Program

**722-6300 ext. 6375**

The Focus 180 Community and program is geared to provide assistance through intentional, integrated, and welcoming educational and related services that span the institution and the Antelope Valley community, with the aim being to improve the educational attainment and reentry success of justice impacted students and their families. The mission of Focus 180 is to create opportunities for exploration and to foster the skills necessary to translate college experiences into meaningful and successful careers and lives. [www.avc.edu/students/student-services/equity/focus-180](http://www.avc.edu/students/student-services/equity/focus-180)

## 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.

### International Students Program

**722-6300 ext. 6331**

Antelope Valley College welcomes students from all nationalities who desire to study in the United States. We accept students with F-1 category visas who enroll full-time at the college. We currently have international students representing 14 countries in attendance at the college. International students who seek admission to AVC may receive application materials from the website [www.avc.edu/student-services/intl](http://www.avc.edu/student-services/intl) or visit the Welcome Center located in the Student Services building, main lobby. Prospective students must provide the International Student Information Form, a valid passport and current F-1 Visa, a letter of recommendation, a minimum TEOFL score of 45 (450 if paper test), official high school transcript and diploma, college transcripts, current bank statements with a minimum balance of \$18,000 (USD), the AVC Sponsorship Form and Affidavit of Sponsorship (notarized), a copy of deed, lease or rental agreement; and proof of medical insurance. Students transferring in from another US college must also provide the AVC Transfer Form and a copy of their recent I-20.

### Study Abroad

**722-6300 ext. 6331**

Antelope Valley College believes it is important for students today to cultivate an informed and sensitive awareness of all parts of the world in order to better co-exist with other nations and with people from cultures different. Studying abroad can be an enlightening, maturing and life-changing experience. As students live in and learn to understand different cultures, they are challenged to re-examine themselves, their attitudes and their studies. AVC's program invites students to study in London for the Fall semester and Spain for the Spring semester in collaboration with the Southern California Foothills Consortium for Study Abroad. This is a cooperative venture among the community college districts of Antelope Valley College, Barstow Community College, Chaffey College, Citrus College, College of the Canyons, College of the Desert, Crafton Hills College, Mira Costa College, Mt. San Antonio College, Mt. San Jacinto College, Rio Hondo College, San Bernardino Valley College and Victor Valley College in partnership with The American Institute for Foreign Study (AIFS). This partnership allows students to make normal progress toward their undergraduate degrees while utilizing foreign resources and cross-cultural experiences. Students who attend other community colleges and universities are welcome to apply. Financial aid is available to eligible students. More information can be found at [www.avc.edu/student-services/studyabroad](http://www.avc.edu/student-services/studyabroad)

## 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 online registration and payment services, course-based e-mail, file sharing and other functions. ([myavc.avc.edu](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. [www.avc.edu](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, online 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, located in Sage Hall, provides academic support for AVC students. Students can receive tutoring for most classes as well as assistance with improving their study behaviors. Tutors work with students individually and in small groups to both understand the course material and learn new study strategies. We have Group Tutoring (formerly known as Supplemental Instruction) for some science, math, and language classes. Instructors can request Embedded Tutors to support their students during in-class instruction. Learning Center faculty in the areas of math, writing and academic skills work one-on-one with students to analyze their learning needs and create individual learning plans for improvement. We present academic study skills workshops on topics such as time management, note-taking, memorization, test preparation, etc., as well as math and writing workshops that target specific skills for those areas. The Learning Center also offers noncredit courses in Managing Writing Anxiety (LAC 920), Math Study Strategies (LAC 922), and Managing Math Anxiety (LAC 923) in addition to three levels of noncredit tutor training courses (LAC 931, 932, and 933).

The faculty and staff of the Learning Center support students in the following ways:

- Open study space
- Individual tutoring, virtually and in person
- Group tutoring
- Workshops and reviews
- Consultations with Learning Center faculty
- Laptops, headphones, anatomy models, and other study tools
- Similar services at the Palmdale campus.

## Learning Disabilities

**722-6300 ext. 6360**

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, alternative testing, use of audio recorders, recorded textbooks, Kurzweil 3000, volunteer notetakers, academic and vocational advisement and registration assistance.

## Library

**722-6300 ext. 6533**

Students should consider the AVC Library their first stop when researching topics for papers or class projects. The Library provides access to periodical databases, print and electronic reference materials, and a collection of over 50,000 print and electronic books to support the college curriculum and students' pursuit of educational goals. All Library databases and e-books are accessible both on and off campus through EBSCO Discovery Service (EDS), which is the gateway to our electronic resources.

Our Library faculty are available to assist with basic and in-depth research questions and to offer instruction in the use and evaluation of library and internet resources. These librarians help students develop search strategies and improve their information literacy skills. The Library reference desk is the point of contact for students (and faculty) seeking assistance from librarians on their information needs. Library faculty also teach credit courses in Library Studies (transferable to CSU), both in-class and online through Canvas.

Additional services available from the AVC Library include online tutorials and research guides, group study rooms, copy machines, and computers to use for online research purposes. Research Methods Workshops are also available. Librarians, in collaboration with other faculty, use these workshops to teach students the research skills needed to complete specific assignments. The Library also offers services and resources at the Palmdale Center. For more information visit the Library's website at: [www.avc.edu/studentservices/library](http://www.avc.edu/studentservices/library)

## Marketing & Public Information

**722-6300 ext. 6312**

Marketing and Public Information oversees all college communications, marketing and branding activities, and consults with divisions and departments to provide marketing strategy, guidance and direction.

- Oversees promotion of the college through digital, print and social media.
- Serves as the point of contact for all media requests (newspaper, television, radio).
- Manages the intake, tracking and response to Public Records Requests.
- Regularly produces AVC's e-newsletter "Campus Update" to inform the college community of news and information.
- Oversees AVC's brand identity and quality control in publications, digital and promotional pieces.
- AVC liaison with all government entities-state, federal and local.

## Office for Students with Disabilities (OSD)

**722-6300 ext. 6360**

The Office for Students with Disabilities provides services to students with physical and cognitive disabilities which limit them educationally. The program promotes the concept of equal educational opportunity for the disabled through integration into regular college classes and activities. Support services are provided as needed and may include registration assistance, disability related counseling and academic planning, equipment loan, sign language interpreters, real time captioning, readers, volunteer notetakers and alternative text production.

An adaptive physical education class (KINF 100) 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 accommodations and academic strategies to support a student's educational, functional limitations as a result of their disability. An academic accommodation plan is developed for each student.

The OSD program 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.

## The Puente Program

The Puente Program provides students with the following:

1. an accelerated, transfer-level writing course sequence that incorporates Mexican American/Latinx and other multicultural authors, experiences, and issues;
2. counseling that provides students with sustained, in-depth, career and academic guidance throughout their enrollment at the community college; and
3. mentoring by members of the professional community who are recruited, trained, and matched with students to share with them career advice and their personal experiences of integrating culture and family with academic and professional success. Puente is open to all students.

## Reflect. Improve. Succeed. Excel (R.I.S.E.) Program

**722-6300 ext. 6365**

Welcome to the Antelope Valley College Reflect. Improve. Succeed. Excel. (R.I.S.E.) Program page. Our office provides individual counseling and workshops with the specific purpose of assisting students to regain academic good standing with the college.

## Scholarships

**722-6300 ext. 6391**

*(Title 5, Section 55750)*

Antelope Valley College offers numerous scholarships. The AVC Foundation manages the annual scholarship program with an open application process from December through February. Scholarship funding is provided by donations from individuals, clubs, and community organizations. Scholarships are available for incoming, continuing or transferring students. The average scholarship award is \$1,000 and can be based on career or academic interest, grade point average, community service or involvement, and leadership.

Additionally, AVC's Financial Aid Office receives requests for scholarship applications from independent providers which are made available to students. These scholarships offer a wide range of criteria options.



## Second Year Experience (SYE)

**722-6300 ext. 6478**

The Second Year Experience (SYE) program is designed to support the successful academic and social advancement of continuing students through to completion of their educational pathway. The program provides registration assistance, educational advising, high engagement strategies, peer mentoring; on-going events and workshops, all aimed at giving second-year students the tools they need to successfully advance to transfer to a four year institution and/or their career of choice. All second year students to AVC are members of the SYE program. Find out more information online: [www.avc.edu/student-services/sye](http://www.avc.edu/student-services/sye)

## SOAR

**722-6300 ext. 6509**

AV SOAR (Students On the Academic Rise) is an early college high school with the Antelope Valley Union High School District which is located on the Antelope Valley College campus. Students take both high school classes and college classes simultaneously with the goal of earning their high school diploma in four years and an associate 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 completion of high school and success in college.

## STAR

**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 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 170 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

## Student Equity

**722-6300 ext. 6375**

The Student Equity Program (SE) program is designed to engage, connect, and value our students and their success by hosting events, implementing programs and activities that nurture, direct, and create focus in their lives both academically and socially giving them a sense of community. These programs, events, and activities aim to provide culturally enriching opportunities to enhance literary knowledge, tolerance, historical empathy, and critical thinking.

Student Equity also provides collaborative support to initiatives on campus and supports professional development for faculty and staff. To find out more information or to sign up for Student Equity sponsored programs visit our office or go online: [www.avc.edu/administration/organizations/equity](http://www.avc.edu/administration/organizations/equity)

## Student Leadership and Engagement

The Student Life and Services 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 volunteer opportunities. The Student Life and Services Office is located in T100.

### 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 Life and Services 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 free admission to all home athletic events (except post season, tournaments and playoffs), discounts to restaurants and businesses, 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 Inter-Club 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 Life and Services 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 the student-run programming group of the Student Life and Services 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 Office located in T100.



**Student Life and Services 722-6300 ext. 6354**

The Student Life and Services Division includes the following departments:

Basic Needs Center  
Behavioral Intervention Team BIT/CARE  
Dreamers Center  
First Year Experience (FYE)  
Information and Welcome Center/Outreach  
International Students - Study Abroad  
Job Placement  
PRIDE Center  
Second Year Experience (SYE)  
SOAR  
Student Life  
Veterans

Student Life is responsible for working with additional programs on campus as well, including but not limited to:

- AVC ID Cards
- Annual Commencement Ceremony to celebrate AVC graduates as they walk across the stage.
- Meetings with the Dean for guidance and supportive resources.
- Volunteer Core - Students will be able to gain volunteer experience on and off campus.
- Law Scholars Program
- LGBTQIA+ Committee
- Student Lounge Events (Located in SCT 150)
- Community Flyer Posting

**Transcripts/Enrollment Verification****722-6300 ext. 6130**

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.

**Transfer Center 722-6300 ext. 6326**

The Transfer Center provides services to assist students who are interested in transferring to a four-year college or university. Presentations that cover a variety of transfer related topics, one-on-one appointments with counselors, and application workshops are services offered to students. Additionally, university representatives are available by appointment to provide counseling and up-to-date information regarding their admission requirements, financial aid, housing facilities, majors and much more.

**Veterans Resource Center 722-6300 ext. 6342**

The Veterans Resource Center (VRC) is located on the first floor of SSV. The center is designed to recognize and support veteran students and their families as they make the transition from the military to student life. The VRC offers a computer lab, homework space, lounge area, and kitchenette. The VRC also hosts a variety of specialized events for the student veteran, servicemember and their families throughout the academic year. The VRC's mission is to provide the resources, support, and advocacy needed to be successful in the classroom and ultimately in life.

Antelope Valley College, under the purview of the California State Approving Agency for Veterans Education, certifies enrollment for both certificates and degrees. 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.

Veterans, servicemembers and their families receiving VA education benefits must be enrolled in a program that leads to an Associate degree or Certificate. Veterans who have completed the necessary enrollment steps and have a DD214 on file with the Veterans Resource Center may be eligible for priority registration. **The VA will only pay for in-state tuition and fees. If a student is considered a non-resident, it is their responsibility to update their residency status or pay any out-of-state fees not covered by the VA.**

Service Members using Tuition Assistance (TA) education benefits must speak with their Educational Service Officer (ESO) or counselor within their Military Service prior to enrolling at Antelope Valley College.

## 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 [https://govt.westlaw.com/calregs\\_](https://govt.westlaw.com/calregs_) 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 <https://govt.westlaw.com/calregs> 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; “RD,” Report Delayed; “MW,” Military Withdrawal; and “EW,” Excused Withdrawal. Title 5 of the California Code of Regulations is available at <https://govt.westlaw.com/calregs> 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” “P,” “NP,” 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

I (Incomplete) is a temporary grade status given to a student who has participated in the course and is in satisfactory academic standing but unable to complete academic work for unforeseeable, emergency, and justifiable reasons. Incompletes may only be issued after the twelfth (12) week of a regular semester class or after 75% of a short-term or summer class. An Incomplete Contract must be completed and the terms and conditions agreed upon by both the student and faculty. The condition for removal of the “I” and the grade to be assigned in lieu of its removal shall be stated by the instructor in the contract which will be held on file in the Admissions Office. The agreed upon terms and conditions must be satisfied no later than one year following the end of the academic term in which the “I” was assigned.

### Pass/No Pass Option

Students attending AVC have the option, up to the end of the second 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 Pass/No Pass units per semester may be taken.
- 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.

### 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 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 \$15 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 \$15 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 <https://govt.westlaw.com/calregs> 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 (TAP)

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.

There are two types of Honors Courses: Honors classes and Honors options. Honors classes are only available to Honor students and have a small class size. Honors options allow Honor students to do research in more depth and breadth with-in a regular course. Several core courses, designed to meet transfer requirements, are offered over a two-year schedule with a number of Honors classes and Honors contracts offered each semester. Students who complete at least five Honors classes/contracts (three must be classes) and other program requirements are recognized as graduates of the Honors TAP graduates program during the annual Honors Convocation.

Students who graduate from the Honors Transfer Alliance Program may receive priority consideration for admission to different UCs and CSUs such as the University of California at Los Angeles (UCLA), University of California at Irvine (UCI) and California State University, Fullerton.

Additionally, Honor students who complete a minimum of five Honors courses (three must be Honors classes), and earn an Associate Degree (AS-T, AA-T, AA, or AS) with a 3.0 GPA or higher get "Honors Scholar" designated on their transcripts.

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

SAT score recommended

#### AVC Grades Eligibility

3.0 in 12 or more academic units.

3. Establish eligibility for ENGL 101 and MATH 102.
4. Secure approval from the Honors Coordinator.

## Law Scholars Program

The Community Colleges Pathway to Law Program (2+2+3) is a statewide initiative developed by the State Bar's Council on Access and Fairness (COAF) and coordinated by California Law ([californiaLawInc.com](http://californiaLawInc.com)). The program helps students develop critical thinking and reasoning skills while gaining exposure to law related fields. Students who complete the program and transfer degree requirements receive a California Law certificate. Students can major in any degree and transfer to any four-year institution for their bachelor's degree. Upon applying to law school, partnering law schools will offer preferential consideration for admissions.

Law scholars are required to complete seven core courses—most of which fulfill general education transfer requirements to a UC or CSU campus. They must also participate in select activities and complete service-learning hours related to law, policies or government related law through assorted activities and service learning opportunities. Students can apply online at [www.avc.edu/academics/lawscholar](http://www.avc.edu/academics/lawscholar)

The following requirements must be fulfilled to establish eligibility and enrollment into the Law Scholars Program:

1. Meet with a law program counselor every semester.
2. Complete the required transfer level courses.
3. Join the pre-law club.
4. Complete 5 service hours per semester by attending activities.
5. Maintain the highest possible GPA, within a minimum of 2.0.

## 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

Antelope Valley College accepts lower-division college level courses (except some religion and theology courses) transferred from regionally accredited colleges and universities. These courses are evaluated for applicability (please see “Transferring College Work to AVC” section) to all programs, including certificates and associate degrees. There is no guarantee that courses taken at another college will be accepted for credit at Antelope Valley College.

Upper-division courses from US regionally accredited colleges will only be counted if needed to meet minimum degree requirements. Please note, there is a limitation of 6 units or 2 courses of upper division coursework that can be applied for AVC programs. The Regional Accrediting Organizations are listed below:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

## Transferring College Work to AVC

College work completed at regionally accredited institutions may, upon review, satisfy course requirements for certificates, associate’s, and bachelor’s degrees offered by AVC (see above for list of regionally accrediting agencies). Acceptable coursework has been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

If you are planning to use the courses completed at another regionally accredited institution toward AVC specific or transfer specific (UC or CSU) requirements, you must:

1. Submit all official transcripts to the Transcript Office.
2. Request a transcript evaluation appointment via an “appointment request form”.
3. During the appointment, it may be deemed necessary to submit courses to discipline faculty for their review using an Equivalency/Substitution Request form. See below for Equivalency/Substitution request process. As such, a transcript evaluation appointment does not guarantee that your education plan will be completed the same day.
4. Syllabi will likely be required for any course evaluation submitted for discipline faculty review.

**Please note:** For a course to be considered for equivalence, the course must have the same unit value as the AVC course or meet the minimum subject credit requirement of 3 semester units (or 4 quarter units). Coursework cannot be combined in an effort to be considered equivalent to one course offered at AVC.

There is a limitation of 6 units or 2 courses of Upper Division coursework that can be applied for AVC programs.

### Equivalency/Substitution request process:

1. The counselor will submit the course for review by discipline faculty.
2. Once discipline faculty have made a decision, the signed request is sent back to the Counseling Department.
3. The Counseling Department forwards the signed document to the Graduation Office for their reference.
4. Counselors update the education plan based on the final decision reflected on the signed document. The student may then schedule a follow-up appointment with a counselor.

**Please note,** not all courses completed elsewhere are deemed comparable to AVC specific courses or transfer specific requirements.

### Airframe Manufacturing Technology (AFMT) Bachelor’s Degree Program

Antelope Valley College (AVC) does not accept externally completed coursework to satisfy major and/or upper division course requirements in Aircraft Fabrication & Assembly (AFAB), Airframe and Powerplant (AERO), and Airframe Manufacturing Technology (AFMT).

## Acceptance of Non-Traditional Credit and External Examinations

Under specific circumstances, students may transfer units of credit from a non-regionally accredited college or university to AVC. Students must consult with an AVC counselor and submit official documentation of credit (transcript) and an in-depth description of the course (Syllabus) as courses will require approval by the discipline faculty and department dean. If courses are approved, their credit(s) may be applied to certain AVC local degrees only.

**These credits cannot be applied toward university transfer requirements.**

### 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 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. Health Sciences
  - a. Registered Nursing - LVN Advanced Placement
  - b. Bachelor of Science Degree Respiratory Care - Advanced Placement for CoARC approved program/coursework



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. Credit for Prior Learning petitions are reviewed in the Academic Divisions.
  9. Foreign Colleges or Universities
- Note: Evaluation must be completed by an approved foreign credentials evaluation service. AVC accepts evaluations completed by the National Association of Credential Evaluation Services (NACES). For a list of approved providers, please visit [naces.org](http://naces.org).**
- External examination credits may be applied toward university transfer requirements.**
- Additionally, certain external examinations may also be considered for local AVC degree credit and/or transfer credit providing the student achieved the minimum score required.
10. Advanced Placement Exams of the College Entrance Examination Board (AP) (See Page 46)
  11. College-level Examination Program (CLEP) (See Page 47)
  12. International Baccalaureate (IB)

**Additional information regarding completed courses at international institutions:** Students who have satisfactorily completed courses from a foreign nation's appropriately accredited university may be able to apply the course credits toward a degree at AVC. Students should consult a counselor BEFORE requesting to have credits evaluated, because the time it takes to evaluate a large number of units can delay enrollment. Courses must first be evaluated by a credential evaluation agency approved by NACES, and then reviewed by an AVC counselor.

Some courses may also require approval by the discipline faculty. Some courses may also require approval by the discipline faculty and department dean. If courses are approved, their credit(s) may be applied to certain AVC local degrees only. These credits cannot be applied toward university transfer requirements. Note: Evaluation must be completed by a NACES approved provider ([naces.org](http://naces.org)). **Foreign coursework from non-US regionally accredited institutions may not be used to satisfy transfer requirements.**

## 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 applicable to local AVC degrees; (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 several local public, charter, and private schools. For a list of articulated courses or for more information, please contact the Counseling office in your local high school or contact AVC's Admissions and Records Office. **NOTE:** AVC cannot guarantee that these courses will be accepted by other colleges or universities in satisfaction of transfer requirements (general education and/or major preparation).

## 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 <https://govt.westlaw.com/calregs> 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.

## Repeating a Course

If a student receives a substandard grade ("D," "F" or "NP") in a course, he/she may be eligible to repeat the course once without an Extenuating Circumstances Petition approval. Only the most recent grade will be used in calculating the grade point average; 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 36 months 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 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

(Title 5, Section 55041)

Regulations governing the repetition of credit courses have designated the following types of courses as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree.
- Intercollegiate athletics.
- Intercollegiate academic or vocational competition where enrollment in the course and courses that are related in content is limited to no more than four times for semester work. This enrollment limitation applies even if the student receives a substandard grade or “W” during one or more of the enrollments in such a course or petitions for repetition due to special circumstances.
- Instances when such repetition is necessary for a student to meet legally mandated training requirements as a condition of continued paid or volunteer employment. (Title 5, Section 55040-55043, and 55253)
- A student may be permitted to repeat a course due to significant lapse of time. AVC designates five years as significant.
- A student may repeat a course as a result of a significant change in industry or licensure standards such that repetition is necessary for employment or licensure.

A sequence of courses may include more than four courses, but students are limited to a maximum of four enrollments in any family. Further, all grades, including “W” will count toward the four course enrollment limitation and used for computing the grade point average. These repeatable courses are identified in the catalog 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 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.

## 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.

## Official Communication to Students (AP 5041)

Students are responsible for reading all official communications from Antelope Valley College (AVC). Methods of communication are students’ AVC email, United States Postal Service and printed publications, including (but not limited to), the AVC Catalog, Schedule of Classes, and Student Handbook.

## 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.

**Attendance for Student-Servicemembers**

Antelope Valley College recognizes its responsibility to support our Student-Servicemembers as a military friendly campus, and in compliance with federal regulations, specifically Section 1018 of Public Law 116- 315, the District shall make every effort to accommodate a student who is a member of the Armed Forces of the United States, including the reserve components of the National Guard, during absences necessitated by service in the Armed Forces.

Student-Servicemembers shall (1) communicate an anticipated or ongoing military absence to their instructors as promptly as circumstances permit and (2) provide their instructors and the Veterans Resource Center with written orders as soon as possible, evidencing the dates of their military service.

Student-Servicemembers, in collaboration with their instructors, shall discuss options that are in the best interest of the student's academic progress and service to the country. Faculty may not drop Student Servicemembers due exclusively to covered military service; therefore, military absences will be classified as excused absences. Documented and permitted military absences shall be in addition to the number of absences allowed by the course attendance policy. In the case of covered service, as required by federal law<sup>1</sup>, Student-Servicemember

may (1) withdraw from the course without penalty, or (2) receive a grade of incomplete with the option to, and to the extent practicable, complete the required coursework and receive a letter grade for the course.

If a grade of Incomplete is granted, an Incomplete Grade Contract<sup>2</sup> must be completed and the terms and conditions agreed upon by both student, faculty, and appropriate dean. Faculty will have discretion to determine the scope and extent of any changes to the standard course requirements (such as the timeframe in which late assignments will be due); they shall exercise that discretion reasonably under the circumstances and in the spirit of promoting academic progress of Student-Servicemembers.

Approved at CCC on 4/10/24.

<sup>1</sup>[https://content.govdelivery.com/accounts/USVAVBA/bulletins/37b3158#:~:text=Public%20Law%20117%2D328%2C%20which,of%20the%20Armed%20Forces%20\(including](https://content.govdelivery.com/accounts/USVAVBA/bulletins/37b3158#:~:text=Public%20Law%20117%2D328%2C%20which,of%20the%20Armed%20Forces%20(including)

<sup>2</sup>See AVC Catalog: Click on "Enrollment Services", then "Academic Policies/Programs", then "Grading Policy".

**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 <https://govt.westlaw.com/calregs> 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.

## 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. Students that are on probation will have a probation hold placed on their record. Students with an Academic Probation/Progress I status, will be required to complete the online Probation/Progress I workshop at [www.avc.edu/studentservices/counseling/dismissal](http://www.avc.edu/studentservices/counseling/dismissal). 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 ext. 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 ext. 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.

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. 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 Reinstatement. If the appeal is denied, the student may not enroll at AVC until at least one semester has elapsed and a new Appeal for Reinstatement 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.

## Standards of Student Conduct

*(Please refer to the AVC website for policy updates.)*

These policies and procedures are reprinted from the AVC Board Policies Section 5500, Board Approved 04/28/16.

### Section 1 - 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 Section 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" 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.

### Section 2 - Guidelines for Student Conduct

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 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. (Board Approved 6/21/04)

- 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 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 or 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 phones, 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."

### 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) Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
- k) Engaging in intimidating conduct or bullying against another

student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

- l) Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.

### 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, including the use of electronic cigarettes (vapers), 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, tazer, 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.

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

## Student Discipline Procedures

*(Please refer to the AVC website for policy updates.)*

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

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 the state and federal constitutions, and by Education Code Section 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** – Exclusion of the student by the Superintendent/President for good cause from one or more classes for a period of up to ten consecutive days of instruction.

**Long-Term Suspension** – Exclusion of the student by the Superintendent/President for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

**Written or Verbal Reprimand** – An admonition to the student 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. 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.

**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 the vice president of student services has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

**Day** – Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

### Notification of Alleged Code of Conduct Violation

Upon receiving information that the Standards of Student 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 Standards of Student 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.

### Section I: List of Sanctions

#### 1. 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.

- 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.

- 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.

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

#### 2. **Temporary Suspension by Instructor** (Education Code Section 76032):

- An instructor may order a student removed from his/her class for the day of suspension and the next class meeting.
- The instructor shall immediately report the suspension (verbally and subsequently in writing) to the appropriate dean and to the vice president of student services.
- A conference will be initiated between the student, the instructor and division dean regarding the removal.
- The student shall not be returned to the class during the period of the removal, without the concurrence of the instructor, the instructor's dean and the vice president of student services.
- 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.
- 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.
- 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 the student's previous violations.

#### 3. **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.

#### 4. **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.

#### 5. **Campus Community Service**

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

#### 6. **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 placed in the student's discipline file.

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).

## **Section II. Short-term Suspensions, Long-term Suspensions, and Expulsions**

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. **Notice** – The vice president of student services will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
  - a) The specific section of the Standards of Student Conduct that the student is accused of violating.
  - b) A short statement of the facts supporting the accusation.
  - c) The right of the student to meet with the vice president of student services or designee to discuss the accusation, or to respond in writing.
  - d) The nature of the discipline that is being considered.
2. **Time limits** – The notice must be provided to the student within 10 days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within 10 days of the date on which conduct occurred which led to the decision to take disciplinary action.
3. **Meeting** – If the student chooses to meet with the vice president of student services or designee, the meeting must occur no sooner than 10 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.
4. **Immediate Interim Suspension** (Education Code Section 66017):  
The Superintendent/President or designee may order immediate suspension of a student where he/she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.
5. **Short-term Suspension**

- a) Within 10 days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the 10 days, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter.
- b) Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action.
- c) The Superintendent/President's decision on a short-term suspension shall be final.
- d) Suspension may include any or all classes of the college and from use of any District facilities. The Superintendent/President may suspend a student for good cause as follows:
  - From one or more classes for the remainder of the school term.
  - From all classes of the college for one or more terms. [During this 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.

In all cases of suspension, the student shall receive official

notice from the vice president of student services.

If delivery is refused, the written notification will be considered as being received, and the suspension will go forward.

## **6. Long-term Suspension**

Within 10 days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the vice president student services, decide whether to impose a long-term suspension. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.

## **7. Expulsion**

- a) Within 10 days after the meeting described above, the Superintendent/President shall, pursuant to a recommendation from the vice president of student services, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing. Within 5 days after receipt of the Superintendent/President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the vice president of student services.
- b) After board action, the Superintendent/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.
- c) 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 Superintendent/President removes the expulsion. If approved by the college Superintendent/President, he/she shall make that recommendation to the Board of Trustees. The Superintendent/President shall notify the student of the board's decision.

## **Section III. College Hearing Panel Procedures**

### **1. Schedule of Hearing**

- a) The formal hearing shall be held within 10 days after a formal request for hearing is received.
- b) 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.
- c) The Superintendent/President, 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 Superintendent/President shall appoint the college hearing panel members 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 Superintendent/President 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.
- 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 or designee.
- 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 preponderance of evidence, that the facts alleged are true.
- g) The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice. 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 unless the student requests that it be open to the public. Any such request must be made no less than 5 days prior to the date of the hearing.
- i) In a closed hearing, 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 electronic 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 electronic 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. Electronic 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 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 recorded is not available.

- l) Within five days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/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. Superintendent/President's Decision

- a) **Long-Term Suspension:** Within five days following receipt of the college hearing panel's recommended decision, the Superintendent/President shall render a final written decision. The Superintendent/President may accept, modify, or reject the findings, decisions, and recommendations of the college hearing panel. If the Superintendent/President modifies or rejects the college hearing panel's decision, the Superintendent/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 Superintendent/President shall be final.
- b) **Expulsion:** Within five days following receipt of the college hearing committee's recommended decision, the Superintendent/President shall render a written recommended decision to the Board of Trustees. The Superintendent/President may accept, modify, or reject the findings, decisions, and recommendations of the college hearing panel. If the Superintendent/President modifies or rejects the college hearing panel's decision, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The Superintendent/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 Superintendent/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 day prior to the date of 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 Superintendent/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

*(Please refer to the AVC website for policy updates.)*

### 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
- Financial aid
- 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 the Grievance Hearing Committee 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.

**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.

**Policy/Complaint Procedure**

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 People, Culture, Talent & Title IX Coordinator, 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: Dr. Lauren Elan Helsper, Vice President of People, Culture, Talent & Title IX Coordinator/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**

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;
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., 66270 et seq., 66281.5. Title 5, Section 59300, 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 Student Health Services.

### **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.org](http://www.securityoncampus.org). AVC crime stats can be found online at [ope.ed.gov/security/](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).

### **Noncredit 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 84830, 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 <https://govt.westlaw.com/calregs> and in the Antelope Valley College Library.

#### **Administration of Justice Courses:**

AJ 911, Beginning Health and Fitness for First Responders I  
AJ 912, Intermediate Health and Fitness for First Responders II  
AJ 913, Advanced Health and Fitness for First Responders III

#### **Business Courses:**

BUS 990, How to Start Your Business  
BUS 991, How to Maintain Your Business  
BUS 999, Map for Workplace Success

#### **Computer Applications Courses:**

CA 998, Computers, Application Software, and Technology for Beginners

#### **Emergency Medical Technology Courses:**

EMT 900, Basic Life Support (BLS)

#### **English Courses:**

ENGL 900, Writing Support  
ENGL 901, Writing Practice

#### **English as a Second Language Courses:**

ESL 015CE, Civics  
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 030, ESL Vocabulary and Pronunciation 3  
ESL 033, ESL Grammar 3  
ESL 038, ESL Reading and Writing 3  
ESL 040, ESL Vocabulary and Pronunciation 4  
ESL 043, ESL Grammar 4  
ESL 048, ESL Reading and Writing 4  
ESL 050P, ESL Vocabulary and Pronunciation 5  
ESL 053, ESL Grammar 5  
ESL 058, ESL Reading and Writing 5  
ESL 060, VESL Welding

#### **Learning Assistance Courses:**

LAC 900, Supervised Tutoring  
LAC 901, Supervised Learning Assistance  
LAC 920, Managing Writing Anxiety  
LAC 922, Math Study Strategies  
LAC 923, Managing Math Anxiety  
LAC 931, Level 1 Tutor Certification  
LAC 932, Level 2 Tutor Certification  
LAC 933, Level 3 Tutor Certification



**Nursing Science Courses:**

LACT 900, Lactation Specialist Part 1  
 LACT 901, Lactation Specialist Part 2  
 LACT 902, Lactation Specialist Part 3  
 LACT 903, Lactation Specialist Part 4

**Nursing Skills:**

NS 911L, Skills Lab 911L  
 NS 912L, Skills Lab 912L  
 NS 913L, Skills Lab 913L  
 NS 921L, Skills Lab 921L  
 NS 922L, Skills Lab 922L  
 NS 923L, Skills Lab 923L  
 NS 924L, Skills Lab 924L  
 NS 950L, Skills Lab 950L

**Reading Courses:**

READ 990, Critical Reading

**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.

## **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, volleyball, soccer and golf. Men may compete in baseball and football. Women may compete in softball and tennis.

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.

<b>Examination</b>	<b>Score</b>	<b>Credit Granted</b>	<b>AVC Course Equivalency</b>	<b>*AVC GE Area</b>
Art History	3, 4, 5	3 / 3	ART 101 / 102	AVC AREA C
Art, Studio (2-D Design, 3-D Design, Drawing)	3, 4, 5	3	Not Applicable	Not applicable
Biology	3, 4, 5	4	BIOL 101 / 101L	AVC AREA A
Chemistry	3, 4, 5	5 / 5	CHEM 110 / 120	AVC AREA A
Chinese Language and Culture	3, 4, 5	5 / 5	CHIN 101 / 102	AVC AREA C
Computer Science:				
Computer Science A	3, 4, 5	3	CS 121	AVC AREA D2
Computer Science Principles	3, 4, 5	3	CS 110	AVC AREA D2
Economics:				
Macroeconomics	3, 4, 5	3	ECON 101	AVC AREA B
Microeconomics	3, 4, 5	3	ECON 102	AVC AREA B
English:				
English Language and Composition	3, 4, 5	3	ENGL 101	AVC AREA D1
English Literature and Composition	3, 4, 5	3 / 3	ENGL 101 / ENGL 102	AVC AREA D1 OR C
Environmental Science	3, 4, 5	3	BIOL 104	AVC AREA A
French Language and Culture	3, 4, 5	5 / 5	FREN 101 / 102	AVC AREA C
French Literature	3, 4, 5	5 / 5	FREN 201 / 202	AVC AREA C
German Language and Culture	3, 4, 5	5 / 5	GER 101 / 102	AVC AREA C
German Literature	3, 4, 5	4 / 4	GER 201 / 202	AVC AREA C
Government & Politics:				
United States	3, 4, 5	3	POLS 101	AVC AREA B
Comparative Government	3, 4, 5	3	POLS 103	AVC AREA B
History:				
United States	3, 4, 5	3 / 3	HIST 107 / 108	AVC AREA B
European History	3, 4, 5	3 / 3	HIST 101 / 102	AVC AREA B
World History	3, 4, 5	3 / 3	HIST 104 / 105	AVC AREA B
Human Geography	3, 4, 5	3	GEOG 105	AVC AREA B
Italian Language and Culture	3, 4, 5	5 / 5	Not applicable	AVC AREA C
Japanese Language and Culture	3, 4, 5	5 / 5	Not applicable	AVC AREA C
Latin	3, 4, 5	5 / 5	LATN 101 / 102	AVC AREA C
Mathematics:				
Calculus AB	3, 4, 5	5	MATH 150	AVC AREA D2
Calculus BC (AB subscore may be used)	3, 4, 5	5 / 4	MATH 150 / 160	AVC AREA D2
Statistics	3, 4, 5	4	MATH 115	AVC AREA D2
Music Theory	3, 4, 5	3 / 2	MUS 151 / 251A	AVC AREA C
Physics 1	3, 4, 5	4	PHYS 101	AVC AREA A
Physics 2	3, 4, 5	4	PHYS 102	AVC AREA A
Physics C (Mechanics)	3, 4, 5	4	PHYS 110	AVC AREA A
Physics C (Electricity & Magnetism)	3, 4, 5	4	PHYS 120	AVC AREA A
Psychology	3, 4, 5	3	PSY 101	AVC AREA B
Spanish: Language and Culture	3, 4, 5	5 / 5	SPAN 101 / 102	AVC AREA C
Spanish: Literature and Culture	3, 4, 5	5 / 5	SPAN 201 / 202	AVC AREA C

\*AP exams may be used to satisfy AVC General Education requirements: For applicability toward CSU requirements (major or General Education) or IGETC requirements (major or General Education), please review the appropriate university catalog or speak with an AVC Counselor.

\*Successful completion of United States History and U.S. Government and Politics AP Exam (Score of 3 or higher) does not fully satisfy the American Institutions requirement. An additional course will be completed at the CSU campus to which the student transfers.

Examinations	Minimum Score For Credit	Credits Awarded (Semester)	AVC Course Equivalency
Accounting, Introductory	50	4	ACCT 201
American Government*	50	3	POLS 101
Business Law, Introductory	50	3	BUS 201
Calculus	50	5	MATH 150
Chemistry	50	5 / 5	CHEM 110 / 120
College Algebra	50	3	MATH 128
College Composition Modular	50	3	ENGL 101
College French, Level 1, Second Semester	50	5 / 5	FREN 101 / 102
College French, Level 2, Fourth Semester	62	5 / 5	FREN 201 / 202
College German, Level 1, Second Semester	50	5 / 5	GER 101 / 102
College German, Level 2, Fourth Semester	63	4 / 4	GER 201 / 202
College Spanish, Level 1, Second Semester	50	5 / 5	SPAN 101 / 102
College Spanish, Level 2, Fourth Semester	66	5 / 5	SPAN 201 / 202
General Biology	50	4	BIOL 101 / 101L
History of the United States I	50	3	HIST 107
History of the United States II	50	3	HIST 108
Human Growth Development*	50	3	PSY 235
Information Systems & Computer Applications	50	3	CIS 141
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
Analyzing and Interpreting Literature	50	6	AVC AREA C
Biological	50	3	AVC AREA A
Humanities	50	6	AVC AREA C
Mathematics	50	6	AVC AREA D2
Natural Sciences	50	6	AVC AREA A
Social Sciences & History	50	6	AVC AREA B

**The UC does not grant credit for any CLEP exams.**

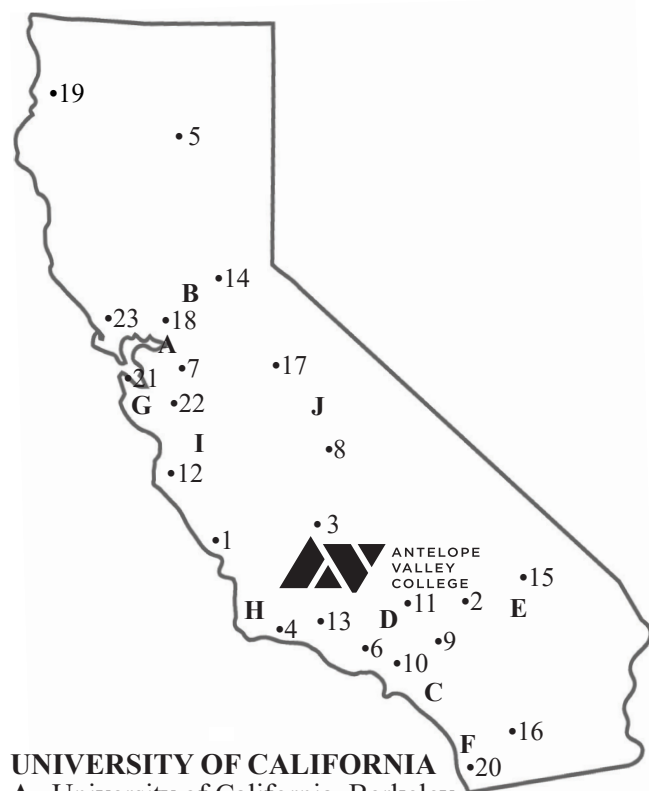
\* Essay may be required for credit at Antelope Valley College. Some CLEP exams can be used to satisfy CSU General Education Certification. However, the application of CLEP credit to major requirements can vary from campus to campus. Check the appropriate catalog and consult a counselor.



IB Exam	Minimum Score for AVC & CSU	AVC GE Area	Units toward AVC degree
IB Biology HL	5	A	3
IB Chemistry HL	5	A	3
IB Economics HL	5	B	3
IB Geography HL	5	B	3
IB History (any region) HL	5	B or C	3
IB Language A: Literature (any language except English) HL	4	C	3
IB Language A: Language & Literature (any language except English) HL	4	C	3
IB Language A: Literature (any language) HL	4	C	3
IB Language A: Language & Literature (any language) HL	4	C	3
IB Mathematics (Analysis & Approaches) HL	4	D2	3
IB Physics HL	5	A	3
IB Psychology HL	5	B	3
IB Theatre HL	4	C	3

**The UC does not grant credit for any CLEP exams.**

\* Essay may be required for credit at Antelope Valley College. Some CLEP exams can be used to satisfy CSU General Education Certification. However, the application of CLEP credit to major requirements can vary from campus to campus. Check the appropriate catalog and consult a counselor.



### 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

### CALIFORNIA STATE UNIVERSITY

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

## 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 fifteen 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

A Bachelor's Degree consists of a designated sequence of courses in a specified major or area of emphasis, plus courses identified for general education and electives. Usually referred to as B.S. or B.A. (Bachelor of Science or Arts) degrees and require a minimum of four years of full-time college study. 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 an Associate in Arts or an Associate in Science degree requires the completion of a minimum of 60 semester units, see requirements 1 through 6.

Antelope Valley College awards an Associate in Arts or an Associate in Science 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 Information section in this catalog.

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

Associate Degrees for Transfer (AD-T) were developed in response to Senate Bill 1440 (Padilla, 2010) and subsequent revisions to Education Code § 66746(a) that required community colleges to develop and offer “associate degrees for transfer” which fulfill the lower division component of a baccalaureate major at a California State University. These degrees allow students to fulfill lower division major requirements at a community college and guarantee transfer with junior status to the CSU system. Students who complete an AD-T and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

AD-Ts include both Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees. The law authorizing these degrees also requires that students must earn a “C” or better in all courses required for the major or area of emphasis.

A “P” (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis, where a Pass is defined as a “C” or better. Education Code § 66746(b) prohibits a community college district from imposing any additional course requirements for a student to be eligible for the associate degree for transfer, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for the associate degree for transfer (AA-T or AS-T). Title 5, § 55002(b) describes such courses as “nondegree-applicable credit courses.”

The designators for the Associate in Arts for Transfer (AA-T) and the Associate in Science for Transfer (AS-T) degrees have been established by the ASCCC and are reserved only for associate degrees that meet all requirements of SB 1440 and Education Code § 66746. The term “transfer degree” is likewise restricted to AD-Ts.

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 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/AS-T in the following areas:

- Administration of Justice, AS-T
- Anthropology, AA-T
- Art History, AA-T
- Biology, AS-T
- Business Administration 2.0, AS-T
- Communication Studies, AA-T 2.0
- Computer Science, AS-T
- Early Childhood Education, AS-T
- Economics, AA-T
- Elementary Teacher Education, AA-T
- English, AA-T
- Film, Television, and Electronic Media, AS-T
- Geography, AA-T
- Geology, AS-T
- History, AA-T
- Kinesiology, AA-T
- Law, Public Policy, and Society, AA-T
- Mathematics, AS-T
- Music, AA-T
- Nutrition and Dietetics, AS-T
- Philosophy, AA-T
- Physics, AS-T
- Political Science, AA-T
- Psychology, AA-T
- Sociology, AA-T
- Spanish, AA-T
- Studio Arts, AA-T
- Theatre Arts, AA-T

Additional majors are being developed. Please consult with a counselor.

## **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 September 6 for spring/summer graduates and by February 14 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. For commencement information please refer to [www.avc.edu/commencement](http://www.avc.edu/commencement). While participation in the commencement ceremony is encouraged, it is not mandatory and does not indicate the completion of a degree or certificate.

## 52 Graduation / Associate Degree and Certificate Requirements

### 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 judgments;
- 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.

Double Counting: While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement.

#### 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, (101H)  
ASTR 101, (101H)  
BIOL 100, 101\*#, 101L\*#, 102, 103, 104, (104H), 110, 120, 201, 202, 204, 205  
CHEM 101, 102, 110, 120, 210, 220  
ELTE 101  
ERSC 101  
GEOG 101, 102  
GEOL 101, (101H), 102  
PHYS 101, 102, 110, 120, 211  
PSCI 101

\*#BIOL 101 & BIOL 101L must be taken concurrently.

#### 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

AJ 201, 204, 206  
ANTH 102, 103, 110, 112, (112H), 140  
BUS 101, 212  
CFE 102, 103  
COMM 217  
DFST 105, 106, 110  
ECON 100, 101, (101H), 102, (102H), 110  
GEOG 105, 106, 110  
HIST 101, 102, 104, 105, 107, (107H), 108, (108H), 110, (110H), 111, (111H), 113, 114, 116, 118, 119  
POLS 101, (101H), 103, 200, 201, 202, 203  
PSY 101, (101H), 200, 201, 212, 230, 232, 233, 234, 235, 236  
SOC 101, (101H), 105, 110, 111, 112, 115, 116, 120, 200  
THA 240

#### 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, (101H), 102, 103, 104, 106, 110, 113, 120, 132, 135, 136, 137, 140, 145, 150, 163, 170, 210, 213  
CHIN 101, 102, 201, 202  
COMM 112, 114, 214, 217, 219  
DA 101  
DFST 101, 102, 105, 106, 201, 202  
ENGL 102, 111, 112, 221, 222, 225, 227, 230, 231, 235, 242, 253, (253H), 256, 257, 259, 265, 279  
FREN 101, 102, 201, 202, 203  
FTV 101, 103, 107, 108, 201, 203, 241, 251, 261  
GER 101, 102, 201, 202  
HIST 101, 102, 104, 105, 107, (107H), 108, (108H), 110, (110H), 111, (111H), 113, 115, 118, 119  
LATN 101, 102, 201  
MUS 101, (101H), 105, (106), (110), 111, 121, 131, 132, 151, 153, 185, 231, 232, 251A, 251B, 253A, 253B  
MUSC 102, 103, 107, 108, 109



NF 150  
 PHIL 105, (105H), 106, 108, 109, (130), (140)  
 PHOT 107  
 PHTC 101, 150, 201  
 SPAN 101, 110SS, 102, 201, 202, 210SS, 220SS  
 THA 101, (101H), 102, 103, 110, 115A, 115B, 116A, 116B, 117A, 117B, 118A, 118B, 121A, 121B, 130, 133, 225, 239, (239H)

#### **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, (101H)

##### **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

CS 100, 110, 120, 121, 122, 123

COMM 101, (101H), 107, 109, 112, 114, 115, 201, 217, 219

ENGL 102, (102H), 103, (103H)

GEOG 201, 205

MATH 103, 110, 115, (115H), 116, 120, 124, 128, 131, 135, 140, 148, 150, (150H), 160, 220, 230, 250

PHIL 101, 106, 110, 201, (210)

#### **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, 102, 103, 105

HE 101, 110, 120, 201

KINT 100

LIB 107, 110

NF 100, 102, 103, 110, 150

Any DA activity course(s) from DA 102-205, except DA 107A-C, 108, 109 and 111

Any Kinesiology Fitness (KINF) activity course, Intercollegiate Athletics (IATH) activity course, or up to 4 units for military experience (DD214)

#### **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 102, 112, (112H)

BUS 212

CFE 116

COMM 114, 217, 219  
 DFST 105, 106, 110  
 ECON 110  
 ENGL 253, (253H), 256, 257, 259  
 ETHN (110), (111), (112), (113), 257EN  
 FTV 201, 203  
 HE 110, 201  
 HIST 110, (110H), 111, (111H), 113  
 MUSC 107, 108, (109)  
 POLS 202  
 SOC 105, 110, 116,  
 THA 239, (239H), 240

## **2. Proficiency Requirements**

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

**A. WRITING:** Completion of ENGL 101 with a minimum grade of "C." NOTE: ENGL 101 may be taken with the Pass/No Pass option; however, students are cautioned that other colleges and universities may not accept ENGL 101 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.

**B. MATHEMATICS:** Completion of Intermediate Algebra or higher or CS 150 with a satisfactory grade or placement by AVC assessment into a math course higher than Intermediate Algebra.

## **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) completing specific major requirements listed in the AVC catalog.

## **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 <https://govt.westlaw.com/calregs> 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.

# 54 Graduation / Associate Degree and Certificate Requirements

## DEGREES AND CERTIFICATES

Subject Area Degree or Certificate Title	BS	AA-T	AS-T	AA	AS	C	Subject Area Degree or Certificate Title	BS	AA-T	AS-T	AA	AS	C
<b>Accounting</b>							<b>Business Information Professional</b>						
Professional Bookkeeping					AS	C	Business Information Professional					AS	
							Business Information Professional Quick Start						C
<b>Administration of Justice</b>			AS-T	AA			Business Information Professional Two						C
Health and Fitness for First Responders (Noncredit)						C	Business Information Professional Three						C
<b>Advanced Manufacturing</b>							<b>Chemistry</b>					AS	
Computer Aided Manufacturing						C	<b>Child and Family Education</b>				AA		C
Computer Aided Drafting in CATIA/3D Experience						C	Child and Family Education Associate Teacher						C
Computer Aided Drafting in Solidworks						C	Child and Family Education Specialization with Core 8 Option						C
Computer Aided Drafting and Manufacturing						C	Early Childhood Education			AS-T			
<b>Aeronautical &amp; Aviation Technology</b>							School-Aged Child Care				AA		C
Aircraft Airframe					AS	C	Skilled Parenting						C
Aircraft Powerplant					AS	C	<b>Communication Studies 2.0</b>		AA-T				
General Aircraft Maintenance					AS	C	<b>Computer Applications</b>					AS	C
<b>Aeronautical Non-Destructive Inspection</b>						C	Computer Networking						C
<b>Aerospace Leadership Management</b>						C	Computer Networking Multi-Platform					AS	C
<b>Air Conditioning &amp; Refrigeration</b>							IT Cybersecurity					AS	C
Air Conditioning & Refrig. Specialist					AS	C	Network System Administrator I						C
Air Conditioning Specialist					AS	C	Network System Administrator II						C
Refrigeration Specialist					AS	C	<b>Computer Science</b>			AS-T			
<b>Aircraft Fabrication and Assembly</b>							Programming Fundamentals						C
Advanced Aircraft Structures						C	<b>CSU - General Education</b>						C
Aircraft Fabrication and Assembly Technician					AS	C	<b>Dance</b>				AA		
Blueprints & Structures Certificate						C	<b>Deaf Studies</b>						
Metrology Sciences for Aerospace Manufacturing						C	American Sign Language				AA		C
<b>Airframe Manufacturing Technology</b>	BS						Interpreter Training				AA		C
<b>Anthropology</b>		AA-T					<b>Digital Media</b>						
<b>Art</b>							Computer Animation				AA		C
Art History		AA-T					Digital Photographic Imaging				AA		C
Studio Art		AA-T					Digital Printing				AA		C
<b>Auto Body</b>							Graphic Design				AA		C
Automotive Collision Repair & Refinishing Specialist					AS	C	Interactive Media-Web Design				AA		C
Automotive Collision Repair Specialist					AS	C	Video Design & Production				AA		C
Automotive Refinishing Specialist					AS	C	<b>Drafting/Computer Aided Design</b>					AS	C
<b>Automotive Technology</b>							<b>Economics</b>		AA-T				
All Automotive Systems					AS	C	<b>Education</b>						
<b>Biological Sciences</b>							Elementary Teacher Education		AA-T				
Biology			AS-T		AS		Instructional Aide				AA		C
<b>Business</b>							<b>Electrical Technology</b>					AS	C
Business Administration 2.0			AS-T				<b>Electronics Technology</b>					AS	C
General Business					AS	C	Avionics Technology						C
Computer and Workplace Fundamentals (Noncredit)						C	<b>Emergency Medical Technology</b>						
Human Resources Professional I						C	Paramedic					AS	
Human Resources Professional II						C							
Personal Business Ownership (Noncredit)						C							

## DEGREES AND CERTIFICATES CONT.

Subject Area						
Degree or Certificate Title	BS	AA-T	AS-T	AA	AS	C
Engineering Computer Engineering Electrical Engineering Engineering Fundamentals Mechanical Engineering					AS  AS  C  AS	
English		AA-T				
English as a Second Language Advanced ESL (Noncredit) High Intermediate ESL (Noncredit)						C C
Ethnic Studies Chicana and Chicano Studies				AA		
Film and Television Film, Television, and Electronic Media			AS-T			
Fire Technology Firefighter I Academy Wildland Fire Technology					AS  AS	C C C
Geosciences Geographic Information Systems (GIS) Geography Geology		AA-T	AS-T			C
History		AA-T				
Industrial Manufacturing Industrial Manufacturing Technician Apprentice						C
IGETC - General Education						C
Kinesiology Yoga Instructor		AA-T				C
Learning Assistance AVC Tutor (Noncredit) College Readiness - Reading and Writing (Noncredit)						C C
Liberal Arts and Sciences Option I - Math and Science Option II - Social/Behavioral Sciences Option III - Arts and Humanities				AA AA AA		
Management						C
Marketing Digital Marketing						C
Mathematics			AS-T			
Medical Assisting Medical Assistant					AS	C
Metrology Sciences for Aerospace Manufacturing						C
Music		AA-T				

## 56 Graduation / Associate Degree and Certificate Requirements

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### Credit Courses 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:

#### Academic Support Courses:

MATH 015, Support Course for Math 115

MATH 031, Support Course for Math 131

MATH 035, Support Course for Math 135

MATH 040S, Support Course for Math 140

MATH 050S, Support Course for Math 150

### Certificate Programs

(Title 5, Section 55070, 55072)

1. There are programs that lead to Certificates of Achievement from AVC 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 16 or more semester units (or 24 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 8 or more semester units (or 12 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.
2. 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.

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:

Antelope Valley College awards certificates 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 September 6 for spring/summer graduates and by February 14 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 student's myAVC e-mail account showing the progress toward the certificate. For commencement information please refer to [www.avc.edu/commencement](http://www.avc.edu/commencement). While participation in the commencement ceremony is encouraged, it is not mandatory and does not indicate the completion of a degree or 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 cumulative GPA of 2.0 ("C" average) unless otherwise stated.

### 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.

**IGETC:** In order to be awarded a Certificate of Achievement for the Intersegmental General Education Transfer Curriculum (IGETC), students must complete a minimum of 37 units, with grades of "C" or better. No class may be used to satisfy requirements in more than one of the six (IGETC Areas 1 - 5, 7) general areas. Eligible courses taken at other regionally accredited institutions may be considered by Antelope Valley College for the certificate. Students should consult with a counselor. (See pages 58-59)

**CSU GE:** In order to be awarded a Certificate of Achievement for the California State University General Education Breadth (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. Eligible courses taken at other accredited institutions may be considered by Antelope Valley College for the certificate. Students should consult with a counselor. (See pages 60-61)

**NOTE: Earning a Certificate of Achievement for IGETC or CSU GE does not constitute General Education "Certification."**



## Low-Unit Certificates: Certificate of Achievement

Low unit certificate of achievement programs are Chancellor Office approved and can appear on a student's transcript. Low-unit certificates of achievement may be earned in the following areas:

- Aeronautical Non-Destructive Inspection
- Aerospace Leadership and Management
- Avionics Technology
- BIP Level I - Business Information Professional Quick Start
- BIP Level III - Business Information Professional Three
- Child and Family Education Associate Teacher
- Geographic Information Systems
- Human Resources Professional I
- Human Resources Professional II
- Metrology Sciences for Aerospace Manufacturing
- Programming Fundamentals
- Skilled Parenting
- Yoga Instructor

## Noncredit Certificates: Certificate of Competency/Completion

Noncredit certificate of competency and noncredit certificate of completion programs are Chancellor Office approved and do not appear on a student's transcript.

Noncredit certificate of competency may be earned in the following areas:

- Advanced ESL
- College Readiness - Reading and Writing
- High Intermediate ESL

Noncredit certificate of completion may be earned in the following areas:

- AVC Tutor
- Computer and Workplace Fundamentals
- Health and Fitness for First Responders
- Nursing Skills Lab
- Personal Business Ownership

## Local Certificates: Certificate of Proficiency

Locally approved Certificates of Proficiency may consist of one or more courses totaling from 6-15 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 16 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:

- Blueprints and Structures
- Computer Aided Drafting in CATIA/3D Experience
- Computer Aided Drafting in SolidWorks
- Computer Aided Manufacturing

## 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 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/information/catalog](http://www.avc.edu/information/catalog) 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, corequisite, 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.
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 lower division general education (GE) requirements and how a student can meet some or all of those requirements 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.

### Application Submission Deadline:

#### California State University (CSU)

**Fall:** October 1 - November 30

**Spring:** August 1-31

**Note:** Not all CSU's will be open for spring term admission. Check with the CAL STATE APPLY website ([www.calstate.edu/apply](http://www.calstate.edu/apply)) for individual campus openings for the spring term.

### Application Submission Deadline:

#### University of California (UC)

**Fall:** October 1- November 30 (Students can begin to fill out the online application beginning August 1)

**Spring:** July 1-31

**Note:** Not all UC's will be open for winter/spring term admission. Check with the UC Admissions website admission.  
[universityofcalifornia.edu/apply-now.html](http://universityofcalifornia.edu/apply-now.html) for winter/spring term openings and application deadlines.

## Transferability of AVC Courses

Many courses are designated as transferable to either the CSU and/or UC Systems. Courses that are transferable are designated as (CSU) and/or (UC) in the description of courses in the catalog. The CSU will accept up to 70 (CSU) designated semester units and the UC will accept up to 70 (UC) designated semester units. 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.

## 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.

## 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:

1. complete 60 UC transferable semester units at AVC;
2. earn at least a minimum 2.4 GPA in UC transferable courses\* at AVC; and,
3. complete the required/recommended courses needed for your intended major with the minimum grades.

**\*Earning a 2.4 GPA does not guarantee admission to the University of California.** Certain programs and/or campuses may be impacted and therefore require additional criteria for acceptance.

## Intersegmental General Education Transfer Curriculum (IGETC)

Completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California Community College (CCC) to a University of California (UC) campus generally without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. Completion of IGETC prior to transfer is strongly recommended. Advantages of completing IGETC may include more flexibility in class selection at the university and timely progress to degree completion. Most UC campuses will accept the completed IGETC to satisfy lower-division general education requirements. Depending on their major, some individual colleges within a UC campus may accept IGETC while others may accept the UC "Seven-Course-Pattern". Students are encouraged to speak with a counselor to discuss the transfer general education options.

However, if a student is pursuing IGETC certification, 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 UC campus. Requirements for the IGETC cannot be completed once the student enrolls at a UC campus.

Students can submit a request for IGETC certification with the AVC Transcript Office. Certifications are sent along with the student's official transcript to the CSU or UC campus. Students are encouraged to monitor the documentation timelines from the CSU or UC campus as to when the IGETC certification has to be received at the transfer institution.

### IGETC Area 7 - Ethnic Studies- Effective Fall 2023

Commencing with students graduating in the 2024-25 academic year, the California State University shall require, as an undergraduate graduation requirement, the completion of, at minimum, one three-unit course in Ethnic Studies.

Please note: (1) - New students starting at a CCC beginning Fall 2023 are required to complete a 3 semester/4 quarter unit course to satisfy the Ethnic Studies (IGETC Area 7) requirement.

(2) - Students who graduated from high school prior to Spring 2023 and started at a CCC prior to Fall 2023, and have maintained continuous enrollment are not required to complete IGETC Area 7. Instead, the

student will complete 9 units in IGETC Area 4 (see list for approved courses)

(3) Concurrently enrolled students (high school and AVC) shall complete the Ethnic Studies requirement regardless of first term of enrollment or general education pattern chosen (CSU GE or IGETC).

For additional information, speak with a counselor.

### IGETC for STEM

Students pursuing the Biology AS-T degree are eligible to complete the IGETC for STEM option. The IGETC for STEM option *defers* two lower-division general education courses that must be completed after a student transfers. For certification under IGETC for STEM, students must complete the following:

- All courses in Areas 1, 2, 5, and 7 of the traditional IGETC; and
- Two courses in Area 3 (3A and 3B) and one course in Area 4.

One remaining lower-division general education course in Area 3, one remaining lower-division general education course in Area 4, and, if necessary, one remaining course in Area 6A will be completed after transfer. This general education plan will allow STEM students to concentrate on the required lower-division math and science courses needed for success in the major. The following program approved to use IGETC for STEM:

Biology, AS-T

The following information is based on the 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 or 4 quarter units. No AP or IB scores accepted for this area.

ENGL 101, (101H)

#### Group B: Critical Thinking–English Composition

One course, 3 semester or 4 quarter units. Course selected must have English Composition as a prerequisite. No AP or IB scores accepted for this area.

ENGL 102, (102H), 103, (103H)

PHIL 201

#### Group C: Oral Communication (CSU only)

One course, 3 semester or 4 quarter units. No AP or IB scores accepted for this area.

COMM 101, (101H)

### AREA 2—Mathematical Concepts and Quantitative Reasoning

One course, 3 semester or 4 quarter units.

MATH 110, 115, (115H), 116, 124, 128, 140, 148, 150, (150H), 160, 220, 230, 250

### AREA 3—Arts and Humanities

Three courses, 9 semester or 12 quarter units. At least one course from the Arts and one from the Humanities.

#### A: Arts:

ART 100, 101, (101H), 102, 103, 104, 106

DA 101

ENGL 235

FTV 101, 107, 108, 201, 203

MUS 101, (101H), 105

MUSC 102, 103, 107, 108, (109)

THA 101, (101H), 110, 225

#### B: Humanities:

CHIN 102

COMM 114, 217

ENGL 221, 222, 225, 227, 230, 231, 235, 242, 253, (253H), 256, 257, 259, 265, 279

FREN 102, 201, 202, 203

FTV 201, 203, 251

GER 102, 201, 202

HIST 101, 102, 104, 105, 107, (107H), 108, (108H), 110, (110H), 111, (111H), 113, 115, 119

LATN 102, 201

PHIL 105, (105H), 106, 108, 109

PHOT 107

SPAN 110SS, 201, 202, 203, 210SS, 220SS

THA 239, (239H)

### AREA 4—Social and Behavioral Sciences

Two courses, 6 semester or 8 quarter units. Strongly recommend selecting courses from two different disciplines.

AJ 206

ANTH 102, 103, 110, 112, (112H), 140

BUS 212

CFE 102, 103

DFST 105, 106, 110

ECON 100, 101, (101H), 102, (102H), 110

GEOG 105, 106, 110

HIST 101, 102, 104, 105, 107, (107H), 108, (108H), 110, (110H), 111, (111H), 113, 114, 116, 118, 119

POLS 101, (101H), 103, 200, 202, 203

PSY 101, (101H), 200, 201, 212, 230, 232, 233, 234, 235, 236

SOC 101, (101H), 105, 110, 111, 112, 115, 116, 120, 200

### AREA 5—Physical and Biological Sciences

Two courses, 7 semester or 9 quarter units, with one from the Physical Science and one from the Biological Science; at least one of the two courses must include a Laboratory.

#### A: Physical Sciences:

ASTR 101, (101H)

CHEM 101#, 102#, 110#, 120#, 210#, 220#

ERSC 101#

GEOG 101, 102

GEOL 101, (101H), 102

PHYS 101#, 102#, 110#, 120#, 211#

PSCI 101

#### B: Biological Sciences:

ANTH 101, (101H)

BIOL 101\*#, 102#, 103#, 104, (104H), 110#, 120#, 201#, 202#, 204#, 205#

#Meets laboratory requirement.

\*# Must register for required lab component separately.

#### C: Laboratory:

ANTH 101L

ASTR 101L

BIOL 101L

GEOG 101L, 102L

GEOL 101L, 102L

### AREA 6—Language Other Than English (UC Requirement ONLY)

Proficiency equivalent to two years of high school study, in the United States, in the same language with a grade of “C” or better **OR** earn a score of 3 or higher on the AP Foreign Language test, **OR** complete one of the foreign language courses listed below.

CHIN 102, 201, 202

DFST 102, 201, 202

FREN 102, 201, 202, 203

GER 102, 201, 202

LATN 102, 201

SPAN 102, 110SS, 201, 202, 203, 210SS, 220SS

^Students must provide AVC with an official high school transcript and/or an official college board score report in order for this area to be certified without the need to complete additional courses at AVC.

**AREA 7 – Ethnic Studies**

1 course, 3 semester or 4 quarter units

\*Reduction of units in Area 4 and inclusion of Area 7 take effect for students matriculating at a California community college beginning in Fall 2023

ENGL 257

or

ETHN 257EN

PLEASE NOTE: Newly approved courses effective Fall 2024 are indicated in parenthesis.

**Major Requirements at UC Campuses**

Access the respective UC website or the ASSIST website.

**Independent Colleges and Universities**

Admission and graduation requirements for independent schools vary according to the institution. To determine specific requirements, access the respective institution's website.

**The California State University System (CSU)**

The CSU system is composed of 23 campuses that serve more than 470,000 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 60 transferable semester units at AVC;
  - b. Establish a cumulative 2.0 GPA at AVC; and,
  - c. Complete the (39 units) CSU General Education Breadth pattern. Please note: a grade of "C" or better is required for courses to meet the A-1, A-2, A-3 and B-4 requirements.

**General Education Requirements for the CSU System**

Students have the option of completing the California State University General Education Breadth (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern in order to satisfy lower division general education requirements. Completion of the CSU GE or IGETC will permit a student to transfer from a California Community College (CCC) to a California State University (CSU) generally without the need, after transfer, to take additional lower-division, general education courses. Regardless of which GE pattern is chosen, students are strongly recommended to complete the requirements prior to transfer. Advantages of completing CSU GE or IGETC may include more flexibility in class selection at the university and timely progress to degree completion.

Please note: A student completing IGETC GE who plans to transfer to a CSU, must complete IGETC Area 1C (i.e. COMM 101). All courses must be completed with grades of "C" or better. Additionally, the student is strongly encouraged to complete the American Institutions requirement as this is a CSU Graduation Requirement (please see "Requirements for American Institutions" for the list of courses that satisfy this area). Lastly, the student is not required to complete IGETC Area 6 – Language Other Than English as this is a UC only requirement.

Students can submit a request for CSU GE or IGETC certification with the AVC Transcript Office. Certifications are sent along with the student's official transcript to the CSU or UC campus. Students are encouraged to monitor the documentation timelines from the CSU or UC campus as to when the IGETC certification has to be received at the transfer institution.

**CSU Area F - Ethnic Studies- Effective Fall 2021**

Commencing with students graduating in the 2024–25 academic year, the California State University shall require, as an undergraduate graduation requirement, the completion of, at minimum, one three-unit course in Ethnic Studies.

Please note: (1) - New students starting at a CCC beginning Fall 2021 are required to complete a 3 semester/4 quarter unit course to satisfy the Ethnic Studies (CSU Area F) requirement.

(2) - Students who graduated from high school prior to Spring 2021 and started at a CCC prior to Fall 2021, and have maintained continuous enrollment are not required to complete CSU Area F. Instead, the student will complete 9 units in CSU Area D (see list for approved courses)

(3) Concurrently enrolled students (high school and AVC) shall complete the Ethnic Studies requirement regardless of first term of enrollment or general education pattern chosen (CSU GE or IGETC). For additional information, speak with a counselor.

**CSU GE Breadth for STEM Majors**

Students pursuing the Biology AS-T degree are eligible to complete E Breadth for STEM. The CSU for STEM option defers two lower-division general education courses that must be completed after a student transfers. The GE Breadth for STEM option is applicable only to majors for which the Transfer Model Curriculum specifies GE Breadth for STEM.

CSU GE Breadth for STEM certification as part of the AD-T requires the completion of the following requirements:

- a. All courses in Areas A, B, E and F of the traditional GE curriculum; and
- b. One course in Area C1 Arts and one course in Area C2 Humanities; and
- c. One course in Area D.



**STEM:**

Biology, AS-T

**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, (101H), 201

**A-2 \*\*Written Communication**

ENGL 101, (101H)

**A-3 \*\*Critical Thinking**

COMM 110, 115

ENGL 102, (102H), 103, (103H)

PHIL 101, 106, 110, 201, (210)

\*\* 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)**

One course each in Subareas B-1, B-2, and B-4, plus laboratory activity (B-3) related to one of the completed science courses.

**B-1 Physical Science**

ASTR 101, (101H)

CHEM 101\*, 102\*, 110\*, 120\*, 210\*, 220\*

ERSC 101\*

GEOG 101, 102

GEOL 101, (101H), 102

PHYS 101\*, 102\*, 110\*, 120\*, 211\*

PSCI 101\*

**B-2 Life Science**

ANTH 101, (101H)

BIOL 101\*#, 102\*, 103\*, 104, (104H), 110\*, 120\*, 201\*, 202\*, 204\*, 205\*

**B-3 Laboratory Activity**

ANTH 101L

ASTR 101L

BIOL 101L

GEOG 101L, 102L

GEOL 101L, 102L

**B-4 \*\*Mathematics/Quantitative Reasoning**

MATH 103, 110, 115, (115H), 116, 120, 124, 128, 131, 135, 140, 148, 150, (150H), 160, 220, 230, 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.

\*# Must register for required lab component separately.

**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.

**C-1 Arts (Art, Dance, Music, Theatre)**

ART 100, 101, (101H), 102, 103, 104, 106, 113, 132, 135, 137, 140, 145, 163, 170, 213

COMM 112, 114

DA 101

FTV 101, 107, 108, 201, 203, 251

HIST 115

MUS 101, (101H), 105, (106), (110), 111, 121, 126, 131, 132, 151, 153B, 160, 166, 185, 231, 251A, 251B

MUSC 102, 103, 107, 108, (109), 142, 173, 220A, 273

PHOT 107

PHTC 101, 150, 201

THA 101, (101H), 102, 110, 130, 225

**C-2 Humanities (Literature, Philosophy, Foreign Languages)**

CHIN 101, 102, 201, 202

COMM 112, 217, 219

DFST 101, 102, 201, 202

ENGL 102, 111, 112, 221, 222, 225, 227, 230, 231, 235, 242, 253, (253H), 256, 257, 259, 265, 279

FREN 101, 102, 201, 202, 203

FTV 201, 203, 251

GER 101, 102, 201, 202

HIST 101, 102, 104, 105, 107, (107H), 108, (108H), 110, (110H), 111, (111H), 113, 115, 118, 119

LATN 101, 102, 201

MUSC 108

NF 150

PHIL 105, (105H), 106, 108, 109, (130), (140)

PHOT 107

SPAN 101, 102, 110SS, 201, 202, 203, 210SS, 220SS

THA 239, (239H)

**D. Social Sciences (6 units)**

Strongly recommend selecting courses from two different disciplines.

AJ 206

ANTH 102, 103, 110, 112, (112H), 140

BUS 212

CFE 102, 103

DFST 105, 106, 110

ECON 100, 101, (101H), 102, (102H), 110

GEOG 105, 106, 110

HIST 101, 102, 104, 105, 107, (107H), 108, (108H), 110, (110H), 111, (111H), 113, 114, 116, 118, 119

POLS 101, (101H), 103, 200, 201, 202, 203

PSY 101, (101H), 200, 201, 212, 230, 232, 233, 234, 235, 236

SOC 101, (101H), 105, 110, 111, 112, 115, 116, 120, 200

**E. Lifelong Learning and Self-Development (3 units)**

Select 3 units, or DD 214 for 4 units

DA 108, 111

CFE 102

COMM 107

HD 101, 102, 105

HE 101, 120

NF 100, 103, 150

PSY 212, 236

SOC 111, 116, 120

**F. Ethnic Studies (3 units)**

Select 3 units

ETHN 257 or ETHN 257EN, ETHN (110), (111), (112), (113)

**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 110 and POLS 101

HIST 111 and POLS 101

**PLEASE NOTE:** Newly approved courses effective Fall 2024 indicated in paranthesis.**Major Requirements at CSU Campuses**

Access the respective CSU website or the ASSIST website.

**Independent Colleges and Universities**

Admission and graduation requirements for independent schools vary according to the institution. To determine specific requirements, access the respective institution's website.

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm

how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

C-ID Course	AVC Course		C-ID Course	AVC Course	
ACCT 110	ACCT 201	Financial Accounting for Decision Making	CDEV 100	CFE 102	The Developing Child
ACCT 120	ACCT 205	Managerial Accounting	CDEV 110	CFE 103	The Child in Family/Community Relationships
ADS 130 X	PSY 105	Group Leadership and Process	CHEM 101	CHEM 101	Introductory Chemistry
ADS 140 X	PSY 103	The Physiology and Pharmacology of Psychoactive Drugs	CHEM 102	CHEM 102	Introductory Chemistry (Organic & Biochemistry)
ADS 150 X	PSY 104	Prevention, Intervention, and Education	CHEM 110	CHEM 110	General Chemistry
AG-EH 108/108L	AGRI 134	Plant Identification I	CHEM 120S	CHEM 110	General Chemistry &
AG-EH 112/109L	AGRI 234	Plant Identification II	CHEM 120	CHEM 120	General Chemistry
AJ 110	AJ 101	Introduction to Administration of Justice	CHEM 150	CHEM 210	Organic Chemistry with Laboratory
AJ 120	AJ 102	Criminal Law	CHEM 160S	CHEM 210	Organic Chemistry with Laboratory &
AJ 124	AJ 103	Criminal Evidence	CHEM 220	CHEM 220	Organic Chemistry with Laboratory
AJ 140	AJ 205	Criminal Investigation	CMUS 140 X	MUSC 104	MUSC 104 The Music Industry
AJ 150	AJ 208	Introduction to Forensic Science	COMM 110	COMM 101	Introduction to Public Speaking
AJ 160	AJ 201	Police-Community Relations	COMM 115	COMM 103	Process of Communication
AJ 200	AJ 104	Introduction to Corrections	COMM 120	COMM 115	Introduction to Argumentation and Debate
AJ 220	AJ 204	Juvenile Procedures	COMM 130	COMM 107	Introduction to Interpersonal Communication
ANTH 110	ANTH 101	Introduction to Biological Anthropology	COMM 140	COMM 109	Small Group Communication
ANTH 110	ANTH 101H	Biological Anthropology Honors	COMM 150	COMM 219	Introduction to Intercultural Communication
ANTH 115L	ANTH 101L	Biological Anthropology Laboratory	COMM 160B	COMM 116	Forensics
ANTH 120	ANTH 102	Introduction to Cultural Anthropology	COMM 170	COMM 112	Oral Interpretation
ANTH 150	ANTH 140	Introduction to Archaeology	COMM 180	COMM 103	Process of Communication
ARTH 100	ART 100	Art Appreciation	COMM 190	COMM 110	Persuasion
ARTH 110	ART 101	History of Art, Prehistoric to Gothic	COMP 112	CS 110	Introduction to Programming Concepts and Methodologies
ARTH 130	ART 106	History of Art: Asia	COMP 122	CS 120	Programming and Algorithms in C/C++
ARTH 140	ART 103	History of Art: Africa, Oceania and Indigenous North America	COMP 122	CIS 111	Introduction to Programming and Algorithms
ARTH 150	ART 104	History of Modern and Contemporary Art in the 20th Century	COMP 122	CS 121	Programming and Algorithms in Java
ARTS 100	ART 145	2-D Design Basics	COMP 122	CS 122	Programming and Algorithms in Python
ARTS 101	ART 150	3-D Design Basics	COMP 122	CS 123	Programming and Algorithms in C#
ARTS 110	ART 110	Drawing	COMP 132	CS 130	Data Structures using C++
ARTS 200	ART 216	Life Drawing	COMP 132	CS 131	Data Structures in Java
ARTS 205	ART 210	Advanced Drawing	COMP 132	CIS 113	Data Structures
ARTS 205	ART 170	Drawing II	COMP 132	CS 132	Data Structures in Python
ARTS 210	ART 113	Painting	COMP 142	CS 140	Assembly Language and Computer Architecture
BIOL 110B	BIOL 201	General Human Anatomy	COMP 142	CIS 123	Assembly Language and Computer Architecture
BIOL 120B	BIOL 202	General Human Physiology	COMP 152	CIS 121	Computer Mathematics
BIOL 140	BIOL 120	General Organismal, Ecological and Evolutionary Biology	COMP 152	CS 150	Discrete Structures
BIOL 190	BIOL 110	General Molecular Cell Biology	ECE 120	CFE 101	Introduction to Early Childhood Education
BUS 110	BUS 101	Introduction to Business	ECE 130	CFE 105	Discovery-Based Education for Children
BUS 115	BUS 113	Business Communications	ECE 200	CFE 201	Child Development Practicum-Observation and Assessment
BUS 125	BUS 201	Business Law	ECE 210	CFE 202	Child Development Practicum-Emergent Leadership
BUS 125	BUS 201H	Business Law Honors	ECE 220	CFE 211	Health, Safety and Nutrition for the Young Child
BUS 140	CA 103	Introduction to Computers and Digital Technology	ECE 230	CFE 116	Diversity in Early Childhood Education
BUS 140	CA 221	Computer Concepts and Applications in Business	ECON 201	ECON 102	Principles of Microeconomics
BUS 140	CIS 101	Introduction to Computer Information Science	ECON 201	ECON 102H	Principles of Microeconomics Honors
			ECON 202	ECON 101	Principles of Macroeconomics

C-ID Course	AVC Course		C-ID Course	AVC Course	
EET 100 X	ELTE 125	Direct Current and Alternating Current Principles	ITIS 110	CA 107	Microcomputer Hardware and Software Support
EET 105 X	ELTE 125	Direct Current and Alternating Current Principles	ITIS 120	CA 221	Computer Concepts and Applications in Business
EET 130 X	ELTE 130	Digital Circuit Analysis	ITIS 150	CA 171	Introduction to Networking
EET 140 X	ELTE 180	Microprocessor Systems	ITIS 155	CA 159	SUSE Linux Server Administration
EET 142 X	ELTE 180	Microprocessor Systems	ITIS 164	CA 183	Security Countermeasures
EET 144 X	ELTE 180	Microprocessor Systems	JOUR 100	COMM 105	Introduction to Mass Communication
EET 150 X	ELTE 180	Microprocessor Systems	JOUR 110	JOUR 121	Beginning Journalism
EET 155 X	ELEC 160	Fundamentals of Motor Control	KIN 100	KINT 100	Introduction to Kinesiology
ENGL 100	ENGL 101SL	Academic Composition for ESL	KIN 101	HE 100	First Aid and Emergency Care
ENGL 100	ENGL 101	College Composition	MATH 110	MATH 115	Statistics
ENGL 105	ENGL 103	Critical Thinking and Research	MATH 110	MATH 115H	Statistics Honors
ENGL 105	ENGL 103H	Critical Thinking and Research Honors	MATH 120	MATH 120	Math for Teachers
ENGL 120	ENGL 102	Critical Thinking and Literature	MATH 130	MATH 124	Finite Math
ENGL 120	ENGL 102H	Critical Thinking and Literature Honors	MATH 140	MATH 148	Calculus for Business & Economics
ENGL 130	ENGL 221	American Literature: 1400-1865	MATH 150	MATH 128	College Algebra for Liberal Arts
ENGL 135	ENGL 222	American Literature: 1865-Present	MATH 155	MATH 140	Precalculus
ENGL 140	ENGL 230	World Literature 1	MATH 220	MATH 160	Calculus and Analytic Geometry
ENGL 140	ENGL 230H	World Literature 1 Honors	MATH 230	MATH 250	Calculus and Analytic Geometry
ENGL 145	ENGL 231	World Literature 2	MATH 240	MATH 230	Introduction to Ordinary Differential Equations
ENGL 160	ENGL 225	English Literature (800-1750)	MATH 250	MATH 220	Linear Algebra
ENGL 165	ENGL 226	English Literature, 1750-1900 and	MATH 900S	MATH 150	Calculus and Analytic Geometry &
	ENGL 227	English Literature, 1750-Present		MATH 160	Calculus and Analytic Geometry
ENGR 110	ENGR 110	Engineering Orientation and Basic Skills	MUS 100	MUS 101	Music Appreciation
ENGR 130	ENGR 210	Statics	MUS 100	MUS 101H	Music Appreciation Honors
ENGR 140	ENGR 130	Material Science	MUS 110	MUS 111	Fundamentals of Music
ENGR 140B	ENGR 130	Material Science	MUS 125	MUS 153A	Musicianship I
ENGR 140L	ENGR 130L	Material Science Lab	MUS 130	MUS 151	Beginning Music Theory
ENGR 150	ENGR 140	Engineering 3D Graphics	MUS 135	MUS 153	Beginning Musicianship
ENGR 220	ENGR 125	Programming and Problem-Solving in MATLAB	MUS 135	MUS 153B	Musicianship II
ENGR 230	ENGR 215	Dynamics	MUS 140	MUS 251A	Intermediate Music Theory
ENGR 240	ENGR 220	Strength of Materials	MUS 145	MUS 253A	Intermediate Musicianship
ENGR 240	ENGR 220	Strength of Materials, Lab	MUS 150	MUS 251B	Advanced Music Theory
	ENGR 220L	Strength of Materials Lab	MUS 155	MUS 253B	Advanced Musicianship
	ENGR 220PS	Strength of Materials Problem Solving Session,	MUS 160	MUS 291	Applied Music &
ENGR 240	ENGR 220	Strength of Materials		MUS 292	Applied Music Performance
ENGR 260	ENGR 230	Circuit Analysis	MUS 170	MUS 255A	Beginning Keyboard Harmony
ENGR 260L	ENGR 230	Circuit Analysis	MUS 171	MUS 255B	Advanced Keyboard Harmony
ENVS 100	BIOL 104	Environmental Biology	MUS 180	MUS 160	Symphonic Band
FIRE 100 X	FTEC 111	Fire Protection Organization	MUS 180	MUS 166	Beginning Orchestra
FIRE 110 X	FTEC 112	Fire Prevention Technology	MUS 180	MUS 167	Intermediate Orchestra
FIRE 120 X	FTEC 113	Fire Protection Equipment and Systems	MUS 180	MUS 169	Marching Percussion Ensemble
FIRE 130 X	FTEC 212	Building Construction for the Fire Service	MUS 180	MUS 181	Master Chorale
FIRE 140 X	FTEC 211	Fire Behavior and Combustion	MUS 180	MUS 185	Concert Choir
FIRE 241 X	FTW 222	Wildland Fire Behavior	MUS 180	MUS 260	Concert Band
FTVE 150	FTV 244	Production and Post-Production of the Short Film	MUS 180	MUS 266	Advanced Orchestra
GEOG 110	GEOG 101	Physical Geography: Earth's Surface Landscape	MUS 180	MUSC 173	Beginning Jazz Ensemble
GEOG 111	GEOG 101L	Physical Geography Lab: Earth's Surface Landscape	MUS 180	MUSC 273	Intermediate Jazz Ensemble
GEOG 120	GEOG 105	Cultural Geography	MUS 180	MUSC 274	Advanced Jazz Ensemble
GEOG 125	GEOG 110	World Regional Geography	MUS 185	MUS 170	Beginning Flute Choir
GEOG 130	GEOG 102	Physical Geography: Earth's Weather & Climate	MUS 185	MUS 171	Intermediate Flute Choir
GEOG 140	GEOG 106	California Geography	MUS 185	MUS 270	Advanced Flute Choir
GEOG 150	GEOG 201	Map Interpretation & GPS	MUS 185	MUSC 124	Jazz Improvisation
GEOG 155	GEOG 205	Introduction to Geographic Information Systems	MUS 185	MUSC 124A	Jazz Improvisation A
GEOG 160	GEOG 299	Special Topics - Field Geography	MUS 185	MUSC 124B	Jazz Improvisation B
GEOL 100	GEOL 101	Physical Geology	MUS 185	MUSC 124C	Jazz Improvisation C
GEOL 100	GEOL 101H	Physical Geology Honors	MUS 185	MUSC 175	Beginning Rock Band
GEOL 100L	GEOL 101L	Physical Geology Laboratory	MUS 185	MUSC 175A	Rock Band A
GEOL 110	GEOL 102	Historical Geology	MUS 185	MUSC 175B	Rock Band B
GEOL 110L	GEOL 102L	Historical Geology Laboratory	MUS 185	MUSC 175C	Rock Band C
HIST 130	HIST 107	U.S. History, 1607-1877	MUS 185	MUSC 220A	Commercial Music Ensemble A
HIST 140	HIST 108	U.S. History, from 1865	MUS 185	MUSC 220B	Commercial Music Ensemble B
HIST 150	HIST 104	Introduction to World Civilization, From Human Beginnings Until 1500	MUS 185	MUSC 220C	Commercial Music Ensemble C
HIST 160	HIST 105	Introduction to World Civilization, 1500-Present	MUS 185	MUSC 222	Popular Vocal Performance
HIST 170	HIST 101	Western Civilization, From Human Beginnings Until 1750	NUTR 110	NF 100	Nutrition
HIST 180	HIST 102	Western Civilization, 1750-Present	NUTR 120	NF 103	Principles of Food Preparation
			PHIL 100	PHIL 106	Introduction to Philosophy
			PHIL 110	PHIL 110	Introduction to Logic
			PHIL 120	PHIL 105	Ethics: Moral Issues in Contemporary Society

C-ID Course	AVC Course		C-ID Course	AVC Course
PHYS 100S	PHYS 101	Introductory Physics &		
	PHYS 102	Introductory Physics		
PHYS 105	PHYS 101	Introductory Physics		
PHYS 110	PHYS 102	Introductory Physics		
PHYS 205	PHYS 110	General Physics		
PHYS 210	PHYS 120	General Physics		
PHYS 215	PHYS 211	General Physics		
POLS 110	POLS 101	American Political Institutions		
POLS 110	POLS 101H	American Political Institutions Honors		
POLS 120	POLS 200	Introduction to Political Theory		
POLS 130	POLS 103	Comparative Government		
POLS 140	POLS 201	Contemporary International Relations		
PSY 110	PSY 101	General Psychology		
PSY 110	PSY 101H	General Psychology Honors		
PSY 115	PSY 233	Personal and Social Adjustment		
PSY 120	PSY 234	Abnormal Psychology		
PSY 130	PSY 212	Human Sexuality		
PSY 150	PSY 201	Introduction to Physiological Psychology		
PSY 170	PSY 230	Social Psychology		
PSY 180	PSY 236	Developmental Psychology		
PSY 200	PSY 200	Introduction to Research Methods in Psychology		
SOCI 110	SOC 101	Introduction to Sociology		
SOCI 110	SOC 101H	Introduction to Sociology - Honors		
SOCI 115	SOC 112	American Social Issues: Problems and Challenges		
SOCI 120	SOC 200	Research Methods for Social Sciences		
SOCI 130	SOC 115	Marriage and Family Life		
SOCI 140	SOC 116	Sociology of Gender and Sexuality		
SOCI 150	SOC 110	Ethnic Relations		
SOCI 160	AJ 206	Criminology		
SPAN 100	SPAN 101	Elementary Spanish 1		
SPAN 110	SPAN 102	Elementary Spanish 2		
SPAN 200	SPAN 201	Intermediate Spanish		
SPAN 210	SPAN 202	Intermediate Spanish		
SPAN 220	SPAN 110SS	Spanish for Heritage Speakers I		
SPAN 230	SPAN 210SS	Spanish for Heritage Speakers II		
THTR 111	THA 101	Introduction to Theatre		
THTR 112	THA 101	Introduction to Theatre		
THTR 114	THA 225	Script Analysis		
THTR 151	THA 110	Fundamentals of Acting		
THTR 152	THA 125	Intermediate Acting Workshop		
THTR 171	THA 102	Introduction to Stagecraft		
THTR 173	THA 103	Introduction to Stage Lighting		
THTR 174	THA 104	Introduction to Stage Costume		
THTR 175	THA 133	Make-up for the Stage		
THTR 191	THA 115A	Rehearsal and Performance: Drama		
THTR 191	THA 115B	Rehearsal and Performance: Drama		
THTR 191	THA 116A	Rehearsal and Performance: Comedy		
THTR 191	THA 116B	Rehearsal and Performance: Comedy		
THTR 191	THA 117A	Rehearsal and Performance: Musical Theatre		
THTR 191	THA 117B	Rehearsal and Performance: Musical Theatre		
THTR 191	THA 118A	Rehearsal and Performance: Children's Theatre		
THTR 191	THA 118B	Rehearsal and Performance: Children's Theatre		
THTR 192	THA 121A	Theatre Production		
THTR 192	THA 121B	Theatre Production		
WELD 101X	WELD 120	Basic Shielded Metal Arc Welding		



## Department Description

Accounting is the “language of business” and involves the measurement, processing, and communication of financial information. Accounting information is used to help business owners and managers make business decisions. Accounting information is also used by bankers, investors, auditors and regulatory bodies, such as the IRS. Accounting courses are offered for two separate career goals based on the level of formal education. 100-level courses are available for those seeking to earn the Professional Bookkeeping Degree or Certificate, or other business-related certificates. 200-level courses are transferable courses for the student preparing for a four-year degree, primarily in Accounting, Business, or Economics.

## Program Learning Outcomes

### Professional Bookkeeping Cert & AS

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 Cert

This certificate requires a minimum of 32-33 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. Students who complete this certificate 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 even decide to go into business for themselves as a bookkeeper, tax preparer or accountant, 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. A maximum of 6 pass/no pass units will be accepted for a Professional Bookkeeping certificate.

### Program Requirements

#### Complete all of the following:

#### Required Courses (32-33)

Complete all of the following (Total 26)	Units
ACCT111 - Bookkeeping	3
ACCT113 - Bookkeeping II	3
ACCT115 - Payroll Bookkeeping	2
ACCT121 - Computerized Accounting	3
ACCT131 - Introduction to Income Tax	3
BUS113 - Business Communications	3
BUS121 - Fundamentals of Investment and Personal Finance	3
CA103 - Introduction to Computers and Digital Technology	3
CA121 - Microcomputer Spreadsheets	3

### Math Requirement (Total 3 - 4)

#### Complete the following number of credits: 3-4

BUS105 - Business Mathematics	3
MATH124 - Finite Math	4

### Program Electives (Total 3)

#### Complete the following number of credits: 3

ACCT199 - Work Experience Education	1 - 8
BUS101 - Introduction to Business	3
BUS201 - Business Law	3
CA131 - Relational Database Management and Design	3
MGT115 - Human Behavior in Organization	3
CA111 - Word Processing-Microsoft Word	3

### Recommended Pathway

Fall, First Semester	Units
ACCT 111 - Bookkeeping	3
ACCT131 - Introduction to Income Tax	3
CA103 - Introduction to Computers and Digital Technology	3
CA121 - Microcomputer Spreadsheets	3
BUS105 - Business Math <i>or</i> MATH124 - Finite Math	3-4
<b>Total</b>	<b>15-16</b>

### Spring, Second Semester

ACCT 113 - Bookkeeping II	3
ACCT 115 - Payroll Bookkeeping	2
ACCT121 - Computerized Accounting	3
BUS113 - Business Communications	3
BUS 121 - Fundamentals of Investment and Personal Finance	3
Program Electives (See list)	3
<b>Total</b>	<b>17</b>

**Certificate Total 32-33**

## Associate Degree

### Professional Bookkeeping AS

This major is primarily intended for those students who plan to obtain employment or desire promotions in their current positions in the accounting and bookkeeping field. 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. 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 even decide to go into business for themselves as a bookkeeper, tax preparer or accountant, 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. It is recommended that students choose to take courses from the Program Elective list as their General Electives to enhance their learning and specialized knowledge in the area of Bookkeeping.

### Program Requirements

#### Professional Bookkeeping AS (Total 32 - 33)

Complete all of the following:

#### Required Courses (Total 29 - 30)

##### Core Courses (Total 26)

Complete all of the following:

	Units
ACCT111 - Bookkeeping	3
ACCT113 - Bookkeeping II	3
ACCT115 - Payroll Bookkeeping	2
ACCT121 - Computerized Accounting	3
ACCT131 - Introduction to Income Tax	3
BUS113 - Business Communications	3
BUS121 - Fundamentals of Investment and Personal Finance	3
CA103 - Introduction to Computers and Digital Technology	3
CA121 - Microcomputer Spreadsheets	3
<b>Math Course (Total 3 - 4)</b>	
BUS105 - Business Mathematics	3
MATH124 - Finite Math	4

#### Program Electives (Total 3)

Complete the following number of credits: 3

ACCT199 - Work Experience Education	1 - 8
BUS101 - Introduction to Business	3
BUS201 - Business Law	3
CA131 - Relational Database Management and Design	3
MGT115 - Human Behavior in Organization	3
CA111 - Word Processing-Microsoft Word	3

#### Recommended Pathway

Fall, First Semester	Units
ACCT 111 - Bookkeeping	3
CA103 - Introduction to Computers and Digital Technology	3
CA 103 - Introduction to Computers and Digital Technology	3
Math Course BUS105 - Business Mathematics	3
GE requirement Area E (recommended HD 101)	3
GE requirement Area D1 (ENGL 101)	3
<b>Total</b>	<b>15</b>

#### Spring, Second Semester

ACCT 113 - Bookkeeping II	3
ACCT 115 - Payroll Bookkeeping	2
BUS 113 - Business Communications	3
GE requirement Area D2 (recommended COMM 101)	3
CA 121 - Microcomputer Spreadsheets	3
<b>Total</b>	<b>14</b>

#### Summer Semester

GE requirement Area B (recommended POLS 101)	3
<b>Total</b>	<b>3</b>

#### Fall - Third Semester

ACCT 121 - Computerized Accounting	3
ACCT 131 - Introduction to Income Tax	3
GE requirement Area A (recommended BIOL 104)	3
GE requirement Area F (recommended BUS 212)	3
Program Elective (Choose from elective list)	1-8
<b>Total</b>	<b>13-20</b>

#### Spring, Fourth Semester

BUS 121 - Fundamentals of Investment and Personal Finance	3
GE requirement Area C (recommended MUSC 102)	3
General Elective	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60-67</b>

## Accounting Courses

### ACCT 111 BOOKKEEPING

3 Units

Total Course Lecture Hours 54

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

Total Course Lecture Hours 54

**Prerequisite:** Completion of ACCT 111 or ACCT 201. 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

Total Course Lecture Hours 36

**Advisory:** Completion of ACCT 111

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 COMPUTERIZED ACCOUNTING****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Prerequisite:** Completion of ACCT 201 or ACCT 111 within the past five years.

This course involves the study of concepts and skills of computerized accounting systems using common integrated computerized accounting software systems used in small businesses. Topics to be covered include setup and maintenance of new company systems, managing chart of accounts and ledgers, analyzing and entering transactions, calculating and processing payroll, generating financial reports, file management, incorporating online resources into system processes, and managing system security. BEFORE ENROLLING, students should have strong computer software skills, including basic keyboarding, managing folders and files, plus Internet and browser skills. Software used in class includes small business accounting software commonly used in business, such as QuickBooks or Sage. Spreadsheets, email and discussion forums are also used. (CSU, AVC)

**ACCT 131 INTRODUCTION TO INCOME TAX****3 Units****Total Course Lecture Hours 54**

Principles of Federal and California taxation relating to individual income taxes with emphasis on preparation of personal tax returns. (CSU, AVC)

**ACCT 199 WORK EXPERIENCE EDUCATION****1-8 Units****Total Course Lab Hours 54-432**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**ACCT 201 FINANCIAL ACCOUNTING****4 Units****Total Course Lecture Hours 72****Advisory:** Completion of ENGL 101 and MATH 115, MATH 116 or MATH 124.

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. (C-ID: ACCT 110) (UC, CSU, AVC)

**ACCT 205 MANAGERIAL ACCOUNTING****4 Units****Total Course Lecture Hours 72****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. (C-ID: ACCT 120) (UC, CSU, AVC)

## Department Description

The Administration of Justice Program involves the study of the theory and practice of law enforcement, police work, the court, and corrections. Law enforcement, whether as a police officer, deputy sheriff, probation officer, 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 country. They investigate crime, present cases in court, and render other services to the justice system and the people. The administration of justice courses provides the student with a broad base of knowledge, understanding, and proficiency in the general area.

## Program Learning Outcomes

### Health and Fitness for First Responders Certificate of Completion (Noncredit)

1. Level 1 - Select and apply strategies for health and wellness as they apply to preparation for Public Safety careers. Students will be able to demonstrate the basic physical fitness requirements for law enforcement officers.
2. Level 2 - Students will be able to demonstrate the basic physical fitness requirements for law enforcement officers and display marked personal improvement on PAT tests. Select and apply strategies for health and wellness promotion in preparation for Physical Ability Tests (PAT).
3. Level 3 - Students will be able to perform the basic physical fitness requirements for law enforcement officers and display marked personal improvement from previous PAT tests. Select and apply strategies for health and wellness promotion in preparation and for the successful completion of the Physical Ability Tests (PAT) to meet Federal, State, County and Local hiring standards.

### Administration of Justice AA

1. Properly interpret industry standards related to an individual's rights against illegal searches and seizures, self-incrimination, legal representation, and due process of the law.
2. Analyze and evaluate crime scenes, identify unique criminal components, then properly collect, preserve, and document evidence.
3. Identify and apply the individual components of the criminal justice system to a newly arrested offender.

### Administration of Justice AS-T

1. Properly interpret industry standards related to an individual's rights against illegal searches and seizures, self-incrimination, legal representation, and due process of the law.
2. Analyze and evaluate crime scenes, identify unique criminal components, then properly collect, preserve, and document evidence.
3. Identify and apply the individual components of the criminal justice system to a newly arrested offender.

## Certificate Degree

### Health and Fitness for First Responders Certificate of Completion (Noncredit)

The program introduces and applies the principles of physical fitness and mental health for individuals preparing for careers in public safety, as well as those training for employment that requires a Physical Ability Test (PAT). This program is designed to enhance the overall fitness level of participants and introduce them to specific skills required to successfully complete physical agility tests for law enforcement, correctional agencies, and other employers that have entry-level fitness requirements. The emphasis is on improving both cardiovascular and anaerobic endurance plus muscle strength and endurance. Intense resistance training, anaerobic and cardiovascular workouts are utilized including concepts of wellness, mindfulness, injury prevention, and stress management. Participants progress through 3 levels of program instruction and training to earn a Certificate of Completion.

### Program Requirements

**Certificate Courses Level (s) I, II, III Required (Total 162)**  
**Complete the following number of hours: 162**

Required Course - Choose one (Total 54)	Hours
AJ111 - Beginning Health and Fitness for First Responders I	54
AJ911 - Beginning Health and Fitness for First Responders I	54

Required Course - Choose one (Total 54)	Hours
AJ112 - Intermediate Health and Fitness for First Responders II	54
AJ912 - Intermediate Health and Fitness for First Responders II	54

Required Course - Choose one (Total 54)	Hours
AJ113 - Advanced Health and Fitness for First Responders III	54
AJ913 - Advanced Health and Fitness for First Responders III	54

Recommended Pathway	
<b>Term 1</b>	<b>Hours</b>
Required Course - Choose One (AJ111 or AJ911)	54
	<b>Total 54</b>
<b>Term 2</b>	
Required Course - Choose One (AJ112 or AJ912)	54
	<b>Total 54</b>
<b>Term 3</b>	
Required Course - Choose One (AJ113 or AJ913)	54
	<b>Total Hours 54</b>
	<b>Certificate Total 162</b>



## Associate Degrees

### Administration of Justice AA

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.)

#### Program Requirements

#### Administration of Justice AA (Total 18)

##### Complete the following:

#### Required Courses (Total 12)

	Units
AJ 101, Introduction to Administration of Justice	3
AJ 102, Criminal Law	3
AJ 103, Criminal Evidence	3
AJ 205, Criminal Investigation	3
Program Electives	6

#### Program Electives (Total 6)

AJ 104, Introduction to Corrections	3
AJ 109, Crime Analysis	3
AJ 110, Terrorism Investigation	3
AJ 199, Work Experience Education	1-8
AJ 201, Police in Society	3
AJ 203, Narcotics Control	3
AJ 204, Juvenile Procedures	3
AJ 206, Criminology	3
AJ 207, Probation and Parole	3
AJ 208, Introduction to Forensic Science	3

#### Recommended Pathway

Term 1	Units
AJ 101 - Introduction to Administration of Justice	3
GE requirement Area E (recommended HD101)	3
GE requirement Area D1 (ENGL101)	3
Program Electives AJ201 - Police in Society	3
Program Electives AJ203 - Narcotics Control	3

**Total 15**

#### Term 2

AJ 102, Criminal Law	3
GE requirement Area D2 (recommended COMM101)	3
General Elective	3
General Elective	3
General Elective	3

**Total 15**

#### Term 3

AJ 103, Criminal Evidence	3
GE requirement Area B (recommended POLS101)	3
GE requirement Area F (recommended ANTH102)	3
General Elective	3
General Elective	3

**Total 15**

#### Term 4

Required electives A, AJ 205, Criminal Investigation	3
GE requirement Area A (recommended GEOL101))	3
GE requirement Area C (recommended PHIL105)	3
General Elective	3
General Elective	3

**Total 15**  
**Degree Total 60**

### Administration of Justice AS-T

The Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) degree involves the study of the theory and practice of law enforcement, police work, and 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.

The Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Science in Administration of Justice for Transfer (AS-T in Administration of Justice) degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a "C" (or "P") or better in all courses required for the major or area of emphasis.

#### Program Requirements

#### Administration of Justice AS-T (Total 18)

##### Complete all of the following:

#### Required Courses (Total 6)

	Units
AJ 101, Introduction to Administration of Justice	3
AJ 102, Criminal Law	3

**Required Electives A (Total 6)**

AJ103 - Criminal Evidence	3
AJ104 - Introduction to Corrections	3
AJ201 - Police in Society	3
AJ204 - Juvenile Procedures	3
AJ205 - Criminal Investigation	3
AJ208 - Introduction to Forensic Science	3

**Required Electives B (Total 6)**

Complete the following number of units:	6
OR Any LIST A course not already used.	
AJ109 - Crime Analysis	3
AJ110 - Terrorism Investigation	3
AJ203 - Narcotics Control	3
AJ206 - Criminology	3
AJ207 - Probation and Parole	3

**CSU Recommended Pathway**

Term 1	Units
AJ 101, Introduction to Administration of Justice	3
Required electives B (recommended AJ206)	3
CSU GE A2 (ENGL101)	3
CSU GE E	3
CSU GE C1	3
<b>Total 15</b>	
Term 2	
AJ 102, Criminal Law	3
Required Electives A (recommended AJ201 )	3
CSU GE A1 (recommended COMM101)	3
CSU GE C2	3
CSU GE B4 (recommended MATH110)	3
<b>Total 15</b>	
Term 3	
AJ 103, Criminal Evidence	3
CSU GE D (recommended POLS 101)	3
CSU GE A3 (recommended COMM110)	3
CSU GE B2 (recommended ANTH101)	3
CSU GE B3 (recommended ANTH101L)	1
<b>Total 13</b>	
Term 4	
Required electives A (recommended AJ 205)	3
CSU GE D (recommended SOC102)	3
CSU GE B1 (recommended GEOG101)	3
CSU GE F (recommended Ethnic Studies course)	3
CSU GE C2 (recommended SPAN101)	5
<b>Total 17</b>	
<b>Degree Total 60</b>	

**Administration of Justice Courses****AJ 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE****3 Units****Total Course Lecture Hours 54**

This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross-cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process and sentencing, and incarceration policies. (C-ID: AJ 110) (UC, CSU, AVC)

**AJ 102 CRIMINAL LAW****3 Units****Total Course Lecture Hours 54**

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. (C-ID: AJ 120) (UC, CSU, AVC)

**AJ 103 CRIMINAL EVIDENCE****3 Units****Total Course Lecture Hours 54**

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. (C-ID: AJ 124) (UC, CSU, AVC)

**AJ 104 INTRODUCTION TO CORRECTIONS****3 Units****Total Course Lecture Hours 54**

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 viewpoints, 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. (C-ID: AJ 200) (CSU, AVC)

**AJ 109 CRIME ANALYSIS****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of AJ 101

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 have a better understanding how crime analysis can optimize their law enforcement efforts. (CSU, AVC)

**AJ 110 TERRORISM INVESTIGATION****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of AJ 101

This course will examine the phenomenon known as terrorism. A historical perspective will trace its origin from at least the first century through the 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 111 BEGINNING HEALTH AND FITNESS FOR FIRST RESPONDERS I****1 Unit****Total Course Lecture Hours 54**

Introduces the principles of physical fitness and mental health for students preparing for careers in public safety, as well as those training for employment that requires a Physical Ability Test (PAT). This course is designed to enhance the overall fitness level of Administration of Justice Students and introduce them to specific skills required to successfully complete physical agility tests for law enforcement and correctional agencies. The emphasis is on improving both cardiovascular and anaerobic endurance plus muscle strength and endurance. Intense resistance training, anaerobic and cardiovascular workouts are utilized including concepts of wellness, mindfulness, injury prevention, and stress management. Non-Administration of Justice students are also welcome. (CSU, AVC)

**AJ 112 INTERMEDIATE HEALTH AND FITNESS FOR FIRST RESPONDERS III****1 Unit****Total Course Lecture Hours 54**

Applies the principles of physical fitness and mental health for students preparing for careers in public safety, as well as those training for employment that requires a Physical Ability Test (PAT). This course is designed to continue enhancing the overall fitness level of Administration of Justice Students. It assists them in applying the specific skills and principles required to successfully complete physical agility tests for law enforcement and correctional agencies. The emphasis is on continuous improvement of both cardiovascular and anaerobic endurance, muscle strength, and endurance. Intense resistance training with anaerobic and cardiovascular workouts are utilized including concepts of wellness, mindfulness, injury prevention, and stress management. Non-Administration of Justice students are also welcome. (CSU, AVC)

**AJ 113 ADVANCED HEALTH AND FITNESS FOR FIRST RESPONDERS III****1 Unit****Total Course Lecture Hours 54**

Direct application of the principles of physical fitness, mental health, and wellness for students to be prepared for careers in public safety, as well as those being assessed by employers that require a Physical Ability Test (PAT). This course is designed to help Administration of Justice Students achieve the overall fitness level expected at the time of employment. The course assists them in applying and maintaining the specific skills and principles required to successfully complete physical agility tests for law enforcement and correctional agencies as well as lifelong fitness goals. The emphasis is on continuous improvement of both cardiovascular and anaerobic endurance plus muscle strength and endurance as well as specific PAT assessments. Intense resistance training, anaerobic and cardiovascular workouts are utilized including concepts of wellness, mindfulness, injury prevention, and stress management. Non-Administration of Justice students are also welcome. (CSU, AVC)

**AJ 199 WORK EXPERIENCE EDUCATION****1–3 Units****Total Course Lab Hours 54–162**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. **PRIOR TO ENROLLING:** Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to three units per semester. (CSU, AVC)

**AJ 201 POLICE IN SOCIETY****3 Units****Total Course Lecture Hours 54**

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. Topics may include the consensus and conflicting values in Cultural, Religion, and Law. (C-ID: AJ 160) (UC, CSU, AVC) (GE: AVC Area B)

**AJ 203 NARCOTICS CONTROL****3 Units****Total Course Lecture Hours 54**

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****Total Course Lecture Hours 54**

This course is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focuses on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System. (C-ID: AJ 220) (UC, CSU, AVC) (GE: AVC Area B)

**AJ 205 CRIMINAL INVESTIGATION****3 Units****Total Course Lecture Hours 54**

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. (C-ID: AJ 140) (UC, CSU, AVC)

**AJ 206 CRIMINOLOGY****3 Units****Total Course Lecture Hours 54**

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. (C-ID: SOCI 160) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

**AJ 207 PROBATION AND PAROLE****3 Units****Total Course Lecture Hours 54**

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****Total Course Lecture Hours 54**

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. (C-ID: AJ 150) (UC, CSU, AVC)

**Administration of Justice  
Non Credit Courses****AJ 911 BEGINNING HEALTH AND FITNESS FOR FIRST RESPONDERS I****0 Units****Total Course Lab Hours 54**

Introduces the principles of physical fitness and mental health for students preparing for careers in public safety, as well as those training for employment that requires a Physical Ability Test (PAT). This course is designed to enhance the overall fitness level of the Administration of Justice Student and introduce them to specific skills required to successfully complete physical agility tests for law enforcement and correctional agencies. The emphasis is on improving both cardiovascular and anaerobic endurance plus muscle strength and endurance. Intense resistance training, anaerobic and cardiovascular workouts are utilized. Non-Administration of Justice students are also welcome. (R unlimited)

**AJ 912 INTERMEDIATE HEALTH AND FITNESS FOR FIRST RESPONDERS II****0 Units****Total Course Lab Hours 54**

Applies the principles of physical fitness and mental health for students preparing for careers in public safety, as well as those training for employment that requires a Physical Ability Test (PAT). This course is designed to continue the enhancement of the overall fitness level of Administration of Justice Students and assists them in applying the specific skills and principles required to successfully complete physical agility tests for law enforcement and correctional agencies. The emphasis is on continuous improvement of both cardiovascular and anaerobic endurance plus muscle strength and endurance. Intense resistance training, anaerobic and cardiovascular workouts are utilized. Non-Administration of Justice students are also welcome. (R unlimited)

**AJ 913 ADVANCED HEALTH AND FITNESS FOR FIRST RESPONDERS III****0 Units****Total Course Lab Hours 54**

Direct application of the principles of physical fitness, mental health, and wellness for students to be prepared for careers in public safety, as well as those being assessed by employers that require a Physical Ability Test (PAT). This course is designed to help Administration of Justice Students achieve the overall fitness level expected at the time of employment. The course assists them in applying and maintaining the specific skills and principles required to successfully complete physical agility tests for law enforcement and correctional agencies as well as lifelong fitness goals. The emphasis is on continuous improvement of both cardiovascular and anaerobic endurance plus muscle strength and endurance as well as specific PAT assessments. Intense resistance training, anaerobic and cardiovascular workouts are utilized including mindfulness and self care. Non-Administration of Justice students are also welcome. (R unlimited)

## Department Description

The certificate program in Advanced Manufacturing includes coursework to help prepare students for CAD and CAM use in industry. Students who complete this program will have the necessary skill set to be employed by industry and in a variety of positions. Current engineers/engineering students will find the program helpful for advanced skill building. Technicians will use this program to strengthen their skill set and technical communications skills.

## Program Learning Outcomes

### Computer Aided Drafting and Manufacturing

1. Upon successfully completing the program, graduates will be able to: Design parts, drawings, and assemblies for the intent of manufacturing and assembly.

### Computer Aided Drafting in CATIA/3DExperience

1. Proficient use 3D CAD software to produce various technical solid models.

### Computer Aided Drafting in Solidworks

1. Proficient use CAM software to produce machine code for various technical solid models.

### Computer Aided Manufacturing

1. Proficient use CAM software to produce machine code for various technical solid models.

## Locally Approved Certificates

### Computer Aided Drafting and Manufacturing

The certificate program includes coursework to help prepare students for CAD and CAM use in industry. Students who complete this program will have the necessary skill set to be employed by industry and in a variety of positions. Current engineers will find the program helpful for advanced skill building. Technicians will use this program to strengthen their skill set and technical communications skills.

### Program Requirements

#### Computer Aided Drafting and Manufacturing (Total 24)

##### Complete all of the following

	Units
AM100 - Geometric Dimensioning and Tolerancing (GD&T)	3
AM105 - Introduction to 2D CAD	3
AM135A - 3D Solid Modeling I using CATIA/3DExperience	3
AM135B - 3D Solid Modeling I using Solidworks	3
AM235A - 3D Solid Modeling II using CATIA/3DExperience	3
AM235B - 3D Solid Modeling II using Solidworks	3
AM245 - Introduction to CAM II	3
AM145 - Introduction to CAM I	3

#### Recommended Pathway

Term 1	Units
AM100 - Geometric Dimensioning and Tolerancing (GD&T)	3
AM105 - Introduction to 2D CAD	3
<b>Total 6</b>	

#### Term 2

AM135A - 3D Solid Modeling I using CATIA/3DExperience	3
AM135B - 3D Solid Modeling I using Solidworks	3
<b>Total 6</b>	

### Term 3

AM235A - 3D Solid Modeling II using CATIA/3DExperience	3
AM235B - 3D Solid Modeling II using Solidworks	3
<b>Total 6</b>	

### Term 4

AM245 - Introduction to CAM II	3
AM235B - AM145 - Introduction to CAM I	3
<b>Total 6</b>	
<b>Certificate Total 24</b>	

### Computer Aided Drafting in CATIA/3DExperience

The certificate program includes coursework to help prepare students for CAD use in the aerospace industry. Students who complete this program will have the necessary skills to be employed by industry and in a variety of positions. Current engineers will find the program helpful for skill building. Technicians will use this program to strengthen their skill set and technical communication skills.

### Program Requirements

#### Computer Aided Drafting in CATIA/3DExperience (Total 6)

##### Complete all of the following:

	Units
AM135B - 3D Solid Modeling I using Solidworks	3
AM135A - 3D Solid Modeling I using CATIA/3DExperience	3

#### Recommended Pathway

Term 1	Units
AM135A - 3D Solid Modeling I using CATIA/3DExperience	3
<b>Total 3</b>	

#### Term 2

AM135B - 3D Solid Modeling I using Solidworks	3
<b>Total 3</b>	
<b>Certificate Total 6</b>	

### Computer Aided Drafting in Solidworks

The certificate program includes coursework to help prepare students for CAD use in industry. Students who complete this program will have the necessary skills to be employed by industry and in a variety of positions. Current engineers will find the program helpful for skill building. Technicians will use this program to strengthen their skill set and technical communication skills.

### Program Requirements

#### Computer Aided Drafting in Solidworks (Total 6)

##### Complete all of the following

	Units
AM 135B - 3D, Solid Modeling I using Solidworks	3
AM 235B - 3D, Solid Modeling II using Solidworks	3

#### Recommended Pathway

Term 1	Units
AM135A - 3D Solid Modeling I using CATIA/3DExperience	3
<b>Total 3</b>	

#### Term 2

AM135B - 3D Solid Modeling I using Solidworks	3
<b>Total 3</b>	
<b>Certificate Total 6</b>	

### Computer Aided Manufacturing

The certificate program includes coursework to help prepare students for CAM use in the industry. Students who complete this program will have the necessary skills to be employed by industry and in a variety of positions. Current engineers will find the program helpful for developing design intent. Technicians will use this program to become a proficient CAM technician to couple with CNC machines.

#### Program Requirements

##### Computer Aided Manufacturing (Total 6)

##### Complete all of the following

	Units
AM 145, Introduction to CAM I	3
AM 245, Introduction to CAM II	3

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
AM145 - Introduction to CAM I	3
<b>Total 3</b>	
<b>Term 2</b>	
AM245 - Introduction to CAM II	3
<b>Total 3</b>	
<b>Certificate Total 6</b>	

### Advanced Manufacturing Courses

#### AM 100 GEOMETRIC DIMENSIONING AND TOLERANCING (GD&T)

3 Units

Total Course Lecture Hours 54

This course covers the application and interpretation of Geometric Dimensioning and Tolerancing (GD&T) as prescribed by the American Society of Mechanical Engineers, ASME Y14.5 2009 standard. GD&T is a technical language used for mechanical engineering drawings composed of symbols that are used to communicate geometry requirements for associated features on components and assemblies. (AVC)

#### AM 105 INTRODUCTION TO 2D CAD

3 Units

Total Course Lecture Hours 27

Total Course Lab Hours 81

**Advisory:** Intermediate computer skills are recommended.

This course explores the use of a 2D CAD environment. 2D CAD is the fundamental basis for advanced CAD programs. Students will learn how to use sketching tools, dimensioning, and drawing layouts in preparation for 3D CAD programs. (UC, CSU, AVC)

#### AM 135A 3D SOLID MODELING I USING CATIA/3D EXPERIENCE

3 Units

Total Course Lecture Hours 27

Total Course Lab Hours 81

**Advisory:** Intermediate computer skills are recommended.

The course explores the use of a 3D CAD environment. Students will learn how to design solid models. Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and design process. (UC, CSU, AVC)

#### AM 135B 3D SOLID MODELING I USING SOLIDWORKS

3 Units

Total Course Lecture Hours 27

Total Course Lab Hours 81

**Advisory:** Intermediate computer skills are recommended.

The course explores the use of a 3D CAD environment. Students will learn how to design solid models. Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and design process. (UC, CSU, AVC)

#### AM 145 INTRODUCTION TO CAM I

3 Units

Total Course Lecture Hours 27

Total Course Lab Hours 81

**Advisory:** Prior knowledge of 3D CAD as well as intermediate computer skills are recommended.

This course explores the basic use of a CAM environment. Students will learn how to setup basic toolpaths for solid models. Topics include basic tool choices, toolpath choices, G-code. (AVC)

#### AM 235A 3D SOLID MODELING II USING CATIA/3D EXPERIENCE

3 Units

Total Course Lecture Hours 27

Total Course Lab Hours 81

**Prerequisite:** Completion of AM 135A

**Advisory:** Intermediate computer skills are recommended.

This is a secondary course that explores the intermediate use of 3D CAD software. Topics such as parametric modeling, surfaces, and designing with intent will be covered. (CSU, UC, AVC)

#### AM 235B 3D SOLID MODELING II USING SOLIDWORKS

3 Units

Total Course Lecture Hours 27

Total Course Lab Hours 81

**Prerequisite:** Completion of AM 135B or Completion of ENGR 140

**Advisory:** Intermediate computer skills are recommended.

This is a secondary course that explores the intermediate use of 3D CAD software. Topics such as parametric modeling, surfaces, and designing with intent will be covered. (UC, CSU, AVC)

#### AM 245 INTRODUCTION TO CAM II

3 Units

Total Course Lecture Hours 27

Total Course Lab Hours 81

**Prerequisite:** Completion of AM 145

**Advisory:** Prior knowledge of 3D CAD as well as intermediate computer skills are recommended.

This course explores a more in depth use of a CAM environment. Students will learn how to setup 3D toolpaths for solid models. Topics include advanced tool choices, toolpath choices, G-code. (AVC)

## Department Description

This program is designed to prepare students for careers in the Aeronautical and Aviation industry. 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.

## Program Learning Outcomes

### Aircraft Airframe Cert & AS/ Aircraft Powerplant Cert & AS/ General Aircraft Maintenance Cert & AS

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

### Aircraft Airframe Cert

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

### Program Requirements

#### Aircraft Airframe Cert (Total 30)

##### Complete all of the following:

	Units
AERO 230, Aircraft Airframe I	15
AERO 231, Aircraft Airframe II	15

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
AERO230 - Aircraft Airframe I	15
<b>Total 15</b>	
<b>Term 2</b>	
AERO231 - Aircraft Airframe II	15
<b>Total 15</b>	
<b>Certificate Total 30</b>	

### Aircraft Powerplant Cert

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.

### Program Requirements

#### Aircraft Powerplant Cert (Total 30)

##### Complete all of the following:

	Units
AERO 240, Aircraft Powerplant I	15
AERO 241, Aircraft Powerplant II	15

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
AERO240 - Aircraft Powerplant I	15
<b>Total 15</b>	
<b>Term 2</b>	
AERO241 - Aircraft Powerplant II	15
<b>Total 15</b>	
<b>Certificate Total 30</b>	

### General Aircraft Maintenance Cert

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.

### Program Requirements

#### Gen Aircraft Maint Cert (Total 18 - 23)

##### Complete all of the following:

Required Courses (15)	Units
AERO 120, Aircraft General I	7.5
AERO 121, Aircraft General II	7.5

### Program Electives (Total 3 - 8)

Complete the following number of credits: 3-8

AFAB110 - Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation 3	
AFAB115 - Aircraft Structures	8
AFAB120 - Composites Fabrication and Repair	7
AFAB130 - Aerospace Ethics and Issues	4
AFAB210 - Aircraft Production Systems	4
ELTE252 - Introduction to Avionics	3
ELTE254 - Radio Telephone License	3



Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
AERO120 - Aircraft General	7.5
<b>Total</b>	<b>7.5</b>
<b>Term 2</b>	
AERO121 - Aircraft General II	7.5
Program Electives (See list)	3-8
<b>Total</b>	<b>10.5-15.5</b>
<b>Certificate Total</b>	<b>18-23</b>

## Associate Degrees

### Aircraft Airframe AS

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.

#### Program Requirements

##### Aircraft Airframe AS (Total 30)

<b>Complete all of the following:</b>	<b>Units</b>
AERO 230, Aircraft Airframe I	15
AERO 231, Aircraft Airframe II	15

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
AERO 230 - Aircraft Airframe I	15
<b>Total</b>	<b>15</b>
<b>Term 2</b>	
AERO 231 - Aircraft Airframe II	15
<b>Total</b>	<b>15</b>
<b>Term 3 Summer</b>	
GE requirement Area A (PHYS 101)	4
GE requirement Area B (recommended BUS101)	3
<b>Total</b>	<b>7</b>
<b>Term 4</b>	
GE requirement Area C (recommended PHIL106)	3
GE requirement Area D1 (recommended ENGL101)	3
GE requirement Area D2 (recommended COMM101)	3
GE requirement Area F (recommended BUS212)	3
<b>Total</b>	<b>12</b>
<b>Term 5</b>	
General Elective	2
General Elective	3
General Elective	3
GE requirement Area E (recommended COMM107)	3
<b>Total</b>	<b>11</b>
<b>Degree Total</b>	<b>60</b>

### Aircraft Powerplant AS

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.

#### Program Requirements

##### Aircraft Powerplant AS (Total 30)

<b>Complete all of the following:</b>	<b>Units</b>
AERO 240, Aircraft Powerplant I	15
AERO 241, Aircraft Powerplant II	15

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
AERO 240 - Aircraft Powerplant I	15
<b>Total</b>	<b>15</b>
<b>Term 2</b>	
AERO 241 - Aircraft Powerplant II	15
<b>Total</b>	<b>15</b>
<b>Term 3</b>	
GE requirement Area A	3
GE requirement Area B	3
GE requirement Area D1 (ENGL 101)	3
GE requirement Area D2 (recommended COMM101)	3
General Elective	3
<b>Total</b>	<b>15</b>

#### Spring, Fourth Semester

GE requirement Area C	3
GE requirement Area E	3
GE requirement Area F (recommended BUS212)	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

**General Aircraft Maintenance AS**

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 employ ability 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.

**General Aircraft Maintenance AS (18 - 23)**  
**Complete all of the following:**

Required Courses (Total 15)	Units
AERO 120 - Aircraft General I	7.5
AERO 121 - Aircraft General II	7.5

**Required Program Electives (3 - 8)**

AFAB 110 - Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation	3
AFAB 115 - Aircraft Structures	8
AFAB 120, - Composites, Fabrication and Repair	7
AFAB 130 - Aerospace Ethics and Issues	4
ELTE 252 - Introduction to Avionics	3
ELTE 254 - Radio Telephone License	3

Recommended Pathway
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Term 1	Units
AERO120 - Aircraft General I	7.5
<b>Total</b>	<b>7.5</b>
Term 2	
AERO121 - Aircraft General II	7.5
<b>Total</b>	<b>7.5</b>
Term 3	
GE requirement Area A	3
GE requirement Area B	3
GE requirement Area D1 (ENGL 101)	3
GE requirement Area C	3
General Elective	3
<b>Total</b>	<b>15</b>
Term 4	
GE requirement Area D2	3
GE requirement Area E	3
GE requirement Area F	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>

**Term 5**

Program Elective (recommended AFAB110)	3
Program Electives (recommended AFAB115)	8
Program Electives (recommended AFAB130)	4
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

Airframe and Powerplant Courses
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**AERO 120 AIRCRAFT GENERAL I***7.5 Units**Total Course Lecture Hours 90**Total Course Lab Hours 135*

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**Total Course Lecture Hours 90**Total Course Lab Hours 135*

Provides training in the processes involving cleaning and corrosion control, maintenance publications, mechanics 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 199 WORK EXPERIENCE EDUCATION***1-8 Units**Total Course Lab Hours 54-432*

**LIMITATION ON ENROLLMENT:** *To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**AERO 230 AIRCRAFT AIRFRAME I***15 Units**Total Course Lecture Hours 180**Total Course Lab Hours 270*

The course will train and inform 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**Total Course Lecture Hours 180**Total Course Lab Hours 270**Prerequisite: Completion of AERO 230.*

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**Total Course Lecture Hours 180**Total Course Lab Hours 270*

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**Total Course Lecture Hours 180**Total Course Lab Hours 270**Prerequisite: Completion of AERO 240.*

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)

## Department Description

The certificate program includes coursework to help students prepare for the non-destructive inspection level I and level II certifications. Please note, students will have to complete the required number of work experience hours for level I and level II certifications outside the classroom instruction.

## Program Learning Outcomes

### Aeronautical Non-Destructive Inspection

1. Analyze and evaluate critical aspects of non-destructive inspection as it pertains to the aerospace manufacturing industry, which includes aspects related to safe work practices, standards and tolerances, standard shop practices, proper use of tools, equipment, operating systems, and personal protective equipment.
2. Inspect, analyze, evaluate, and troubleshoot, aerospace manufacturing defects, flaws, and damage as it relates to the proper methods of identifying and setting up correct inspection equipment and inspection methods.

## Certificate Program

### Aeronautical Non-Destructive Inspection

This program is designed to introduce students to the principles of nondestructive inspection (NDI) and nondestructive testing (NDT). Non-destructive testing (NDT) is a testing and analysis technique used by the aerospace industry to evaluate the properties of a material, component, and structure for characteristic differences without causing damage to the aircraft structures. Inspection methods covered in this course are Eddy Current and Ultrasonic inspection. Classroom lecture and hands-on practice with NDI testing equipment, processes, and procedures.

### Program Requirements

#### Aeronautical Non Destructive Inspection Certification (Total 11)

Complete all of the following:	Units
ANDI110 - Non Destructive Inspection: Visual Inspection, Liquid Penetrant, and Magnetic Particle	4
ANDI 115 - Non Destructive Inspection: Eddy Current	3.5
ANDI 112 - Non Destructive Inspection: Ultrasound Inspection	3.5

#### Recommended Pathway

##### TERM 1

ANDI110 - Non Destructive Inspection: Visual Inspection, Liquid Penetrant, and Magnetic Particle	4
ANDI115 - Non Destructive Inspection: Eddy Current	3.5
<b>Total</b>	<b>7.5</b>

##### TERM 2

ANDI120 - Non Destructive Inspection: Ultrasound Inspection	3.5
<b>Total</b>	<b>3.5</b>
<b>Certificate Total</b>	<b>11</b>

## Aeronautical Non-Destructive Inspection

### ANDI 110 NON DESTRUCTIVE INSPECTION: VISUAL INSPECTION, LIQUID PENETRANT, AND MAGNETIC PARTICLE

4 Units

Total Course Lecture Hours 72

This course is designed to introduce students to the principles of nondestructive inspection (NDI) and nondestructive testing (NDT). Non-destructive testing (NDT) is a testing and analysis technique used by the aerospace industry to evaluate the properties of a material, component, and structure for characteristic differences or welding defects without causing damage to the aircraft structures. Inspection methods covered in this course are Visual Inspection, Dye Penetrant and Magnetic Particle inspection. Classroom lecture and hands-on practice with NDI testing equipment, processes, and procedures. (AVC)

### ANDI 115 NON DESTRUCTIVE INSPECTION: EDDY CURRENT

3.5 Units

Total Course Lecture Hours 54

Total Course Lab Hours 36

**Prerequisite:** Completion of or concurrent enrollment in ANDI 110.

This course is designed to introduce students to the principles of nondestructive inspection (NDI) and nondestructive testing (NDT). Non-destructive testing (NDT) is a testing and analysis technique used by the aerospace industry to evaluate the properties of a material, component, and structure for characteristic differences without causing damage to the aircraft structures. Inspection method covered in this course is Eddy Current. Classroom lecture and hands-on practice with NDI testing equipment, processes, and procedures. (AVC)

### ANDI 120: NON-DESTRUCTIVE INSPECTION: ULTRASOUND INSPECTION

3.5 Units

Total Course Lecture Hours 54

Total Course Lab Hours 36

**Prerequisite:** Completion of or concurrent enrollment in ANDI 110.

This course is designed to introduce students to the principles of nondestructive inspection (NDI) and nondestructive testing (NDT). Non-destructive testing (NDT) is a testing and analysis technique used by the aerospace industry to evaluate the properties of a material, component, and structure for characteristic differences without causing damage to the aircraft structures. Inspection methods covered in this course are Ultrasonic inspection. Classroom lecture and hands-on practice with NDI testing equipment, processes, and procedures. (AVC)



## Department Description

Students who complete the certificate have enhanced employability in the field of aerospace technology. This program helps current and aspiring leaders learn to promote positive change, make data-informed decisions, lead by example, and solve complex problems with sustainable solutions.

## Program Learning Outcomes

### Aerospace Leadership and Management

1. Demonstrate key competences, tools and techniques related to management, administration, manufacturing processes, lean management, and Total Quality Management (TQM).
2. Apply the theoretical knowledge, methods, and skills gained from their coursework to improve overall management and production quality.

## Certificate Program

### Aerospace Leadership and Management

Students who complete the certificate have enhanced employability in the field of aerospace technology. This program helps current and aspiring leaders learn to promote positive change, make data-informed decisions, lead by example, and solve complex problems with sustainable solutions. The certificate will provide students with leadership strategies and understanding / management of aerospace budgets and reporting. This course will provide students with process improvement strategies and required skills to become a successful in aerospace management.

### Program Requirements

#### Aerospace Leadership and Management (Total 12)

Complete all of the following:	
	Units
ALM 110, Leadership and Administration	3
ALM 115, Manufacturing Processes and Controls	3
ALM 120, Lean Manufacturing	3
ALM 130, Total Quality Management	3

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
ALM110 - Leadership and Administration	3
<b>Total 3</b>	
<b>Term 2</b>	
ALM115 - Manufacturing Processes and Controls	3
<b>Total 3</b>	
<b>Term 3</b>	
AND120 - ALM120 - Lean Manufacturing	3
<b>Total 3</b>	
<b>Term 4</b>	
ALM130 - Total Quality Management	3
<b>Total 3</b>	
<b>Total 12</b>	

## Aerospace Leadership and Management

### ALM 110 LEADERSHIP AND ADMINISTRATION

3 Units

Total Course Lecture Hours 54

This course is designed to provide students with a roadmap to achieving excellence in aerospace leadership. The course outlines the theoretical foundations of leadership, leadership styles, skills, roles, and functions of leaders in an aerospace organization. This course identifies common administrative task that are required for smooth day to day operations. (AVC)

### ALM 115 MANUFACTURING PROCESSES AND CONTROLS

3 Units

Total Course Lecture Hours 54

**Prerequisite:** Completion of ALM 110.

This course is designed to provide students with an understanding of manufacturing processes and shop controls. This course outlines policies, procedures, planning/scheduling, cost, quality, productivity, safety, and risk management. This course identifies the different controls and processes that are necessary for successful aerospace production. (AVC)

### ALM 120 LEAN MANUFACTURING

3 Units

Total Course Lecture Hours 54

**Prerequisites:** Completion of ALM 110 and ALM 115.

This course focuses on gaining an understanding of Lean principles, practices, and techniques from both technical and individual perspectives needed to effect the change and sustain improvement within the aviation industry. Emphasis will be placed on developing the individual skills needed to become a Lean thinker and champion building a roadmap for transitioning an organization from its current state to one of being a Lean operation. Six Sigma and the 5's systems will be covered. (AVC)

### ALM 130 TOTAL QUALITY MANAGEMENT

3 Units

Total Course Lecture Hours 54

**Prerequisites:** Completion of ALM 110, ALM 115 and ALM 120.

This course focuses on the importance of Total Quality Management (TQM) to the successful operation of the aerospace industry. This course will provide students with knowledge of continuous improvement techniques such as statistical process charts and assessment frameworks (e.g., Deming's philosophy, ISO 9100). Students will study and TQM implementation in aerospace organizations and understand the overarching impact TQM has on all aspects of the aerospace industry. (AVC)

## Department Description

Air Conditioning and Refrigeration, a constantly changing program designed to satisfy the mechanically oriented person. Introducing entry level skills in this rapidly growing service industry. A Student may specialize in air conditioning, refrigeration, or both (recommended.) The program is built on the block principle with refrigeration divided into domestic and commercial, and air conditioning divided into residential and commercial systems. Students test and repair actual equipment and built-up trainers. Field trips are taken, familiarizing students with actual application.

## Program Learning Outcomes

### Air Conditioning Specialist Cert & AS

1. Analyze and evaluate critical aspects of the air conditioning industry related to safe work practices and industry standards both in the shop and in the field. Using safe work practices and proper PPE using proper handtools, meters, gauges and test instruments
2. Analyze, evaluate, troubleshoot, and repair mechanical and electrical control systems to an air conditioning industry entry level standard.
3. Use Environmental Protection Agency Rule 608 refrigerant handling standards to properly charge, maintain and/or dispose of equipment at the end of life cycle.
4. Analyze load calculations to determine "Winter Heat Loss" and "Summer Heat Gain" to determine equipment type and size. Make equipment recommendations to meet the need efficiently and reliably.
5. Interpret prints and drawings including mechanical and electrical schematics and pictorials for job specifications, equipment location and diagnostics.
6. Analyze systems and components for proper installation, operation and efficiency.
7. Diagnose and facilitate repair to the smallest repairable unit on an air conditioning unit.

### Refrigeration Specialist Cert

1. Analyze and evaluate critical aspects of the refrigeration industry related to safe work practices and industry standards both in the shop and in the field. Using safe shop practices and the proper use of personal protective equipment, hand tools, meters,
2. Analyze, evaluate, troubleshoot, and repair mechanical and electrical control systems to a refrigeration industry entry level standard.
3. Use Environmental Protection Agency Rule 608 refrigerant handling standards to properly charge, maintain and / or dispose and equipment at the end of the life cycle. A successful student must be able to comply with current standards.
4. Analyze prints and drawings including mechanical and electrical schematics and pictorials for job specifications, equipment location and diagnostics.
5. Determine the proper installation requirements and use industry standard practices to layout and install equipment.
6. Analyze systems and components for proper installation, operation and efficiency.
7. Diagnose and facilitate repair to the smallest repairable component on a refrigeration unit.

### AS Refrigeration Specialist

1. Analyze and evaluate critical aspects of the refrigeration industry related to safe work practices and industry standards both in the shop and in the field. Using safe shop practices and the proper use of personal protective equipment, hand tools, meters.
2. Analyze prints and drawings including mechanical and electrical schematics and pictorials for job specifications, equipment location and diagnostics.
3. Analyze systems and components for proper installation, operation and efficiency.
4. Analyze, evaluate, troubleshoot, and repair mechanical and electrical control systems to a refrigeration industry entry level standard.
5. Determine the proper installation requirements and use industry standard practices to layout and install equipment.
6. Diagnose and facilitate repair to the smallest repairable component on a refrigeration unit.
7. Use Environmental Protection Agency Rule 608 refrigerant handling standards to properly charge, maintain and /or dispose and equipment at the end of the life cycle. A successful student must be able to comply with current standards.

### Refrigeration Specialist AS

1. Install, analyze, diagnose and repair refrigeration equipment using proper handtools, meters, gauges and test instruments.
2. Demonstrate proper refrigerant handling techniques in recovery, recycling and reclamation when installing, repairing and removing refrigeration equipment.
3. Analyze systems and components for proper installation, operation and efficiency.
4. Analyze prints and drawings including mechanical and electrical schematics and pictorials for job specifications, equipment location and diagnostics.
5. Diagnose and facilitate repair to the smallest repairable unit on a refrigeration unit.

### Air Conditioning & Refrigeration Specialist Cert

1. Analyze and evaluate critical aspects of the air conditioning industry related to safe work practices and industry standards both in the shop and in the field. Using safe work practices and proper PPE using proper handtools, meters, gauges and test instruments
2. Analyze load calculations to determine "Winter Heat Loss" and "Summer Heat Gain" to determine equipment type and size. Make equipment recommendations to meet the need efficiently and reliably.
3. Analyze systems and components for proper installation, operation and efficiency.
4. Analyze, evaluate, troubleshoot, and repair mechanical and electrical control systems to an air conditioning industry entry level standard.
5. Diagnose and facilitate repair to the smallest repairable unit on an air conditioning unit.
6. Interpret prints and drawings including mechanical and electrical schematics and pictorials for job specifications, equipment location and diagnostics.
7. Use Environmental Protection Agency Rule 608 refrigerant handling standards to properly charge, maintain and/or dispose of equipment at the end-of-life cycle.

## Certificate Programs

### Air Conditioning Specialist Cert

The certificate requirements for an Air Conditioning Specialist may be satisfied by completing 20 units of required courses and can be used as a major toward an associate degree. This Certificate and/AS degree provide the basic skills necessary to enter the Air Conditioning Industry with enhanced employability and opportunity through increased options in the Air Conditioning Industry.

#### Program Requirements

##### Air Conditioning Specialist Cert (Total 20)

**Complete all of the following:**

##### Residential Air Conditioning (Total 10)

ACRV122 - Residential Air Conditioning Systems	5
ACRV123 - Residential Air Conditioning Controls	5

##### Commercial Air Conditioning (Total 10)

ACRV222 - Commercial Air Conditioning Controls	5
ACRV223 - Commercial Air Conditioning Systems	5

#### Recommended Pathway Day & Night

<b>Term 1</b>	<b>Units</b>
ACRV 122, Residential Air Conditioning Systems	5
ACRV 123 Residential Air Conditioning Controls	5
<b>Total 10</b>	
<b>Term 2</b>	
ACRV222 - Commercial Air Conditioning Controls	5
ACRV223 - Commercial Air Conditioning Systems	5
<b>Total 10</b>	
<b>Certificate Total 20</b>	

#### Recommended Pathway - Nights

<b>Term 1</b>	<b>Units</b>
ACRV 122, Residential Air Conditioning Systems	5
<b>Total 5</b>	
<b>Term 2</b>	
ACRV123 - Residential Air Conditioning Systems	5
<b>Total 5</b>	
<b>Term 3</b>	
ACRV223 - Commercial Air Conditioning Systems	5
<b>Total 5</b>	
<b>Term 4</b>	
ACRV223 - Commercial Air Conditioning Systems	5
<b>Total 5</b>	
<b>Certificate Total 20</b>	

### Refrigeration Specialist Cert

The program is built on the block principle with refrigeration divided into domestic and commercial courses. Alternate energy concepts are included in the commercial refrigeration courses. Proper handling practices for the new HO and HC (Hydro-olefin and Hydro-Carbon) refrigerants, and applicable EPA mandated regulations in regards to are covered. 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 applications. This certificate requires a minimum of 20 units. This program provides the basic skills necessary to enter the refrigeration industry as an entry-level technician. This certificate can be used as a major toward an associate degree.

#### Program Requirements

##### Refrigeration Specialist Cert (Total 20)

<b>Complete all of the following:</b>	<b>Units</b>
ACRV112 - Basic Refrigeration Systems	5
ACRV113 - Basic Refrigeration Controls	5
ACRV212 - Commercial Refrigeration Systems	5
ACRV213 - Commercial Refrigeration Controls	5

#### Recommended Pathway Day & Night Advanced

<b>Term 1</b>	<b>Units</b>
ACRV112 - Basic Refrigeration Systems	5
ACRV113 - Basic Refrigeration Controls	5
<b>Total 10</b>	
<b>Term 2</b>	
ACRV212 - Commercial Refrigeration Systems	5
<b>Total 5</b>	
<b>Term 3</b>	
ACRV213 - Commercial Refrigeration Controls	5
<b>Total 5</b>	
<b>Certificate Total 20</b>	

#### Recommended Pathway Nights only Program 2 nights a week

<b>Fall, First Semester</b>	<b>Units</b>
ACRV112 - Basic Refrigeration Systems	5
<b>Total 5</b>	
<b>Spring, Second Semester</b>	
ACRV113 - Basic Refrigeration Controls	5
<b>Total 5</b>	
<b>Fall, Third Semester</b>	
ACRV212 - Commercial Refrigeration Systems	5
<b>Total 5</b>	
<b>Spring, Fourth Semester</b>	
ACRV213 - Commercial Refrigeration Controls	5
<b>Total 5</b>	
<b>Certificate Total 20</b>	

### Air Conditioning & Refrigeration Specialist Cert

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.

**Program Requirements****Air Conditioning & Refrigeration Specialist (Total 40)**

Complete all of the following:

**Basic Refrigeration (Total 10)**

	Units
ACRV112 - Basic Refrigeration Systems	5
ACRV113 - Basic Refrigeration Controls	5

**Commercial Refrigeration (Total 10)**

	Units
ACRV212 - Commercial Refrigeration Systems	5
ACRV213 - Commercial Refrigeration Controls	5

**Residential Air Conditioning (Total 10)**

	Units
ACRV122 - Residential Air Conditioning Systems	5
ACRV123 - Residential Air Conditioning Controls	5

**Commercial Air Conditioning (Total 10)**

	Units
ACRV222 - Commercial Air Conditioning Controls	5
ACRV223 - Commercial Air Conditioning Systems	5

<b>Recommended Pathway</b> <b>2 Years Certification ACR Specialist</b>
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Term 1	Units
ACRV112 - Basic Refrigeration Systems	5
ACRV122 - Residential Air Conditioning Systems	5
<b>Total 10</b>	

**Term 2**

ACRV113 - Basic Refrigeration Controls	5
ACRV123 - Residential Air Conditioning Controls	5
<b>Total 10</b>	

**Term 3**

ACRV212 - Commercial Refrigeration Systems	5
ACRV222 - Commercial Air Conditioning Controls	5
<b>Total 10</b>	

**Term 4**

ACRV213 - Commercial Refrigeration Controls	5
ACRV223 - Commercial Air Conditioning Systems	5
<b>Total 10</b>	

**Certificate Total 40****Associate Degrees****Air Conditioning Specialist AS**

The requirements for an associate degree in Air Conditioning may be satisfied by completing 60 units of required 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.

**Program Requirements****Air Conditioning Specialist AS (Total 20)**

Complete all of the following :

Required Courses (Total 20)	Units
ACRV 122 - Residential Air Conditioning Systems	5
ACRV 123 - Residential Air Conditioning Controls	5
ACRV 222 - Commercial Air Conditioning Controls	5
ACRV 223 - Commercial Air Conditioning Systems	5

<b>Recommended Pathway</b> <b>Evening Sequence</b>
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Term 1	Units
ACRV 122, Residential Air Conditioning Systems	5
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (recommended HD101)	3
General Electives	3
General Electives	3
<b>Total 17</b>	

**Term 2**

ACRV 123 Residential Air Conditioning Controls	5
GE requirement Area D2	3
General Elective	3
General Elective	1
<b>Total 12</b>	

**Term 3**

ACRV 222, Commercial Air Conditioning Controls	5
GE requirement Area B	3
GE requirement Area C (recommended SPAN101)	5
General Elective	3
<b>Total 16</b>	

**Term 4**

ACRV 223, Commercial Air Conditioning Systems	5
GE requirement Area A (PSCI101)	4
GE requirement Area F	3
Electives	3
<b>Total 15</b>	
<b>Degree Total 60</b>	

<b>Recommended Pathway</b> <b>Day &amp; Night Sequence</b>
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Term 1	Units
ACRV 122 - Residential Air Conditioning Systems	5
GE requirement Area D1 (ENGL 101)	3
GE requirement Area B	3
General Electives	3
General Electives	1
<b>Total 15</b>	

**Term 2**

ACRV 123 - Residential Air Conditioning Controls	5
GE requirement Area D2	3
General Elective	3
GE requirement Area F	3
<b>Total 14</b>	

**Term 3**

ACRV 222 - Commercial Air Conditioning Controls	5
GE requirement Area C (recommended SPAN 101)	5
General Elective	3
<b>Total 13</b>	



**Term 4**

ACRV 223 - Commercial Air Conditioning Systems	5
GE requirement Area A (recommend ELTE101 or PSCI 101)	4
GE requirement Area E	3
General Elective	3
General Elective	3
<b>Total</b>	<b>18</b>
<b>Degree Total</b>	<b>60</b>

**Refrigeration Specialist AS**

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.

**Program Requirements****Refrigeration Specialist AS (Total 20)****Complete all of the following**

	<b>Units</b>
ACRV112 - Basic Refrigeration Systems	5
ACRV113 - Basic Refrigeration Controls	5
ACRV212 - Commercial Refrigeration Systems	5
ACRV213 - Commercial Refrigeration Controls	5

**Recommended Pathway - Evening**

<b>Term 1</b>	<b>Units</b>
ACRV112 - Basic Refrigeration Systems	5
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (recommended HD 101)	3
General Elective	2
<b>Total</b>	<b>13</b>

**Term 2**

ACRV113 - Basic Refrigeration Controls	5
GE requirement Area A (recommended PSCI101)	3
GE requirement D2	3
General Elective	3
<b>Total</b>	<b>14</b>

**Term 3**

ACRV212 - Commercial Refrigeration Systems	5
GE requirement Area C (recommended SPAN101)	5
General Elective	3
General Elective	3
<b>Total</b>	<b>16</b>

**Term 4**

ACRV213 - Commercial Refrigeration Controls	5
GE requirement Area B	3
General Elective	3
GE requirement Area F	3
General Elective	3
<b>Total</b>	<b>17</b>
<b>Degree Total</b>	<b>60-64</b>

**Recommended Pathway****Day Sequence**

<b>Term 1</b>	<b>Units</b>
ACRV112 - Basic Refrigeration Systems	5
GE requirement Area D1 (ENGL101)	3
GE requirement Area A (recommended PSCI101)	3
General Elective	3
<b>Total</b>	<b>14</b>

**Term 2**

ACRV113 - Basic Refrigeration Controls	5
GE requirement Area C (recommended SPAN101)	5
General Elective	3
General Elective	3
<b>Total</b>	<b>16</b>

**Term 3**

ACRV212 - Commercial Refrigeration Systems	5
GE requirement Area D2	3
GE requirement Area E (recommended HD101)	3
General Elective	3
<b>Total</b>	<b>14</b>

**Term 4**

ACRV213 - Commercial Refrigeration Controls	5
GE requirement Area B	3
General Elective	3
GE requirement Area F	3
General Elective	2
<b>Total</b>	<b>16</b>
<b>Degree Total</b>	<b>60-64</b>

**Air Conditioning and Refrigeration Specialist AS**

The requirements for an associate degree in Air Conditioning and 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.

**Program Requirements****Air Cond & Refrigeration Spec AS (Total 40)****Complete all of the following:**

<b>Required Courses</b>	<b>Units</b>
ACRV 112, Basic Refrigeration Systems	5
ACRV 113, Basic Refrigeration Controls	5
ACRV 212, Commercial Refrigeration Systems	5
ACRV 213, Commercial Refrigeration Controls	5
ACRV 122, Residential Air Conditioning Systems	5
ACRV 123, Residential Air Conditioning Controls	5
ACRV 222, Commercial Airconditioning Controls	5
ACRV 223, Commercial Air Conditioning Systems	5

<b>Recommended Pathway</b>	
<b>Night Sequence</b>	

Term 1	Units
ACRV 112 Basic Refrigeration Systems	5
ACRV 122 Residential Air Conditioning Systems	5
GE requirement Area D1 (ENGL 101)	3
<b>Total</b>	<b>13</b>

Term 2	
ACRV 113 Basic Refrigeration Controls	5
ACRV 123 Residential Air Cond Controls	5
GE requirement Area D2	3
GE requirement Area A (recommended PSCI 101)	4
OR	
Any GE requirement Area A	3
<b>Total</b>	<b>16-17</b>

Term 3	
ACRV 212, Commercial Refrigeration Systems	5
ACRV 222, Commercial Air Conditioning Controls	5
GE requirement Area C	3
GE requirement Area E (recommended HD 101)	3
<b>Total</b>	<b>16</b>

Term 4	
ACRV 213, Commercial Refrigeration Controls	5
ACRV 223, Commercial Air Conditioning Systems	5
GE requirement Area B (recommended BUS101)	3
GE requirement Area F (recommended COMM114)	3
<b>Total</b>	<b>16</b>
<b>Degree Total</b>	<b>61</b>

<b>Recommended Pathway</b>	
<b>Days &amp; Nights</b>	

Term 1	Units
ACRV 112 Basic Refrigeration Systems	5
ACRV 113 Basic Refrigeration Controls	5
GE requirement Area D1 (ENGL 101)	3
<b>Total</b>	<b>13</b>

Term 2	
ACRV 122 - Residential Air Conditioning Systems	5
ACRV 123 Residential Air Cond Controls	5
GE requirement Area D2 (recommended Math103)	3
GE requirement Area A (recommended PSCI 101 or ELTE 101) or Any GE requirement Area A	3-4
<b>Total</b>	<b>16-17</b>

Term 3	
ACRV 212, Commercial Refrigeration Systems	5
ACRV 222, Commercial Air Conditioning Controls	5
GE requirement Area C (recommended SPAN101)	5
GE requirement Area E (recommended HD 101)	3
<b>Total</b>	<b>18</b>

**Term 4**

ACRV 213, Commercial Refrigeration Controls	5
ACRV 223, Commercial Air Conditioning Systems	5
GE requirement Area B	3-4
GE requirement Area F	3

**Total 16-17**  
**Degree Total 61**

<b>Air Conditioning and Refrigeration Courses</b>
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**ACRV 112 BASIC REFRIGERATION SYSTEMS***5 Units**Total Course Lecture Hours 54**Total Course Lab Hours 117*

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**Total Course Lecture Hours 54**Total Course Lab Hours 108*

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 122 RESIDENTIAL AIR CONDITIONING SYSTEMS***5 Units**Total Course Lecture Hours 45**Total Course Lab Hours 135*

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****Total Course Lecture Hours 45****Total Course Lab Hours 135**

Study of air conditioning fundamentals including methods of heating, cooling and humidification. Load calculation 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). Course also includes system evaluation and diagnostics of the air side of the system. Recommended for students entering the air conditioning industry. (AVC)

**ACRV 212 COMMERCIAL REFRIGERATION SYSTEMS****5 Units****Total Course Lecture Hours 45****Total Course Lab Hours 135****Prerequisite:** Completion of ACRV 112 and 113 or ACRV 115.

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****Total Course Lecture Hours 45****Total Course Lab Hours 135****Prerequisite:** Completion of ACRV 112 and 113.

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****Total Course Lecture Hours 54****Total Course Lab Hours 108****Prerequisite:** Completion of ACRV 122 and ACRV 123.

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****Total Course Lecture Hours 45****Total Course Lab Hours 135****Prerequisite:** Completion of ACRV 122 and ACRV 123.

Study of commercial air conditioning covering building environments. Course covers the commercial facility and its systems management and control. Energy conservation using economizers. Occupant comfort and productivity are issues considered in system design and control. Equipment types to include boilers, heat recovery and economizer packages, 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)

## Department Description

The Aircraft Fabrication and Assembly certificate is designed to prepare students for entry-level employment in the aerospace industry. Students who complete this certificate program will have the necessary skills to be employed by aircraft manufacturers and subcontractors in aircraft structures and composites fabrication and assembly. The Associate Degree is designed to prepare students for the Aircraft Manufacturing Technology (AFMT) Bachelor's Degree of Science. Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives to qualify for the degree or certificate.

## Program Learning Outcomes

### Blueprints and Structures LCert

1. Plan, design, and construct aircraft structures and blueprints to industry standards using sheet metal and composites materials.
2. Analyze and evaluate critical aspects of the aerospace industry related to safe work practices, standard shop practices, proper use of tools, power equipment, and personal protective equipment.
3. Analyze, evaluate and summarize the aviation/aerospace arena and various aircraft case study outcomes.

### Advanced Aircraft Structures Certification

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 assembly systems to meet air worthy standards.

### Aircraft Fabrication and Assembly Technician

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. Assure that actions and decisions are based on ethical work practices and human factors directly related to proficiency level degradation in the work environment.
4. Use, read, and interpret industry standard blueprints to construct aircraft components.

## Locally Approved Certificate

### Blueprints and Structures Cert

The Blueprints and Structures certificate program includes course work that will prepare students for entry-level employment in the aerospace industry with an emphasis in ethical workplace standards. Students who complete this certificate will have the necessary skills to be employed by aircraft manufacturers and subcontractors in a variety of positions. Principles and techniques of aircraft structural, blueprint, and assembly will be thoroughly conveyed in both a lecture and laboratory environment.

## Program Requirements

### Blueprints & Structures LCert (Total 15)

Complete all of the following:	Units
AFAB110 - Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation	3
AFAB115 - Aircraft Structures	8
AFAB130 - Aerospace Ethics and Issues	4

Recommended Pathway	
Term 1	Units
AFAB110 - Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation	3
AFAB115 - Aircraft Structures Blueprints & Structures LCert	8
AFAB130 - Aerospace Ethics and Issues	4
<b>Total 15</b>	
<b>Certificate Total 15</b>	

## Certificate Programs

### Advanced Aircraft Structures Cert

Students who complete the certificate have enhanced employability in the field of aerospace technology. They have enhanced promotional opportunities into supervisory and/or management positions. The certificate will provide students with advanced techniques and skills to broaden their knowledge with which to evaluate and troubleshoot complex task. The advanced skills will assist the students in identifying inefficiencies and reducing operational waste, while improving the ability to communicate clearly and effectively.

## Program Requirements

### Advanced Aircraft Structures Certification (Total 19)

Complete all of the following:	Units
AFAB 210, Aircraft Production Systems	4
AFAB 215, Advanced Aircraft Sheetmetal & Composite Structures	8
AFAB 220, Advanced Composite Fabrication, Assembly, and Repair	7
<b>Total 19</b>	

Recommended Pathway	
Block 1 & 2	Units
AFAB210 - Aircraft Production Systems	4
AFAB215 - Advanced Aircraft Sheetmetal	8
AFAB220 - Advanced Composite	7
<b>Total 19</b>	
<b>Certificate Total 19</b>	

### Aircraft Fabrication and Assembly Technician Cert

The Aircraft Fabrication and Assembly certificate is designed to prepare students for entry-level employment in the aerospace industry. Students who complete this certificate program will have the necessary skills to be employed by aircraft manufacturers and subcontractors in aircraft structures and composites fabrication and assembly. The Associate Degree is designed to prepare students for the Aircraft Manufacturing Technology (AFMT) Bachelor's Degree of Science.



The certificate and associate degree programs include coursework 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.

### Program Requirements

#### Aircraft Fab & Assem Cert (Total 26)

##### Complete all of the following: Units

AFAB 110, Introduction to Aircraft Structures, Blueprint and Manufacturing Documentation	3
AFAB 115 - Aircraft Structures	8
AFAB 120 - Composites Fabrication and Repair	7
AFAB 130 - Aerospace Workplace Issues and Ethics	4
AFAB 210 - Aircraft Production Systems	4

Recommended Pathway	
<b>Fall, First Semester</b>	<b>Units</b>
AFAB110 - Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation	3
AFAB115 - Aircraft Structures	8
AFAB120 - Composites Fabrication and Repair	7
<b>Total</b>	<b>18</b>

#### Spring, Second Semester

AAFAB130 - Aerospace Ethics and Issues	4
AFAB210 - Aircraft Production Systems	4
<b>Total</b>	<b>8</b>
<b>Certificate Total</b>	<b>26</b>

## Associate Degree

### Aircraft Fabrication and Assembly Technician AS

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.) It is recommended that if the student needs elective units, that they complete the prerequisite courses for the AFMT bachelor program. 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.

### Program Requirements

#### Aircraft Fabrication & Assembly AS (Total 26)

##### Complete all of the following: Units

AFAB 110 - Introduction to Aircraft Structures, Blueprint and Manufacturing Documentation	3
AFAB 115 - Aircraft Structures	8
AFAB 120 - Composites Fabrication and Repair	7
AFAB 130 - Aerospace Workplace Issues and Ethics	4
AFAB 210 - Aircraft Production Systems	4

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
AFAB 110 - Intro to Aircraft Structures, Blueprint and Manufacturing Documentation	3
AFAB 115 - Aircraft Structures	8
AFAB 120 - Composites Fabrication and Repair	7
<b>Total</b>	<b>18</b>

#### Term 2

AFAB 130 - Aerospace Ethics and Issues	4
GE Requirement Area B (recommended PSY101)	3
GE Requirement Area D1 (ENGL101)	3
GE Requirement Area D2 (recommended MATH135)	3
<b>Total</b>	<b>13</b>

#### Term 3

AFAB 210 - Aircraft Production Systems	4
GE Requirement Area A (recommended CHEM101)	5
GE Requirement Area A (recommended PHIL106)	3
GE Requirement Area E (recommended COMM107)	3
<b>Total</b>	<b>15</b>

#### Term 4

General Elective	3
General Elective	3
GE Requirement Area F (recommended BUS212)	3
General Elective	3
General Elective	2
<b>Total</b>	<b>14</b>

**Degree Total 60**

## Aircraft Fabrication and Assembly Courses

### AFAB 110 INTRODUCTION TO AIRCRAFT STRUCTURES, BLUEPRINT AND MANUFACTURING DOCUMENTATION

3 Units

**Total Course Lecture Hours 54**

This course is designed to provide students with the basic knowledge of aircraft structures, shop mathematics, basic hand measuring devices and familiarization with aircraft manufacturing documentation, such as blueprints and work instructions. Instruction includes lecture and hands-on practice in reading and interpreting actual blueprints and manufacturing documentation. (AVC)

### AFAB 115 AIRCRAFT STRUCTURES

8 Units

**Total Course Lecture Hours 126**

**Total Course Lab Hours 54**

**Prerequisite:** Completion of or concurrent enrollment in AFAB 110.

Designed to give students the necessary skills to perform journeyman aerospace structures assembly and repair. Classroom lecture and hands-on practice in step-drilling holes in aluminum alloys and composites, and the installation of rivets and special fasteners. In addition, students will demonstrate the proper preparation and application of aircraft sealants and the assembly of sheet metal and composite substrates as a final project of moderate complexity. (AVC)

**AFAB 120 COMPOSITES FABRICATION AND REPAIR****7 Units****Total Course Lecture Hours 108****Total Course Lab Hours 54****Prerequisites:** Completion of or concurrent enrollment in AFAB 110

This course is designed to familiarize students with the basic aircraft composite manufacturing techniques and knowledge. The content covered in this course deals with wet and prepreg layup, vacuum bagging techniques and processes, surface preparation for gap filling and back masking, and the manufacturing of composite components/parts. This course consists of both classroom lecture and hands-on practice. Students are required to interpret engineering prints, work instructions, manufacturing documentation and/or drawings. (AVC)

**AFAB 130 AEROSPACE ETHICS AND ISSUES****4 Units****Total Course Lecture Hours 72**

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, whistle-blowing, professionalism, safety, and human factors. A detailed analysis of many case studies in industry will be reviewed. (CSU, AVC)

**AFAB 140 PNEUDRAULICS****2 Units****Total Course Lecture Hours 27****Total Course Lab Hours 27****Prerequisite:** Completion of AFAB 110 or AFAB 115.

Entry Level course designed to familiarize students with the basic principles of pneudraulics, fluid lines and fittings and the proper assembly and installation. (AVC)

**AFAB 150 SURFACE PREPARATION AND MATERIAL APPLICATIONS****7 Units****Total Course Lecture Hours 108****Total Course Lab Hours 54****Prerequisite:** Completion of AFAB 110, AFAB 115, & AFAB 120.

This course is designed to familiarize students with the basic aircraft surface preparation and material application techniques and knowledge. The content covered in this course deals with surface preparation of both metal structures and composite materials, various material applications, and masking techniques. This course consists of both classroom lecture and hands-on practice. Students are required to interpret engineering prints, work instructions, manufacturing documentation and or drawings. (AVC)

**AFAB 210 AIRCRAFT PRODUCTION SYSTEMS****4 Units****Total Course Lecture Hours 72****Prerequisite:** Completion of AFAB 115 or AERO 230.

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)

**AFAB 215 ADVANCED AIRCRAFT SHEETMETAL & COMPOSITE STRUCTURE****8 Units****Total Course Lecture Hours 126****Total Course Lab Hours 54****Prerequisite:** Completion of AFAB 115.

This course is designed to familiarize students with the advanced aerospace structural assembly, which includes instructor-led lecture and hands-on training in shop safety and workmanship fundamentals, the use of tools and equipment, MES functions, and structures fundamentals including 5S, blueprint reading, hole prep, drilling various materials, sealing, liquid shim applications, and inspections. Students are required to interpret engineering prints, work instructions, manufacturing documentation and or drawings. (AVC)

**AFAB 220 ADVANCED COMPOSITE FABRICATION, ASSEMBLY, AND REPAIR****7 Units****Total Course Lecture Hours 108****Total Course Lab Hours 54****Prerequisite:** Completion of AFAB 120.

This course is designed to familiarize students with advanced aircraft composite manufacturing techniques and knowledge, which includes instructor-led lecture and hands-on training in shop safety and workmanship fundamentals, the use of tools and equipment, 5S, MES functions, and composite system fundamentals including layup, debulking, ply direction, vacuum bagging, leak detection, curing, PIs, surface prep, pinking, darting, overlapping, buttsplicing, bonding, and inspections. Students are required to interpret engineering prints, work instructions, manufacturing documentation and or drawings. (AVC)

## Department Description

The program meets the need in the aerospace industry for multi-skilled individuals who understand, perform, and serve as first-line leads in the major processes of manufacturing the structural components of an aircraft for civilian and military specifications. This program is designed to prepare students for careers in aviation manufacturing engineering.

## Program Learning Outcomes

### BS Airframe Manufacturing Tech

1. Analyze and evaluate critical aspects of the aerospace manufacturing industries related to the planning design of plant facilities, which ensures both production efficiency and safe work practices/environment that ensure quality of production work.
2. Assess and evaluate composite tooling requirements to ensure quality and efficiently for manufactured parts.
3. Recognize engineering requirements in order to set-up and prepare facilities and workflow from the perspective of engineering needs and requirements as well as the needs and requirements of the technicians.
4. Produce an actual or simulated improvement plan to eliminate waste, production inefficiencies, and poor facility design using pertinent and statistical process control data.

## Bachelor Degree

### Airframe Manufacturing Technology BS

The Airframe Manufacturing Technology baccalaureate degree builds off of two existing high quality, successful programs that have provided well trained employees to meet the needs in our communities for many years. By expanding these programs to include the opportunity to earn a baccalaureate degree, Antelope Valley College will now fill the need of local employers for a highly skilled lead worker in the same field and will provide a valuable opportunity for both our students and our community.

The Airframe Manufacturing Technology program will include courses in disciplines in which Antelope Valley College already offers degrees and certificates: Aircraft Fabrication and Assembly and Aviation Airframe. Entrance into the baccalaureate courses will require graduation from or substantial completion of one of those programs prior to admission to upper division courses.

### Minimum Eligibility Requirements for Applicants:

1. Completion of the Aircraft Fabrication & Assembly Technician (AFAB) associate degree/course sequence or noted equivalent Aeronautical and Aviation Technology courses and AFAB 130 and AFAB 210.
2. Completion of the general education requirements for the CSU system, including:
 

CHEM 101, Introductory Chemistry	5
COMM 101, Introduction to Public Speaking <i>or</i>	3
ENGL 101, College Composition	3
ENGL 115, Introduction to Technical Communication	3
PSY 101, General Psychology	3
PHYS 101, Introductory Physics	4
MATH 135, Plane Trigonometry	3

### Airframe Manufacturing Technology (AFMT) Bachelor's Degree Program

Antelope Valley College (AVC) does not accept externally completed coursework to satisfy major and/or upper division course requirements in Aircraft Fabrication & Assembly (AFAB), Airframe and Powerplant (AERO), and Airframe Manufacturing Technology (AFMT).

**NOTE:** Above courses fulfill both the major and the general education requirements. For assistance, contact the counseling department.

3. Students must have a 2.8 minimum GPA in all AFAB/AERO courses and a 2.5 minimum GPA in all college classes taken for credit (overall GPA).

**NOTE:** The aerospace industries generally require employment applicants to pass a background check and drug screening. Employment is often subject to the applicant's ability to receive a security clearance from the Department of Defense (DoD).

### Application Process:

Refer to announcements on the AVC website for updated enrollment information. All items in the enrollment process are extremely important. Students who omit any part of the required information or miss the deadline will be dropped from consideration for the Airframe Manufacturing Technology Program. Only official documents will be accepted. Faxed documents are not official and are not accepted.

1. Complete an Application for Enrollment form.
2. Complete the AFMT Rubric - Student Questionnaire form.
3. Attach official college transcripts for all post-secondary institutions attended, including Antelope Valley College. If you have Advance Placement (AP) credits, an official transcript must also be included. "Official" college transcripts must be submitted in a sealed envelope that has not been opened by the student. **One set of transcripts is to be turned in with your application and one set must also be on file with the AVC transcript office.**
4. Attach a copy of your updated Education Plan and Evaluation Form completed by one of the AVC Counselors or Advisors assigned to the AFMT program. Visit [www.avc.edu/academics/afmt](http://www.avc.edu/academics/afmt) for the list. Appointments should only be made with the assigned personnel and can be made through email at [counseling@avc.edu](mailto:counseling@avc.edu) or by calling (661) 722-6300 ext. 6338. Students should request an appointment minimum of two weeks prior to the application deadline.
5. Submit items 1 through 4 to the Career Technical Education division office, Enterprise Lab, Room 129. Items 1 through 4 are considered your "application packet". You may also mail your application packet to: Antelope Valley College, Attn: Rosie Heasley, 3041 W. Avenue K, Lancaster, CA 93536.

For the most current program information, including forms please visit us at [www.avc.edu/academics/afmt](http://www.avc.edu/academics/afmt).

### Screening Procedures:

Beginning summer 2024, student eligibility for admission to the program will be determined by multi-screening criteria. Applications are accepted once a year during the designated application period only. Cohorts are admitted annually in the fall semester. Refer to announcements on the AVC website for updated enrollment information and important dates. The number of students enrolled into the program is limited to 18 students per year. Students are advised of eligibility to enroll in AFMT program by electronic mail. **Incomplete packets will not be considered.**

**Program Requirements****Airframe Manufacturing Tech BS (Total 122 - 126.5)****Complete all of the following:****Program Prerequisites (Total 50 - 54.5)****Complete all of the following:****Program Prerequisites (Total 3 - 7.5)****Complete the following number of units: 3-7.5**

	Units
AFAB110 - Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation	3
AERO121 - Aircraft General II	7.5

**Program Prerequisite (Total 15)****Complete the following number of units: 15**

AFAB115 - Aircraft Structures	8
AFAB120 - Composites Fabrication and Repair	7
AERO230 - Aircraft Airframe I	15

**Program Prerequisites (Total 32)****Complete all of the following:**

AFAB130 - Aerospace Ethics and Issues	4
AFAB210 - Aircraft Production Systems	4
CHEM101 - Introductory Chemistry	5
COMM101 - Introduction to Public Speaking	3
ENGL101 - College Reading and Composition	3
ENGL115 - Introduction to Technical Communication	3
MATH135 - Plane Trigonometry	3
PHYS101 - Introductory Physics	4
PSY101 - General Psychology	3

**Required Courses (Total 66)****Complete all of the following:**

AFMT310 - Safety in Aviation	3
AFMT320 - Lean Management (Six Sigma/5S)	3
AFMT330 - Airframe Manufacturing Producibility	3
AFMT340 - Theory of Low Observables	3
AFMT341 - Manufacturing Testing and Inspection	6
AFMT345 - Airframe Composite Manufacturing I	6
AFMT350 - Airframe Manufacturing Capstone I	2
AFMT442 - Foreign Object Elimination (FOE) and Migration Paths	3
AFMT446 - Airframe Composite Manufacturing II	6
AFMT451 - Airframe Manufacturing Capstone II	4
BIOL304 - A Survey of Emerging and Remerging Infectious Diseases	3
ELTE105 - Introduction to Robotics	3
POLS101 - American Political Institutions	3
ENGL315 - Applied Technical Writing	3
PSCI302 - Introduction to Quantitative Atmospheric Dynamics and Thermodynamics	3
PSY301 - Organizational Behavioral Psychology	3
CSU Area C-1	6
CSU GE Area E	3

**Required Course - Choose one (Total 3)****Complete the following number of units: 3**

ENGR140 - Engineering 3D Graphics	3
AM135B - 3D Solid Modeling I using Solidworks	3

**Required History Courses CSU Area D - Choose One (Total 3)****Complete the following number of units: 3**

HIST107 - U.S. History, 1607-1877	3
HIST108 - U.S. History from 1865	3
HIST110 - African-American History, 1450-1877	3
HIST111 - African-American History, 1877-Present	3

**Total 66**

<b>Recommended Pathway</b> <b>AERO Sequence</b>
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Fall Semester	Units
AERO121 - Aircraft General II	7.5
AFAB130 - Aerospace Ethics and Issues	4
COMM101 - Introduction to Public Speaking	3
ENGL101 - College Reading and Composition	3
POLS101 - American Political Institutions	3
<b>Total</b>	<b>20.5</b>

Spring Semester	Units
AERO230 - Aircraft Airframe I	15
<b>Total</b>	<b>15</b>

Summer Semester	Units
General Psychology	3
CSU GE Area E	3
<b>Total</b>	<b>6</b>

Fall Semester	Units
AFAB210 - Aircraft Production Systems	4
MATH135 - Plane Trigonometry	3
PHYS101 - Introductory Physics	4
CSU GE Area C-1	6
<b>Total</b>	<b>17</b>

Spring Semester	Units
CHEM101 - Introductory Chemistry	5
CSU GE Area D (recommended HIST107 or HIST108 or HIST110 or HIST111)	3
ENGL115 - Introduction to Technical Communication	3
<b>Total</b>	<b>11</b>

Fall Semester	Units
BIOL304 - A Survey of Emerging and Remerging Infectious Diseases	3
ENGL315 - Applied Technical Writing	3
PSCI302 - Introduction to Quantitative Atmospheric Dynamics and Thermodynamics	3
PSY301 - Organizational Behavioral Psychology	3
<b>Total</b>	<b>12</b>

Spring Semester	Units
AFMT310 - Safety in Aviation	3
AFMT320 - Lean Management (Six Sigma/5S)	3
AFMT330 - Airframe Manufacturing Producibility	3
ELTE105 - Introduction to Robotics	3
ENGR140 - Engineering 3D Graphics <i>or</i>	
AM135B - 3D Solid Modeling I using Solidworks	3
<b>Total</b>	<b>15</b>

Fall Semester	Units
AFMT340 - Theory of Low Observables	3
AFMT341 - Manufacturing Testing and Inspection	6
AFMT345 - Airframe Composite Manufacturing I	6
AFMT350 - Airframe Manufacturing Capstone I	2
<b>Total</b>	<b>17</b>

Spring Semester	Units
AFMT442 - Foreign Object Elimination (FOE) and Migration Paths	3
AFMT446 - Airframe Composite Manufacturing II	6
AFMT451 - Airframe Manufacturing Capstone II	4
<b>Total</b>	<b>13</b>

**Degree Total 122-126.5**



### Recommended Pathway AFAB Sequence

Fall Semester	Units
AFAB110 - Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation	3
AFAB130 - Aerospace Ethics and Issues	4
COMM101 - Introduction to Public Speaking	3
ENGL101 - College Reading and Composition	3
POLS101 - American Political Institutions	3
<b>Total</b>	<b>16</b>
<b>Spring Semester</b>	
AFAB115 - Aircraft Structures	8
AFAB120 - Composites Fabrication and Repair	7
<b>Total</b>	<b>15</b>
<b>Summer Semester</b>	
PSY101 - General Psychology	3
CSU GE Area E	3
<b>Total</b>	<b>6</b>
<b>Fall Semester</b>	
AFAB210 - Aircraft Production Systems	4
MATH135 - Plane Trigonometry	3
PHYS101 - Introductory Physics	4
CSU Area C-1	6
<b>Total</b>	<b>17</b>
<b>Spring Semester</b>	
CHEM101 - Introductory Chemistry	5
ENGL115 - Introduction to Technical Communication	3
CSU GE Area D ( HIST107 or HIST108 or HIST110 or HIST 111	3
<b>Total</b>	<b>11</b>
<b>Fall Semester</b>	
BIOL304 - A Survey of Emerging and Remerging Infectious Diseases	3
ENGL315 - Applied Technical Writing	3
PSCI302 - Introduction to Quantitative Atmospheric Dynamics and Thermodynamics	3
PSY301 - Organizational Behavioral Psychology	3
<b>Total</b>	<b>12</b>
<b>Spring Semester</b>	
AFMT310 - Safety in Aviation	3
AFMT320 - Lean Management (Six Sigma/5S)	3
AFMT330 - Airframe Manufacturing Producibility	3
ELTE105 - Introduction to Robotics	3
ENGR140 - Engineering 3D Graphics or AM135B - 3D Solid Modeling I using Solidworks	3
<b>Total</b>	<b>15</b>
<b>Fall Semester</b>	
AFMT340 - Theory of Low Observables	3
AFMT341 - Manufacturing Testing and Inspection	6
AFMT345 - Airframe Composite Manufacturing I	6
AFMT350 - Airframe Manufacturing Capstone I	2
<b>Total</b>	<b>17</b>
<b>Spring Semester</b>	
AFMT442 - Foreign Object Elimination (FOE) and Migration Paths	3
AFMT446 - Airframe Composite Manufacturing II	6
AFMT451 - Airframe Manufacturing Capstone II	4
<b>Total</b>	<b>13</b>
<b>Degree Total</b>	<b>122-126.5</b>

### Airframe Manufacturing Technology Courses

#### AFMT 310 SAFETY IN AVIATION

3 Units

**Total Course Lecture Hours 54**

**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.

**Prerequisite:** Completion of AFAB 130, AFAB 210, ENGL 315, and PSY 301.

This course provides supervisors/leads/technicians with the aviation safety principles and practices needed to manage the problems associated with aircraft manufacturing/maintenance operations, aviation safety program development, safety management systems, aviation human factors issues, and case studies relevant to aviation safety. This includes the identification and analysis of major problem areas and the impact of accidents on the aviation industry. Students are prepared to assume safety responsibilities in their areas of operation. (CSU, AVC)

#### AFMT 320 LEAN MANAGEMENT (SIX SIGMA & 5S)

3 Units

**Total Course Lecture Hours 54**

**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course

**Prerequisite:** Completion of AFAB 210, ENGL 315, and PSY 301.

**Corequisite:** : Concurrent enrollment in AFMT 330.

This course focuses on gaining an understanding of Lean principles, practices, and techniques from both technical and individual perspectives needed to effect the change and sustain improvement within the aviation industry. Emphasis will be placed on developing the individual skills needed to become a Lean thinker and champion building a roadmap for transitioning an organization from its current state to one of being a Lean operation. Six Sigma and the 5's systems will be covered. Classroom sessions will include exercises designed to simulate real world applications to clarify concepts and techniques. (CSU, AVC)

#### AFMT 330 AIRFRAME MANUFACTURING PRODUCIBILITY

3 Units

**Total Course Lecture Hours 54**

**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.

**Prerequisite:** Completion of AFAB 210, ENGL 315, and PSY 301.

**Corequisite:** Concurrent enrollment in AFMT 320.

This course addresses the evaluation of product producibility and the impact of changes in the properties and characteristics of the manufacturing process in the context of "Return on Investment." Students will evaluate whether or not changes incorporated into the manufacturing process not only fix the problem/issue, but also reduce costs for the company. Note: This course is a prerequisite for Capstone I and Capstone II classes. (CSU, AVC)

**AFMT 340 THEORY OF LOW OBSERVABLES****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.**Prerequisite:** Completion of AFAB 120, CHEM 101, and PHYS 101.

This course provides an understanding of the history and development of low observable technology, the reduction of radar, optical and acoustic signatures which provide stealth. A focus on the importance of proper coating application processes that ensure stealth capabilities, along with facilities, equipment, and Personal Protective Equipment (PPE) requirements for applying coatings will also be covered. (CSU, AVC)

**AFMT 341 MANUFACTURING TESTING & INSPECTION****6 Units****Total Course Lecture Hours 90****Total Course Lab Hours 54****Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.**Prerequisite:** Completion of AFMT 310.

This course provides an understanding and familiarization with the various inspection and testing methods for the materials and processes associated with aircraft structures. Non-Destructive Inspections (NDI) and Non-Destructive Testing (NDT) are other methods employed by the aviation industry to detect defects. This course includes hands-on familiarization with testing equipment related to rigging, high pressure lines and fittings, seals, gases, fluids, and curing. (CSU, AVC)

**AFMT 345 AIRFRAME COMPOSITE MANUFACTURING I****6 Units****Total Course Lecture Hours 90****Total Course Lab Hours 54****Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.**Prerequisite:** Completion of AFAB 120 and AFMT 310.

This course is designed and intended for advancing knowledge and skills of composite manufacturing. Students will develop an advanced understanding of the practical skills involved in producing quality composite structures. The student will have an intermediate level of understanding of composite layup and vacuum bagging techniques for complex shapes, fabrication of potted honeycomb core assemblies, manufacturing composite component parts using production type tooling, and a fundamental understanding of the documentation and record keeping required to support composite manufacturing. (CSU, AVC)

**AFMT 350 AIRFRAME MANUFACTURING CAPSTONE I****2 Units****Total Course Lecture Hours 36****Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.**Prerequisite:** Completion of AFMT 310, AFMT 320, and AFMT 330.

This course is the initial phase of the Lean Management/Project Management proposal process that will consist of an actual unclassified or generic project that student teams would compete for. Possible 'real world' unclassified projects may come from aerospace corporations. The capstone course encompasses the assigning of teams, distribution of project proposals, assigning of faculty and/or industry mentors. These projects will focus on workflow analysis and project management. (CSU, AVC)

**AFMT 442 FOREIGN OBJECT ELIMINATION (FOE) AND MIGRATION PATHS****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.**Prerequisite:** Completion of AFMT 330.

This course provides supervisors/leads/technicians with aviation safety principles and practices needed to manage the problems associated with aircraft manufacturing/maintenance operations. In addition, it prepares students to assume safety responsibilities in their areas of operation. The Foreign Object Elimination (FOE) elements of basic awareness addresses twelve industry identified basic knowledge areas, activities and functions designed to prevent foreign objects from entering aerospace products. The standards are derived from NAS 412 - Foreign Object Damage / Foreign Object Debris (FOD) Prevention. Possible field trip opportunities to Northrop Grumman and other industry partners. (CSU, AVC)

**AFMT 446 AIRFRAME COMPOSITE MANUFACTURING II****6 Units****Total Course Lecture Hours 90****Total Course Lab Hours 54****Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.**Prerequisite:** Completion of AFMT 345.

This course is designed and intended for advancing knowledge and skills of composite manufacturing. Students will develop an advanced understanding of the practical skills involved in producing quality composite structures. The student will have an intermediate level knowledge of machining, trimming and drilling composite components using fixtures, surface preparation methods/secondary bonding of structures, component assembly methods and techniques, as well as acquire a fundamental knowledge of the resin vacuum infusion manufacturing process. (CSU, AVC)

## AFMT 451 AIRFRAME MANUFACTURING CAPSTONE II

4 Units

Total Course Lecture Hours 72

**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.

**Prerequisite:** Completion of AFMT 350.

This course is the design and submission phase of the Lean Management/Project Management proposal process that will consist of an actual unclassified or generic project that student teams would compete for. Possible 'real world' unclassified projects may come from aerospace corporations. The capstone course encompasses the completion and submission of project proposals. (CSU, AVC)

## Biology Course

### BIOL 304 A SURVEY OF EMERGING AND RE-EMERGING INFECTIOUS DISEASES

3 Units

Total Course Lecture Hours 54

**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.

**Prerequisite:** Completion of ENGL 101.

This is an upper division General Education course, covering a survey of selected emerging and re-emerging infectious diseases, addressing the Biological, Historical, Sociological, Geographical, and Epidemiological factors that have had an impact on the human populations worldwide throughout history. The content will cover the basic concepts of infectious disease agents (Viruses, Prions, Bacteria, Protozoa, and Helminths), human biology, and the Public Health measures used to identify, treat, and prevent these diseases. Also covered are the various human factors that have influenced the trends of these diseases, including historical events, Geopolitics, and cultural and Sociological changes affecting human populations. (AVC)

## English Course

### ENGL 315 APPLIED TECHNICAL WRITING

3 Units

Total Course Lecture Hours 54

**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.

**Prerequisite:** Completion of ENGL 115.

Building on skills learned in the lower division technical writing course, this course provides extended, guided practice and instruction in understanding and writing for multiple audiences and multiple purposes in a technical environment. Students will develop skills in language choice as an aid to clarity, and students will learn principles of document design in both digital and conventional communication situations. Students will learn advanced research techniques and strategies while working on extended writing projects. Learning to work on multi-staged, collaborative projects will be central to this course. (AVC)

## Physical Science Course

### PSCI 302 INTRODUCTION TO QUANTITATIVE ATMOSPHERIC DYNAMICS AND THERMODYNAMICS

3 Units

Total Course Lecture Hours 54

**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.

**Prerequisite:** Completion of MATH 135 and PHYS 101.

This course provides a quantitative understanding of general meteorology. It introduces the physics and thermodynamics of the atmosphere to understand the horizontal and vertical transport of atmospheric heat and momentum which are directly related to the cyclones, anticyclones, hurricanes, weather fronts, mesoscale disturbances, severe storms, tornadoes, sea and land breezes, atmospheric boundary layer and turbulence. Insight into these mechanism will be gained through the use of spread sheet based calculations by allowing relationships to be studied by plotting the data graphically and then explaining the meaning of those relationship using the graphs. Atmospheric thermodynamic processes will be quantified using various thermodynamic calculations and in some cases, computational diagrams such as the Skew-T and Stüve diagrams. (AVC)

4, CSU Area D, AVC Area B)

## Psychology Course

### PSY 301 ORGANIZATIONAL BEHAVIORAL PSYCHOLOGY

3 Units

Total Course Lecture Hours 54

**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.

**Prerequisite:** Completion of PSY 101.

This course offers an introduction and broad overview of the psychology of individual and group dynamics in the workplace. This course will examine topics such as organizational culture and structure, teamwork, group dynamics, managing change, conflict theory, motivation, and leadership. Emphasis is placed on applying course concepts to current workplace issues. (AVC)

## Department Description

Anthropology is the study of humankind. It is a holistic discipline, involving the natural sciences, humanities, and social sciences that examine various aspects of past and present-day humans across the globe. It consists of four fields: Archaeology, Biological Anthropology, Cultural Anthropology, and Linguistic Anthropology. Archaeology investigates past human cultures through material culture. Biological Anthropology studies the social behavior and the biological aspects of humans within an evolutionary framework. Cultural Anthropology focuses on sociocultural variation among humans. Linguistic Anthropology examines how language and communication reflect and influence social life. From this wide perspective, anthropology helps us to understand other peoples and thereby enables us to better understand ourselves.

## Program Learning Outcomes

### Associate in Arts in Anthropology for Transfer

1. An appreciation of a holistic approach to understanding human biological, linguistic, and cultural diversity, especially those features that separates humans from other species.
2. An appreciation of a holistic approach to understanding human biological, linguistic, and cultural diversity, especially those features that separates humans from other species.
3. Demonstrate an understanding of the scientific method and incorporate the scientific method to analyze aspects of the human condition (biology, behavior, language, artifacts).
4. Evaluate anthropological data, draw reasonable conclusions, recognize ethical implications of these conclusions, and apply these conclusions to scientific and social problems.
5. Utilize appropriate fieldwork techniques for anthropology.
6. An understanding and appreciation for the role of anthropology in the workplace and the real world.

## Certificate Program

Certificate not applicable.

## Associate Degree

### Anthropology AA-T

The Associate in Arts in Anthropology for Transfer (AA-T in Anthropology) degree program has been developed to provide the student with a fundamental understanding of the field of Anthropology and its four main sub-fields: Archaeology, Biological Anthropology, Cultural Anthropology, and Linguistics. Anthropology is the study of humankind, both past and present. It is a holistic discipline, which means that anthropologists study the similarities and differences in human biological and cultural origins, evolution, adaptations and features across the globe throughout all of human history. From this wide perspective anthropology helps us to understand other people and thereby enables us to better understand ourselves.

The Associate in Arts in Anthropology for Transfer (AA-T in Anthropology) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Anthropology for Transfer (AA-T in Anthropology) degree a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- (2) Obtainment of a minimum grade point average of 2.0.

ADT's also require that students must earn a C or better in all courses required for the major or area of emphasis.

A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis, where a Pass is defined as a "C" or better.

### Program Requirements

#### Anthropology AA-T (Total 20 - 21)

Complete all of the following:

Required Courses (10)	Units
ANTH102 - Introduction to Cultural Anthropology	3
ANTH140 - Introduction to Archaeology	4
<b>Students may take either ANTH 101 Biological Anthropology or ANTH 101H Biological Anthropology Honors. Duplicate credit will not be awarded. (Total 3)</b>	
ANTH101 - Introduction to Biological Anthropology	3
ANTH101H - Biological Anthropology Honors	3

#### Required Electives Group A (Select 4)

MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4

#### Required Electives B (Select 3-4):

BIOL201 - General Human Anatomy	4
GEOG205 - Introduction to Geographic Information Systems	3
SOC200 - Research Methods for the Social Sciences	3
ERSC101 - Introduction to Earth Science	4

**If none of the above courses are selected, then both of the courses below must be taken (Total 4)**

GEOL101 - Physical Geology	3
GEOL101L - Physical Geology Lab	1

#### Required Electives C (3):

*Any course from List A or B not already used*

ANTH101L - Biological Anthropology Lab	1
ANTH103 - Archaeology and World Prehistory	3
ANTH110 - Latin American & Caribbean Cultures	3
ANTH112 - Ethnic Studies: Native North Americans	3
ANTH112H - Ethnic Studies: Native North Americans Honors	3
ANTH199 - Work Experience Education	1 - 8



Recommended Pathway - CSU	
<b>Semester 1</b>	<b>Units</b>
ANTH101 - Introduction to Biological Anthropology	3
<i>or</i>	
ANTH101H - Biological Anthropology Honors	3
CSU GE B3 (recommended ANTH101L)	1
CSU GE A2 (ENGL 101)	3
CSU GE C1	3
CSU GE E (recommended NF150)	3
	<b>Total 13</b>
<b>Semester 2</b>	
ANTH102 - Introduction to Cultural Anthropology	3
MATH115 - Statistics	4
CSU GE A1 (COMM 101)	3
CSU GE C2	3
General Elective	3
	<b>Total 16</b>
<b>Semester 3</b>	
ERSC101 - Introduction to Earth Science	4
ANTH103 - Archaeology and World Prehistory	3
CSU GE A3	3
CSU GE C2 (recommended HIST115)	3
General Elective	3
	<b>Total 16</b>
<b>Semester 4</b>	
ANTH140 - Introduction to Archaeology	4
CSU GE F (recommended ENGL257)	3
CSU GE D1 (recommended ANTH112)	3
CSU GE D2 (recommended POLS101)	3
General Elective	2
	<b>Total 15</b>
	<b>Degree Total 60</b>

## Anthropology Courses

### ANTH 101 INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY

3 Units

**Total Course Lecture Hours 54**

This is an introductory course from a scientific perspective about human evolution and human biological diversity. 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 field of anthropology, the scientific method, the biological processes involved in organic evolution, fossil evidence for human evolution, interpretations of the fossil record, physical and behavioral characteristics of primates, human genetics, modern human variation, biocultural evolution, the biological significance of "race," and interpretations of the archaeological evidence for the origin of culture. (C-ID: ANTH 110) (UC, CSU, AVC) (GE: IGETC Area 5B, CSU Area B2, AVC Area A)

### ANTH 101H BIOLOGICAL ANTHROPOLOGY HONORS

3 Units

**Total Course Lecture Hours 54**

This honors course, intended for students in the Honors Transfer Program, is an introductory course from a scientific perspective about human evolution and human biological diversity. 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 field of anthropology, the scientific method, the biological processes involved in organic evolution, fossil evidence for human evolution, interpretations of the fossil record, physical and behavioral characteristics of primates, human genetics, modern human variation, biocultural evolution, the biological significance of "race," and interpretations of the archaeological evidence for the origin of culture. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC) Note: Students may take either ANTH 101 Biological Anthropology or ANTH 101H Biological Anthropology Honors. Duplicate credit will not be awarded.

### ANTH 101L BIOLOGICAL ANTHROPOLOGY LAB

1 Unit

**Total Course Lab Hours 54**

**Corequisite:** Completion of or concurrent enrollment in ANTH 101.

This is an introductory laboratory course that investigates human evolution and human biological diversity from a scientific perspective. This includes human genetics, human and non-human primate anatomy and behavior, primate/hominin fossil record, and modern human variation. A field trip may be required. (C-ID: ANTH 115L) (UC, CSU, AVC) (GE: IGETC Area 5C, CSU Area B3, AVC Area A)

**ANTH 102 INTRODUCTION TO CULTURAL ANTHROPOLOGY****3 Units****Total Course Lecture Hours 54**

This course provides an introduction to how anthropologists study and compare human culture. It provides a holistic framework for understanding cultural difference, both in the past and in the modern world. Emphasis is placed on identifying the fundamental characteristics shared by all human cultures and developing an understanding of the significance of both similarities and differences in cultural expression. Central issues include: how people around the world make their living (subsistence patterns); how they organize themselves socially, politically and economically; how they communicate; how they relate to each other through family and kinship ties; what they believe about the world (belief systems); how they express themselves creatively (expressive culture); how they make distinctions among themselves such as through applying gender, racial and ethnic identity labels; how they have shaped and been shaped by social inequalities such as colonialism; and how they navigate culture change and processes of globalization that affect us all. An appreciation of the significance of cultural and ethnic diversity is stressed, as well as understanding ethnocentrism as a barrier to cross-cultural understanding. Ethnographic case studies highlight these similarities and differences, and introduce students to how anthropologists do their work, employ professional anthropological research ethics and apply their perspectives and skills to understand humans around the globe. All of this provides an important basis for discussions of cultural and ethnic diversity within our own society as well as around the world. (C-ID: ANTH 120) (UC, CSU, AVC) (GE: IGETC Area 4A, CSU Area D1, AVC Areas B, F)

**ANTH 103 ARCHAEOLOGY AND WORLD PREHISTORY****3 Units****Total Course Lecture Hours 54**

This course is an introduction to the archaeological record documenting the evolution of human culture from the earliest stone tool makers to the establishment and collapse of the world's first major civilizations. Archaeological theories, techniques and methodologies are introduced as the means for understanding these developments. Covers societies from around the world including the Americas and Asia to Africa and Europe. Topics studied include hunter-gatherer adaptations, the domestication of plants and animals, the emergence of social complexity, the origins of writing, and the development of cities and states. (UC, CSU, AVC) (GE: IGETC Area 4A, CSU Area D1, AVC Area B)

**ANTH 110 LATIN AMERICAN CULTURES****3 Units****Total Course Lecture Hours 54**

The objective of this course is to introduce students to the peoples and cultures of Latin America and the Caribbean from prehistoric times to the present. Students apply the holistic approach of anthropology to recognize the diverse cultures present before European conquest such as the Taíno, Maya, Mexico (Aztec), and Inca. This approach further addresses contact with Europeans, resistance to colonialism, race and ethnicity, poverty, foodways, gender and sexuality, religion, health, migration, and transnational communities. Attention will be given to the diasporic social and political experiences of Latinos and Afro-Latinos as differentiated from dominant and other groups in the United States. Issues of racism and sexism will be explicitly covered. (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Areas B, F)

**ANTH 112 ETHNIC STUDIES: NATIVE NORTH AMERICANS****3 Units****Total Course Lecture Hours 54**

This course provides a general survey of the origins and development of Native American cultures in North America from antiquity to the present examining their social, cultural, political, and economic history. Using an interdisciplinary approach, the course examines applicable methods and theories to understand the rich and diverse cultural systems encountered by Europeans in the sixteenth century, the impact of contact on both Native and Euroamerican cultures, and the contemporary realities of indigenous peoples. Students are expected to develop a substantial general knowledge of Native American peoples, their cultural history, resistance, agency, sovereignty, and diversity. A field trip may be required. (UC, CSU, AVC) (GE: IGETC Area 4A, CSU Area D, AVC Areas B, F)

**ANTH 112H ETHNIC STUDIES: NATIVE NORTH AMERICANS HONORS****3 Units****Total Course Lecture Hours 54**

This honors course, intended for students in the Honors Transfer Program, provides a general survey of the origins and development of Native American cultures in North America from antiquity to the present examining their social, cultural, political, and economic history. Using an interdisciplinary approach, the course examines applicable methods and theories to understand the rich and diverse cultural systems encountered by Europeans in the sixteenth century, the impact of contact on both Native and Euroamerican cultures, and the contemporary realities of indigenous peoples. Students are expected to develop a substantial general knowledge of Native American peoples, their cultural history, resistance, agency, sovereignty, and diversity. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC) Note: Students may take either ANTH 112 Native North Americans or ANTH 112H Native North Americans Honors. Duplicate credit will not be awarded.

**ANTH 140 INTRODUCTION TO  
ARCHAEOLOGY****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54**

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. (C-ID: ANTH 150) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D1, AVC Area B)

**ANTH 199 WORK EXPERIENCE EDUCATION****1–8 Units****Total Course Lab Hours 54–432**

**LIMITATION ON ENROLLMENT:** *To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

## Department Description

The Art programs are directed toward individual artistic development with an emphasis on developing the student's ability to create independent artistic works, as well as the ability to gain an enhanced comprehension, appreciation and personal enjoyment of artworks. There are studio courses from beginning to intermediate levels, and the art appreciation and art history courses present a survey of artistic creations. Students have the opportunity to develop artistic expertise through individual exploration and an exploration of a rich range of gallery exhibits, participating in possible field trips to regional exhibits, guest lectures, portfolio presentations, and student shows.

## Program Learning Outcomes

### Art History AA-T

1. Student will recognize major movements and understand characteristics of art from various time periods and cultures throughout the world.
2. Student will be able to visually analyze works of art and use appropriate art historical terminologies to demonstrate critical thinking in verbal, written, and visual communication..
3. Student will develop understanding and appreciation of the creative processes in art making.

### Associate in Arts in Studio Art for Transfer

1. Develop an understanding of the theoretical, cultural, and historical contexts of art from pre-history to the contemporary.s.
2. Develop an appreciation for diverse perspectives dealing with art and culture and become ethically involved in both individual and collaborative art experiences.
3. Create an original portfolio of art projects that demonstrate competent use of tools, materials, and technologies; proficient art skills and techniques; effectively communicate concepts and ideas.
4. Apply critical thinking skills by analyzing and interpreting art concepts and methodologies; demonstrate effective verbal, written, and visual communication.

### Studio Art AA-T

1. Develop an understanding of the theoretical, cultural, and historical contexts of art from pre-history to the contemporary.
2. Develop an appreciation for diverse perspectives dealing with art and culture and become ethically involved in both individual and collaborative art experiences.
3. Create an original portfolio of art projects that demonstrate competent use of tools, materials, and technologies; proficient art skills and techniques; effectively communicate concepts and ideas.
4. Apply critical thinking skills by analyzing and interpreting art concepts and methodologies; demonstrate effective verbal, written, and visual communication.

## Associate Degrees

### Art History AA-T

Associate in Arts in Art History for Transfer (AA-T in Art History) degree at Antelope Valley College offers students a solid knowledge base in the vocabulary, concepts and visual analysis in art history. Students are taught to apply critical thinking skills in their examinations of artworks through the ages within their historical and cultural contexts. Students will demonstrate their understanding of functions, meanings and significance of fine arts and visual cultures of the world through academic written works and oral presentations. By completing this transfer degree, students will be prepared to do further study and pursue a major in art history in a bachelor degree program at CSU.

The Associate in Arts in Art History for Transfer (AA-T in Art History) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Art History for Transfer (AA-T in Art History) degree a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- (2) Obtainment of a minimum grade point average of 2.0 .

ADT's also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

### Program Requirements

#### Art History AA-T (Total 18 - 20)

#### Required Core Courses

Complete the following: (3)	Units
ART101 - History of Art, Prehistoric to Gothic	3
ART102 - History of Art, Renaissance to Modern	3

#### Required Core Courses - Choose One (3)

ART103 - History of Art: Africa, Oceania and Indigenous North America	3
ART106 - History of Art: Asia	3

#### Required Core Courses

Complete the following: (3)	
ART110 - Drawing	3
ART145 - 2-D Design Basics	3
ART150 - 3-D Design Basics	3



**Required Electives: List A****Complete the following: (3)**

ART101 - History of Art, Prehistoric to Gothic	3
ART102 - History of Art, Renaissance to Modern	3
ART103 - History of Art: Africa, Oceania and Indigenous North America	3
ART104 - History of Modern and Contemporary Art in the 20th Century	3
ART106 - History of Art: Asia	3

**Required Electives: List B****Complete the following: (3)**

ART110 - Drawing	3
ART113 - Painting I	3
ART120 - Introduction to Printmaking	3
ART121 - Digital Art and Drawing	3
ART132 - Introduction to Ceramics: Hand-Building	3
ART135 - Beginning Wheel-Thrown Ceramics	3
ART136 - Intermediate Wheel-Thrown Ceramics	3
ART137 - Advanced Wheel-Thrown Ceramics	3
ART140 - Watercolor	3
ART145 - 2-D Design Basics	3
ART150 - 3-D Design Basics	3
ART163 - Painting II	3
ART170 - Drawing II	3
ART210 - Drawing III	3
ART213 - Painting III	3
ART216 - Figure Drawing	3
PHTC101 - Beginning Black and White Photography	3

**Required Electives C (Select 3-5):**

Any course from List A or List B not already used	3
DA101 - Dance Appreciation	3
FTV101 - Introduction to Film	3
HIST115 - Cultural History of Mexico	3
MUS101 - Music Appreciation	3
MUSC102 - History of Jazz	3
MUSC107 - History of Women in Rock Music	3
THA101 - Introduction to Theatre	3
PHOT107 - History of Photography	3
ENGL259 - Gender, Image, and Rhetoric	3
FREN102 - Elementary French 2	5
GER102 - Elementary German 2	5
PHIL109 - World Religions	3
SPAN102 - Elementary Spanish 2	5
THA239 - Intercultural and Women's Theatre	3
ANTH102 - Introduction to Cultural Anthropology	3
ANTH103 - Archaeology and World Prehistory	3
HIST101 - Western Civilization, Ancient-1750	3
HIST102 - Western Civilization, 1750 - Present	3
HIST104 - Introduction to World Civilizations, from Human Beginnings Until 1500	3
HIST105 - Introduction to World Civilization, 1500 - Present	3

**Recommended Pathway**

Term 1	Units
ART101 - History of Art, Prehistoric to Gothic <i>or</i> ART102 - History of Art, Renaissance to Modern	3
CSU GE A-1 (recommended COMM101)	3
CSU GE A-2 (ENGL101)	3
CSU GE B-4 (recommended MATH110)	3
CSU GE E (recommended HD101)	3
<b>Total</b>	<b>15</b>

**Term 2**

ART103 - History of Art: Africa, Oceania and Indigenous North America <i>or</i> ART106 - History of Art: Asia	3
ART110 - Drawing <i>or</i> ART145 - 2-D Design Basics <i>or</i> ART150 - 3-D Design Basics	3
<b>Required Electives: List A</b>	<b>3</b>
CSU GE A-3	3
CSU GE C-2	3
<b>Total</b>	<b>15</b>

**Term 3**

<b>Required Electives: List B</b>	<b>3</b>
CSU GE C-1/C-2	3
CSU GE B-1	3
CSU GE D (recommended POLS101)	3
CSU GE F (recommended ENGL257)	3
<b>Total</b>	<b>15</b>

**Term 4**

<b>Required Electives: List C</b>	<b>3</b>
CSU GE D	3
CSU GE B-2	3
CSU GE B-3	1
CSU GE C	3
General Elective	2
<b>Total</b>	<b>15-17</b>

**Degree Total 60**

**Studio Arts AA-T**

The Associate in Art in Studio Arts for Transfer (AA-T in Studio Arts) degree offers students a solid knowledge base in the vocabulary, skills, and concepts in the studio arts. Students will develop and enhance their own creative art practices in preparation for a baccalaureate degree in the visual arts.

The Associate in Art in Studio Arts for Transfer (AA-T in Studio Arts) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Art in Studio Arts for Transfer (AA-T in Studio Arts) degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirement.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADT's also require that students must earn a C (or P) or better in all courses required for the major or area of emphasis.

**Studio Arts AA-T (Total 24)**  
**Complete all of the following**

**Required Courses (12)**

ART102 - History of Art, Renaissance to Modern	3
ART145 - 2-D Design Basics	3
ART150 - 3-D Design Basics	3
ART110 - Drawing	3

**Required Electives Group A (3)**

ART101 - History of Art, Prehistoric to Gothic	3
ART106 - History of Art: Asia	3
ART103 - History of Art: Africa, Oceania and Indigenous North America	3
ART104 - Hist of Art in 20th Century	3

Select a total of 3 courses from 3 different curricular areas below:

**Required Electives Group B (Total 9)**

**Drawing Option (Total 0 - 3)**

ART216 - Life Drawing	3
ART170 - Drawing II	3
ART210 - Drawing III	3

**Painting Option (Total 0 - 3)**

ART113 - Painting I	3
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**Printmaking Option (Total 0 - 3)**

ART120 - Introduction to Printmaking	3
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**Ceramics Option (Total 0 - 3)**

ART132 - Introduction to Ceramics: Hand-Building	3
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**Digital Art Option (Total 0 - 3)**

ART121 - Digital Art and Drawing	3
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**Photography Option (Total 0 - 3)**

PHTC101 - Beginning Black and White Photography	3
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**Other Media Option (Total 0 - 3)**

ART116 - Illustration	3
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ART140 - Watercolor	3
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PHTC125 - Beginning Digital Photography	3
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ART135 - Beginning Wheel-Thrown Ceramics	3
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ART137 - Advanced Wheel-Thrown Ceramics	3
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**Second Semester Option (Total 0 - 3)**

ART163 - Painting II	3
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ART213 - Painting III	3
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Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
ART 110 - Drawing	3
ART102 - History of Art, Renaissance to Modern	3
CSU GE A-2 (ENGL 101)	3
CSU GE E	3
CSU GE B-4	3
<b>Total</b>	<b>15</b>

**Term 2**

ART145 - 2-D Design Basics	3
Required Electives List A (recommend ART 101 or 106 or 103 or 104)	3
CSU GE A-3	3
CSU GE B-2	3
CSU GE B-3	1
General Elective	2
<b>Total</b>	<b>15</b>

**Term 3**

ART 150 - 3-D Design Basics	3
Required Electives Group B	3
CSU GE A-1	3
CSU GE D	3
CSU GE B-1	3
<b>Total</b>	<b>15</b>

**Term 4**

Required Electives Group B	3
Required Electives Group B	3
CSU GE C-2	3
CSU GE F (recommended (ENGL257))	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

## Art Courses

### ART 100 ART APPRECIATION

3 Units

**Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101 or placement by multiple measures.

**Instructional materials fee** required for this course and must be paid at registration.

This course explores and examines the elements of art, both in daily life and as part of culture. It develops the student's knowledge and appreciation of the visual art of our time and of the past. It allows discoveries through limited activities with various media. This course is designed primarily for non-majors; majors may receive elective credit only. (C-ID: ARTH 100) (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

### ART 101 HISTORY OF ART, PREHISTORIC TO GOTHIC

3 Units

**Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101 or placement by multiple measures.

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, Medieval, Romanesque and Gothic Arts in Europe will be discussed according to their historical, socio-cultural and philosophical contexts. (C-ID: ARTH 110) (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**ART101H HISTORY OF ART PREHISTORIC TO GOTHIC HONORS****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of ENGL 101 or placement by multiple measures.

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, Medieval, Romanesque and Gothic Arts in Europe will be discussed according to their historical, socio-cultural and philosophical contexts. (C-ID: ARTH 110) (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**ART 102 HISTORY OF ART, RENAISSANCE TO MODERN****3 Units****Total Course Lecture Hours 54**

A survey of Western paintings, sculptures and architecture from 14th to the 21st century, encompassing artistic periods from the Renaissance, Baroque, Rococo, Neoclassicism, Romanticism, Realism and major movements in Modern and Contemporary Art. Slide lectures and class discussions examines functions and meanings of artworks within historical, social, cultural and philosophical contexts. (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**ART 102H HISTORY OF ART, RENAISSANCE TO MODERN****3 Units****Total Course Lecture Hours 54**

This honors course, intended for students in the Honors Transfer Program, is a survey of Western paintings, sculptures and architecture from 14th to the 21st century, encompassing artistic periods from the Renaissance, Baroque, Rococo, Neoclassicism, Romanticism, Realism and major movements in Modern and Contemporary Art. Slide lectures and class discussions examines functions and meanings of artworks within historical, social, cultural and philosophical contexts. (CSU, AVC). Note: Students may take either ART102 History of Art, Renaissance to Modern or ART102H History of Art, Renaissance to Modern Honors. Duplicate credit will not be awarded.

**ART 103 HISTORY OF ART: AFRICA, OCEANIA, AND INDIGENOUS NORTH AMERICA****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of ENGL 101 or placement by multiple measures.

A survey of art created in selected regions in Africa, Oceania, and the indigenous North America. 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. (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**ART 104 HISTORY OF MODERN AND CONTEMPORARY ART IN THE 20th CENTURY****3 Units****Total Course Lecture Hours 54**

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 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. (C-ID: ARTH 150) (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**ART 106 HISTORY OF ART: ASIA****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of ENGL 101 or placement by multiple measures.

A survey of art created in the non-Western traditions including India, Southeast Asia, China, Korea, and Japan. 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. (C-ID: ARTH 130) (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**ART 110 DRAWING****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Instructional materials fee** required for this course and must be paid at registration.

This is a beginning-level investigation of the theories and material approaches related to drawing as a creative endeavor and cultural practice. Projects focus on how perceptually based drawing generates creative and conceptual responses to the visual environment. Students in this course will sharpen their observational skills in order to critically engage with broader issues relating to the arts, culture, and society. Students may have to purchase additional supplies not provided by the college. (C-ID: ARTS 110) (UC, CSU, AVC) (GE: AVC Area C)

**ART 113 PAINTING I***3 Units**Total Course Lecture Hours 27**Total Course Lab Hours 81*

**Instructional materials fee** required for this course and must be paid at registration.

An introductory course to the theoretical principles, material elements, and cultural practices of painting. Emphasis is placed on exploration of paint media, development of perceptual skills, color theory, and techniques in mixing and application. Projects explore conceptual development and establish awareness about historical practices in painting. (C-ID: ARTS 210) (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**ART 116 ILLUSTRATION***3 Units**Total Course Lecture Hours 27**Total Course Lab Hours 81*

**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 120 INTRODUCTION TO PRINTMAKING***3 Units**Total Course Lecture Hours 27**Total Course Lab Hours 81*

**Instructional materials fee** required for this course and must be paid at registration.

This course introduces the basic materials, equipment, and processes of printmaking, including relief, intaglio, and planographic processes. Students will develop a technical understanding of each process through projects that emphasize self-directed content and application of design fundamentals. Projects emphasize integrating content with form and exploring the printed image's unique relationship to history and culture (UC, CSU, AVC) (GE: AVC Area C)

**ART 121 DIGITAL ART AND DRAWING***3 Units**Total Course Lecture Hours 27**Total Course Lab Hours 81*

**Advisory:** Completion of DM 101.

**Prerequisite:** Completion of ART 110.

This course provides the student with an introduction to the basic principles, theories, and techniques in digital art and 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 132 INTRODUCTION TO CERAMICS: HAND-BUILDING***3 Units**Total Course Lecture Hours 27**Total Course Lab Hours 81*

**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. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**ART 135 BEGINNING WHEEL-THROWN CERAMICS***3 Units**Total Course Lecture Hours 27**Total Course Lab Hours 81*

**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. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**ART 136 INTERMEDIATE WHEEL-THROWN CERAMICS***3 Units**Total Course Lecture Hours 27**Total Course Lab Hours 81*

**Prerequisite:** Completion of ART 135.

**Instructional materials fee** required for this course and must be paid at registration.

A continuation of ART 135 in developing skills using the potter's wheel to create work that incorporates hand-building techniques and clay technologies of 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. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)



**ART 137 ADVANCED WHEEL-THROWN CERAMICS****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of ART 135.**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. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**ART 140 WATERCOLOR****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****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 historical and contemporary applications of watercolor and its use as a communicative medium across different cultures. Students may have to purchase additional supplies not provided by the college. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**ART 145 2-D DESIGN BASICS****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Instructional materials fee** required for this course and must be paid at registration.

An introduction to the theory and application of 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 application of design elements and art principles from the beginning of art history to contemporary trends. Students may have to purchase additional supplies not provided by the college. (C-ID: ARTS 100) (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**ART 150 3-D DESIGN BASICS****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Instructional materials fee** required for this course and must be paid at registration.

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. (C-ID: ARTS 101) (UC, CSU, AVC) (GE: AVC Area C)

**ART 163 PAINTING II****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of ART 113**Instructional materials fee** required for this course and must be paid at registration.

An intermediate-level investigation of the theoretical principles, material approaches, and cultural practices related to painting as a creative expression. Projects emphasize complex subject matter, concept-driven work, and individual creative development. Students in this course will build on the fundamentals of painting to sharpen their perceptual skills, exercise formal concepts, and critically engage with historic and contemporary practices in painting. Instructional materials fee required for this course and must be paid at registration. Students may have to purchase additional supplies not provided by the college. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**ART 170 DRAWING II****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of ART 110.**Instructional materials fee** required for this course and must be paid at registration.

This is an intermediate-level investigation of the theoretical principles, material approaches, and cultural practices related to drawing as a creative expression. Projects emphasize the elements of 2-dimensional composition as a means for developing complex subject matter, concept-driven work, and individual creative development. Students in this course will build on the fundamentals of drawing to sharpen their perceptual skills, exercise formal concepts, and critically engage with historic and contemporary practices. Students may have to purchase additional supplies not provided by the college. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**ART 210 DRAWING III***3 Units**Total Course Lecture Hours 27**Total Course Lab Hours 81**Prerequisite:* Completion of ART 110.*Instructional materials fee* required for this course and must be paid at registration.

This is an advanced-level investigation of the theoretical principles, material approaches, and cultural practices related to drawing as a creative expression. Projects emphasize student-driven research and cultivate conceptually driven creative practices and methods. Students will use deep investigation of drawing fundamentals to develop a cohesive body of work in dialog with specific historical and contemporary approaches to drawing. Students may have to purchase additional supplies not provided by the college. (C-ID: ARTS 205) (UC, CSU, AVC) (GE: AVC Area C)

**ART 213 PAINTING III***3 Units**Total Course Lecture Hours 27**Total Course Lab Hours 81**Prerequisite:* Completion of ART 113.*Instructional materials fee* required for this course and must be paid at registration.

An advanced investigation of the theoretical principles, material elements, and cultural practices of painting. Projects emphasize student-driven research and cultivate conceptually driven creative practices and methods. Students will use deep investigation of painting fundamentals to develop a cohesive body of work in dialog with specific historical and contemporary approaches to painting. Students may have to purchase additional supplies not provided by the college. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**ART 216 FIGURE DRAWING***3 Units**Total Course Lecture Hours 27**Total Course Lab Hours 81*

This is a beginning-level investigation of the theories and techniques of drawing the human figure from observation using a variety of media. Projects include an introduction to human anatomy and explore how images of the human figure have been structured by various historical, cultural, and contemporary visual practices. Students in this course will apply the visual elements and principles of design to create both perceptual and interpretative images of the human figure. Students may have to purchase additional supplies not provided by the college. (C-ID: ARTS 200) (CSU, UC, AVC)

**ART 298 SPECIAL STUDIES IN ART***1-3 Units**Total Course Lecture Hours 9 - 27**Total Course Lab Hours 27 - 81**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, AVC)

## Department Description

Astronomy is perhaps the oldest science that investigates the fundamental physical and chemical laws that govern our solar system, universe, and all of nature.

The astronomy courses are designed to meet the general education and major transfer requirements for the physical sciences.

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..

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Astronomy Courses

### ASTR 101 ASTRONOMY

*3 Units*

*Total Course Lecture Hours 54*

This course is designed as an introduction to 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. (UC, CSU, AVC) (GE: IGETC Area 5A, CSU Area B1, AVC Area A)

### ASTR 101H ASTRONOMY HONORS

*3 Units*

*Total Course Lecture Hours 54*

This honors course, intended for students in the Honors Transfer Program, is designed as an introduction to 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC) Note: Students may take either ASTR 101 Astronomy or ASTR 101H Astronomy Honors. Duplicate credit will not be awarded.

### ASTR 101L ASTRONOMY LABORATORY

*1 Unit*

*Total Course Lab Hours 54*

**Prerequisite:** Completion of or concurrent enrollment in ASTR 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. (UC, CSU, AVC) (GE: IGETC Area 5C, CSU Area B3, AVC Area A)

## Department 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

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

### Athletic Training Courses

#### ATH 100 INTRODUCTION TO ATHLETIC TRAINING

*3 Units*

*Total Course Lecture Hours 54*

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 will provide an introduction to both the orthopedic assessment and management process as well as basics of biomechanics and ethical issues in the Athletic Training profession. (CSU, AVC)

#### ATH 102 PRACTICAL APPLICATIONS OF ATHLETIC TRAINING I

*3 Units*

*Total Course Lecture Hours 54*

*Prerequisite:* Completion of ATH 100.

*Corequisite:* Concurrent enrollment in ATH 102L.

The course includes practice as an athletic training student under the supervision of a certified athletic trainer. Students learn to assess, evaluate, treat and rehabilitate common injuries in realistic settings. Safety, legal and ethical issues are addressed. The lecture portion of this class will discuss the basics of orthopedic assessment of common injuries. (CSU, AVC)

#### ATH 102L PRACTICAL APPLICATIONS OF ATHLETIC TRAINING I LAB

*4 Units*

*Total Course Lab Hours 216*

*Prerequisite:* Completion of ATH 100, and Completion of or concurrent enrollment in ATH 102.

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*

*Total Course Lecture Hours 54*

*Prerequisite:* Completion of ATH 100.

*Corequisite:* Concurrent enrollment in ATH 103L.

The course includes the theoretical basis for practice as an athletic training student under the supervision of a certified athletic trainer. Students learn to assess, treat, and rehabilitate common injuries in realistic settings. Therapeutic interventions will be specifically addressed. Safety, legal and ethical issues are addressed. (CSU, AVC)

#### ATH 103L PRACTICAL APPLICATIONS OF ATHLETIC TRAINING II LAB

*4 Units*

*Total Course Lab Hours 216*

*Prerequisite:* Completion of ATH 100. Completion of or concurrent enrollment in ATH 103.

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. (CSU, AVC) (R3)



## Department Description

The Auto Body program is a vocational program designed to provide entry-level pre-employment instruction and hands-on skills and technical entry-level knowledge of modern auto body shop procedures. The program consists of 3 main components: auto collision repair, automotive refinishing, and a combination of both, which is highly recommended. Students are taught in a facility that is equipped with the same modern state-of-the-art equipment and tools used in top-notch auto body shops of today. 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.

## 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/structure 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.

### Automotive Collision Repair & 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 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.
4. Use, read and properly interpret standard specifications for production-type spray equipment, coating materials, masking materials and color matching procedures.

5. Evaluate, analyze, and prepare, mask and spray automotive panel(s) using current technology paint coatings to industry standards.
6. Evaluate, analyze, color-sand and final detail a vehicle for customer delivery to industry standard.

## Certificate Programs

### Automotive Collision Repair Specialist Cert

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.

### Program Requirements

#### Auto Collision Repr Spec Cert (Total 30)

##### Required Courses - Choose Option 1 or Option 2

#### Required Courses - Option 1 (Total 30)

Complete all of the following:	Units
ABDY115 - Basic Auto Body Repair	10
ABDY125 - Basic Automotive Refinishing	10
ABDY215 - Advanced Auto Collision Repair	10

#### Required Courses - Option 2 (Total 30)

Complete all of the following:	Units
ABDY112 - Basic Auto Body Repair	5
ABDY113 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
ABDY123 - Automotive Refinishing	5
ABDY212 - Advanced Auto Collision Repair I	5
ABDY213 - Advanced Auto Collision Repair II	5

#### Recommended Pathway Day Sequence - Option 1

Term 1	Units
ABDY115 - Basic Auto Body Repair	10
<b>Total 10</b>	

Term 2	Units
ABDY125 - Basic Automotive Refinishing	10
<b>Total 10</b>	

Term 3	Units
ABDY215 - Advanced Auto Collision Repair	10
<b>Total 10</b>	

**Certificate Total 30**

#### Recommended Pathway Night Sequence - Option 2

Term 1	Units
ABDY112 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
<b>Total 10</b>	

Term 2	Units
ABDY113 - Basic Auto Body Repair	5
ABDY212 - Advanced Auto Collision Repair I	5
<b>Total 10</b>	

Term 3	Units
ABDY123 - Automotive Refinishing	5
ABDY213 - Advanced Auto Collision Repair II	5
<b>Total 10</b>	

**Certificate Total 30**

**Automotive Refinishing Specialist Cert**

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.

**Program Requirements****Auto Refinishing Spec Cert (Total 30)**

**Complete the following number of units: 30**

**Required Courses - Choose Option 1 or Option**

**Required Courses - Option 1 (Total 30)**

**Complete all of the following:**

	Units
ABDY115 - Basic Auto Body Repair	10
ABDY125 - Basic Automotive Refinishing	10
ABDY225 - Advanced Automotive Refinishing	10

**Required Courses - Option 2 (Total 30)**

**Complete all of the following:**

ABDY112 - Basic Auto Body Repair	5
ABDY113 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
ABDY123 - Automotive Refinishing	5
ABDY222 - Advanced Automotive Refinishing I	5
ABDY223 - Advanced Automotive Refinishing II	5

**Recommended Pathway****Day Sequence - Option 1**

Term 1	Units
ABDY115 - Basic Auto Body Repair	10
<b>Total 10</b>	
<b>Term 2</b>	
ABDY125 - Basic Automotive Refinishing	10
<b>Total 10</b>	
<b>Term 3</b>	
ABDY225 - Advanced Automotive Refinishing	10
<b>Total 10</b>	
<b>Certificate Total 30</b>	

**Recommended Pathway****Night Sequence - Option 2**

Term 1	Units
ABDY112 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
<b>Total 10</b>	
<b>Term 2</b>	
ABDY113 - Basic Auto Body Repair	5
ABDY222 - Advanced Automotive Refinishing I	5
<b>Total 10</b>	
<b>Term 3</b>	
ABDY123 - Automotive Refinishing	5
ABDY223 - Advanced Automotive Refinishing II	5
<b>Total 10</b>	
<b>Certificate Total 30</b>	

**Automotive Collision Repair and Refinishing Specialist Cert**

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.

**Program Requirements****Automotive Collision Repair and Refinishing Specialist Cert**

**Complete the following number of units: 40**

**Choose Option 1 or Option 2**

**Required Courses - Option 1 (Total 40)**

**Complete all of the following:**

ABDY115 - Basic Auto Body Repair	10
ABDY125 - Basic Automotive Refinishing	10
ABDY215 - Advanced Auto Collision Repair	10
ABDY225 - Advanced Automotive Refinishing	10

**Required Courses - Option 2 (Total 40)**

**Complete all of the following:**

ABDY112 - Basic Auto Body Repair	5
ABDY113 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
ABDY123 - Automotive Refinishing	5
ABDY212 - Advanced Auto Collision Repair I	5
ABDY213 - Advanced Auto Collision Repair II	5
ABDY222 - Advanced Automotive Refinishing I	5
ABDY223 - Advanced Automotive Refinishing II	5

**Recommended Pathway****Day Sequence - Option 1**

Term 1	Units
ABDY115 - Basic Auto Body Repair	10
<b>Total 10</b>	
<b>Term 2</b>	
Required Courses - Option 1	
ABDY125 - Basic Automotive Refinishing	10
<b>Total 10</b>	

**Term 3**

ABDY215 - Advanced Auto Collision Repair	10
<b>Total 10</b>	

**Term 4**

ABDY225 - Advanced Automotive Refinishing	10
<b>Total 10</b>	
<b>Certificate Total 40</b>	

**Recommended Pathway****Night Sequence - Option 2**

Term 1	Units
ABDY112 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
<b>Total 10</b>	

**Term 2**

ABDY113 - Basic Auto Body Repair	5
ABDY123 - Automotive Refinishing	5
<b>Total</b>	<b>10</b>

**Term 3**

ABDY212 - Advanced Auto Collision Repair I	5
ABDY222 - Advanced Automotive Refinishing I	5
<b>Total</b>	<b>10</b>

**Term 4**

ABDY213 - Advanced Auto Collision Repair II	5
ABDY223 - Advanced Automotive Refinishing II	5
<b>Total</b>	<b>10</b>

**Certificate Total 40****Associate Degrees****Automotive Collision Repair Specialist AS**

The requirements for an associate degree in Automotive Collision Repair Specialist may be satisfied by completing 30 units of required courses in Automotive Collision Repair Specialist 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 adjustor 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.

**Program Requirements****Auto Collision Repair Specialist AS (Total 30)****Required Courses - Choose Option 1 or Option 2**

<b>Required Courses - Option 1 (Total 30)</b>	<b>Units</b>
<b>Complete all of the following:</b>	
ABDY115 - Basic Auto Body Repair	10
ABDY125 - Basic Automotive Refinishing	10
ABDY215 - Advanced Auto Collision Repair	10

**Required Courses - Option 2 (Total 30)**

<b>Complete all of the following:</b>	
ABDY112 - Basic Auto Body Repair	5
ABDY113 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
ABDY123 - Automotive Refinishing	5
ABDY212 - Advanced Auto Collision Repair I	5
ABDY213 - Advanced Auto Collision Repair II	5

<b>Recommended Pathway</b>
<b>Day Sequence - Option 1</b>

<b>Term 1</b>	<b>Units</b>
ABDY115 - Basic Auto Body Repair	10
GE requirement Area A	3
GE requirement Area D1 (ENGL101)	3
<b>Total</b>	<b>16</b>

**Term 2**

ABDY125 - Basic Automotive Refinishing	10
GE requirement Area D2 (COMM112)	3
GE requirement Area E (HD101)	3
<b>Total</b>	<b>16</b>

**Term 3**

ABDY215 - Advanced Auto Collision Repair	10
GE requirement Area B	3
General Elective	3
<b>Total</b>	<b>16</b>

**Term 4**

GE requirement Area F	3
GE requirement Area C (SPAN101)	5
General Elective	3
General Elective	1
<b>Total</b>	<b>12</b>

**Degree Total 60**

<b>Recommended Pathway</b>
<b>Night Sequence - Option 2</b>

<b>Term 1</b>	<b>Units</b>
ABDY112 - Basic Auto Body Repair	5
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (HD101)	3
General Elective	3
<b>Total</b>	<b>14</b>

**Term 2**

ABDY113 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
ABDY212 - Advanced Auto Collision Repair I	5
<b>Total</b>	<b>15</b>

**Term 3**

ABDY123 - Automotive Refinishing	5
ABDY213 - Advanced Auto Collision Repair II	5
GE requirement Area A (CHEM101)	5
<b>Total</b>	<b>15</b>

**Term 4**

GE requirement Area B (BUS101)	3
GE requirement Area F	3
GE requirement Area C (SPAN101)	5
GE requirement Area D2 (COMM112)	3
General Elective	2
<b>Total</b>	<b>16</b>

**Degree Total 60****Auto Refinishing Specialist AS**

The requirements for an associate degree in Auto Refinishing Specialist may be satisfied by completing 30 units of required courses in Automotive Refinishing Specialist 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 adjustor 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.

**Program Requirements****Auto Refinishing Specialist AS (Total 30)****Required Courses - Choose Option 1 or Option 2****Complete the following number of units: 30****Required Courses - Option 1 (Total 30)**

Complete all of the following:

	Units
ABDY115 - Basic Auto Body Repair	10
ABDY125 - Basic Automotive Refinishing	10
ABDY225 - Advanced Automotive Refinishing	10

**Required Courses - Option 2 (Total 30)****Complete all of the following:**

ABDY112 - Basic Auto Body Repair	5
ABDY113 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
ABDY123 - Automotive Refinishing	5
ABDY222 - Advanced Automotive Refinishing I	5
ABDY223 - Advanced Automotive Refinishing II	5

**Term 2**

GE requirement Area B (BUS101)	3
GE requirement Area D2 (COMM112)	3
ABDY113 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
<b>Total</b>	<b>16</b>

**Term 3**

GE requirement Area A (CHEM101)	5
ABDY123 - Automotive Refinishing	5
ABDY222 - Advanced Automotive Refinishing I	5
General Elective	2
<b>Total</b>	<b>17</b>

**Term 4**

ABDY223 - Advanced Automotive Refinishing II	5
GE requirement Area C (SPAN101)	5
GE requirement Area F	3
General Elective	3
<b>Total</b>	<b>16</b>
<b>Degree Total</b>	<b>60</b>

<b>Recommended Pathway</b> <b>Day Sequence - Option 1</b>
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Term 1	Units
GE Requirement D1 (ENGL101)	3
GE Requirement Area E (HD101)	3
ABDY115 - Basic Auto Body Repair	10
<b>Total</b>	<b>16</b>

**Term 2**

ABDY125 - Basic Automotive Refinishing	10
GE requirement Area B (BUS101)	3
GE requirement D2 (COMM112)	3
<b>Total</b>	<b>16</b>

**Term 3**

GE requirement Area A (CHEM101)	5
ABDY225 - Advanced Automotive Refinishing	10
<b>Total</b>	<b>15</b>

**Term 4**

GE requirement Area F	3
GE requirement Area C (SPAN101)	5
Elective - Take one of the following:	
ART101 - History of Art, Prehistoric to Gothic	3
DA101 - Dance Appreciation	3
FTV107 - History of Film, Pre 1950	3
MUS101 - Music Appreciation	3
THA111 - Theatre History I	3
General Elective	3
General Elective	2
<b>Total</b>	<b>13</b>

**Degree Total 60**

<b>Recommended Pathway</b> <b>Night Sequence - Option 2</b>
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Term 1	Units
GE requirement D1 (ENGL101)	3
GE requirement Area E (HD101)	3
ABDY112 - Basic Auto Body Repair	5
<b>Total</b>	<b>11</b>

**Automotive Collision Repair and Refinishing Specialist AS**

The requirements for an Associate Degree in Automotive Collision Repair and Refinishing Specialist may be satisfied by completing 40 units of required courses in Automotive Collision and Collision Refinishing certificate programs, 21 units of general education requirements, and sufficient elective credits to total 61 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.

**Program Requirements****Automotive Collision Repair and Refinishing Specialist AS (Total 40)****Required Courses - Choose Option 1 or Option 2****Complete the following number of units: 40****Required Courses - Option 1 (Total 40)**

Complete all of the following:	Units
ABDY115 - Basic Auto Body Repair	10
ABDY125 - Basic Automotive Refinishing	10
ABDY215 - Advanced Auto Collision Repair	10
ABDY225 - Advanced Automotive Refinishing	10

**Required Courses - Option 2 (Total 40)**

Complete all of the following:	
ABDY112 - Basic Auto Body Repair	5
ABDY113 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
ABDY123 - Automotive Refinishing	5
ABDY212 - Advanced Auto Collision Repair I	5
ABDY213 - Advanced Auto Collision Repair II	5
ABDY222 - Advanced Automotive Refinishing I	5
ABDY223 - Advanced Automotive Refinishing II	5



Recommended Pathway Day Sequence - Option 1
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Term 1	Units
ABDY115 - Basic Auto Body Repair	10
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (HD105)	3
<b>Total 16</b>	
Term 2	
ABDY125 - Basic Automotive Refinishing	10
GE requirement Area B	3
GE requirement Area D2 (COMM112)	3
<b>Total 16</b>	
Term 3	
ABDY215 - Advanced Auto Collision Repair	10
GE requirement Area A	3-4
GE requirement Area C - (ART100 )	3
<b>Total 16-17</b>	
Term 4	
ABDY225 - Advanced Automotive Refinishing	10
GE requirement Area F	3
<b>Total 13</b>	
<b>Degree Total 61-62</b>	

Recommended Pathway Night Sequence - Option 2
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Term 1	Units
ABDY112 - Basic Auto Body Repair	5
ABDY122 - Basic Automotive Refinishing	5
GE requirement Area D1 ( ENGL101)	3
GE requirement Area E (HD105)	3
<b>Total 16</b>	
Term 2	
ABDY113 - Basic Auto Body Repair	5
ABDY123 - Automotive Refinishing	5
GE requirement Area B	3
GE Area D2 (COMM 112)	3
<b>Total 16</b>	
Term 3	
ABDY212 - Advanced Auto Collision Repair I	5
ABDY222 - Advanced Automotive Refinishing I	5
GE requirement Area A	3-4
General Elective	2
<b>Total 15-16</b>	
Term 4	
ABDY213 - Advanced Auto Collision Repair II	5
GE requirement Area C	1-5
ABDY223 - Advanced Automotive Refinishing II	5
GE requirement Area F	3
<b>Total 14-18</b>	
<b>Degree Total 61-62</b>	

Auto Body Courses
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**ABDY 112 BASIC AUTO BODY REPAIR***5 Units**Total Course Lecture Hours 45**Total Course Lab Hours 135*

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**Total Course Lecture Hours 45**Total Course Lab Hours 135**Prerequisite: Completion of ABDY 112.*

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**Total Course Lecture Hours 90**Total Course Lab Hours 270*

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**Total Course Lecture Hours 45**Total Course Lab Hours 135*

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**Total Course Lecture Hours 45**Total Course Lab Hours 135**Prerequisite: Completion of ABDY 122.*

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**Total Course Lecture Hours 90**Total Course Lab Hours 270*

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 212 ADVANCED AUTO COLLISION REPAIR I***5 Units**Total Course Lecture Hours 45**Total Course Lab Hours 135**Prerequisite:* Completion of ABDY 113 or ABDY 115.

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 AUTO COLLISION REPAIR II***5 Units**Total Course Lecture Hours 45**Total Course Lab Hours 135**Prerequisite:* Completion of ABDY 212.

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 AUTO COLLISION REPAIR***10 Units**Total Course Lecture Hours 90**Total Course Lab Hours 270**Prerequisite:* Completion of ABDY 115.

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**Total Course Lecture Hours 45**Total Course Lab Hours 135**Prerequisite:* Completion of ABDY 123 or ABDY 125.

An advanced course in the theories and techniques of automotive refinishing. Course of study to include: spot, panel, and sectional refinishing of automotive surfaces; color tinting, color matching and blending of automotive paints; color sanding and polishing automotive surfaces. (AVC)

**ABDY 223 ADVANCED AUTOMOTIVE REFINISHING II***5 Units**Total Course Lecture Hours 45**Total Course Lab Hours 135**Prerequisite:* Completion of ABDY 222.

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**Total Course Lecture Hours 90**Total Course Lab Hours 270**Prerequisite:* Completion of ABDY 125.

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)

## Department Description

The Automotive Technology program is designed to provide students with hands-on instruction, knowledge, and skills in automotive technology. The program provides instruction in the skills, technical knowledge, and related trade information which will prepare the student for employment. Class offerings allow students with any experience level the opportunity to prepare for entry into the automotive industry. The two-year program is offered in four major sections: engine, electrical, fuel, and chassis.

## Program Learning Outcomes

### All Automotive Systems Cert & AS

1. Analyze and evaluate critical aspects of the automotive industry related to safe work practices, standards and tolerances, standard shop practices, proper use of tools, power equipment, and personal protective equipment.
2. Evaluate and apply Federal and State regulatory automotive industry requirements.
3. Apply theories of operation, analyze information, evaluate findings, troubleshoot, and repair major automotive systems to meet automotive standards.
4. Develop diverse skill sets pertaining to the automotive repair standards and performance tasks.

## Certificate Programs

### All Automotive Systems Certificate

The automotive technology program provides hands-on instruction, knowledge, and skills in the major automotive systems. The curriculum prepares students for entry-level employment in the automotive industry. Classes vary from entry level to advanced training in specialized topics. The curriculum will help students for industry certification tests. Students must receive a minimum grade of "C" or better in all required core courses to qualify for the degree or certificate.

### Program Requirements

#### All Automotive Systems Certificate (Total 48)

##### Complete all of the following :

	Units
AUTO100 - Introduction to Automotive Technology	4
AUTO160 - Automotive Electrical Fundamentals	4
AUTO211 - Automotive Engine Operation and Repair	6
AUTO220 - Automatic Transmissions and Transaxles	5
AUTO230 - Manual Transmissions, Transaxles, and Drivelines	4
AUTO240 - Automotive Suspension and Steering	6
AUTO250 - Automotive Brake Systems	5
AUTO260 - Automotive Electrical Systems	5
AUTO270 - Automotive Heating and Air Conditioning	4
AUTO280 - Automotive Engine Performance	5

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
AUTO100 - Introduction to Automotive Technology	4
AUTO160 - Automotive Electrical Fundamentals	4
<b>Total 8</b>	

### Term 2

AUTO211 - Automotive Engine Operation and Repair	6
AUTO260 - Automotive Electrical Systems	5
<b>Total 11</b>	

### Term 3

AUTO270 - Automotive Heating and Air Conditioning	4
<b>Total 4</b>	

### Term 4

AUTO220 - Automatic Transmissions and Transaxles	5
AUTO230 - Manual Transmissions, Transaxles, and Drivelines	4
AUTO280 - Automotive Engine Performance	5
<b>Total 14</b>	

### Term 5

AUTO240 - Automotive Suspension and Steering	6
AUTO250 - Automotive Brake Systems	5
<b>Total 11</b>	
<b>Certificate Total 48</b>	

## Associate Degree

### All Automotive Systems AS

The automotive technology program provides hands-on instruction, knowledge, and skills in the major automotive systems. The curriculum prepares students for entry-level employment in the automotive industry. Classes vary from entry level to advanced training in specialized topics. The curriculum will help students for industry certification tests. Students must receive a minimum grade of "C" or better in all required core courses to qualify for the degree or certificate.

### Program Requirements

#### All Automotive Systems AS (Total 48)

Complete all of the following:	Units
AUTO100 - Introduction to Automotive Technology	4
AUTO160 - Automotive Electrical Fundamentals	4
AUTO211 - Automotive Engine Operation and Repair	6
AUTO220 - Automatic Transmissions and Transaxles	5
AUTO230 - Manual Transmissions, Transaxles, and Drivelines	4
AUTO240 - Automotive Suspension and Steering	6
AUTO250 - Automotive Brake Systems	5
AUTO260 - Automotive Electrical Systems	5
AUTO270 - Automotive Heating and Air Conditioning	4
AUTO280 - Automotive Engine Performance	5

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
AUTO100 - Introduction to Automotive Technology	4
GE requirement Area A (PSCI101)	4
AUTO160 - Automotive Electrical Fundamentals	4
<b>Total 12</b>	

### Term 2

GE requirement Area B	3
AUTO211 - Automotive Engine Operation and Repair	6
AUTO260 - Automotive Electrical Systems	5
<b>Total 14 - 15</b>	

### Term 3

AUTO270 - Automotive Heating and Air Conditioning	4
<b>Total 4</b>	

**Term 4**

GE requirement Area D1 (ENGL101)	3
AUTO220 - Automatic Transmissions and Transaxles	5
AUTO230 - Manual Transmissions, Transaxles, and Drivelines	4
AUTO280 - Automotive Engine Performance	5
<b>Total</b>	<b>17</b>

**Term 5**

GE requirement Area E (COMM107)	3
AUTO240 - Automotive Suspension and Steering	6
AUTO250 - Automotive Brake Systems	5
<b>Total</b>	<b>14</b>

**Term 6**

GE requirement Area C (PHIL105)	3
GE requirement Area F	3
GE requirement Area D2	3
<b>Total</b>	<b>9</b>

**Degree Total 70**

### Automotive Technology Courses

#### **AUTO 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY**

**4 Units**

**Total Course Lecture Hours 54**

**Total Course Lab Hours 54**

Introductory course intended for automotive majors and individuals with some automotive knowledge or experience. Automobiles will be covered from the service technician's view covering all roles and responsibilities as recommended by BAR, ASE, Federal, and State agencies. Subjects covered will be theories of operation of major automotive systems, maintenance services, and safety. (AVC)

#### **AUTO 151 AUTOMOTIVE CHASSIS AND BODY ELECTRICAL SYSTEMS**

**4 Units**

**Total Course Lecture Hours 36**

**Total Course Lab Hours 108**

**Advisory:** Completion of *AUTO 100*

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**

**Total Course Lecture Hours 18**

**Total Course Lab Hours 54**

**Advisory:** Completion of *AUTO 100* and *AUTO 151*

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**

**Total Course Lecture Hours 18**

**Total Course Lab Hours 54**

**Advisory:** Completion of *AUTO 100*, *AUTO 101* and *AUTO 151*

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 160 AUTOMOTIVE ELECTRICAL FUNDAMENTALS**

**4 Units**

**Total Course Lecture Hours 54**

**Total Course Lab Hours 54**

Fundamentals of electrical theory and how it is applied in modern vehicles. Understanding of basic automotive electrical systems: circuits and lights, electronic devices, starting motors, charging systems, batteries and indicating devices. Building of automotive circuits, testing and repair of DC automotive circuits. Introduction to reading schematics, and troubleshooting. This course will help prepare students for certification tests in electrical system repair. (AVC)

#### **AUTO 175 AUTOMOTIVE FUEL, EMISSIONS SYSTEMS, AND CALIFORNIA CLEAN AIR CARE COURSE**

**10 Units**

**Total Course Lecture Hours 90**

**Total Course Lab Hours 270**

**Advisory:** Completion of *AUTO 100*

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**

**Total Course Lecture Hours 18**

**Total Course Lab Hours 54**

**Advisory:** Completion of *AUTO 100*

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**

**Total Course Lecture Hours 72**

**Advisory:** Completion of *AUTO 100* and *AUTO 151*

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 198H ADVANCED EMISSIONS DIAGNOSTICS TRAINING SEMINAR (BAR "20" HOUR UPDATE)***1.5 Units**Total Course Lecture Hours 27*

Designed to update currently licensed Smog Check technicians and is a prerequisite to renewing a Smog Check technician license. Covers current automotive diagnostic procedures and Bureau of Automotive Repair (BAR) procedures that affect the inspection, diagnosis and repair of vehicles subject to the Smog Check Inspection and Maintenance program. NOTE: No grade will be given for this class; student will receive "pass" or "no pass" only. (AVC) (R unlimited\*) \*Course repeatability allowed for mandated training as stated in Title 5, Sections 55763(c) and 58161(c).

**AUTO 211 AUTOMOTIVE ENGINE OPERATION AND REPAIR***6 Units**Total Course Lecture Hours 72**Total Course Lab Hours 108**Prerequisite: Completion of AUTO 100*

Technical course with hands-on experience related to automotive engine theory of operation and methods of testing. Practice in disassembly, measurement, and reassembly of various four-cycle engines. Use of precision measurement tools and assessing engine failure conditions. This course will help prepare students for certification tests in engine repair. (AVC)

**AUTO 220 AUTOMATIC TRANSMISSIONS AND TRANSAXLES***5 Units**Total Course Lecture Hours 54**Total Course Lab Hours 108**Prerequisite: Completion of AUTO 100*

Theory of operation and service of hydraulic and electronic controlled automatic transmissions/transaxles available in automobiles and light trucks. Laboratory procedures include disassembly, inspection, reassembly of a common hydraulic controlled automatic transmission. Safe and correct use of special service and diagnostic tools is emphasized. This course will help prepare students for certification tests in automatic transmission repair. (AVC)

**AUTO 230 MANUAL TRANSMISSIONS, TRANSAXLES AND DRIVELINES***4 Units**Total Course Lecture Hours 54**Total Course Lab Hours 54**Prerequisite: Completion of AUTO 100*

Theory of operation and diagnosis of manual transmissions, transaxles, clutches, differentials, driveshafts, constant velocity joints, and drive axles. Laboratory procedures include removal, disassembly, inspection, rebuilding, installation, and adjustment of manual transmissions and related assemblies. This course will help prepare students for certification tests in manual transmission repair. (AVC)

**AUTO 231 GENERAL MOTORS AUTOMATIC TRANSMISSIONS***2 Units**Total Course Lecture Hours 18**Total Course Lab Hours 54**Advisory: Completion of AUTO 100*

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**Total Course Lecture Hours 18**Total Course Lab Hours 54**Advisory: Completion of AUTO 100*

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 240 AUTOMOTIVE SUSPENSION AND STEERING***6 Units**Total Course Lecture Hours 72**Total Course Lab Hours 108**Prerequisite: Completion of AUTO 100*

Theory of operation, diagnosis, service, and repair of suspension and steering systems. Laboratory procedures will include wheel alignment, tire service and repair, tire diagnosis including wheel balancing. This course will help prepare students for certification tests in steering and suspension repair. (AVC)

**AUTO 250 AUTOMOTIVE BRAKE SYSTEMS***5 Units**Total Course Lecture Hours 54**Total Course Lab Hours 108**Prerequisite: Completion of AUTO 100.*

This course will cover braking systems fundamentals, theory of operation, and diagnosis procedures. Laboratory procedures will include maintenance, service, use of scan tools, and repair of automotive braking systems, both conventional and anti-lock brakes. This course will help prepare students for certification tests in brake system repair. (AVC)

**AUTO 260 AUTOMOTIVE ELECTRICAL SYSTEMS****5 Units****Total Course Lecture Hours 54****Total Course Lab Hours 108****Prerequisite:** Completion of AUTO 160

Theory, operation, and maintenance of microprocessor-based automotive control systems. Electronic fuel injection, ignition, body computer modules and on-board diagnostic systems are covered. Use of digital scan tools, oscilloscopes and troubleshooting procedures are practiced. This course will help prepare students for certification tests in electrical system repair. (AVC)

**AUTO 270 AUTOMOTIVE HEATING AND AIR CONDITIONING****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54****Prerequisite:** Completion of AUTO 100 and AUTO 160.

Air conditioning theory, methods of testing, diagnosing and servicing automotive air conditioning system. Introduction to new technologies, safe handling, reclaiming and recycling of refrigerants. Students will have the opportunity to take the Environmental Protection Agency (EPA) section 609 of the Clean Air Act, MACS Refrigerant, Recycling, and Recovery Certification Program to obtain a refrigerant handlers' license. This course will help prepare students for certification tests in heating and air conditioning system repair. (AVC)

**AUTO 276 ENGINE PERFORMANCE EMISSIONS****8 Units****Total Course Lecture Hours 144****Advisory:** Completion of AUTO 150, AUTO 176 and AUTO 177.

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****Total Course Lecture Hours 72**

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****Total Course Lecture Hours 72**

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)

**AUTO 280 AUTOMOTIVE ENGINE PERFORMANCE****5 Units****Total Course Lecture Hours 54****Total Course Lab Hours 108****Prerequisite:** Completion of AUTO 100 and AUTO 160

Theory and operation of electronic engine controls including: electronic fuel injection, electronic ignition, onboard diagnostics, and current emission systems. Laboratory practice includes proper set up and use of digital storage oscilloscopes, scan tools, and various engine performance testing procedures. This course will help prepare students for certification tests in engine performance repair. (AVC)

## Department Description

The Biology program emphasizes concepts of biology including the diversity of life generated by evolution, how structure and function relate, and how genetic information flows. The program satisfies general education requirements and also prepares students for transfer to bachelor's degree programs in several biological fields including molecular biology, botany, ecology, zoology, allied health, and medicine. Courses in the biological sciences aid in developing critical thinking skills that are applicable to nearly every discipline, provide an inquiry-based framework to use appropriate tools to solve biological questions, and may also incorporate undergraduate research using well-equipped labs to provide training in essential biological techniques.

**\*The Associate in Science in Biology for Transfer (AS-T) degree may only be earned by completing the Intersegmental General Education Transfer Curriculum (IGETC) for STEM or the California State University General Education – Breadth Requirements for STEM. Please consult a counselor for additional information.**

**\*\*The Associate in Science in Biology (AS) degree - Please speak with a counselor and check the requirements for your transfer institution. 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.)**

## Program Learning Outcomes

1. Demonstrate a practical working knowledge of the scientific method, and the ability to collect, evaluate, and analyze scientific data.
2. Demonstrate an understanding of the cell structure, function, and chemistry at the molecular, cellular, tissue, and organismal levels.
3. Develop an understanding of the interactive role of living organisms in ecosystems and the environment.
4. Examine and evaluate the role of evolution and natural selection at the cellular and organismal levels.
5. Demonstrate the ability to use laboratory equipment and methods safely and proficiently as an individual or as a group.

## Associate Degrees

### Biology AS

Biology is the scientific study of life through the observation of structure, function, reproduction, growth, origin, evolution, and behavior of living organisms and their relation to each other and their environment. Biologists have deepened our understanding of processes and interactions on all levels of biological organization from elucidating cellular processes to fight cancer to assessing interactions in communities that might help prevent the extinction of species. Studying biology provides a background for students to evaluate and understand new discoveries and to make informed decisions about the use of scientific knowledge to benefit all living organisms. The Associate of Science in Biology prepares student for upper division biology courses, including general biology, cell or molecular biology, organism biology, marine biology, botany, zoology, ecology, evolution, genetics, anatomy, physiology,

microbiology, and agricultural 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.

### Program Requirements

#### Biological Sciences AS (Total 18 - 20)

**Complete all of the following:**

#### Required Courses (Total 10)

	Units
BIOL110 - General Molecular Cell Biology	5
BIOL120 - General Organismal, Ecological and Evolutionary Biology	5

#### Program Electives (Total 8 - 10)

BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4
BIOL204 - General Microbiology	5
CHEM110 - General Chemistry	5
CHEM120 - General Chemistry	5

#### Suggested Courses:

MATH140 - Precalculus	5
PHYS101 - Introductory Physics	4
PHYS102 - Introductory Physics	4

### Recommended Pathway

Term 1	Units
GE requirement Area B (ANTH 102 <i>or</i> ANTH 112 <i>or</i> GEOG 106 <i>or</i> POLS 101)	3
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (COMM107)	3
GE requirement (COMM219)	3
<b>Total 14</b>	
<b>Term 2</b>	
Required Courses BIOL120 - General Organismal, Ecological and Evolutionary Biology	5
Program Electives CHEM110 - General Chemistry	5
Area C - Humanities PHIL106 - Introduction to Philosophy	3
General Elective	3
<b>Total 16</b>	
<b>Term 3</b>	
PHYS101 - Introductory Physics (recommended)	4
BIOL110 - General Molecular Cell Biology	5
GE requirement Area F	3
General Elective	3
<b>Total 15</b>	
<b>Term 4</b>	
PHYS102 - Introductory Physics (recommended)	4
Program Electives CHEM120 - General Chemistry	5
General Elective	3
General Elective	3
<b>Total 15</b>	
<b>Degree Total 60</b>	

**Biology AS-T**

Biology is the scientific study of life through the observation of structure, function, reproduction, growth, origin, evolution, and behavior of living organisms and their relation to each other and their environment. Biologists have deepened our understanding of processes and interactions on all levels of biological organization from elucidating cellular processes to fight cancer to assessing interactions in communities that might help prevent the extinction of species. Studying biology provides a background for students to evaluate and understand new discoveries and to make informed decisions about the use of scientific knowledge to benefit all living organisms.

The AS-T in Biology is designed to prepare students for transfer to a baccalaureate degree program in biology, particularly at the California State University.

The Associate of Science in Biology for Transfer (AS-T) prepares student for upper division biology courses, including general biology, cell or molecular biology, organism biology, marine biology, botany, zoology, ecology, evolution, genetics, anatomy, physiology, microbiology, and agricultural sciences.

To earn an Associate of Science in Biology for Transfer (AS-T in Biology) degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0 ADTs also require that students must earn a "C" (or "P") or better in all courses required for the major or area of emphasis.

**Program Requirements****Biology AS-T (Total 33)****Required Courses (Total 10)****Complete all of the following:**

BIOL110 - General Molecular Cell Biology	5
BIOL120 - General Organismal, Ecological and Evolutionary Biology	5

**Required Electives A (Total 23)****Complete all of the following:**

CHEM110 - General Chemistry	5
CHEM120 - General Chemistry	5
MATH150 - Calculus and Analytic Geometry	5

**Required Electives A (Total 8)****Complete the following:**

Either PHYS 101 and 102 <b>OR</b> PHYS 110 and 120 may be taken	
PHYS101 - Introductory Physics	4
PHYS102 - Introductory Physics	4
PHYS110 - General Physics	4
PHYS120 - General Physics	4

**Recommended Pathway**

<b>Fall, First Semester</b>	<b>Units</b>
Required Electives A (CHEM110 )	5
Required Electives A (MATH150)	5
IGETC GE Area 1A (ENGL101)	3
IGETC GE Area 3B	3-5
<b>Total 16-18</b>	

**Spring, Second Semester**

Required Electives A (CHEM120)	5
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IGETC GE Area 1B (recommended ENGL 102 <b>or</b> ENGL 103 <b>or</b> PHIL 201)	3
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IGETC GE Area 6	3-5
IGETC GE Area 4 (POLS101)	3
<b>Total 14-16</b>	

**Fall, Third Semester**

BIOL110 - General Molecular Cell Biology	5
Required Electives A (recommended PHYS101 or PHYS 110)	4
IGETC GE Area 1C (COMM101) (CSU Only)	3
General Elective	3
<b>Total 15</b>	

**Spring, Fourth Semester**

BIOL120 - General Organismal, Ecological and Evolutionary Biology	5
IGETC GE Area 4	3
Required Electives A (recommended PHYS101 or PHYS 110)	4
IGETC GE Area 3A	3
<b>Total 15</b>	
<b>Degree Total 60</b>	

**Biological Sciences Courses****BIOL 100 ELEMENTARY HUMAN ANATOMY AND PHYSIOLOGY**

3 Units

Total Course Lecture Hours 36

Total Course Lab Hours 54

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) (GE: AVC Area A)



**BIOL 101 GENERAL BIOLOGY****3 Units****Total Course Lecture Hours 54****Corequisite:** Concurrent enrollment in BIOL 101L.

A general education non-major biology course designed to acquaint the students 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. This course has a corequisite and must be taken concurrently with BIOL 101L. NOTE: Biology majors should take BIOL 110 and BIOL 120 instead of this course. (UC, CSU, AVC) (GE: IGETC Area 5B, CSU Area B2, AVC Area A)

**BIOL 101L GENERAL BIOLOGY LAB****1 Unit****Total Course Lab Hours 54****Corequisite:** Concurrent enrollment in BIOL 101.

A general education non-major laboratory biology course designed to be corequisite and taken concurrently with BIOL 101 to acquaint the students 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 things, and the structures and functions they share. NOTE: Biology majors should take BIOL 110 and BIOL 120 instead of this course. (UC, CSU, AVC) (GE: IGETC Area 5C, CSU Area B3, AVC Area A)

**BIOL 102 HUMAN BIOLOGY****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54****Advisory:** Completion of ENGL 101 or placement by multiple measures.

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. (UC, CSU, AVC) (GE: IGETC Areas 5B, 5C, CSU Areas B2, B3, AVC Area A)

**BIOL 103 INTRODUCTION TO BOTANY****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (GE: IGETC Areas 5B, 5C, CSU Area B2, B3, AVC Area A)

**BIOL 104 ENVIRONMENTAL BIOLOGY****3 Units****Total Course Lecture Hours 54**

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. (UC, CSU, AVC) (GE: IGETC Area 5B, CSU Area B2, AVC Area A)

**BIOL 104H ENVIRONMENTAL BIOLOGY HONORS****3 Units****Total Course Lecture Hours 54****Advisory:** ENGL 101.

This honors course, intended for students in the Honors Transfer Program, is 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC) Note: Students may take either BIOL 104 Environmental Biology or BIOL 104H Environmental Biology Honors. Duplicate credit will not be awarded.

**BIOL 110 GENERAL MOLECULAR CELL BIOLOGY****5 Units****Total Course Lecture Hours 72****Total Course Lab Hours 54****Advisory:** Completion of a general biology course is recommended and eligibility for ENGL 101 or placement by multiple measures.**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.**Co-requisite:** Completion of CHEM 110 or concurrent enrollment

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. (C-ID: BIOL 190) (UC, CSU, AVC) (GE: IGETC Areas 5B, 5C, CSU Areas B2, B3, AVC Area A)

**BIOL 120 GENERAL ORGANISMAL, ECOLOGICAL AND EVOLUTIONARY BIOLOGY****5 Units****Total Course Lecture Hours 72****Total Course Lab Hours 54****Advisory:** Completion of a general biology course and/or BIOL 110.**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

A comprehensive, in-depth course designed for biology majors to complement the cell-molecular perspective presented in BIOL 110. A survey of unicellular and 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. (C-ID: BIOL 140) (UC, CSU, AVC) (GE: IGETC Areas 5B, 5C, CSU Area B2, B3, AVC Area A)

**BIOL 201 GENERAL HUMAN ANATOMY****4 Units****Total Course Lecture Hours 36****Total Course Lab Hours 108****Prerequisite:** Completion of BIOL 100 or 101 or 102 or 110 or 120.

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. (C-ID: BIOL 110B) (UC, CSU, AVC) (GE: IGETC Areas 5B, 5C, CSU Areas B2, B3, AVC Area A)

**BIOL 202 GENERAL HUMAN PHYSIOLOGY****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54****Prerequisite:** Completion of BIOL 201 and CHEM 101.

An analysis of basic processes of the human body, emphasizing the coordinated physical and chemical mechanisms of cell biology, neuromuscular, cardiovascular, respiratory, digestive, skeletal, integumentary, immune, renal, endocrine and reproductive systems. Includes work with computerized instrumentation and living animals. Completion of this class 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. (C-ID: BIOL 120B) (UC, CSU, AVC) (GE: IGETC Areas 5B, 5C, CSU Areas B2, B3, AVC Area A)

**BIOL 204 GENERAL MICROBIOLOGY****5 Units****Total Course Lecture Hours 54****Total Course Lab Hours 108****Advisory:** Completion of BIOL 201, BIOL 202, CHEM 102, COMM 103 and eligibility for ENGL 101 or placement by multiple measures.**Prerequisite:** Completion of BIOL 101 or 110 or 120, and CHEM 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. (UC, CSU, AVC) (GE: IGETC Areas 5B, 5C CSU Areas B2, B3, AVC Area A)

**BIOL 205 INTRODUCTION TO BIOTECHNOLOGY****3 Units****Total Course Lecture Hours 36****Total Course Lab Hours 54****Advisory:** Completion of BIOL 204.**Prerequisite:** Completion of BIOL 110 or higher, and CHEM 101 or higher.

The course will introduce the student to theoretical and applied concepts of Biotechnology- the use of living organisms or their products to enhance our lives and our environment. The content will cover the concepts of DNA structure, gene expression and protein synthesis. The laboratory techniques used in the Biotechnology industry will be learned and practiced by the students, including keeping a detailed lab notebook, learning and using calculations for solution preparation, preparing and analyzing DNA and protein samples by enzyme digest and gel electrophoresis, amplifying DNA by Polymerase Chain Reaction, and isolation of protein and DNA with separation techniques. Applications of these techniques in the Agricultural, Medical, Pharmaceutical and Forensic fields will be discussed. (UC, CSU, AVC) (GE: IGETC Areas 5B, 5C, CSU Areas B2, B3, AVC Area A)

## **BIOL 304 A SURVEY OF EMERGING AND RE-EMERGING INFECTIOUS DISEASES**

**3 Units**

**Total Course Lecture Hours 54**

**Limitation on Enrollment:** *Must be selected as part of the AFMT BS Degree cohort to take this course.*

**Prerequisite:** *Completion of ENGL 101.*

This is an upper division General Education course, covering a survey of selected emerging and re-emerging infectious diseases, addressing the Biological, Historical, Sociological, Geographical, and Epidemiological factors that have had an impact on the human populations worldwide throughout history. The content will cover the basic concepts of infectious disease agents (Viruses, Prions, Bacteria, Protozoa, and Helminths), human biology, and the Public Health measures used to identify, treat, and prevent these diseases. Also covered are the various human factors that have influenced the trends of these diseases, including historical events, Geopolitics, and cultural and Sociological changes affecting human populations. (AVC)

## Department 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.

## Program Learning Outcomes

### General Business Cert

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 presentation.
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.

### Computer and Workplace Fundamentals Certificate Noncredit

1. Demonstrate and describe the function of computer peripherals, and how to access computer settings to make adjustments.
2. Develop a business letter using word processing software, a budget using spreadsheet software, and a professional email message.
3. Develop a resume and cover letter for a specific position.
4. Demonstrate communication and job interview skills by completing a mock interview.

### Human Resources Professional I

1. Students will be able to compose and edit business documents utilizing proper grammar and punctuation. (BUS 111)
2. Compare and contrast employment-related discrimination laws. (MGT121)

### Human Resources Professional II

1. Create clear, concise business documents that convey the sender's message. (BUS113)
2. Students will be able to design, construct, and organize electronic spreadsheets using a personal computer. (BUS113)

### Personal Business Ownership (Noncredit)

1. Demonstrate and understand how to complete several documents to start a sole proprietorship based on the type of business.

2. Using software, maintain and understand basic business accounting records for a sole proprietorship.
3. Demonstrate and describe the function of computer peripherals, and how to access computer settings to make adjustments..
4. Develop a business letter using word processing software, a budget using spreadsheet software, and a professional email message.

### Business Administration 2.0 AS-T

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. Understand and analyze the legal and social environment of business, in particular civil and criminal law, consumer protection, contracts, employment and personal property rights.
5. Understand and apply economic theory and policy, including supply and demand and market equilibrium, the American banking system, and the Federal Reserve System.

### General Business AS

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.

## Certificate Program

### General Business Cert

Students who are pursuing careers in business, but are not intending to complete an associates degree at this time, will learn essential job skills and acquire critical business knowledge to prepare them for today's environment. In addition to core coursework in Business, Accounting and Computers, students will choose a concentration in either Management or Marketing to help them better focus their skills for the workplace. The following courses (39-42 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.



**General Business Certificate (Total 39 - 42)****Complete all of the following:****Required Courses (Total 18)**

BUS101 - Introduction to Business	3
BUS111 - Business English	3
BUS113 - Business Communications	3
BUS121 - Fundamentals of Investment and Personal Finance	3
BUS201 - Business Law	3
BUS212 - Women and Minorities in Business	3

**Required Course - Choose one (Total 3 - 4)**

ACCT111 - Bookkeeping	3
ACCT201 - Financial Accounting	4

**Required Course - Choose one (Total 3 - 4)**

BUS105 - Business Mathematics	3
MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4
MATH124 - Finite Math	4

**Required Course - Choose one (Total 3 - 4)**

CA103 - Introduction to Computers and Digital Technology	3
CA221 - Computer Concepts & Applications in Business	4

**Required Course - Choose one (Total 3)**

CA121 - Microcomputer Spreadsheets	3
CA111 - Word Processing-Microsoft Word	3

**Program Elective - Select a Concentration (Marketing or Management) (Total 9)****Marketing Concentration (Total 9)****Complete all of the following:****Marketing Program Elective (Total 6)**

MKTG101 - Principles of Marketing	3
MKTG130 - Digital Marketing	3

**Marketing Program Elective - Choose one (Total 3)**

Complete the following number of credits:	3
MKTG112 - Introduction to Advertising	3
MKTG132 - Social Media Marketing	3
MKTG199 - Work Experience Education	3

**OR****Management Concentration (Total 9)****Complete all of the following:****Management Program Elective (Total 6)**

MGT101 - Management Principles	3
MGT115 - Human Behavior in Organization	3

**Management Program Elective - Choose one (Total 3)**

MGT121 - Human Resources Management	3
MGT201 - Small Business Management	3
MGT199 - Work Experience Education	3

Select one concentration from the following options and complete the listed courses.

**Marketing Concentration Required Courses (9):**

MKTG 101, Principles of Marketing	3
MKTG 112, Introduction to Advertising	3
MKTG 130, Digital Marketing	3

**or****Management Concentration Required Courses (9)**

MGT 101, Management Principles	3
MGT 115, Human Behavior in Organizations	3
MGT 121, Human Resources Management	3

Recommended Pathway	
Marketing Concentration	

Fall, First Semester	Units
BUS101 - Introduction to Business	3
CA103 - Introduction to Computers and Digital Technology	3
BUS111 - Business English	3
BUS105 - Business Mathematics	3
Program Concentration (MKTG101)	3
<b>Total 15</b>	

**Spring, Second Semester**

CA121 - Microcomputer Spreadsheets	3
BUS212 - Women and Minorities in Business	3
Program Concentration (MKTG130)	3
BUS121 - Fundamentals of Investment and Personal Finance	3
<b>Total 12</b>	

**Fall, Third Semester**

BUS201 - Business Law	3
ACCT111 - Bookkeeping	3
BUS113 - Business Communications	3
Program Elective (recommended MKTG132)	3

**Total 12****Certificate Total 39**

Recommended Pathway	
Management Concentration	

Fall Semester	Units
BUS101 - Introduction to Business	3
CA103 - Introduction to Computers and Digital Technology	3
BUS111 - Business English	3
BUS105 - Business Mathematics	3
Program Concentration (MGT101)	3
<b>Total 15</b>	

**Spring Semester**

CA121 - Microcomputer Spreadsheets	3
BUS212 - Women and Minorities in Business	3
BUS121 - Fundamentals of Investment and Personal Finance	3
Management Concentration (MGT115)	3

**Total 12****Certificate Total 39****Fall Semester**

ACCT111 - Bookkeeping	3
BUS113 - Business Communications	3
BUS201 - Business Law	3
Management Concentration (MGT121)	3

**Total 12****Certificate Total 39****Human Resources Professional I**

Students who are pursuing careers in human resources, but are not intending to complete an associates degree at this time, will gain job skills vital for entry level positions in the field of human resources. The certificate provides breadth and depth in the knowledge and skills necessary for a human resource professional. The following courses (12 units) are required for the Human Resources I certificate. Students who successfully complete the certificate requirements will be prepared for entry-level human resources career opportunities.

**Required Courses (Total 12)****Complete all of the following:**

	Units
MGT121 - Human Resources Management	3
BUS111 - Business English	3
BIP105 - Computer Literacy	1
BIP106 - MS Outlook	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP113 - MS Access I	1
BIP114 - MS PowerPoint I	1

Recommended Pathway	
<b>TERM 1</b>	<b>Units</b>
MGT121 - Human Resources Management	3
BUS111 - Business English	3
BIP105 - Computer Literacy	1
BIP106 - MS Outlook	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP114 - MS PowerPoint I	1
BIP113 - MS Access I	1
<b>Total 12</b>	
<b>Certificate Total 12</b>	

**Human Resources Profession II**

Students who are pursuing careers in human resources, but are not intending to complete an associates degree at this time, will gain job skills vital for positions in the field of human resources. The certificate builds upon the knowledge obtained in the Human Resources Professional I certificate and provides breadth and depth in the knowledge and skills necessary for a human resource professional. The following courses (12 units) are required for the Human Resources II certificate. Students who successfully complete the certificate requirements will be prepared for human resources career opportunities and advancement in the field of human resources.

Completion of Human Resources I certificate required prior to completion of this certificate.

**Required Courses (Total 12)****Complete all of the following:**

	Units
BUS113 - Business Communications	3
CA221 - Computer Concepts & Applications in Business	4
BIP123 - MS Access II	1
BIP125 - Adobe Acrobat	1
BUS199 - Work Experience Education	3

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
BUS113 - Business Communications	3
CA221 - Computer Concepts & Applications in Business	4
BIP123 - MS Access II	1
BIP125 - Adobe Acrobat	1
BUS199 - Work Experience Education	3
<b>Total 12</b>	
<b>Certificate Total 12</b>	

**Certificate Programs (Noncredit)****Computer and Workplace Fundamentals (Noncredit)**

This certificate is designed to equip students with the tools that are needed to evaluate their own abilities, interests, and values when searching and applying for a particular career. Students will learn basic computer and application software and technology skills that will aid students during their career search journey and toward specific job positions.

**Program Requirements****Computer and Workplace Fundamentals****Required Course Work (Total 72)****Complete all of the following:**

	Hours
CA998 - Computers, Application Software, and Technology for Beginners	36
BUS999 - Map for Workplace Success	36

Recommended Pathway	
<b>Semester # 1</b>	<b>Hours</b>
CA998 - Computers, Application Software, and Technology for Beginners	36
BUS999 - Map for Workplace Success	36
<b>Total 72</b>	
<b>Certificate Total 72</b>	

**Personal Business Ownership (Noncredit)**

This program is designed to provide students with the necessary tools and skills to successfully start and maintain a business and will learn basic computer and application software and technology skills.

**Program Requirements****Personal Business Ownership (Total 90)****Complete all of the following:**

	Hours
CA998 - Computers, Application Software, and Technology for Beginners	36
BUS990 - How to Start Your Business	18
BUS991 - How to Maintain Your Business	36

Recommended Pathway	
<b>Semester 1</b>	<b>Hours</b>
CA998 - Computers, Application Software, and Technology for Beginners	36
BUS990 - How to Start Your Business	18
BUS991 - How to Maintain Your Business	36
<b>Total 90</b>	
<b>Certificate Total 90</b>	

**Associate Degrees****General Business AS**

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 to 63 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. The major offers a choice of concentrations in Marketing or Management. Students will choose their concentration and complete the additional 9 units of required electives in the chosen concentration.

### Program Requirements

#### General Business AS (Total 39 - 42)

##### Complete all of the following:

#### Required Courses (Total 18)

	Units
BUS101 - Introduction to Business	3
BUS111 - Business English	3
BUS113 - Business Communications	3
BUS121 - Fundamentals of Investment and Personal Finance	3
BUS201 - Business Law	3
BUS212 - Women and Minorities in Business	3

#### Required Course - Choose one (Total 3 - 4)

ACCT111 - Bookkeeping	3
ACCT201 - Financial Accounting	4

#### Required Course - Choose one (Total 3 - 4)

BUS105 - Business Mathematics	3
MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4
MATH124 - Finite Math	4

#### Required Course - Choose one (Total 3 - 4)

CA103 - Introduction to Computers and Digital Technology	3
CA221 - Computer Concepts & Applications in Business	4

#### Required Course - Choose one (Total 3)

CA121 - Microcomputer Spreadsheets	3
CA111 - Word Processing-Microsoft Word	3

#### Program Elective - Select a Concentration (Marketing or Management) (Total 9)

##### Marketing Concentration (Total 9)

##### Complete all of the following:

##### Marketing Program Elective (Total 6)

MKTG101 - Principles of Marketing	3
MKTG130 - Digital Marketing	3

##### Marketing Program Elective - Choose one (Total 3)

MKTG112 - Introduction to Advertising	3
MKTG132 - Social Media Marketing	3
MKTG199 - Work Experience Education	3

##### OR

##### Management Concentration (Total 9)

##### Complete all of the following:

##### Management Program Elective (Total 6)

MGT101 - Management Principles	3
MGT115 - Human Behavior in Organization	3

##### Management Program Elective - Choose one (Total 3)

MGT121 - Human Resources Management	3
MGT199 - Work Experience Education	3
MGT201 - Small Business Management	3

### Recommended Pathway Marketing Concentration

Fall, First Semester	Units
BUS105 - Business Mathematics	3
CA103 - Introduction to Computers and Digital Technology	3
BUS101 - Introduction to Business	3
GE requirement Area E (recommended HD101)	3
BUS111 - Business English	3
<b>Total</b>	<b>15</b>

#### Spring, Second Semester

GE Area D2 (recommended MATH115)	4
CA121 - Microcomputer Spreadsheets	3
GE requirement Area D1 (ENGL101)	3
MKTG101 - Principles of Marketing	3
<b>Total</b>	<b>13</b>

#### Summer

GE requirement Area B - (recommended ECON101)	3
BUS212 - Women and Minorities in Business	3
<b>Total</b>	<b>6</b>

#### Fall, Third Semester

BUS121 - Fundamentals of Investment and Personal Finance	3
ACCT111 - Bookkeeping	3
GE requirement Area F	3
GE requirement Area C (recommended PHIL105)	3
Program Concentration (MKTG130)	3
<b>Total</b>	<b>15</b>

#### Spring, Fourth Semester

BUS201 - Business Law	3
BUS113 - Business Communications	3
GE requirement Area A - (recommended BIOL104)	3
Program Concentration (MKTG132)	3
<b>Total</b>	<b>12</b>
<b>Degree Total</b>	<b>61</b>

### Recommended Pathway Management Concentration

Fall, First Semester	Units
BUS105 - Business Mathematics	3
CA103 - Introduction to Computers and Digital Technology	3
BUS101 - Introduction to Business	3
GE requirement Area E (recommended HD101)	3
BUS111 - Business English	3
<b>Total</b>	<b>15</b>

#### Spring, Second Semester

CA121 - Microcomputer Spreadsheets	3
Program Concentration (MGT101)	3
GE requirement D2 (recommended MATH115)	4
GE requirement D1 ( ENGL101)	3
<b>Total</b>	<b>13</b>

#### Summer

GE requirement Area B (recommended ECON101)	3
BUS212 - Women and Minorities in Business	3
<b>Total</b>	<b>6</b>

**Fall, Third Semester**

ACCT111 - Bookkeeping	3
BUS121 - Fundamentals of Investment and Personal Finance	3
Management Concentration (MGT115)	3
GE requirement Area F	3
GE requirement Area C (recommended PHIL105)	3
<b>Total</b>	<b>15</b>

**Spring, Fourth Semester**

BUS113 - Business Communications	3
BUS201 - Business Law	3
Management Concentration (MGT121)	3
GE requirement Area A (recommended BIOL104)	3
<b>Total</b>	<b>12</b>
<b>Degree Total</b>	<b>61</b>

**Business Administration 2.0 AS-T**

The Associate in Science in Business Administration 2.0.0 for Transfer (AS-T Business Administration 2.0.0 ) degree provides students with an entry-level understanding of business, accounting, and economics. Students will 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. This coursework will satisfy the lower-division business administration requirements at the California State University.

The Associate in Science in Business Administration 2.0 for Transfer (AS-T in Business Administration 2.0 ) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses but do not exclude admittance to other colleges or universities.

To earn an Associate in Science in Business Administration 2.0 for Transfer (AS-T in Business Administration 2.0) degree, a student must complete the following:

(1) Completion of 60-semester units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0. ADTs also require that students must earn a "C" or better in all courses required for the major or area of emphasis.

A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

**Program Requirements****Business Administration 2.0 AS-T (Total 28)**

**Complete all of the following:**

**Required Courses (Total 17)**

	<b>Units</b>
ACCT201 - Financial Accounting	4
ACCT205 - Managerial Accounting	4
ECON101 - Principles of Macroeconomics	3
ECON102 - Principles of Microeconomics	3
BUS201 - Business Law	3

**Required Courses - Choose one (Total 4)**

MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4

**Required Courses - Choose one (Total 4)**

MATH148 - Calculus for Business and Economics	4
MATH124 - Finite Math	4

**Required Courses - Choose one (Total 3)**

BUS101 - Introduction to Business	3
BUS113 - Business Communications	3

<b>Recommended Pathway</b>
<b>CSU Transfer</b>

**Fall Semester**

	<b>Units</b>
BUS101 - Introduction to Business	3
CSU GE A1 (recommended COMM101)	3
CSU GE A2 (ENGL101)	3
CSU GE E (recommended HD101)	3
<b>Total</b>	<b>12</b>

**Spring Semester**

CSU GE B2 (recommended BIOL104)	3
CSU GE B4 (MATH115 or MATH116)	4
CSU GE D (recommended ECON101)	3
ACCT201 - Financial Accounting	4
<b>Total</b>	<b>14</b>

**Summer Semester**

CSU GE C1 Arts (recommended FTV101)	3
CSU GE C2 (recommended MUSC108)	3
<b>Total</b>	<b>6</b>

**Fall Semester**

MATH124 - Finite Math	4
CSU GE A3 (recommended PHIL106)	3
CSU GE D (recommended ECON102)	3
ACCT205 - Managerial Accounting	4
<b>Total</b>	<b>14</b>

**Spring Semester**

CSU GE C2 (recommended HIST107)	3
CSU GE F (recommended ENGL257)	3
CSU GE B1 (recommended GEOG101)	3
CSU GE B3 (recommended GEOG 101L)	1
General Elective	1
BUS201 - Business Law	3
<b>Total</b>	<b>14</b>

**Degree Total 60**



## Business Courses

### **BUS 101 INTRODUCTION TO BUSINESS**

**3 Units**

**Total Course Lecture Hour 54**

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals. (C-ID: BUS 110) (UC, CSU, AVC) (GE: AVC Area B)

### **BUS 105 BUSINESS MATHEMATICS**

**3 Units**

**Total Course Lecture Hours 54**

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**

**Total Course Lecture Hours 54**

This course presents the principles of effective written and spoken communication styles applicable to business or professional careers. It 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**

**Total Course Lecture Hours 54**

**Advisory:** Completion of BUS 111 and Completion of ENGL 101.

This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. This course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills. (C-ID: BUS 115) (CSU, AVC) (GE: AVC Area D2)

### **BUS 121 FUNDAMENTALS OF INVESTMENT AND PERSONAL FINANCE**

**3 Units**

**Total Course Lecture Hours 54**

**Advisory:** Completion of BUS 105

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 WORK EXPERIENCE EDUCATION**

**1-8 Units**

**Total Course Lab Hours 54-432**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have the approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students with a realistic learning experience through work in the business environment. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as employees in various situations and jobs in the business field. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the business environment. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

### **BUS 201 BUSINESS LAW**

**3 Units**

**Total Course Lecture Hours 54**

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. (C-ID: BUS 125) (UC, CSU, AVC)

### **BUS 201H BUSINESS LAW HONORS**

**3 Units**

**Total Course Lecture Hours 54**

This honors course, intended for students in the Honors Transfer Program, 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. Honor students will prepare an analytical research report to better understand how businesses and the law interact. The honors course provides more content and requires greater intensity and depth of study than the non-honors course. (UC, CSU, AVC) Note: Students may take either BUS 201 Business Law or BUS 201H Business Law Honors. Duplicate credit will not be awarded.

**BUS 212 WOMEN AND MINORITIES IN BUSINESS***3 Units**Total Course Lecture Hours 54*

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 the evaluation of work performance based on sex and gender-specific criteria. The course will evaluate the role of women and minorities in such areas as enhanced employee relations, goal setting, networking, competing, sexism, mentoring, and career leadership planning. (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area F)

**Business Non Credit Courses****BUS 990 HOW TO START YOUR BUSINESS***0 Units**Total Course Lecture Hours 18*

This course is designed to provide students with the necessary tools and skills to successfully start a business. Some topics and activities include forms of business ownership, registering a business name, licensing and permit requirements, and obtaining a Federal Tax ID number or Employer Identification Number (EIN). (R unlimited)

**BUS 991 HOW TO MAINTAIN YOUR BUSINESS***0 Units**Total Course Lecture Hours 36*

This course is to help students to be prepared and organized when operating a business. Some topics and activities include opening and maintaining a business bank account, tracking mileage and business expenses, understanding estimated payments and tax exemptions, and understanding basic record-keeping for a sole proprietorship. (R unlimited)

**BUS 999 MAP FOR WORKPLACE SUCCESS***0 Units**Total Course Lecture Hours 36*

This course is designed to provide students with the necessary tools and skills to assist them in the creation of a plan to be successful in the workplace. Some topics and activities include time management, job market realities, writing for the job, and preparing for a meeting with a potential employer. (R unlimited)

## Department Description

The Business Information Professional is designed to prepare students for careers in business office environments where they can demonstrate advanced computer literacy with respect to computer hardware and software applications, develop advanced keyboarding skills, adeptly function in word processing, spreadsheets, PowerPoint, and database software as well as perform advanced business office tasks in business math and accounting (QuickBooks). The Business Information Professional program offers three certificates as well as an Associates Degree in Science. These progressive levels of expertise are designed to enable students to gain or enhance their employment in the business office and administrative fields.

*Note: Each certificate level must be completed before enrolling in the next level.*

## Program Learning Outcomes

### BIP Level I - Business Information Professional

#### Quick Start Certificate of Achievement

1. Demonstrate beginning keyboarding competence, proofreading, and document formatting skills while applying the principles of grammar and communication.
2. Plan and format electronic spreadsheets utilizing formulas and functions to manage financial data as well as demonstrating essential business math within a spreadsheet application..
3. Distinguish between different computer components and explain how each component might be used in the business environment.
4. Demonstrate beginning presentation skills in a business environment.

### BIP Level II - Business Information Professional Two

#### Certificate of Achievement

1. Demonstrate intermediate keyboarding competence, proofreading, and document formatting skills while applying the principles of grammar and communication.
2. Plan and format basic electronic database software utilizing functions to manage and control business data.
3. Plan and format basic electronic database software utilizing functions to manage and control business data.
4. Prepare and analyze basic financial statements within QuickBooks.

### BIP Level III - Business Information Professional

#### Three Certificate of Achievement

1. Demonstrate advanced keyboarding competence, proofreading, and document formatting skills while applying the principles of grammar and communication.
2. Demonstrate and format electronic spreadsheets utilizing advanced formulas and functions to manage financial and statistical data.
3. Develop and demonstrate advanced database skills in managing and manipulating various data into forms and reports.

### Business Information Professional AS

1. Demonstrate advanced keyboarding competence, proofreading, and document formatting skills while applying the principles of grammar and communication.
2. Demonstrate and format electronic spreadsheets utilizing

advanced formulas and functions to manage financial and statistical data.

3. Develop and demonstrate advanced database skills in managing and manipulating various data into forms and reports.

## Certificate Programs

### BIP Level I - Business Information Professional Quick Start Certificate of Achievement

Upon successful completion of the Level I Business Information Professional Certificate, students should be able to: demonstrate beginning computer literacy with respect to computer hardware and software applications, develop beginning keyboarding skills, use word processing and spreadsheets to perform basic business and office tasks, apply written communication skills in various business and office environments.

### Program Requirements

#### BIP Level I - Business Information Professional Quick Start Certificate of Achievement (Total 12)

Complete all of the following:	Units
BIP100 - Introduction to Business Information Professional	3
BIP105 - Computer Literacy	1
BIP106 - MS Outlook	1
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP114 - MS PowerPoint I	1
BIP115 - Practical Math for Business and Consumers	3

#### Recommended Pathway

Fall, First Semester	Units
BIP100 - Introduction to Business Information Professional	3
BIP106 - MS Outlook	1
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP114 - MS PowerPoint I	1
BIP105 - Computer Literacy	1
BIP115 - Practical Math for Business and Consumers	3

**Certificate Total 12**

### BIP Level II - Business Information Professional Two

#### Certificate of Achievement

Upon successful completion of the Level II Business Information Professional Certificate students should be able to: demonstrate intermediate computer literacy with respect to computer hardware and software applications, develop intermediate keyboarding skills, use word processing, spreadsheets, and database software to perform beyond basic business office tasks, as well as apply graphics and written communication skills in various business and office environments. BIP Level I certificate must be completed before attempting this certificate.

**Program Requirements****BIP Level II - Business Information Professional Two Certificate of Achievement (Total 12)****Complete all of the following:**

	Units
BIP113 - MS Access I	1
BIP120 - Keyboarding II	1
BIP121 - MS Word II	1
BIP122 - MS Excel II	1
BIP123 - MS Access II	1
BIP125 - Adobe Acrobat	1
BIP126 - Workplace Communication	3
BIP127 - Introduction to Accounting	3

Recommended Pathway	
<b>Fall Semester</b>	<b>Units</b>
BIP113 - MS Access I	1
BIP120 - Keyboarding II	1
BIP121 - MS Word II	1
BIP125 - Adobe Acrobat	1
<b>Total 4</b>	
<b>Spring Semester</b>	
BIP122 - MS Excel II	1
BIP123 - MS Access II	1
BIP126 - Workplace Communication	3
BIP127 - Introduction to Accounting	3
<b>Total 8</b>	
<b>Certificate Total 12</b>	

**BIP Level III - Business Information Professional Three Certificate of Achievement**

Upon successful completion of the Level III, Business Information Professional Certificate, students should be able to: demonstrate advanced computer literacy with respect to computer hardware and software applications, develop advanced keyboarding skills, utilize word processing, spreadsheets, PowerPoint, and database software to perform advanced business office tasks. BIP Level II certificate must be completed before attempting this certificate.

**Program Requirements****BIP Level III - Business Information Professional Three Certificate of Achievement (Total 8)****Complete all of the following:**

	Units
BIP124 - MS PowerPoint II	1
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
BIP132 - MS Excel III	1
BIP133 - MS Access III	1
BIP150 - Business Information Professional	3

Recommended Pathway	
<b>Semester # 1</b>	<b>Units</b>
BIP124 - MS PowerPoint II	1
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
BIP132 - MS Excel III	1
BIP133 - MS Access III	1
BIP150 - Business Information Professional	3
<b>Total 8</b>	
<b>Certificate Total 8</b>	

**Associate Degree****Business Information Professional AS**

The Associate in Science degree in Business Information Professional is designed to prepare students for careers in business office environments where they can demonstrate advanced computer literacy with respect to computer hardware and software applications, develop advanced keyboarding skills, adeptly function in word processing, spreadsheets, PowerPoint, and database software, as well as perform advanced business office tasks in business math and accounting (QuickBooks).

The requirements for this Associate Degree in Business Information Professional may be satisfied by completing the Level I, II, and III BIP certificates of achievement plus 21 units of general education requirements and sufficient elective credits to total 60 units. (See graduation/associate degree requirements.)

**Program Requirements****BIP Business Information Professional AS Degree (Total 32)****Complete all of the following:****Complete all of the following:**

BIP100 - Introduction to Business Information Professional	3
BIP105 - Computer Literacy	1
BIP106 - MS Outlook	1
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP113 - MS Access I	1
BIP114 - MS PowerPoint I	1
BIP115 - Practical Math for Business and Consumers	3
BIP120 - Keyboarding II	1
BIP121 - MS Word II	1
BIP122 - MS Excel II	1
BIP123 - MS Access II	1
BIP124 - MS PowerPoint II	1
BIP125 - Adobe Acrobat	1
BIP126 - Workplace Communication	3
BIP127 - Introduction to Accounting	3
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
BIP132 - MS Excel III	1
BIP133 - MS Access III	1
BIP150 - Business Information Professional	3



<b>Recommended Pathway</b>	
<b>Fall, First Semester</b>	<b>units</b>
BIP 100 - Intro to Business Information Professional	3
BIP 105 - Computer Literacy	1
BIP 106 - MS Outlook	1
BIP 110 - Keyboarding I	1
BIP 111 - MS Word I	1
BIP 112 - MS Excel I	1
BIP 114 - MS PowerPoint I	1
BIP 115 - Practical Math for Business and Consumers	3
GE requirement Area E (recommended HD 101)	3
<b>Total</b>	<b>15</b>
<b>Spring, Second Semester</b>	
BIP 113 - MS Access I	1
BIP 120 - Keyboarding II	1
BIP 121 - MS Word II	1
BIP 122 - MS Excel II	1
BIP 123 - MS Access II	1
BIP 125, Adobe Acrobat	1
BIP 126 - Workplace Communication	3
GE requirement Area D1 (ENGL 101)	3
BIP 127 - Introduction to Accounting	3
<b>Total</b>	<b>15</b>
<b>Summer</b>	
General Elective	3
<b>Total</b>	<b>3</b>
<b>Fall, Third Semester</b>	
BIP 124 - MS PowerPoint II	1
BIP 130 - Keyboarding III	1
BIP 131, MS Word III	1
BIP 132 - MS Excel III	1
BIP 133 - MS Access III	1
BIP 150 - BIP Business Information Professional	3
GE requirement Area D2 (recommended COMM 101)	3
GE requirement Area C (recommended MUSC 102)	3
<b>Total</b>	<b>14</b>
<b>Spring, Fourth Semester</b>	
GE requirement Area A (recommended BIOL 104)	3
GE requirement Area B (recommended POLS 101)	3
GE requirement Area F (recommended BUS 212)	3
General Elective	3
General Elective	1
<b>Total</b>	<b>13</b>
<b>Degree Total</b>	<b>60</b>

**Business Information Professional Courses****BIP 100 INTRODUCTION TO BUSINESS INFORMATION PROFESSIONAL***3 Units**Total Course Lecture Hours 54*

This course provides the learner with a survey of skills and topics covered in the Business Information Professional Program certificates and degree program. Business English, entry-level office procedures such as the role of a business information professional, the workplace environment, workplace communication, ethics, customer focus, and teamwork are covered. The focus is an introduction to skills that are relevant to success as an office clerk, administrative assistant, office manager, or other business information professional roles. (AVC)

**BIP 105 COMPUTER LITERACY***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

This course is designed for those with little or no computer experience. Learners practice file management, email, instant messaging, Internet browsing and searching. This course includes a brief introduction to industry standard Microsoft Office (word processing, spreadsheet, and presentation) application programs. Computer terminology and identification of fundamental hardware and software applications is introduced. (AVC)

**BIP 106 MS OUTLOOK***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

This course introduces personal management software and use of Microsoft Outlook functions. Topics include management of e-mail, organization of contacts, creation and scheduling of events using the calendar, and creating and managing tasks for personal and business use. Customization of Outlook features is also covered. (AVC)

**BIP 110 KEYBOARDING I***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

This is a beginning-level keyboarding course designed to build effective keyboarding skills with an emphasis on building correct touch-typing techniques for alphanumeric, symbol, and punctuation keys. A foundation for keyboarding speed and accuracy is developed and proofreader's marks are introduced. Successful completion of this class results in a minimum keyboarding speed of 15 net words per minute on a two-minute timed writing. Completion of BIP 110 with a satisfactory grade may substitute for OT 101 (AVC)

**BIP 111 MS WORD I***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

This course provides the initial introduction to Microsoft Word which is a document processing application. Students will learn to create and edit documents, navigate and format a document, create tables and multi-page reports, and enhance page layout and design. This class is designed for the end-user seeking administrative office skills. This vocationally-oriented course will serve students seeking a certificate, associate degree, or desiring to transfer to a four-year institution. Completion of BIP 111, 121, and 131 with a successful grade may substitute for OT 113. (AVC)

**BIP 112 MS EXCEL I***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

This course is designed to provide the learner with a basic understanding of Microsoft Excel beginning with spreadsheet design, creation, revision, formatting, and printing a workbook. Basic formulas, functions, and syntax are introduced along with an introduction to using charts and graphs. Problem solving for Excel solutions is also emphasized. This course begins preparation for the Microsoft Office User Certification exam for Excel. Completion of BIP 112, 122, and 132 with a satisfactory grade may substitute for OT 121. (AVC)

**BIP 113 MS ACCESS I***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

This course is designed to provide the learner with a basic understanding of fundamental relational database design and management. Building and editing basic tables, forms, queries, and reports are introduced. This course begins preparation for the Microsoft Office User Specialist exam for MS Access. (AVC)

**BIP 114 MS POWERPOINT I***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

This course provides the learner with experience planning, creating, editing, viewing, and printing PowerPoint presentations. Included is the opportunity to add and modify both text and graphics; insert and modify information graphics and multimedia; apply, modify, and create master pages; and to apply, modify, and create templates. Integration with other Microsoft programs is included. This course is designed for all individuals including professionals acquiring or updating basic skills in creating and editing professional presentations. This course prepares for the Microsoft Office User Certification in MS PowerPoint. Completion of BIP 114 and BIP 124 with a satisfactory grade replaces the former CA 141 course. (AVC)

**BIP 115 PRACTICAL MATH FOR BUSINESS AND CONSUMERS***3 Units**Total Course Lecture Hours 54*

This course introduces practical mathematical applications for business information professionals. Topics include, solving business problems using an electronic calculator, banking, payroll, invoicing, markups/markdowns, interest, present and future value, credit cards, student loans, types of insurance, installment buying, and mortgages. (AVC)

**BIP 120 KEYBOARDING II***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

*Prerequisite:* Completion of or concurrent enrollment in BIP 110.

This intermediate-level course builds on a basic keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding, as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents using Microsoft Word. Successful completion of this class results in a minimum keyboarding speed of 30 net words per minute on a three-minute timed writing. Completion of OT 102 with a satisfactory grade may substitute for BIP 120 (note -- BIP 120 cannot substitute for OT102). (AVC)

**BIP 121 MS WORD II***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

*Prerequisite:* Completion of or concurrent enrollment in BIP 111.

This course is designed to provide the learner with an intermediate level of understanding of word processing with Microsoft Word, including complex document creation, mail merge, columns, formatting, plus integration with other applications, and collaborating on documents using Microsoft Word. Themes, templates, and styles are also covered. This course continues preparation for the Microsoft Office User Exam for Microsoft Word. Completion of BIP 111, 121, and 131 with a satisfactory grade may substitute for OT 113. (AVC)

**BIP 122 MS EXCEL II***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

*Prerequisite:* Completion of or concurrent enrollment in BIP 112.

This course is designed to provide the learner with an intermediate understanding of Microsoft Excel. Analyzing data, working with multiple worksheets and functions, pivot tables, resolving conflicts, tracking changes, data validation, chart formatting, templates, and macros are covered. Problem solving for Excel solutions is also emphasized. This course continues preparation for the Microsoft Office User Certification exam for Excel. Completion of BIP 112, 122, and 132 with a satisfactory grade may substitute for OT 121. (AVC)

**BIP 123 MS ACCESS II***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5***Prerequisite:** *Completion of or concurrent enrollment in BIP 113.*

This course is designed to provide the learner with an intermediate understanding of database design and management. Advanced Queries, table design, custom forms and reports as well as integration of Access with the web and other programs is covered. This course continues preparation for the Microsoft Office User Specialist exam for MS Access. (AVC)

**BIP 124 MS POWERPOINT II***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5***Prerequisite:** *Completion of or concurrent enrollment in BIP 114.*

This second-level PowerPoint course builds on a fundamental skillset to feature the use of PowerPoint as a tool for designing, producing, and controlling visual elements to build and deliver effective presentations. Creating templates, publishing, customizing, and protecting presentations as well as inserting audio, video, and animations and integrating with other programs is included. This course focuses on design and effective delivery methods which are explored through project presentations. Completion of BIP 114 and BIP 124 with a satisfactory grade replaces the former CA 141 course. (AVC)

**BIP 125 ADOBE ACROBAT***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

This course is designed to provide the learner with a basic understanding of Adobe Acrobat. Topics include creating portable document files (PDF), working with PDF files, annotation and editing of files plus interactive forms. Distribution and management of PDFs is also covered. (AVC)

**BIP 126 WORKPLACE COMMUNICATION***3 Unit**Total Course Lecture Hours 54*

This course covers essential communication skills and techniques important to the modern workplace, including written, verbal, listening, and nonverbal communication. Learners discuss, critique, and practice business-writing strategies to produce messages, letters, reports, and workplace communication while developing critical thinking skills. (AVC)

**BIP 127 INTRODUCTION ACCOUNTING***3 Units**Total Course Lecture Hours 45**Total Course Lab Hours 27***Prerequisite:** *Completion of BIP 115.*

This course covers basic accounting concepts and procedures that are required to complete an accounting cycle using generally accepted accounting principles (GAAP). Employer tax responsibilities and payroll is covered. Account types, (assets, liabilities, equity, revenue, expenses) as well as procedures for bank reconciliations, and petty cash, are introduced. Learners complete business transactions from source documents to closing entries and the preparation of year end documents such as a balance sheet, income statement, and statement of owner's equity using QuickBooks. (AVC)

**BIP 130 KEYBOARDING III***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5***Prerequisite:** *Completion of or concurrent enrollment in BIP 120.*

This is an advanced-level course that builds on an intermediate keyboarding foundation with correct touch typing techniques, including alphabetic, numeric, and symbol keyboarding as well as 10-Key numeric keypad. Skill-building includes introductory formatting of documents using Microsoft Word. Successful completion of this class results in a minimum keyboarding speed of 50+ net words per minute on a five-minute timed writing. Completion of OT 103 with a satisfactory grade may substitute for BIP 130 (note -- BIP 130 cannot substitute for OT103). (AVC)

**BIP 131 MS WORD III***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5*

**Prerequisite:** *Completion of or concurrent enrollment in BIP 121.* This course is designed to provide the learner with an advanced level of understanding of word processing with Microsoft Word, including the creation of templates, macros, advanced table formatting, and the use of long documents and sub-documents. Customizing and automating work and online forms are also covered. This course completes preparation for the Microsoft Office User exam for Word. Completion of OT 113 or CA 111 with a satisfactory grade may substitute for BIP 131. (note -- BIP 131 cannot substitute for OT113 or CA 111). (AVC)

**BIP 132 MS EXCEL III***1 Unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5**Prerequisite:* Completion of or concurrent enrollment in BIP 122.

This course is designed to provide the learner with an advanced understanding of Microsoft Excel. Financial and what-if analysis, data tables, scenario management, importing and exporting data, enhancing with Visual Basic, sub-routines, modifying default settings, and problem-solving tools are covered. Problem solving for Excel solutions is also emphasized. This course completes preparation for the Microsoft Office User Certification exam for Excel. Completion of BIP 112, 122, and 132 with a satisfactory grade may substitute for OT 121. (AVC)

**BIP 133 MS ACCESS III***1 unit**Total Course Lecture Hours 13.5**Total Course Lab Hours 13.5**Prerequisite:* Completion of or concurrent enrollment in BIP 123.

This course is designed to provide the learner with an advanced understanding of database design and management. Action Queries, table relationships, and automating tasks with macros are covered. Visual Basic for Applications is introduced to enhance database construction and functionality. Managing replication and synchronization is included. (AVC)

**BIP 150 BUSINESS INFORMATION PROFESSIONAL***3 Units**Total Course Lecture Hours 54**Advisory:* Complete BIP 150 at the same time as the BIP Level III Certificate.

Designed for the last semester of study in this major, this course is designed to integrate and refine business information skills presented throughout the program in advanced preparation for the administrative professional occupation. Further administrative procedures including but not limited to travel arrangements, organizing meetings or conferences, and electronic records management are introduced. Emphasis is on time management, customer service, human relations, workplace ethics, and effective communication. A final focus on job applications, interviewing, and employment documents is included. (AVC)

**BIP151 BASIC PRINCIPLES OF CODING FOR THE MEDICAL OFFICE***3 Units**Total Course Lecture Hours 54**Advisory:* Completion of MOA 101

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)

**BIP 152 BEGINNING MEDICAL INSURANCE***3 Units**Total Course Lecture Hours 54*

This course provides a comprehensive and concise overview of medical insurance terms and physician billing procedures. It also provides beginning instruction in current ICD 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)

**BIP 199 WORK EXPERIENCE EDUCATION***1-8 Units**Total Course Lab Hours 54-432*

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**BIP 205 MEDICAL OFFICE PROCEDURES***3 Units**Total Course Lecture Hours 54*

Designed to provide a thorough understanding and offer practical application of the skills needed as a medical administrative assistant (This class was formerly OT 205). 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)



## Department Description

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.

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.

## Program Learning Outcomes

### Chemistry AS

1. Safely collect, evaluate, and report scientific data from modern laboratory instrumentation and using standard laboratory methods.
2. Evaluate chemical bonding models to explain structures and properties.
3. Predict the outcome of chemical reactions.

## Certificate Program

Certificate not applicable.

## Associate Degree

### Chemistry AS

The Associate in Science in Chemistry degree offers students a fundamental knowledge of chemistry, such as atomic and molecular structure, chemical reactions and mechanisms, thermochemistry, equilibrium, and kinetics. Students will enhance their quantitative problem solving and critical thinking skills. Laboratory work will develop basic laboratory skills, experience with instrumentation, and data collection techniques. The Associate of Science in Chemistry degree prepares students for upper division chemistry courses. Students must earn a C or better in all courses required for the major in order to qualify for the degree.

### Program Requirements

#### Chemistry AS (Total Core 37)

Complete all of the following:

#### Required Courses (Total 27)

	Units
CHEM120 - General Chemistry	5
CHEM210 - Organic Chemistry	5
CHEM220 - Organic Chemistry	5
PHYS110 - General Physics	4
PHYS120 - General Physics	4
MATH160 - Calculus and Analytic Geometry	4

#### Choose one MATH150 (Total 5)

MATH150H - Calculus & Analytic Geometry Honors	5
MATH150 - Calculus and Analytic Geometry	5

#### Choose one CHEM110 (Total 5)

CHEM110H - General Chemistry Honors	5
CHEM110 - General Chemistry	5

### Recommended Pathway

Term 1	Units
GE requirement Area D1 (ENGL101)	3
CHEM110H - General Chemistry Honors <i>or</i>	
CHEM110 - General Chemistry	5
GE requirement Area E	3
MATH150 Calculus & Analytic Geometry <i>or</i> MATH150H - Calculus & Analytic Geometry Honors	5
<b>Total</b>	<b>16</b>

#### Term 2

MATH160 - Calculus and Analytic Geometry	4
GE requirement Area B	3
GE requirement Area D2	3
CHEM120 - General Chemistry	5
<b>Total</b>	<b>15</b>

#### Term 3

PHYS110 - General Physics	4
GE requirement Area A (recommended BIOL110)	5
CHEM210 - Organic Chemistry	5
<b>Total</b>	<b>14</b>

#### Term 4

GE requirement Area F (recommended ENGL257)	3
GE requirement Area C	3
PHYS120 - General Physics	4
CHEM220 - Organic Chemistry	5
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

## Chemistry Courses

### CHEM 101 INTRODUCTORY CHEMISTRY

5 Units

Total Course Lecture Hours 72

Total Course Lab Hours 54

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

This is 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. 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. (C-ID: CHEM 101) (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3, AVC Area A)

**CHEM 102 INTRODUCTORY CHEMISTRY (ORGANIC & BIOCHEMISTRY)****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54****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 and biological compounds. It places an emphasis on the preparations, reactions, and naming of compounds. The laboratory generally evaluates material that is covered in lecture. The students learn to acquire and interpret experimental data using safe laboratory techniques and equipment. The course is intended for those planning to earn a degree in an allied-health science or a related field. (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3, AVC Area A)

**CHEM 110 GENERAL CHEMISTRY****5 Units****Total Course Lecture Hours 72****Total Course Lab Hours 54****Advisory:** Completion of CHEM 101.**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

This course is designed for students taking courses in the sciences, mathematics, and related STEM areas. It introduces the atom and its largest subatomic particles. Describes and quantifies how these particles are involved in chemical reactions, physical states, chemical energy, and bonding models. Examines chemical theory in the context of familiar phenomena. Theories are tested and evaluated in the laboratory. To succeed in CHEM 110, students are required to successfully complete CHEM 101 or one year of High School Chemistry. Algebra is used extensively to solve problems involving quantities. One hour of lecture time may be reserved for small group activities and analysis. (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3, AVC Area A)

**CHEM 110H GENERAL CHEMISTRY HONORS****5 Units****Total Course Lecture Hours 72****Total Course Lab Hours 54****Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

This general chemistry honors course, intended for students in the Honors Transfer Program, 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. The course 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. The honors class will not only be given supplemental reading assignments they will also be required to write a scientific paper at the end of the semester.

Students in the honors class will have to conduct a research, gather their information on what is already known about the topic, do literature research, conduct experiment(s) and conclude with a written paper (UC, CSU, AVC)

Note: Students may take either CHEM 110 General Chemistry or CHEM 110H General Chemistry Honors. Duplicate credit will not be awarded.

**CHEM 120 GENERAL CHEMISTRY****5 Units****Total Course Lecture Hours 54****Total Course Lab Hours 108****Prerequisite:** Completion of CHEM 110.

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. Includes a cursory introduction to the fields of nuclear, organic, polymer, and bio-chemistry. Examines chemical theory in the context of familiar phenomena. Theories are tested and evaluated in the laboratory. This course is designed for science, mathematics, and related majors. (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3)

**CHEM 210 ORGANIC CHEMISTRY****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 108****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. Students learn to use and interpret the data from various equipment available in the laboratory. The course is intended for those planning to earn a 4-year degree in science or a related field. (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3)

**CHEM 220 ORGANIC CHEMISTRY****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 108****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 laboratories generally follow material that is being studied in lecture. The course is intended for those planning to earn a 4-year degree in science or a related field. (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3)

## Department Description

Child and Family Education is the study of three 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 of the home; and studies concerned with parenting in modern society. The Child & 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 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.

## Program Learning Outcomes

### Child & Family Education Cert

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
3. Students will demonstrate positive interaction strategies that support all children's learning, identity, and self-regulation.
4. Students will evaluate and incorporate ethical standards and professional behaviors that deepen understanding, knowledge, and commitment to the early childhood profession.

### Child and Family Education Associate Teacher Certificate (12 Unit)

1. Comprehensive Understanding: Graduates will demonstrate a strong foundational understanding of child development and family education principles, as evidenced by their ability to apply these concepts in diverse contexts.
2. Effective Communication: Graduates will exhibit excellent communication skills, enabling them to engage collaboratively with families and colleagues to support children's well-being and development.
3. Practical Application: Graduates will showcase their ability to apply theoretical knowledge in practical scenarios, including classroom observations, assessments, and community engagement activities.
4. Career Readiness: Graduates will possess the skills and confidence needed to embark on successful careers in Child and Family Education, becoming valuable assets to their communities and the field as a whole. The Child and Family Education and the School-Aged Child Care Certificates can be pursued concurrently.

### Child and Family Education Specialization with Core 8 Option (24 unit)

1. Students will demonstrate positive interaction strategies that support all children's learning, identity, and self-regulation.
2. Students will integrate needs, characteristics, and multiple influences on the development of children from birth to age eight as they develop, implement, and evaluate early childhood program practices.

3. Students will evaluate and incorporate ethical standards and professional behaviors that deepen understanding, knowledge, and commitment to the early childhood profession.

### School-Aged Child Care Certificate

1. Students will integrate needs, characteristics, and multiple influences on the development of children from 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 developmentally appropriate practices and positive learning outcomes.
3. Students will develop strategies that promote respectful, reciprocal partnerships between program teachers, families, and their communities.
4. Students will evaluate and incorporate ethical standards and professional behaviors that deepen understanding, knowledge, and commitment to the early childhood profession.

### Skilled Parenting Certificate

1. Explain children's development from conception through adolescence in the physical, social, emotional, and cognitive domains.
2. Identify community resources to support children and their families that facilitates early intervention and/or offers supportive and rehabilitative services .
3. Explain socialization of the child focusing on the interrelationship of family, culture, teachers, and the community.

### Child and Family Education AA

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 reinforcement.
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.

### Early Childhood Education AS-T

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 reinforcement.

- Students will demonstrate positive interaction strategies that support all children's learning, identity, and self-confidence.
- Students will develop strategies that promote respectful, reciprocal partnerships between program teachers, families, and their communities.
- Students will evaluate and incorporate ethical standards and professional behaviors that deepen understanding, knowledge, and commitment to the early childhood profession.

### School-Aged Child Care AA

- 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.
- 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.
- Students will demonstrate positive interaction strategies that support all children's learning, identity, and self-confidence.
- Students will evaluate and incorporate ethical standards and professional behaviors that deepen understanding, knowledge, and commitment to the early childhood profession.

## Certificate Programs

### Child and Family Education Cert

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 settings. 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.

### Program Requirements

#### Child & Family Education Cert (Total 33)

Complete all of the following:

Required Courses (Total 30)	Units
CFE101 - Principles and Practices of Teaching Young Children	3
CFE102 - The Developing Child-Child Growth and Development	3
CFE103 - The Child in Family and Community Relationship	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
CFE106 - Creative Experiences for Children	3
CFE115 - Guiding Children's Behavior	3
CFE116 - Diversity in Early Childhood Education	3
CFE201 - Child Development Practicum-Observation and Assessment	3
CFE202 - Child Development Practicum-Emergent Leadership	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3

### Program Electives (Total 3)

CFE104 - Literature for Children	3
CFE107 - Literacy for Young Children	3
CFE109 - Supervision and Administration of Childhood Programs I	3
CFE110 - Supervision and Administration of Childhood Programs II	3
CFE111 - Supervising Adults Child Care Settings	2
CFE113 - Inclusive Early Childhood Education- Introduction to Children with Special Needs	3
CFE114 - Music and Movement Education for the Young Child	3
CFE120 - Infant/Toddler Development	3
CFE122 - Infant Toddler Strategies	3
CFE150 - Parenting: Infancy	1
CFE151 - Parenting: The Preschool Child	1
CFE152 - Parenting: The Elementary and Preadolescent Child	1
FE155 - Single Parenting	1
CFE156 - Stepparenting and Blended Families	1
CFE157 - Parenting the Exceptional Child	1
CFE199 - Work Experience Education	1 - 8
DA103 - Beginning Modern Dance	1
NF100 - Nutrition	3
NF102 - Nutrition and Food for Children	3

### Recommended Pathway

Term 1	Units
CFE101 - Principles and Practices of Teaching Young Children	3
CFE102 - The Developing Child-Child Growth and Development	3
CFE106 - Creative Experiences for Children	3
CFE103 - The Child in Family and Community Relationship	3
<b>Total 12</b>	

### Term 2

CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
CFE116 - Diversity in Early Childhood Education	3
CFE115 - Guiding Children's Behavior	3
<b>Total 9</b>	

### Term 3

CFE201 - Child Development Practicum-Observation and Assessment	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3
<b>Total 6</b>	

### Term 4

CFE202 - Child Development Practicum-Emergent Leadership	3
Program Electives CFE107 - Literacy for Young Children	3
<b>Total 6</b>	
<b>Certificate Total 33</b>	



### Child and Family Education Associate Teacher Certificate

This 12-unit Child and Family Education Stackable Certificate program is meticulously crafted to meet Title 22 and 5 guidelines for the California's Child Development Matrix Associate Teacher requirements, providing students with a solid, beginning foundation in child development and family education. Covering essential topics such as child growth, observation, assessment, communication with families, and cultural responsiveness, our program equips students with the knowledge and practical skills necessary for success in the field.

Courses emphasize hands-on experiences, including classroom observations, family engagement, and community partnerships, our program ensures graduates are well-prepared to make a positive impact on the lives of children and families. With completion of this certificate, students are poised for meaningful careers in Child and Family Education, ready to contribute to the well-being and development of California's young learners and their families.

This Certificate Requires 50 days (of at least 3 hours per day) teaching experience supervised by a full-time permitted and/or credentialed teacher in an approved and licensed ECE setting. Experience can be paid and/or volunteer and must be met within the last two years from the date of certificate application submission.

#### Program Requirements

##### 12 Unit Certificate California Teaching Permit (Total 12)

##### Complete all of the following:

	Units
CFE101 - Principles and Practices of Teaching Young Children	3
CFE102 - The Developing Child-Child Growth and Development	3
CFE103 - The Child in Family and Community Relationship	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3

#### Recommended Pathway

Term 1	Units
CFE101 - Principles and Practices of Teaching Young Children	3
CFE102 - The Developing Child-Child Growth and Development	3
<b>Total 6</b>	
Term 2	
CFE103 - The Child in Family and Community Relationship	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
<b>Total 6</b>	
<b>Certificate Total 12</b>	

### Child and Family Education Specialization with Core 8 Option (24 Unit)

This 24-unit Child and Family Education stackable certificate is tailored to meet the specific Early Childhood Education requirements of Transitional Kindergarten (TK) teachers in California. It fulfills the essential 24-unit coursework mandate outlined by the California Early Childhood Education Permit by providing the option to explore specialized Core 8 Courses aligned with the California Early Childhood Curriculum Alignment Project (CORE 8).

This flexible and comprehensive program equips educators with foundational Child Development knowledge and the opportunity to delve deeper into areas of early childhood education that align with their interests. Graduates emerge prepared to excel in Early Learning classrooms, implement developmentally appropriate teaching practices, engage families effectively, and specialize in specific aspects of early childhood education, impacting young children's lives and their families. To apply for the state issued teacher's permit, the student must also have 175 days of teaching experience, working at least 3+ hours per day within four years in an approved setting by the department and licensed setting.

#### Program Requirements

##### 24 Unit Child and Family Education Specialization with Core 8 Option (Total 24)

##### Complete all of the following:

##### Required Courses (Total 18)

CFE101 - Principles and Practices of Teaching Young Children	3
CFE102 - The Developing Child-Child Growth and Development	3
CFE103 - The Child in Family and Community Relationship	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
CFE116 - Diversity in Early Childhood Education	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3

##### Required Course - Choose one (Total 3)

CFE106 - Creative Experiences for Children	3
CFE201 - Child Development Practicum-Observation and Assessment	3
<i>(CFE 201 fulfills CORE 8 Requirements)</i>	

##### Required Course - Choose one (Total 3)

CFE115 - Guiding Children's Behavior	3
CFE202 - Child Development Practicum-Emergent Leadership	3
<i>(CFE 202 fulfills CORE 8 Requirements)</i>	

#### Recommended Pathway

Term 1	Units
CFE101 - Principles and Practices of Teaching Young Children	3
CFE102 - The Developing Child-Child Growth and Development	3
<b>Total 6</b>	
Term 2	
CFE103 - The Child in Family and Community Relationship	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
<b>Total 6</b>	
Term 3	
CFE211 - Health, Safety, and Nutrition for the Young Child	3
CFE106 - Creative Experiences for Children <b>or</b> CFE201 - Child Development Practicum-Observation and Assessment	3
<b>Total 6</b>	

**Term 4**

CFE116 - Diversity in Early Childhood Education	3
CFE115 - Guiding Children's Behavior <i>or</i> CFE202 - Child Development Practicum-Emergent Leadership	3
<b>Total 6</b>	
<b>Certificate Total 24</b>	

**School-Aged Child Care Cert**

Students who complete the certificate have enhanced employability in the field of Early Childhood and School-Aged Child Care. Students are well prepared with an in-depth understanding, hands-on experience, and principles of Early childhood and School-Age child development. Students will have completed 33 units to be rewarded with this certificate. 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 Requirements****School-Aged Child Care Cert (Total 33)**

Complete all of the following:

**Required Courses (Total 30)**

	Units
CFE102 - The Developing Child-Child Growth and Development	3
CFE103 - The Child in Family and Community Relationship	3
CFE104 - Literature for Children	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
CFE106 - Creative Experiences for Children	3
CFE201 - Child Development Practicum-Observation and Assessment	3
CFE202 - Child Development Practicum-Emergent Leadership	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3
CFE212 - School Age Programs	3
CFE213 - Curriculum Strategies for School Age Programs	3

**Program Electives (Total 3)**

CFE107 - Literacy for Young Children	3
CFE109 - Supervision and Administration of Childhood Programs I	3
CFE110 - Supervision and Administration of Childhood Programs II	3
CFE111 - Supervising Adults Child Care Settings	2
CFE113 - Inclusive Early Childhood Education- Introduction to Children with Special Needs	3
CFE114 - Music and Movement Education for the Young Child	3
CFE115 - Guiding Children's Behavior	3
CFE116 - Diversity in Early Childhood Education	3
CFE150 - Parenting: Infancy	1
CFE151 - Parenting: The Preschool Child	1
CFE152 - Parenting: The Elementary and Preadolescent Child	1
CFE157 - Parenting the Exceptional Child	1
CFE199 - Work Experience Education	4
NF102 - Nutrition and Food for Children	3

**Recommended Pathway**

Term 1	Units
CFE102 - The Developing Child-Child Growth and Development	3
CFE106 - Creative Experiences for Children	3
<b>Total 6</b>	
<b>Term 2</b>	
CFE103 - The Child in Family and Community Relationship	3
CFE104 - Literature for Children	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
<b>Total 9</b>	
<b>Term 3</b>	
CFE201 - Child Development Practicum-Observation and Assessment	3
CFE212 - School Age Programs	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3
<b>Total 9</b>	
<b>Term 4</b>	
CFE213 - Curriculum Strategies for School Age Programs	3
Required Courses CFE202 - Child Development Practicum-Emergent Leadership	3
Program Elective CFE115 - Guiding Children's Behavior	3
<b>Total 9</b>	
<b>Certificate Total 33</b>	

**Skilled Parenting Certificate**

Our 12-unit Skilled Parenting Certificate is part of a stackable certificate program designed to empower individuals with the knowledge and skills necessary to navigate the challenges and joys of parenthood confidently. We recognize that parenting is a lifelong journey filled with unique demands, and our program aims to provide a solid foundation to meet these challenges head-on.

Throughout the program, students will delve into various aspects of parenting, including child development, effective communication with children, positive discipline techniques, and fostering healthy family dynamics. With a comprehensive curriculum, we ensure that graduates not only understand the theory behind successful parenting but can also apply these principles in their daily lives.

Our certificate program is not just about academic learning; it's about creating a supportive community of parents who can learn from each other's experiences. Through group discussions, practical exercises, and sharing insights, students build a network of fellow parents, offering mutual support and guidance.

Upon completion of the 12-unit Parenting Certificate program, graduates will be well-prepared to navigate the complexities of parenting with confidence and empathy. Whether they are new parents seeking guidance or experienced caregivers looking to enhance their skills, this program equips them to create nurturing and enriching environments for their children's growth and development.

**Program Requirements****Skilled Parenting Certificate (Total 12)****Complete all of the following:**

	Units
CFE102 - The Developing Child-Child Growth and Development	3
CFE103 - The Child in Family and Community Relationship	3
CFE150 - Parenting: Infancy	1
CFE151 - Parenting: The Preschool Child	1
CFE152 - Parenting: The Elementary and Preadolescent Child	1
CFE155 - Single Parenting	1
CFE156 - Stepparenting and Blended Families	1
CFE157 - Parenting the Exceptional Child	1

**Recommended Pathway**

Term 1	Units
CFE102 - The Developing Child-Child Growth and Development	3
Skilled Parenting Certificate CFE150 - Parenting: Infancy	1
Skilled Parenting Certificate CFE151 - Parenting: The Preschool Child	1
Skilled Parenting Certificate CFE152 - Parenting: The Elementary and Preadolescent Child	1
<b>Total 6</b>	
Term 2	
CFE103 - The Child in Family and Community Relationship	3
CFE155 - Single Parenting	1
CFE156 - Stepparenting and Blended Families	1
CFE157 - Parenting the Exceptional Child	1
<b>Total 6</b>	
<b>Certificate Total 12</b>	

**Associate Degrees****Child and Family Education AA**

The requirements for an associate degree in Child and Family Education 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 in-depth understanding, hands-on experience, and principles 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.

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 Requirements****Child & Family Education AA (Total core 33)****Complete all of the following:****Required Courses (Total 30)**

CFE101 - Principles and Practices of Teaching Young Children	3
CFE102 - The Developing Child-Child Growth and Development	3
CFE103 - The Child in Family and Community Relationship	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
CFE106 - Creative Experiences for Children	3
CFE115 - Guiding Children's Behavior	3
CFE116 - Diversity in Early Childhood Education	3
CFE201 - Child Development Practicum-Observation and Assessment	3
CFE202 - Child Development Practicum-Emergent Leadership	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3

**Program Electives (Total 3)**

CFE104 - Literature for Children	3
CFE107 - Literacy for Young Children	3
CFE109 - Supervision and Administration of Childhood Programs I	3
CFE110 - Supervision and Administration of Childhood Programs II	3
CFE111 - Supervising Adults Child Care Settings	2
CFE113 - Inclusive Early Childhood Education- Introduction to Children with Special Needs	3
CFE114 - Music and Movement Education for the Young Child	3
CFE120 - Infant/Toddler Development	3
CFE122 - Infant Toddler Strategies	3
CFE150 - Parenting: Infancy	1
CFE151 - Parenting: The Preschool Child	1
CFE152 - Parenting: The Elementary and Preadolescent Child	1
CFE155 - Single Parenting	1
CFE156 - Stepparenting and Blended Families	1
CFE157 - Parenting the Exceptional Child	1
CFE199 - Work Experience Education	4
DA103 - Beginning Modern Dance	1
NF100 - Nutrition	3
NF102 - Nutrition and Food for Children	3

**Recommended Pathway**

Term 1	Units
CFE101 - Principles and Practices of Teaching Young Children	3
CFE102 - The Developing Child-Child Growth and Development	3
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (HD101)	3
General Elective	3
<b>Total 15</b>	

**Term 2**

CFE103 - The Child in Family and Community Relationship	3
CFE116 - Diversity in Early Childhood Education	3
CFE106 - Creative Experiences for Children	3
GE requirement Area D2	3
GE requirement Area B	3
<b>Total</b>	<b>15</b>

**Term 3**

CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
CFE201 - Child Development Practicum-Observation and Assessment	3
GE requirement Area C	3
GE requirement Area F	3
<b>Total</b>	<b>15</b>

**Term 4**

CFE202 - Child Development Practicum-Emergent Leadership	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3
Program Elective (CFE107)	3
GE requirement Area A	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Total Degree</b>	<b>60</b>

**Early Childhood Education AS-T**

Completion of the Associate in Science in Early Childhood Education for Transfer (AS-T in Early Childhood Education) degree provides a clearly articulated curricular track for students who wish to transfer to a California State University under the provisions of SB 1440, the Student Transfer Achievement Reform Act, and for employment in an early care and education program. Students develop skills, knowledge, and attitudes that prepare them to work as teachers of young children or as administrators of ECE programs. This degree exposes them to the core principles and practices of the field in order to build a foundation for their future, personal, academic, or vocational paths.

The Associate in Science in Early Childhood Education for Transfer (AS-T in Early Childhood Education) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses but do not exclude admittance to other colleges or universities. To earn an Associate in Science in Early Childhood Education for Transfer (AS-T in Early Childhood Education) degree a student must complete the following:

(1) Completion of 60-semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18-semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0 ADTs also require that students must earn a “C” or better in all courses required for the major or area of emphasis.

ADTs also require that students must earn a "C" (or "P") or better in all courses required for the major or area of emphasis.

**Program Requirements****Early Childhood Education AS-T (Total Core 24)**

<b>Complete all of the following:</b>	<b>Units</b>
CFE101 - Principles and Practices of Teaching Young Children	3
CFE102 - The Developing Child-Child Growth and Development	3
CFE103 - The Child in Family and Community Relationship	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
CFE116 - Diversity in Early Childhood Education	3
CFE201 - Child Development Practicum-Observation and Assessment	3
CFE202 - Child Development Practicum-Emergent Leadership	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3

<b>Recommended Pathway</b>	
<b>Term 1</b>	<b>Units</b>
CFE101 - Principles and Practices of Teaching Young Children	3
CSU GE D (recommended CFE102)	3
CSU GE A2 (ENGL 101)	3
CSU GE E (recommended HD101)	3
CSU GE C1 (recommended COMM114)	3
<b>Total</b>	<b>15</b>
<b>Term 2</b>	
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
CSU GE A3 (recommended PHIL106)	3
CSU GE B4 (recommended MATH115)	4
CSU GE C2 (recommended COMM112)	3
CSU GE D (recommended CFE103)	3
<b>Total</b>	<b>16</b>
<b>Term 3</b>	
CFE116 - Diversity in Early Childhood Education	3
CFE201 - Child Development Practicum-Observation and Assessment	3
CSU GE A1 (recommended COMM101)	3
CSU GE B1 (recommended ASTR101)	3
CSU GE B3 (recommended ASTR101L)	1
General Elective	1
<b>Total</b>	<b>14</b>
<b>Term 4</b>	
CFE202 - Child Development Practicum-Emergent Leadership	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3
CSU GE B2 (recommended ANTH101)	3
CSU GE F (recommended ENGL257)	3
CSU GE C2 (HIST 107 <i>or</i> HIST 108 <i>or</i> HIST 110 <i>or</i> HIST 111)	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>



**School-Aged Child Care AA**

The requirements for an associate degree in 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 in-depth understanding, hands-on experience, and principles 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. 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 Requirements****School-Aged Child Care AA (Total 33)**

**Complete all of the following** **Units**

**Required Courses (Total 30)**

CFE102 - The Developing Child-Child Growth and Development	3
CFE103 - The Child in Family and Community Relationship	3
CFE104 - Literature for Children	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
CFE106 - Creative Experiences for Children	3
CFE201 - Child Development Practicum-Observation and Assessment	3
CFE202 - Child Development Practicum-Emergent Leadership	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3
CFE212 - School Age Programs	3
CFE213 - Curriculum Strategies for School Age Programs	3

**Program Electives (Total 3)**

CFE107 - Literacy for Young Children	3
CFE109 - Supervision and Administration of Childhood Programs I	3
CFE110 - Supervision and Administration of Childhood Programs II	3
CFE111 - Supervising Adults Child Care Settings	2
CFE113 - Inclusive Early Childhood Education- Introduction to Children with Special Needs	3
CFE114 - Music and Movement Education for the Young Child	3
CFE115 - Guiding Children's Behavior	3
CFE116 - Diversity in Early Childhood Education	3
CFE150 - Parenting: Infancy	1
CFE151 - Parenting: The Preschool Child	1
CFE152 - Parenting: The Elementary and Preadolescent Child	1
CFE157 - Parenting the Exceptional Child	1
CFE199 - Work Experience Education	4
NF102 - Nutrition and Food for Children	3

**Recommended Pathway**

<b>Term 1</b>	<b>Units</b>
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (HD101)	3
GE requirement Area F (SOC116)	3
CFE102 - The Developing Child-Child Growth and Development	3
CFE106 - Creative Experiences for Children	3
<b>Total 15</b>	

**Term 2**

GE requirement Area B (SOC101)	3
GE requirement Area D2 (COMM114)	3
CFE103 - The Child in Family and Community Relationship	3
Required Courses CFE104 - Literature for Children	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
<b>Total 15</b>	

**Term 3**

GE requirement Area A (BIOL102)	4
General Elective	2
CFE201 - Child Development Practicum-Observation and Assessment	3
CFE212 - School Age Programs	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3
<b>Total 15</b>	

**Term 4**

Program Electives (recommended CFE115)	3
GE Area C (ART100)	3
CFE213 - Curriculum Strategies for School Age Programs	3
CFE202 - Child Development Practicum-Emergent Leadership	3
General Elective	3
<b>Total 15</b>	
<b>Degree Total 60</b>	

**Child and Family Education Courses****CFE 101 Principles and Practices of Teaching Young Children****3 Units****Total Course Lecture Hours 54**

Historical contexts and theoretical perspectives of developmentally appropriate practice in early care and education for children birth through age eight are examined. This course explores the typical roles and expectations of early childhood educators. Identifies professional ethics, career pathways, and professional standards. Introduces best practices for developmentally appropriate learning environments, curriculum, and effective pedagogy for young children including how play contributes to children's learning, growth, and development. (C-ID: ECE 120) (CSU, AVC)

**CFE 102 THE DEVELOPING CHILD- CHILD GROWTH AND DEVELOPMENT****3 Units****Total Course Lecture Hours 54**

**Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.

**Advisory:** Completion of 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 concept\

on through adolescence. Examines the progression of development in the physical, cognitive, social, and emotional domains and identifies developmental milestones for children from conception through adolescence. Emphasis on interactions between biological processes and environmental factors. Students will observe children, evaluate individual differences, and analyze characteristics of development at various stages according to developmental theories. (C-ID: CDEV 100) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Areas D, E, AVC Areas B, E)

**CFE 103 THE CHILD IN FAMILY AND COMMUNITY RELATIONSHIP****3 Units****Total Course Lecture Hours 54**

Designed for students planning to work in early childhood and school-age settings, this course will examine the processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of multiple societal contexts. Explores the role of collaboration between family, community, and schools in supporting children's development, birth through adolescence. The influence of diverse ethnicity, 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. (C-ID: CDEV 110) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

**CFE 104 LITERATURE FOR CHILDREN****3 Units****Total Course Lecture Hours 54**

**Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required. **Advisory:** Completion of ENGL 101

**Prerequisite:** Completion of CFE 102.

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. (CSU, AVC)

**CFE 105 INTRODUCTION TO CURRICULUM -DISCOVERY BASED EDUCATION FOR CHILDREN****3 Units****Total Course Lecture Hours 54**

**Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.

**Advisory:** Completion of ENGL 101 **Prerequisite:** Completion of CFE 102. Designed for students planning to work in early childhood and school-age settings.

This course will explore discovery-based learning and developmentally appropriate curriculum. Students will apply child development foundations to analyze learning experiences for children from birth to age 8. Students will 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 in indoor and outdoor environments. 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. (C-ID: ECE 130) (CSU, AVC)

**CFE 106 CREATIVE EXPERIENCES FOR CHILDREN****3 Units****Total Course Lecture Hours 54**

**Limitations on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.

**Advisory:** Completion of 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. A current TB clearance may be required. (CSU, AVC)

**CFE 107 LITERACY FOR YOUNG CHILDREN****3 Units****Total Course Lecture Hours 54**

**Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.

**Advisory:** Completion of 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. (CSU, AVC)

**CFE 109 SUPERVISION AND ADMINISTRATION OF CHILDHOOD PROGRAMS I****3 Units****Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101. On-the-job experience in preschool, day care, or before-and-after school age care.

**Prerequisite:** Completion of any six units in CFE courses.

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****Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101.

On-the-job experience in preschool, day care, or before-and-after school age care. Prerequisite: Completion of CFE 109. 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****Total Course Lecture Hours 36**

**Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.

**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 need. This course is required for Master Teacher, Director, and Site Supervisor 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 EARLY CHILDHOOD EDUCATION- INTRODUCTION TO CHILDREN WITH SPECIAL NEEDS****3 Units****Total Course Lecture Hours 54**

**Limitations on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.

Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. 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 childrens' needs as well as teaching strategies that welcome and enhance diversity in classroom settings. (CSU, AVC)

**CFE 114 MUSIC AND MOVEMENT  
EDUCATION FOR THE YOUNG CHILD****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.**Advisory:** Completion of 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. A current TB clearance may be required. (CSU, AVC)

**CFE 115 GUIDING CHILDREN'S BEHAVIOR****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.**Advisory:** Completion of ENGL 101**Prerequisite:** Completion of CFE 102.

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****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.**Advisory:** Completion of ENGL 101.**Prerequisite:** Completion of CFE 103.

Examines the historical and current perspectives on diversity and inclusion and the impact of systemic societal influences on children's development, learning, and school experiences. Strategies for developmentally, culturally, and linguistically appropriate anti-bias curriculum will be explored as well as approaches to promote inclusive and anti-racist classroom communities. Includes self-reflection on the influence of teachers' own culture and life experiences on teaching and interactions with children and families. (C-ID: ECE 230) (CSU, AVC) (GE: AVC Area F)

**CFE 120 INFANT/TODDLER DEVELOPMENT****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.**Advisory:** Completion of ENGL 101.

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. This 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 122 INFANT/TODDLER STRATEGIES****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.**Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

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. 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****Total Course Lecture Hours 18****Advisory:** Completion of ENGL 101

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. (CSU, AVC)

**CFE 151 PARENTING: THE PRESCHOOL  
CHILD****1 Unit****Total Course Lecture Hours 18****Advisory:** Completion of ENGL 101

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. (CSU, AVC)



**CFE 152 PARENTING: THE ELEMENTARY AND PREADOLESCENT CHILD****1 Unit****Total Course Lecture Hours 18**

**Advisory:** Completion of ENGL 101

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. (CSU, AVC)

**CFE 155 SINGLE PARENTING****1 Unit****Total Course Lecture Hours 18**

**Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

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 STEPPARENTING AND BLENDED FAMILIES****1 Unit****Total Course Lecture Hours 18**

**Advisory:** Completion of ENGL 101

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. (CSU, AVC)

**CFE 157 PARENTING THE EXCEPTIONAL CHILD****1 Unit****Total Course Lecture Hours 18**

**Advisory:** Completion of ENGL 101

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. Issues surrounding diversity and social systems will be emphasized. (CSU, AVC)

**CFE 199 WORK EXPERIENCE EDUCATION****1–8 units****Total Course Lab Hours 54–432**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have the approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

The Child Family Education Work Experience Education is supervised employment designed to provide students with a realistic learning experience through work in the educational environment. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as classroom support staff. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the student's educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC) o a total of sixteen semester credit hours. (AVC) (R3)

**CFE 201 CHILD DEVELOPMENT PRACTICUM - OBSERVATION AND ASSESSMENT****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81**

**Limitation on Enrollment:** TB skin test clearance within the past year; Current livescan fingerprint clearance required. Proof of immunizations may be 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 and assessment data to educational practices will be emphasized. Introduces the appropriate use of assessment and observation tools and strategies to document young children's development and learning. The use of findings to inform and plan learning environments and experiences are emphasized. Recording strategies, rating systems, portfolios, and multiple assessment tools will be discussed, along with strategies for collaboration with families and professionals. Students will create learning plans using negotiated curriculum strategies. Practicum lab requires work in a supervised early childhood classroom setting, under the direction of an approved early childhood mentor teacher. Students must pick up a course information packet at the front desk of the AVC Child Development Center four weeks prior to the start of the semester or access the course information packet in myAVC course files once registered for the course. (C-ID: ECE 200) (CSU, AVC)

## CFE 202 CHILD DEVELOPMENT PRACTICUM - EMERGENT LEADERSHIP

**3 Units**

**Total Course Lecture Hours 27**

**Total Course Lab Hours 81**

**Limitation on Enrollment:** TB skin test clearance within the past year; Current Livescan fingerprint clearance required. Proof of immunization may be required.

**Prerequisite:** Completion of CFE 102, CFE 103, CFE 105, and 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. Demonstration of developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Reflective practice will be emphasized as student teachers design, implement, and evaluate approaches, strategies, and techniques that promote development and learning. Includes exploration of career pathways, professional development, and teacher responsibilities. Practicum lab requires work 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. (C-ID: ECE 210) (CSU, AVC)

## CFE 211 HEALTH, SAFETY, AND NUTRITION FOR THE YOUNG CHILD

**3 Units**

**Total Course Lecture Hours 54**

**Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.

**Advisory:** Completion of ENGL 101

**Prerequisite:** Completion of CFE 101 and CFE 102.

Laws, regulations, standards, policies, procedures, and best practices related to health, safety, and nutrition in care and education settings for children birth through middle childhood. Includes the teacher's role in prevention strategies, nutrition and meal planning, integrating health safety and nutrition experiences into daily routines, and overall risk management. (C-ID: ECE 220) (CSU, AVC)

## CFE 212 SCHOOL AGE PROGRAMS

**3 Units**

**Total Course Lecture Hours 54**

**Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.

**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**

**Total Course Lecture Hours 54**

**Limitation on Enrollment:** A current Livescan fingerprint clearance, TB clearance within the past year, and proof of immunization records may be required.

**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 appropriate environments, reviewing school-age program models and designing developmentally appropriate and culturally diverse curriculum experiences for before and after school-age programs. (CSU, AVC)

## Department Description

Our Chinese program provides students with the foundation needed to be able to communicate effectively. Students in our Chinese program develop reading, writing, and speaking skills as well as aural comprehension. Additionally, students will gain an acquaintance with the literature, history, and culture of Chinese-speaking countries, demonstrate cultural knowledge, and use technology to develop language and cultural competence. All courses in Chinese are transfer-level. Chinese is adapted to careers in international business or trade, telecommunications, fashion, the gourmet food industry, medical research, international law, diplomacy and foreign service, aerospace technology, and careers in the arts and humanities.

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Chinese Courses

### CHIN 101 ELEMENTARY CHINESE I

5 Units

**Total Course Lecture Hours 90**

**Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

This course is intended for students who have no background in Mandarin Chinese or any Chinese dialect. Students will be introduced to the fundamentals of Mandarin—pronunciation, syntax, and high-frequency vocabulary—through drills and exercises designed to mimic authentic situations commonly encountered in China and that enable students to practice speaking, reading, writing, and listening. This course helps students acquire some knowledge of Chinese customs, society, and history, especially as they elucidate the language and culturally appropriate behaviors. (UC, CSU, AVC) (GE: CSU Area C2, AVC Area C)

### CHIN 102 ELEMENTARY CHINESE 2

5 Units

**Total Course Lecture Hours 90**

**Prerequisite:** Completion of CHIN 101.

Chinese 102 is designed as a continuation for beginning learners who have successfully completed Chinese 101. The class continues to emphasize the development of students' reading, writing, speaking, and listening skills as well as their knowledge of basic vocabulary, syntax, and structures. As students' command of the fundamentals improves, they will be able to use language more creatively rather than be limited to imitation of familiar topics and sentence patterns. The course will continue to expose students to Chinese culture, especially those aspects that help elucidate the language and culturally appropriate behaviors. (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

### CHIN 201 INTERMEDIATE CHINESE

5 Units

**Total Course Lecture Hours 90**

**Prerequisite:** Completion of CHIN 102.

This course is for students who have completed Chinese 102 and wish to continue to develop their speaking, listening, reading, and writing skills. The basic structures and patterns of beginning Chinese will be reinforced, but complexity and variation will be introduced into structures as students are exposed to more idiomatic uses and learn a greater variety of particles and function words. Students continue to interact with language in authentic contexts, but the contexts expand beyond the situations of everyday survival to allow students to engage in conversations that facilitate the practice of various conversational strategies, such as expressing opinions, making concessions, offering detailed descriptions, and indicating doubts. The course will continue to introduce students to the history and culture of China, especially those aspects that will help students understand, reflect on, and adjust to norms, values, and customs when living or working in China. (UC, CSU, AVC) (GE: IGETC 6A, CSU Area C2, AVC Area C)

### CHIN 202 INTERMEDIATE CHINESE

5 Units

**Total Course Lecture Hours 90**

**Prerequisite:** Completion of CHIN 101.

Chinese 102 is designed as a continuation for beginning learners who have successfully completed Chinese 101. The class continues to emphasize the development of students' reading, writing, speaking, and listening skills as well as their knowledge of basic vocabulary, syntax, and structures. As students' command of the fundamentals improves, they will be able to use language more creatively rather than be limited to imitation of familiar topics and sentence patterns. The course will continue to expose students to Chinese culture, especially those aspects that help elucidate the language and culturally appropriate behaviors. (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

## Department Description

Communication Studies encompasses a variety of components and areas, for example, theoretical courses such as Interpersonal, Intercultural, and Mass Communication, to more performance-based courses such as Oral Interpretation and Storytelling. All Communication Studies courses are focused on effective communication, and critical inquiries into the nature of human communication with the aim of developing and equipping students with theoretical, aesthetic, and technical means to communicate these skill sets effectively to others. The Communication Studies program offers an Associate's Degree in Arts as it allows students to explore the many contexts of human communication.

## Program Learning Outcomes

1. Program majors will demonstrate and articulate 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

### Communication Studies AA-T 2.0

The Associate of Arts in Communication Studies 2.0 for Transfer (AA-T in Communication Studies 2.0) 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 Associate of Arts in Communication Studies 2.0 for Transfer (AA-T in Communication Studies 2.0) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate of Arts in Communication Studies 2.0 for Transfer (AA-T in Communication Studies 2.0) degree, a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- (2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses

required for the major or area of emphasis. A "P"(Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

### Program Requirements

#### Communication Studies AA-T 2.0 (Total 18)

##### Complete all of the following:

Units

##### Required Course (Total 3)

COMM107 - Introduction to Interpersonal Communication 3

##### Required Course - Choose one (Total 3)

COMM101 - Introduction to Public Speaking 3

COMM101H - Introduction to Public Speaking Honors 3

COMM201 - Virtual Communication and Expressive Technology 3

##### List A (Total 9)

##### Complete the following number of units: 9

COMM105 - Introduction to Mass Communication 3

COMM109 - Small Group Communication 3

COMM110 - Persuasion 3

COMM112 - Oral Interpretation 3

COMM115 - Introduction to Argumentation and Debate 3

COMM116 - Forensics 3

COMM219 - Introduction to Intercultural Communication 3

##### List B, or any List A course not already used (Total 3)

COMM215 - Public Relations Communication 3

JOUR121 - Beginning Journalism 3

ANTH102 - Introduction to Cultural Anthropology 3

ENGL102 - Critical Thinking and Literature 3

ENGL103 - Critical Thinking and Research 3

PSY101 - General Psychology 3

SOC101 - Introduction to Sociology 3

COMM114 - Art of Storytelling 3

COMM217 - Gender and Communication 3

### Recommended Pathway

#### Term 1

Units

CSU GE B4 (recommended MATH115) 4

CSU GE A2 (recommended ENGL101) 3

CSU GE D (recommended POLS101) 3

CSU GE C1 (recommended FTV 101 *or* 107 *or* 108 *or* 201 *or* 203) 3

Take one of the following:

COMM101 - Introduction to Public Speaking *or* COMM101H

Introduction to Public Speaking Honors *or* COMM201 -

Virtual Communication and Expressive Technology 3

**Total 16**

#### Term 2

List A 3

CSU GE A3 3

CSU GE B1/B3 4

CSU GE C2 (recommended PHIL 105) 3

COMM107 - Introduction to Interpersonal Communication 3

**Total 16**



**Term 3**

List A	3
List A	3
CSU GE B2	3
CSU GE D (recommended HIST 107 <i>or</i> 108 <i>or</i> 110 <i>or</i> 111)	3
General Elective	1

**Total 13****Term 4**

List B or any List A not used	3
CSU GE F	3
CSU GE E	3
CSU GE C1 (recommended COMM112 or COMM 114)	3
General Elective	1

**Total 15****Total Degree 60**

<b>Communication Studies Courses</b>
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**COMM 101 INTRODUCTION TO PUBLIC SPEAKING****3 Units****Total Course Lecture Hours 54****Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

The basic course in public speaking provides instruction in the principles of the strategic uses of oral communication and gives students practical experience in organizing and analyzing their ideas, critiquing the oral messages of others and active listening. (C-ID: COMM 110) (UC, CSU, AVC) (GE: IGETC Area 1C, CSU Area A1, AVC Area D2)

**COMM 101H INTRODUCTION TO PUBLIC SPEAKING HONORS****3 Units****Total Course Lecture Hours 54**

Advisory: Eligibility for ENGL 101 or placement by multiple measures. This honors course, intended for students in the Honors Transfer Program. The basic course in public speaking provides instruction in the principles of the strategic uses of oral communication and gives students practical experience in organizing and analyzing their ideas, critiquing the oral messages of others, and active listening. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC).

Note: Students may take either COMM 101 Introduction to Public Speaking or COMM 101H Introduction to Public Speaking Honors. Duplicate credit will not be awarded.

**COMM 105 INTRODUCTION TO MASS COMMUNICATION****3 units****Total Course Lecture Hours 54**

**Advisory:** Eligibility for ENGL 101 or placement by multiple measures. This course provides a survey of the growth and development of mass media in America from historical and analytical perspectives. The course summarizes the principles of the mass communication process and illustrates how that process affects the average consumer of the media. Students will be exposed to mass media problems of the past and present as well as the trends shaping the 21st century. Areas of study include: book & magazine publishing, photojournalism, newspapers, radio, recorded music, film, television, online media, advertising, public relations, ethics and law. (C-ID: JOUR 100) (CSU, UC, AVC)

**COMM 107 INTRODUCTION TO INTERPERSONAL COMMUNICATION****3 Units****Total Course Lecture Hours 54****Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

The study of interpersonal communication principles and theories. The course will emphasize communication in family, friendship, romantic, and workplace relationships. Focus will be on improving interpersonal competence. (C-ID: COMM 130) (UC, CSU, AVC) (GE: CSU Area E, AVC Area D2, E)

**COMM 109 SMALL GROUP COMMUNICATION****3 Units****Total Course Lecture Hours 54****Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

This course is designed to develop effective communication and leadership skills by exploring techniques for productive group discussion. Students will participate in group role playing, problem solving, decision making, projects, and panel discussions. Methods for creating positive communication climates and dealing with group conflict will also be examined. (C-ID: COMM 140) (UC, CSU, AVC) (GE: AVC Area D2)

**COMM 110 PERSUASION****3 Units****Total Course Lecture Hours 54**

This course provides an understanding of historical and contemporary theories of persuasion in media, interpersonal, intercultural, political, group, organizational, and public communication contexts. It also examines the ethics of persuasion and how to prepare, present, and evaluate persuasive messages. (UC, CSU, AVC) (GE: CSU Area A3)

**COMM 112 ORAL INTERPRETATION****3 Units****Total Course Lecture Hours 54****Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

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. (C-ID: COMM 170) (UC, CSU, AVC) (GE: CSU Area C1, C2, AVC Area C, D2)

**COMM 114 THE ART OF STORYTELLING****3 Units****Total Course Lecture Hours 54****Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

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. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C1, AVC Area C, D2, F)

**COMM 115 INTRODUCTION TO ARGUMENTATION AND DEBATE****3 Units****Total Course Lecture Hours 54****Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

The special skills of critical thinking and reasoning are an important part of daily reactions to what we 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. This course teaches formal debating skills as well as informal strategies for advocating and arguing positions. (C-ID: COMM 120) (UC, CSU, AVC) (GE: CSU A3, AVC Area D2)

**COMM 116 FORENSICS****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of COMM 101 or COMM 112 and eligibility for ENG 101.

A course in competitive public speaking. Students may choose to compete in oral interpretation or platform speaking events at intercollegiate speech tournaments. (C-ID: COMM 160B) (UC, CSU, AVC)

**COMM 199 WORK EXPERIENCE EDUCATION****1-8 Units****Total Course Lab Hours 54-432**

**LIMITATION OF ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**COMM 201 VIRTUAL COMMUNICATION AND EXPRESSIVE TECHNOLOGY****3 Units****Total Course Lecture Hours 54**

This course applies theories of oral communication and creative expression by examining the impacts of virtual communication technologies on the development of human societies and individual identities. Computer-mediated and other virtual communication environments are critically evaluated through the development and delivery of oral/live presentations, including informative and persuasive speeches. The rise of individual creative expression through virtual media (e.g., digital storytelling tools used across social media, animated camera filters, interactive and immersive videogaming, etc.) is analyzed in relation to historic technological advancements overlapping with radical changes in society. From social media features to immersive extended reality (XR) technologies, diverse and imaginative examples of expressive digital production and consumption are critiqued in the contexts of popular- and counter-culture, global and civic life, and free and creative expression. (CSU, AVC)

**COMM 215 PUBLIC RELATIONS COMMUNICATION****3 units****Total Course Lecture Hours 54****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. Furthermore, the course is applications-based and designed for those students desiring practical public communication applications training and study. (CSU, UC, AVC)

## **COMM 217 GENDER AND COMMUNICATION**

**3 Units**

**Total Course Lecture Hours 54**

**Prerequisite:** Completion of ENGL 101.

Students will examine gendered patterns of communication and how society, media, and culture influence us in our relationships in a variety of contexts. The course will analyze historical movements of gendered identities such as feminism and LGBTQ rights, and how verbal and nonverbal communication define and challenge gender roles. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area B, D2, F)

## **COMM 219 INTRODUCTION TO INTERCULTURAL COMMUNICATION**

**3 Units**

**Total Course Lecture Hours 54**

**Prerequisite:** Completion of ENGL 101.

The course explores communication practices and power dynamics of historically dominant, marginalized, and disadvantaged communities by examining communication practices across a diverse range of cultures, to include Native, African, Asian, and/or Latina/o/x American communities. Intercultural communication theories will be examined to understand how we communicate cultural identities in interpersonal, group, professional, travel, and virtual settings. Students will learn to actively and creatively engage in advocacy and activism to address intercultural conflict and ethical cross-cultural communication in a variety of situations. (C-ID: COMM 150) (UC, CSU, AVC) (GE: CSU Area C2, AVC Area D2, F)

## Department Description

Computer Applications program concentrates on microcomputer applications in the area of electronic spreadsheets, electronic presentations, database management, and word processing. The Computer Networking Core-Certificates provide students with entry-level skills in the computer networking field. In the Networking Multi-platform certificate program, students will expand their knowledge through advanced networking and network operating system classes. In the Cybersecurity program, students will take Computer skills needed for an entry-level career in Cybersecurity.

## Program Learning Outcomes

### Computer Applications Cert & AS

1. Demonstrate an understanding of computer components and explain their purpose.
2. Demonstrate the ability to use a word processing software application.
3. Demonstrate the ability to use a spreadsheet software application.
4. Demonstrate the ability to use a database management software application.

### Computer Networking Cert

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.

### Computer Networking Multi-Platform Cert & AS

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.

### IT CyberSecurity Cert & AS

1. Describe the three common Security Operations Center (SOC) types, the different tools used by the SOC analysts, the different job roles within the Security Operations Center, and incident analysis within a threat-centric Security Operations Center.
2. Demonstrate an understanding of the concepts of computer forensics and summarize how to prepare for a computer investigation.
3. Identify various cloud interface standards and protocols for building a cloud infrastructure using the cloud computing reference model.

### Network System Administrator I

1. CA171 Configure a network protocol to enable a computer to communicate on a network.
2. CA107 Analyze a computer problem and select the proper trouble shooting tool.

### Network System Administrator II

1. CA170 Describe the road map for building cloud infrastructure using the cloud computing reference model
2. CA183 Identify and rank the significance of system security vulnerabilities

## Certificate Programs

### Computer Applications Cert

Students pursuing this certificate are pursuing a career in entry-level office positions, office networking, and troubleshooting. This certificate requires a minimum of 28 units. A maximum of 6 pass/no pass units will be accepted for any of these certificates.

### Program Requirements

#### Computer Applications Cert (Total 28 - 30)

**Complete all of the following:** **Units**

#### Required Courses (Total 25 - 26)

##### Introductory Module (Total 3 - 4)

CA103 - Introduction to Computers and Digital Technology	3
CA221 - Computer Concepts & Applications in Business	4

##### Intermediate Module (Total 16)

##### Complete all of the following:

CA107 - Microcomputer Hardware and Software Support	4
CA111 - Word Processing-Microsoft Word	3
CA121 - Microcomputer Spreadsheets	3
CA151 - Microcomputer Operating System	3
CA171 - Introduction to Networking	3

##### Advance Module (Total 6)

##### Complete all of the following:

CA131 - Relational Database Management and Design 3	
CA157 - Introduction to Linux 3	

### Program Elective (Total 3 - 4)

#### Complete the following number of credits: 3-4

CA103 - Introduction to Computers and Digital Technology	3
CA175 - Administering Windows Server	3
CA199 - Work Experience Education	1 - 8
CA221 - Computer Concepts & Applications in Business	4

### Recommended Pathway

Fall Semester	Units
CA221 - Computer Concepts & Applications in Business	4
CA111 - Word Processing-Microsoft Word	3
CA121 - Microcomputer Spreadsheets	3
<b>Total</b>	<b>10</b>
<b>Spring Semester</b>	
CA157 - Introduction to Linux	3
CA107 - Microcomputer Hardware and Software Support	4
CA151 - Microcomputer Operating System	3
<b>Total</b>	<b>10</b>

### Fall Semester

CA171 - Introduction to Networking	3
CA131 - Relational Database Management and Design	3
Program Elective (recommended CA175)	3

**Total 9**

**Certificate Total 29**



### Computer Networking Cert

The Computer Networking Program consists of two parts: the Computer Networking Certificate-a 19-unit, entry-level certificate composed of five basic computer courses and one network operating system elective; and the Computer Networking Multi-Platform Certificate-a 31-unit program that includes the six courses in the 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. Computer Networking This entry-level certificate is composed of five basic computer courses and one network operating system elective for a total of 19 units.

#### Program Requirements

##### Computer Networking Core Cert (Total 19)

Complete all of the following:		Units
CA107 - Microcomputer Hardware and Software Support		4
CA151 - Microcomputer Operating System		3
CA171 - Introduction to Networking		3
CA176 - Windows Server Networking		3
CA182 - Network Security		3
CA175 - Administering Windows Server		3

Recommended Pathway	
<b>First Semester</b>	<b>Units</b>
CA107 - Microcomputer Hardware and Software Support	4
CA151 - Microcomputer Operating System	3
<b>Total 7</b>	
<b>Second Semester</b>	
CA171 - Introduction to Networking	3
CA175 - Administering Windows Serve	3
<b>Total 6</b>	
<b>Third Semester</b>	
CA176 - Windows Server Networking	3
CA182 - Network Security	3
<b>Total 6</b>	
<b>Certificate Total 19</b>	

### Computer Networking Multi-Platform Cert

The Computer Networking Program consists of two parts: the Computer Networking Certificate-a 19-unit, entry-level certificate composed of five basic computer courses and one network operating system elective; and the Computer Networking Multi-Platform Certificate-a 31-unit program that includes the six courses in the Computer Networking Certificate 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. Computer Networking Multi-Platform The Multi-Platform Certificate builds on the Computer Networking certificate to enhance the skills and knowledge of the student. Any course taken in the Computer Networking Certificate does not need to be taken again for the Multi-Platform Certificate.

#### Program Requirements

##### Computer Networking Multi-Platform Cert (Total 31) Complete all of the following:

Required Courses (Total 28)	Units
CA107 - Microcomputer Hardware and Software Support	4
CA151 - Microcomputer Operating System	3
CA157 - Introduction to Linux	3
CA159 - SUSE Linux Server Administration	3
CA171 - Introduction to Networking	3
CA175 - Administering Windows Server	3
CA176 - Windows Server Networking	3
CA182 - Network Security	3
CA153 - Windows Installation and System Support	3

#### Program Electives (Total 3)

Complete the following number of credits:	3
CA103 - Introduction to Computers and Digital Technology	3
CA131 - Relational Database Management and Design	3
CA132 - Oracle SQL Database Management	3
CA183 - Security Countermeasures	3

Recommended Pathway	
<b>First Semester</b>	<b>Units</b>
CA107 - Microcomputer Hardware and Software Support	4
CA151 - Microcomputer Operating System	3
CA157 - Introduction to Linux	3
<b>Total 10</b>	
<b>Second Semester</b>	
CA182 - Network Security	3
CA153 - Windows Installation and System Support	3
CA175 - Administering Windows Server	3
CA171 - Introduction to Networking	3
<b>Total 12</b>	
<b>Third Semester</b>	
CA159 - SUSE Linux Server Administration	3
CA176 - Windows Server Networking	3
Program Elective	3
<b>Total 9</b>	
<b>Certificate Total 31</b>	

### IT Cybersecurity Cert

Students who complete the IT Cybersecurity certificate have enhanced employability in cybersecurity and computer networking. The IT Cybersecurity certificate prepares students to begin a career working with associate-level cybersecurity analysts within security operations centers, where responsibilities include detecting cybersecurity breaches and effectively responding to security incidents. This certificate requires 31 units to be completed.

**Program Requirements****IT Cybersecurity Cert (Total 31)****Complete the following:****Required courses (Total 25)**

	Units
CA107 - Microcomputer Hardware and Software Support	4
CA157 - Introduction to Linux	3
CA165 - Digital Forensics Fundamentals	3
CA170 - Virtualization and Cloud Essentials	3
CA171 - Introduction to Networking	3
CA175 - Administering Windows Server	3
CA182 - Network Security	3
CA183 - Security Countermeasures	3

**Program Electives (Total 6)**

CA159 - SUSE Linux Server Administration	3
CA166 - Cloud Security Fundamentals	3
CA176 - Windows Server Networking	3
CA179 - Cybersecurity Operations -CCNA-Cyberops	3
CA185 - Network Security - Firewalls and VPNs	3

Recommended Pathway	
<b>Semester # 1</b>	<b>Units</b>
CA107 - Microcomputer Hardware and Software Support	4
CA157 - Introduction to Linux	3
<b>Total 7</b>	

**Semester # 2**

CA170 - Virtualization and Cloud Essentials	3
CA165 - Digital Forensics Fundamentals	3
CA171 - Introduction to Networking	3
<b>Total 9</b>	

**Semester # 3**

CA175 - Administering Windows Server	3
CA182 - Network Security	3
CA183 - Security Countermeasures	3
<b>Total 9</b>	

**Semester # 4**

Program Electives (recommended CA166)	3
Program Electives (recommended CA179)	3
<b>Total 6</b>	

**Certificate Total 31****Network System Administrator I**

System Administration Level I certificate is designed to prepare students for a career in the computer networking field. The certificate offers a set of necessary classes that prepare students to design, implement, and manage the heterogeneous corporate networks. The network administration courses emphasize network operating systems, network infrastructure and data communications. Students will acquire the skills to install and administer a Windows network, Virtualization, Active Directory, file system security, DNS, DHCP, and Linux Networking. Students will be introduced to use of routers, switches, network infrastructure, access control list, Virtual LAN (VLAN) and VLAN routing. Individual courses will help students prepare for related industry certification exams such as A+, Network+, Microsoft Server Certification, Linux+, Red Hat RHCSA. Upon completion of this certificate, career opportunities for students

include entry-level and mid-management positions in Network Administration. This course was specifically created for the Local Aerospace and Defense Industry.

**Program Requirements****Required Courses (Total 19)****Complete all of the following:**

	Units
CA107 - Microcomputer Hardware and Software Support	4
CA151 - Microcomputer Operating System	3
CA153 - Windows Installation and System Support	3
CA157 - Introduction to Linux	3
CA171 - Introduction to Networking	3
CA175 - Administering Windows Server	3

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
CA151 - Microcomputer Operating System	3
CA153 - Windows Installation and System Support	3
CA107 - Microcomputer Hardware and Software Support	4
<b>Total 10</b>	

**Term 2**

CA171 - Introduction to Networking	3
CA175 - Administering Windows Server	3
CA157 - Introduction to Linux	3
<b>Total 9</b>	

**Certificate Total 19****Network System Administrator II**

The System Administration Level II certificate is designed to pickup where the System Administration Level I certificate leaves off. This certificate with its included classes bring the students skills up to the next level. These courses prepares students to design, implement and manage the heterogeneous corporate network. The network administration courses emphasize network operating systems, network infrastructure and data communications. Students will acquire the skills to install and administer a Windows network, Virtualization, Active Directory, group policy, file system security, DNS, DHCP, routers, switches, network infrastructure, access control list, Virtual LAN (VLAN) and VLAN routing. Individual courses will assist students in preparing for industry certification exams such as Network+, Microsoft Certs, SUSE Linux Certs and Others. Opportunities available upon completion of the certificate program include entry-level and mid-management positions in Network Administration and support. This course was specifically created for the Local Aerospace and Defense Industry but is applicable to many other industries.

**Program Requirements****Required Courses (Total 18)****Complete all of the following:**

	Units
CA159 - SUSE Linux Server Administration	3
CA170 - Virtualization and Cloud Essentials	3
CA176 - Windows Server Networking	3
CA182 - Network Security	3
CA183 - Security Countermeasures	3
CA185 - Network Security - Firewalls and VPNs	3

Recommended Pathway	
Term 1	Units
CA159 - SUSE Linux Server Administration	3
CA176 - Windows Server Networking	3
CA170 - Virtualization and Cloud Essentials	3
<b>Total</b>	<b>9</b>
Term 2	
CA182 - Network Security	3
CA183 - Security Countermeasures	3
CA185 - Network Security - Firewalls and VPNs	3
<b>Total</b>	<b>9</b>

## Associate Degrees

### Computer Applications AS

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 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 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.

### Program Requirements

#### Computer Applications AS (Total 28 - 30)

Complete all of the following:

#### Required Courses (Total 25 - 26)

##### Introductory Computer Application Module (Total 3 - 4)

CA103 - Introduction to Computers and Digital Technology	3
CA221 - Computer Concepts & Applications in Business	4

##### Intermediate Module (Total 16)

CA107 - Microcomputer Hardware and Software Support	4
CA111 - Word Processing-Microsoft Word	3
CA121 - Microcomputer Spreadsheets	3
CA151 - Microcomputer Operating System	3
CA171 - Introduction to Networking	3

##### Advance Module (Total 6)

CA131 - Relational Database Management and Design	3
CA157 - Introduction to Linux	3

#### Program Electives (Total 3 - 4)

CA103 - Introduction to Computers and Digital Technology	3
CA175 - Administering Windows Server	3
CA199 - Work Experience Education	1 - 8
CA221 - Computer Concepts & Applications in Business	4

Recommended Pathway	
Fall Semester	Units
CA221 - Computer Concepts & Applications in Business	4
GE requirement Area E (recommended HD101)	3
GE requirement Area D1 (ENGL101)	3
General Elective	3
<b>Total</b>	<b>13</b>

#### Spring Semester

CA107 - Microcomputer Hardware and Software Support	4
CA111 - Word Processing-Microsoft Word	3
CA151 - Microcomputer Operating System	3
General Elective	3
<b>Total</b>	<b>13</b>

#### Summer Semester

GE requirement Area B - (recommended POLS101)	3
GE requirement Area C (MUSC102)	3
<b>Total</b>	<b>6</b>

#### Fall Semester

CA121 - Microcomputer Spreadsheets	3
CA171 - Introduction to Networking	3
GE requirement Area F (recommended BUS212)	3
CA157 - Introduction to Linux	3
General Elective	3
<b>Total</b>	<b>15</b>

#### Spring Semester

GE requirement Area D2 (recommended BUS113)	3
GE requirement Area A (recommended BIOL104)	3
CA131 - Relational Database Management and Design	3
Program Elective (recommended CA175)	3
General Elective	1
<b>Total</b>	<b>13</b>

**Degree Total 60**

### Computer Networking Multi-Platform AS

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.

**Program Requirements****Computer Networking Multi-Platform AS (Total 31)****Complete all of the following:**

<b>Required Courses (Total 28)</b>	<b>Units</b>
CA107 - Microcomputer Hardware and Software Support	4
CA151 - Microcomputer Operating System	3
CA157 - Introduction to Linux	3
CA159 - SUSE Linux Server Administration	3
CA171 - Introduction to Networking	3
CA175 - Administering Windows Server	3
CA176 - Windows Server Networking	3
CA182 - Network Security	3
CA153 - Windows Installation and System Support	3

**Program Electives (Total 3)**

CA103 - Introduction to Computers and Digital Technology	3
CA131 - Relational Database Management and Design	3
CA132 - Oracle SQL Database Management	3
CA183 - Security Countermeasures	3

Recommended Pathway
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<b>First Semester</b>	<b>Units</b>
CA107 - Microcomputer Hardware and Software Support	4
CA151 - Microcomputer Operating System	3
GE requirement Area D1(ENGL101)	3
GE requirement Area E (recommended HD101)	3
<b>Total 13</b>	

**Second Semester**

CA153 - Windows Installation and System Support	3
CA171 - Introduction to Networking	3
Elective General Elective	1
CA175 - Administering Windows Server	3
GE requirement Area C (recommended MUSC103)	3
<b>Total 13</b>	

**Summer Semester**

GE requirement Area B (recommended BUS101)	3
GE requirement Area D2 (recommended BUS113)	3
<b>Total 6</b>	

**Third Semester**

General Elective	3
CA157 - Introduction to Linux	3
CA176 - Windows Server Networking	3
CA182 - Network Security	3
General Elective	3
<b>Total 15</b>	

**Fourth Semester**

CA159 - SUSE Linux Server Administration	3
Program elective (recommended CA183)	3
GE requirement Area A (recommended ELTE101)	4
Area F - Diversity Studies MUSC108 - History of Hip Hop	3
<b>Total 13</b>	

**Degree Total 60**

**IT Cybersecurity AS**

Students who complete the IT Cybersecurity Associates degree will become more knowledgeable and enhanced employability in cybersecurity and computer networking. The IT Cybersecurity Associates degree prepares students for a career working with associate-level cybersecurity analysts within security operations centers, including detecting cybersecurity breaches and effectively responding to security incidents. This degree requires 60 units to be completed.

**Program Requirements****IT Cybersecurity AS (Total 31)****Complete all of the following:**

<b>Required Courses (Total 25)</b>	<b>Units</b>
CA107 - Microcomputer Hardware and Software Support	4
CA157 - Introduction to Linux	3
CA165 - Digital Forensics Fundamentals	3
CA170 - Virtualization and Cloud Essentials	3
CA171 - Introduction to Networking	3
CA175 - Administering Windows Server	3
CA182 - Network Security	3
CA183 - Security Countermeasures	3

**Program Electives (Total 6)**

CA159 - SUSE Linux Server Administration	3
CA166 - Cloud Security Fundamentals	3
CA176 - Windows Server Networking	3
CA179 - Cybersecurity Operations -CCNA-Cyberops	3
CA185 - Network Security - Firewalls and VPNs	3

Recommended Pathway
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<b>Fall Semester</b>	<b>Units</b>
CA157 - Introduction to Linux	3
GE requirement Area D1 (recommended ENGL101)	3
GE requirement Area E (recommended HD101)	3
CA107 - Microcomputer Hardware and Software Support	4
<b>Total 13</b>	

**Spring Semester**

CA170 - Virtualization and Cloud Essentials	3
CA171 - Introduction to Networking	3
GE requirement Area D2(recommended MATH115)	4
CA165 - Digital Forensics Fundamentals	3
<b>Total 13</b>	

**Summer Semester**

GE requirement Area B (recommended POLS101)	3
GE requirement Area C (recommended MUS101)	3
<b>Total 6</b>	

**Fall Semester**

CA175 - Administering Windows Server	3
CA182 - Network Security	3
CA183 - Security Countermeasures	3
GE requirement Area A (recommended BIOL104 )	3
General Elective	1
<b>Total 13</b>	



**Spring Semester**

GE requirement Area F (recommended BUS212)	3
Program Elective (recommended CA166)	3
Program Elective (recommended CA179)	3
General Elective	3
General Elective	3

**Total 15****Degree Total 60**

<b>Computer Applications Courses</b>
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**CA 103 INTRODUCTION TO COMPUTERS AND DIGITAL TECHNOLOGY****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

This course is designed to teach students the features of a personal computer or PC, how a personal computer operates, and how to select a personal computer 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 personal computer and will require students to use only Microsoft Windows. NOTE: Business and Computer oriented majors considering transfer to a university should consult with a counselor as to the appropriate computer courses to include in their program of study. (C-ID: BUS 140) (UC, CSU, AVC) (GE: AVC Area D2)

**CA 107 MICROCOMPUTER HARDWARE AND SOFTWARE SUPPORT****4 Units****Total Course Lecture Hours 45****Total Course Lab Hours 81**

This course is intended to provide students with a workable knowledge that is required for the installation, setup, and troubleshooting of hardware and software related to personal computers and peripheral devices. This course will help students prepare for the A+ Certification Exam. 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. (C-ID: ITIS 110) (CSU, AVC)

**CA 111 WORD PROCESSING—MICROSOFT WORD****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CA 103 or CA 221 and BIP 110.

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****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CA 103 or CA 221.

This course is designed to teach computer users how to develop electronic spreadsheets using spreadsheet software such as Microsoft Excel, to solve business related quantitative problems. Topics of instruction include data entry, formulas, functions, charts, macros, and other beginning to intermediate level features of spreadsheet software. BEFORE ENROLLING, students should be able to save and retrieve files and perform other basic file management tasks on the computer. (CSU, AVC)

**CA 131 RELATIONAL DATABASE MANAGEMENT AND DESIGN****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

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 possess an understanding of how personal computers, software, and peripherals work together. (CSU, AVC)

## CA 132 ORACLE SQL DATABASE MANAGEMENT

**3 Units**

**Total Course Lecture Hours 45**

**Total Course Lab Hours 27**

**Advisory:** Completion of CA 103 or CA 131. In this course, students will 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. BEFORE ENROLLING students should have used database software to create tables, and enter, edit, delete, and sort records. Students should also possess an understanding of how to save and retrieve files from local and network drives. (CSU, AVC)

## CA 151 MICROCOMPUTER OPERATING SYSTEMS

**3 Units**

**Total Course Lecture Hours 45**

**Total Course Lab Hours 27**

**Advisory:** Completion of CA 103 or CA 221.

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 latest version of Windows, Linux, and Mac OS. There will be extensive hands on exposure to latest version of Windows and Linux. BEFORE ENROLLING, students should be advanced latest version of Windows 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**

**Total Course Lecture Hours 45**

**Total Course Lab Hours 27**

**Advisory:** Completion of CA 103 or CS 100

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 157 INTRODUCTION TO LINUX

**3 Units**

**Total Course Lecture Hours 45**

**Total Course Lab Hours 27**

**Advisory:** Completion of CA 103 or CA 221 or CS 100

This course introduces a variety of the tools and concepts used while working with a UNIX/Linux-based computer system. The course will focus on the shell environment, system administration and security, programming, and the graphical user interface. Students will learn to write shell scripts using basic commands and regular expressions. They will then use those tools to write scripts first with basic shell commands, then with grep, sed, and awk, then with more advanced decision-making and flow control commands. Other scripting tools such as Perl and Python will also be explored. Students will write shell scripts programs to exercise their understanding of tools and concepts. This course will be taught using a combination of lectures, demonstrations, discussions, and hands-on labs. (CSU, AVC)

## CA 159 SUSE LINUX SERVER ADMINISTRATION

**3 Units**

**Total Course Lecture Hours 45**

**Total Course Lab Hours 27**

This course will provide a student with the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The student will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment. 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. (C-ID: ITIS 155) (CSU, AVC)

## CA 165 DIGITAL FORENSICS FUNDAMENTALS

**3 Units**

**Total Course Lecture Hours 45**

**Total Course Lab Hours 27**

**Advisory:** Completion of CA 103 or CS 100

This course is an introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. (CSU, AVC)

**CA 166 CLOUD SECURITY FUNDAMENTALS****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CA 182 and CA 170

Students will learn how to properly evaluate cloud providers, and perform risk assessment and review. Students will be introduced to the various cloud computing delivery models, ranging from Software as a Service (SaaS) to Infrastructure as a Service (IaaS) and how each delivery models represents an entirely separate set of security conditions to consider, especially when coupled with various cloud types, including public, private, and hybrid. The course will also touch on architecture and infrastructure fundamentals for the private, public, and hybrid clouds, including a wide range of topics such as patch and configuration management, virtualization security, application security, and change management. Policy, risk assessment, and governance within cloud environments will also be covered, with recommendations for both internal policies and contract provisions. This will lead us to a discussion of compliance and legal concerns. (CSU, AVC)

**CA 170 VIRTUALIZATION AND CLOUD ESSENTIALS****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CA 151

This course covers cloud deployment and service models, cloud infrastructure, and the key considerations in migrating to cloud computing. This course also provides the required technology essentials across all domains—including server, storage, networking, applications, and databases—to help develop a strong understanding of virtualization and cloud computing technologies. Prepares students for the Cloud Infrastructure and Services Associate (EMCCIS) Certification and the CompTIA Cloud+. (CSU, AVC)

**CA 171 INTRODUCTION TO NETWORKING****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CA 107

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It uses the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The course will cover Local Area Networks (LANs), Wide Area Networks (WANs), physical topologies, logical topologies, network operating systems, network hardware, network troubleshooting, network maintenance, network security. Preparation for the CompTIA Network+ certification exam will be studied. (C-ID: ITIS 150) (CSU, AVC)

**CA 175 ADMINISTERING WINDOWS SERVER****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CA 107 or Completion of CA 171.

This course will provide a student with the knowledge, and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The student will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment. (CSU, AVC)

**CA 176 WINDOWS SERVER NETWORKING****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

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. (CSU, AVC)

**CA 179 CYBERSECURITY OPERATIONS -CCNA-CYBEROPS****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CA 171 or CA 182.

This course introduces students to the knowledge and skills needed to rapidly detect cybersecurity breaches and effectively respond to security incidents. Students will learn to be part of a team of people in a Security Operations Center (SOC) and how to keep a vigilant eye on security systems and protect their organizations by detecting and responding to cybersecurity threats. This course helps prepare students to take the required exams to achieve the CCNA Cyber Ops certification. (CSU, AVC)

**CA 182 NETWORK SECURITY****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CA 107

An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams. (CSU, AVC)

**CA 183 SECURITY COUNTERMEASURES****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory: Completion of CA 182.**

This course introduces the network security specialist to the various methodologies for attacking a network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students will receive course content information through a variety of methods: lecture and demonstration of hacking tools will be used in addition to a virtual environment. Students will experience a hands-on practical approach to penetration testing measures and ethical hacking. (C-ID: ITIS 164) (CSU, AVC)

**CA 185 NETWORK SECURITY -FIREWALLS AND VPNS****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory Completion of CA 182 and Completion of CA 183**

Students will be introduced to security principles and technologies, using various security products to provide hands-on examples. This course allows learners to understand common security concepts and deploy basic security techniques utilizing a variety of popular security appliances within a “real-life” network infrastructure. (CSU, AVC)

**CA 199 WORK EXPERIENCE EDUCATION****1–8 Units****Total Course Lab Hours 54–432**

**LIMITATION ON ENROLLMENT:** *To participate in work experience education, students must have a paid or unpaid job or internship and have the approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Work Experience Education is supervised employment designed to provide students with a realistic learning experience through work in IT or any environment that requires knowledge and use of computer applications, networking, or cybersecurity. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as employees in various situations and jobs in the field that requires an understanding of computer applications, networking, or cybersecurity. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to an environment that would require an understanding of computer applications, networking, or cybersecurity. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**CA 221 COMPUTER CONCEPTS AND APPLICATIONS IN BUSINESS****4 Units****Total Course Lecture Hours 63****Total Course Lab Hours 27**

This course includes an examination of information systems and their role in business. The focus will be on information systems, electronic spreadsheets, database management systems, networking, e-commerce, ethics and security, and computer systems hardware and software components. This course includes the application of these concepts and methods in a business environment through hands-on projects developing computer-based solutions to business problems. (C-ID: BUS 140 or ITIS 120) (UC, CSU, AVC)

**Computer Applications Non Credit Courses**
**CA 998 COMPUTERS, APPLICATION SOFTWARE, AND TECHNOLOGY FOR BEGINNERS****0 Units****Total Course Lecture Hours 36**

This course is designed for students who need to gain experience using a computer, computer outputs and inputs, essential computer application software, and computer typing skills. Some of the topics and activities of this course include how to use a mouse, how to turn on, off, and restart a computer, how to adjust the sound and microphone settings of a computer, how to get on the Internet and choose a browser, the basics of typing on a computer keyboard, and elementary use of word processing and spreadsheet applications. (R unlimited)



## Program Description

Computer Science is one of the most sought-after degree programs in California Community Colleges, as well as the transfer institutions of California State Universities and University of California campuses. The popularity of this program stems from software developed for computer platforms on desktop PCs, notebooks, and mobile devices. The gaming industry has contributed to this exciting field with creating distinct and powerful games.

This program is designed to provide students with programming skills in various languages, for transfer to four-year universities as well as gaining access into industries across the world. This program provides our students a path to success.

## Program Learning Outcomes

### Programming Fundamentals

1. Apply knowledge of computer programming to identify, define, and solve business problems.
2. Design and perform tests/experiments, analyze and interpret data, and prepare technical reports as a member of a computer programming project group.

### Computer Science AS-T

1. Design, create and test a program in a high-level, object-oriented, programming language based on a given set of specifications.
2. Design, create and test a program in assembly language based on a given set of specifications.
3. Solve common problems in the Binary and Hexadecimal numbering systems.

## Certificate Programs

### Programming Fundamentals

A student completing the Programming Fundamentals Certificate will gain a solid grounding in the basic principles that underlie Computer Science. This certificate provides both academic preparation for and a pathway to internships. When combined with further study, it will lead to the Computer Science Associate in Science Degree (AS), Computer Science Associate in Science for Transfer (AS-T), and/or transfer. This certificate is intended to be completed at the beginning of a student's course of study, while they are at the freshman level.

### Program Requirements

#### Programming Fundamentals (Total 15)

Complete all of the following:

Core Non Programming Courses (Total 9)	Units
MATH150 - Calculus and Analytic Geometry	5
PHYS110 - General Physics	4

#### Core Programming Courses (Total 6)

Select one of the groupings below:

#### C/C++ Programming (Total 6)

CS120 - Programming and Algorithms in C/C++	3
CS130 - Data Structures using C++	3

#### Java Programming (Total 6)

Complete all of the following:

CS121 - Programming and Algorithms in Java	3
CS131 - Data Structures using Java	3

#### Python Programming (Total 6)

CS122 - Programming and Algorithms in Python	3
CS132 - Data Structures using Python	3

### Recommended Pathway

Term 1	Units
Core Programming Course (CS120 <i>or</i> CS121 <i>or</i> CS122)	3
Core Non Programming Course ( MATH150)	5
<b>Total 8</b>	

#### Term 2

Core Programming Course (CS130 <i>or</i> CS131 <i>or</i> CS132)	3
Core Non Programming Course (PHYS110)	4
<b>Total 7</b>	

**Certificate Total 15**

## Computer Science AS-T

The Associate in Science in Computer Science for Transfer (AS-T in Computer Science) degree is to provide students with a foundational knowledge of computer science, to enhance their problem-solving skills, sharpen their critical thinking and the opportunity to seamlessly transfer to a California State University in advanced standing as a Computer Science major. Additionally, the degree can prepare students in areas of science and engineering. The Associate in Science in Computer Science for Transfer (AS-T in Computer Science) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses but do not exclude admittance to other colleges or universities.

To earn the Associate in Science in Computer Science for Transfer (AS-T in Computer Science) degree a student must complete the following:

(1) Completion of 60-semester units that are eligible for transfer to the California State University, including both of the following:

- (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education Breadth Requirements.
- (B) A minimum of 18-semester units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

\*This degree may only be earned by completing the Intersegmental General Education Transfer Curriculum.

**Program Requirements****Computer Science AST Core Courses****(Total core 29 - 30)****Complete all of the following:****Programming Language Options; Select One Grouping below (Total 6)****C/C++ Programming (Total 6)**

CS120 - Programming and Algorithms in C/C++

CS130 - Data Structures using C++

**or****Java Programming (Total 6)**

CS121 - Programming and Algorithms in Java

CS131 - Data Structures using Java

**or****Python Programming (Total 6)**

CS122 - Programming and Algorithms in Python

CS132 - Data Structures using Python

**Units**

3

3

3

3

3

3

**Core Courses Required (Total 19)**

Complete all of the following:

CS140 - Assembly Language and Computer Architecture

CS150 - Discrete Structures

MATH150 - Calculus and Analytic Geometry

MATH160 - Calculus and Analytic Geometry

PHYS110 - General Physics

3

3

5

4

4

**Core Course Options (Total 4 - 5)**

BIOL110 - General Molecular Cell Biology

BIOL120 - General Organismal, Ecological and Evolutionary Biology

CHEM110 - General Chemistry

PHYS120 - General Physics

5

5

5

4

**Recommended Pathway****Summer 1****Units**

IGETC GE Area 3A or 3B

3

GE Area 1C (recommended COMM 101) (CSU Only)

3

**Total 6****Semester 1**IGETC GE Area 3A (recommend MUSC 102 or MUSC 103 **or** MUSC 107)

3

Programming Language Options (CS120 or CS121 or CS122)

3

IGETC GE Area 1A (ENGL101)

3

MATH150 - Calculus and Analytic Geometry

5

**Total 14****Semester 2**Programming Language Options( CS130 **or** CS131 **or** CS132)

3

MATH160 - Calculus and Analytic Geometry

4

IGETC Area 5B (recommended BIOL104)

3

IGETC Area 1B (recommended ENGL103)

3

**Total 13****Semester 3**

CS140 - Assembly Language and Computer Architecture

3

PHYS110 - General Physics

4

IGETC Area 4 (recommended GEOG105)

3

IGETC Area 4 (recommended SOC110)

3

**Total 13****Semester 4**

CS150 - Discrete Structures

3

BIOL 110, General Molecular Cell Biology **or**BIOL 120, Gen Organ, Eco, and Evo Biol **or**CHEM 110, General Chemistry **or**

PHYS 120, General Physics

4-5

General Elective

1

IGETC GE Area 4 (recommended POLS101 )

3

IGETC Area 3B (recommended (HIST 110 **or** HIST 111

3

**Total 14****Degree Total 60****Computer Science Courses****CS 100 SURVEY OF COMPUTER SCIENCE****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

A survey 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) (Formerly CIS 101)

**CS 110 INTRODUCTION TO PROGRAMMING CONCEPTS AND METHODOLOGIES****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CS 100.

This is an introductory course designed to teach basic concepts of computer hardware and the programming commands that control them. Student will be introduced to the principles of structured programming as well as describing, creating, testing, and debugging structured programs to complete tasks. (Engineering and science majors consult counselors) (CSU, UC, AVC)

**CS 120 PROGRAMMING AND ALGORITHMS IN C/C++****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CS 110

This is a first course designed to teach computer programming to Computer Science majors as well as non - Computer Science majors with an introduction to C/C++ programming. Focus is on hands-on C/C++ programming skills, problem-solving using algorithmic thinking, abstraction, implementing an algorithm to executable code, debugging and testing software programs. 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. (Engineering and science majors consult counselors) (CSU, UC, AVC) (Students who completed CIS 161 or CIS 173 will not receive credit for CS 120)

**CS 121 PROGRAMMING AND ALGORITHMS IN JAVA****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CS 110

This is a first course designed to teach computer programming to Computer Science majors as well as non - Computer Science majors with an introduction to Java programming. Focus is on hands-on Java programming skills, problem-solving using algorithmic thinking, abstraction, implementing an algorithm to executable code, debugging and testing software programs. 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. (Engineering and science majors consult counselors) (CSU, UC, AVC) (Formerly CIS 111)

**CS 122 PROGRAMMING AND ALGORITHMS IN PYTHON****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CS 110.

This is the first course designed to teach computer programming to Computer Science majors as well as non - Computer Science majors with an introduction to Python programming. Focus is on hands-on Python programming skills, problem-solving using algorithmic thinking, abstraction, implementing an algorithm to executable code, debugging and testing software programs. 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. (Engineering and science majors consult counselors) (CSU, UC, AVC) (Formerly CIS 177)

**CS 123 PROGRAMMING AND ALGORITHMS IN C#****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Completion of CS110.

This is a first course designed to teach computer programming to Computer Science majors as well as non - Computer Science majors with an introduction to C# programming. Focus is on hands-on C# programming skills, problem-solving using algorithmic thinking, abstraction, implementing an algorithm to executable code, debugging and testing software programs. 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. (Engineering and science majors consult counselors) (CSU, UC, AVC) (Formerly CIS 174)

**CS 130 DATA STRUCTURES USING C++****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Prerequisite:** Completion of CS 120.

This course continues the introduction to programming and algorithms initiated in CS 120, 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 Computer Science. (Engineering and Science majors consult counselors.) (CSU, UC, AVC)

**CS 131 DATA STRUCTURES USING JAVA****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****Advisory:** Eligibility for MATH 128.**Prerequisite:** Completion of CS 121.

This course continues the introduction to programming and algorithms initiated in CS 121, 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 Computer Science. (Engineering and Science majors consult counselors.) (CSU, AVC) (Formerly CIS 113)

**CS 132 DATA STRUCTURES USING PYTHON***3 Units**Total Course Lecture Hours 45**Total Course Lab Hours 27***Prerequisite:** *Completion of CS 122.*

This course continues the introduction to programming and algorithms initiated in CS 122, 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 Computer Science. (Engineering and Science majors consult counselors.) (CSU, AVC)

**CS 140 ASSEMBLY LANGUAGE AND COMPUTER ARCHITECTURE***3 Units**Total Course Lecture Hours 45**Total Course Lab Hours 27***Prerequisite:** *Completion of CS 120 or CS 121 or CS 122 or CS 123.*

Covers the basics of integrated circuit technology, digital logic gates and circuit design, computer organization and ISA standard computer architecture, microcode, number systems and data representation, machine languages, assembly languages and programming, memory systems, addressing, operating systems, interrupt/exception handling, input/output processing, and the connection between high-level language, assembly language, and machine operation on a microprocessor system. (CSU, UC, AVC) (Formerly CIS 123)

**CS 150 DISCRETE STRUCTURE***3 Units**Total Course Lecture Hours 54***Prerequisite:** *Completion of CS 130 or CS 131 or CS 132.*

This course covers the fundamental mathematical elements of computer science including mathematical functions, relations and sets; basic logic; proof techniques; basics of counting; graphs and trees; and discrete probability. (CSU, UC, AVC) (Formerly CIS 121)

**CS 230 ADVANCED PROGRAMMING AND ALGORITHMS IN C++***3 Units**Total Course Lecture Hours 45**Total Course Lab Hours 27***Prerequisite:** *Completion of CS 130.*

This is an advanced course designed to teach advanced topics in computer programming to Computer Science majors as well as non - Computer Science majors using C++ programming. Focus is on hands-on C/C++ programming skills, problem-solving using algorithmic thinking, abstraction, implementing an algorithm to executable code, debugging and testing software programs. Problem solving through stepwise development of algorithms is presented. Students will further learn programming language syntax, coding, program logic, and program testing. Students will plan, create, test, and run their own programs to solve more advanced problems. (Engineering and science majors consult counselors) (CSU, UC, AVC)

**CS 231 ADVANCED PROGRAMMING AND ALGORITHMS IN JAVA***3 Units**Total Course Lecture Hours 45**Total Course Lab Hours 27***Prerequisite:** *Completion of CS 131.*

This course teaches advanced Java programming concepts, the extensive Java class library, and Object Oriented design and programming. The students will learn advanced techniques for using exceptions, file input/output, utility classes, multi-threading, network/Internet programming, streams, developing Web applications and Graphical User Interface (GUI) programming. This course is intended for students majoring in Computer Science or those desiring-to increase their programming skills. (CSU, UC, AVC) (Formerly CIS 175)



## Department Description

The Dance program 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 Dance program provides a program of professional preparation courses for those students majoring in dance who wish to transfer to a four-year educational institution, and it gives students training in dance technique, choreographic methods, dance theory, and dance performance for personal development or to prepare them for a career in dance.

## Program Learning Outcomes

1. Demonstrate knowledge of various dance techniques, dance vocabulary, choreography, performance, and history of various dance forms.
2. Communicate dramatic or emotional content by expression through choreography and dance performance.
3. Analyze dance works and interpret dance works for their historical origins and choreographic technique.

## Associate Degree

### Dance AA

The Associate in Arts in Dance degree offers an experience in dance as an art form, both in practice and in theory. Students enrolled in the AA in Dance degree will 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. Students who are planning to transfer to university will be well prepared for their supplemental application and audition. For additional transfer requirements, please make an appointment with General Counseling.

The requirements for an Associate in Arts in Dance may be satisfied by completing 27-30 units from the required core and electives, 21 Units of general education, and sufficient elective Units to total 60 units.

### Dance (Total 27 - 30)

**Complete the following number of units: 27-30**

#### Required Courses (Total 11)

**Complete all of the following**

DA103 - Beginning Modern Dance	1
DA108 - Dance Ensemble	3
DA111 - Choreography	3
DA116 - Dance Improvisation	1
MUS111 - Fundamentals of Music	3

#### Required Electives A (Total 2)

**Complete the following number of units: 2**

DA102 - Beg Ballet	1
DA122 - Int Ballet	1
DA202 - Advanced Ballet	1

#### Program Electives B (Total 2)

**Complete the following number of units: 2**

DA123 - Int Modern Dance	1
DA203 - Adv Modern Dance	1

#### Program Electives C (Total 12 - 15)

**Complete the following number of units: 12-15**

DA104 - Beg Jazz Dance	1
DA105 - Beg Tap Dance	1
DA107A - Dance Performance	1
DA107B - Dance Performance	2
DA107C - Dance Performance	3
DA113 - World Dance-Ethnic Forms	1
DA124 - Int Jazz Dance	1
DA125 - Int Tap Dance	1
DA204 - Adv Jazz Dance	1
DA205 - Advanced Tap Dance	1
MUSC102 - History of Jazz	3
MUSC108 - History of Hip Hop	3
THA101 - Introduction to Theatre	3
THA110 - Fundamentals of Acting	3
DA110 - Hip-Hop Dance	1
DA117 - Dance Conditioning	1
DA199 - Work Experience Education	4

### Recommended Pathway

Term 1	Units
GE requirement area D1 (ENGL 101)	3
DA108 - Dance Ensemble	3
GE requirement area E (recommended HE101)	3
GE requirement area C (recommended DA101)	3
Required Electives C (recommended DA104)	1
Required Electives A (recommended DA102)	1
DA103 - Beginning Modern Dance	1
<b>Total 15</b>	

#### Term 2

DA116 - Dance Improvisation	1
GE requirement area A (recommended ANTH101)	3
Required Electives C (recommended DA107B)	2
Required Electives A (recommended DA122)	1
GE requirement area D2 (recommended MATH115)	4
Required Electives C (recommended DA124)	1
Required Electives B (recommended DA123)	1
MUS111 - Fundamentals of Music	3
<b>Total 16</b>	

#### Term 3

Required Electives B (recommended DA203)	1
Required Electives C (recommended DA113)	1
Required Electives C (recommended DA107A)	1
GE requirement area F (recommended ENGL257)	3
Required Electives C (recommended DA105)	1
GE requirement area B (recommended POLS101)	3
General Elective	1
DA111 - Choreography	3
<b>Total 14</b>	

**Term 4**

General Elective	3
General Elective	3
Required Electives C (recommended DA107C)	3
General Elective	3
Required Electives C (recommended THA110)	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

<b>Dance Courses</b>
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**DA 101 DANCE APPRECIATION***3 Units**Total Course Lecture Hours 54*

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. (UC, CSU, AVC) (GE: IGETC 3A, CSU Area C1, AVC Area C)

**DA 102 BEGINNING BALLET***1 Unit**Total Course Lab Hours 54*

A beginning course that introduces the student to the basic vocabulary, movements, and discipline of classical ballet. (UC, CSU, AVC) (R3#) (GE: AVC Area E) # Enrollment in any combination of DA 102 or DA 122 is limited to 4 times.

**DA 103 BEGINNING MODERN DANCE***1 Unit**Total Course Lab Hours 54*

An introduction to the fundamentals of creative expression, and development of bodily strength, flexibility, coordination, balance, and rhythm through dance techniques. (UC, CSU, AVC) (R3#) (GE: AVC Area E) # Enrollment in any combination of DA 103, DA 123 or DA 203 is limited to 4 times.

**DA 104 BEGINNING JAZZ DANCE***1 Unit**Total Course Lab Hours 54*

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. (UC, CSU, AVC) (GE: AVC Area E)

**DA 105 BEGINNING TAP DANCE***1 Unit**Total Course Lab Hours 54*

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. (UC, CSU, AVC) (GE: AVC Area E)

**DA 106 BALLROOM DANCE***1 Unit**Total Course Lab Hours 54*

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. (UC, CSU, AVC) (GE: AVC Area E)

**DA 107A DANCE PERFORMANCE***1 Unit**Total Course Lab Hours 54**Limitation on Enrollment: Audition required.*

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, UC, AVC) (R3#) #Enrollment in any combination of DA 107A, DA 107B or DA 107C is limited to 4 times.

**DA 107B DANCE PERFORMANCE***2 Units**Total Course Lab Hours 108**Limitation on Enrollment: Audition required.*

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, UC, AVC) (R3#) # Enrollment in any combination of DA 107A, DA 107B or DA 107C is limited to 4 times.

**DA 107C DANCE PERFORMANCE***3 Units**Total Course Lab Hours 162**Limitation on Enrollment: Audition required.*

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, UC, AVC) (R3#) #Enrollment in any combination of DA 107A, DA 107B or DA 107C is limited to 4 times.

**DA 108 DANCE ENSEMBLE****3 Units****Total Course Lab Hours 162****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. (UC, CSU, AVC) (R3) (GE: CSU Area E)

**DA 110 HIP-HOP DANCE****1 Unit****Total Course Lab Hours 54**

This course introduces the foundational elements of hip-hop dance including music, technique and vocabulary as well as various styles and sub-cultures. Students will gain a physical and cognitive understanding of body coordination, rhythm and musicality. Students will also be introduced to the historical context of hip-hop, which includes the development and co-evolution of its culture, music and dance. (CSU, AVC)

**DA 111 CHOREOGRAPHY****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of DA 102, DA 103, DA 104, DA 107A, DA 107B, DA 107C, DA 108 or the equivalent.

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. (UC, CSU, AVC) (GE: CSU Area E)

**DA 113 WORLD DANCE—ETHNIC FORMS****1 Unit****Total Course Lab Hours 54**

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, UC, AVC) (GE: AVC Area E)

**DA 115 DANCE REPERTORY****1 Unit****Total Course Lab Hours 54****Limitation on Enrollment:****Advisory:** Knowledge and experience in the various genres of dance.

This course is an introduction to the study and reconstruction of various ballet, modern 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 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, UC, AVC) (R3) (GE: AVC Area E)

**DA 116 DANCE IMPROVISATION****1 Unit****Total Course Lab Hours 54**

Students will learn to apply dance techniques 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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**DA 117 DANCE CONDITIONING****1 Unit****Total Course Lab Hours 54**

Dance Conditioning employs somatic practices for the purpose of fundamental conditioning and repatterning techniques to improve dance performance and overall health and fitness. Students will achieve deeper proprioceptive and interoceptive awareness, strength, mobility and breath connection to improve efficiency, efficacy and safety in their dance courses and dance careers. Also suitable for cross-training. (CSU, AVC) (R3)

**DA 118 YOGA FOR DANCERS****1 Unit****Total Course Lab Hours 54**

Yoga for Athletes and Dancers incorporates various yogic practices including asana (postures), pranayama (breathing exercises) and meditation to prepare and maintain a healthy, integral and focused approach to their various movement needs (athletics, dance, etc.). Students will learn and utilize these practices to aid in improvement of concentration, physical endurance, flexibility, balance and alignment. Students will also learn and use various tools for stress relief, injury prevention and active recovery. Previous yoga experience is recommended, but not required. (CSU, AVC)

**DA 122 INTERMEDIATE BALLET****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (R3#) (GE: AVC Area E) # Enrollment in any combination of DA 102 or DA 122 is limited to 4 times.

**DA 123 INTERMEDIATE MODERN DANCE****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (R3#) (GE: AVC Area E) # Enrollment in any combination of DA 103, DA 123 or DA 203 is limited to 4 times.

**DA 124 INTERMEDIATE JAZZ DANCE****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (R3#) (GE: AVC Area E) # Enrollment in any combination of DA 124 or DA 204 is limited to 4 times.

**DA 125 INTERMEDIATE TAP DANCE****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (GE: AVC Area E)

**DA 199 WORK EXPERIENCE EDUCATION****1-8 Units****Total Course Lab Hours 54-432**

**LIMITATION ON ENROLLMENT:** *To participate in work experience education, students must have a paid or unpaid job or internship and have the approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**DA 202 ADVANCED BALLET****1 Unit****Total Course Lab Hours 54**

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, UC, AVC)

**DA 203 ADVANCED MODERN DANCE****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (R3#) (GE: AVC Area E) # Enrollment in any combination of DA 103, DA 123 or DA 203 is limited to 4 times.

**DA 204 ADVANCED JAZZ DANCE****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (R3#) (GE: AVC Area E) # Enrollment in any combination of DA 124 or DA 204 is limited to 4 times.



**DA 205 ADVANCED TAP DANCE*****1 Unit******Total Course Lab Hours 54***

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. (UC, CSU, AVC) (GE: AVC Area E)

## Program Description

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.

## Program Learning Outcomes

### Deaf Studies: American Sign Language Cert & AA

1. Demonstrate good citizenship and teamwork through respect, tolerance, cultural awareness and the role of diversity in the modern Deaf community.
2. Identify career opportunities available to persons that sign.
3. Qualify to enter into AVC's DFST - Interpreter Training Program.

### Deaf Studies: Interpreter Training Cert & AA

1. Demonstrate good citizenship and teamwork through respect, tolerance, cultural awareness, and the role of diversity in the modern Deaf community.
2. Identify career opportunities available to persons that sign and/or interpret.
3. Demonstrate interpreting skills that lead a graduate into the profession of Sign Language Interpreting.

## Certificate Programs

### Deaf Studies: American Sign Language Cert

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.

### Program Requirements

#### Deaf Studies: ASL Cert (Total 38)

Complete all of the following

#### Required Courses (Total 31)

Complete all of the following

	Units
DFST101 - American Sign Language I	4
DFST102 - American Sign Language II	4
DFST105 - Introduction to American Deaf Culture	3
DFST110 - Power, Privilege, and Oppression	3
DFST201 - Amer. Sign Language III	4
DFST202 - Amer. Sign Language IV	4
DFST204 - Structure of American Sign Language	3
INT101 - Principles of Sign Language Interpreting	3
INT201 - Translation	3

#### Program Electives (Total 7)

Complete the following number of units: 7

DFST101L - American Sign Language I Skill Building Lab	1
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DFST102L - American Sign Language II Skill Building Lab	1
DFST106 - Introduction to Deaf Education	3
DFST108 - Visual, Gestural, and Non-Manual Aspects of American Sign Language	3
DFST201L - American Sign Language III/IV Skill Building Lab	1
DFST205 - Numbers, Fingerspelling and Classifiers	3
DFST206 - Creative Signing	2
DFST199 - Occupational Work Experience	1-8
INT210 - Ethics, Decision-Making, & Professionalism for Interpreters	3

### Recommended Pathway

Term 1	Units
DFST101 - American Sign Language I	4
Program Electives (recommended DFST101L)	1
DFST110 - Power, Privilege, and Oppression	3
<b>Total 8</b>	

#### Term 2

DFST102 - American Sign Language II	4
Program Electives (recommended DFST102L)	1
DFST105 - Introduction to American Deaf Culture	3
<b>Total 8</b>	

#### Term 3

DFST201 - American Sign Language III	4
INT201 - Translation	3
INT101 - Principles of Sign Language Interpreting	3
Program Electives (recommended DFST206)	2
<b>Total 12</b>	

#### Term 4

DFST202 - American Sign Language IV	4
DFST204 - Structure of American Sign Language	3
Program Electives (recommended INT210)	3
<b>Total 10</b>	

**Certificate Total 38**

### Deaf Studies: Interpreter Training Cert

This certificate requires a minimum of 39 units. Students must take all courses listed in the "Required Courses" and complete the remaining 6 units from program electives.

### Program Requirements

#### Deaf Studies: Interp Trng Cert (Total 39)

Complete all of the following

#### Required Courses (Total 33)

Complete all of the following

	Units
DFST110 - Power, Privilege, and Oppression	3
DFST201 - American Sign Language III	4
DFST202 - American Sign Language IV	4
INT101 - Principles of Sign Language Interpreting	3
INT201 - Translation	3
INT202 - Interpreting I	3
INT203 - Interpreting II	3
INT206 - Interpreting III	4
INT210 - Ethics, Decision-Making, & Professionalism for Interpreters	3
DFST204 - Structure of American Sign Language	3

**Program Electives (Total 6):****Complete the following number of units: 6**

DFST105 - Introduction to American Deaf Culture	3
DFST205 - Numbers, Fingerspelling and Classifiers	3
INT205 - Interpreting in Specialized Settings	3
INT199 - Work Experience	1-8

**Recommended Pathway**

Term 1	Units
INT101 - Principles of Sign Language Interpreting	3
DFST201 - American Sign Language III	4
INT201 - Translation	3

**Total 10****Term 2**

DFST202 - American Sign Language IV	4
INT202 - Interpreting I	3
Program Electives (recommended DFST105)	3

**Total 10****Term 3**

DFST110 - Power, Privilege, and Oppression	4
INT203 - Interpreting II	3
DFST204 - Structure of American Sign Language	2

**Total 9****Term 4**

INT210 - Ethics, Decision-Making, & Professionalism for Interpreters	3
INT206 - Interpreting III	4
Program Electives (recommended DFST205)	3

**Total 10****Certificate Total 39****Associate Degrees****Deaf Studies: American Sign Language AA**

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, 22 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.

**Program Requirements****AA Deaf Studies: ASL (Total 38)****Complete all of the following****Required Courses (Total 31)****Complete the following number of units: 31**

DFST101 - American Sign Language I	4
DFST102 - American Sign Language II	4
DFST105 - Introduction to American Deaf Culture	3

DFST110 - Power, Privilege, and Oppression	3
DFST201 - American Sign Language III	4
DFST202 - American Sign Language IV	4
DFST204 - Structure of American Sign Language	3
INT101 - Principles of Sign Language Interpreting	3
INT201 - Translation	3

**Program Electives (Total 7)****Complete the following number of units: 7**

DFST101L - American Sign Language I Skill Building Lab	1
DFST102L - American Sign Language II Skill Building Lab	1
DFST106 - Introduction to Deaf Education	3
DFST108 - Visual, Gestural & Non-Manual Aspects of American Sign Language	3
DFST201L - American Sign Language III/IV Skill Building Lab	1
DFST205 - Numbers Fingerspelling and Classifiers	3
DFST206 - Creative Signing	2
DFST199 - Work Experience	8
INT210 - Ethics, Decision-Making, & Professionalism for Interpreters	3

**Recommended Pathway**

Term 1	Units
DFST101 - American Sign Language I	4
Program Electives (recommended DFST101L)	1
DFST110 - Power, Privilege, and Oppression	3
GE requirement area D1 (ENGL101)	3
GE requirement area D2 (recommended MATH110)	3

**Total 14****Term 2**

DFST102, American Sign Language II	4
Program Electives (recommended DFST102L)	1
DFST105 - Introduction to American Deaf Culture	3
GE requirement area A (recommended ANTH101 or BIOL101)	3
GE requirement area A (recommended ANTH101L or BIOL101L)	1
GE requirement area F (recommended DFST105 or HIST111 or SOC110 or SOC116)	3

**Total 15****Term 3**

DFST201 - American Sign Language III	4
INT201 - Translation	3
INT101 - Principles of Sign Language Interpreting	3
Program Electives (recommended DFST206)	2
GE requirement area B (recommended ANTH102 or HIST110 or HIST111 or HIST113)	3

**Total 15****Term 4**

DFST202 - American Sign Language IV	4
DFST204 - Structure of American Sign Language	3
Program Electives (recommended INT210)	3
GE requirement area C (recommended THA110 or THA130)	3
GE requirement area E (recommended DFST105 or SOC116)	3

**Total 16****Degree Total 60**

**Deaf Studies: Interpreter Training AA**

The requirements for an Associate degree in Interpreter Training may be satisfied by completing 33 units of required courses, selecting an additional 6 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.

**Program Requirements****AA Deaf Studies: Interpreter Training (Total 39)**

Complete all of the following

**Required Courses (Total 33)**

Complete all of the following

	Units
DFST110 - Power, Privilege, and Oppression	3
DFST201 - American Sign Language III	4
DFST202 - American Sign Language IV	4
INT101 - Principles of Sign Language Interpreting	3
INT201 - Translation	3
INT202 - Interpreting I	3
INT203 - Interpreting II	3
INT206 - Interpreting III	4
INT210 - Ethics, Decision-Making, & Professionalism for Interpreters	3
DFST204 - Structure of American Sign Language	3

**Program Electives (Total 6)**

Complete the following number of units: 6

DFST105 - Introduction to American Deaf Culture	3
DFST205 - Numbers Fingerspelling and Classifiers	3
INT205 - Interpreting in Specialized Settings	3
INT199 - Work Experience	1 - 8

**Recommended Pathway**

Term 1	Units
INT101 - Principles of Sign Language Interpreting	3
DFST201 - American Sign Language III	4
INT201 - Translation	3
GE requirement area D1 (ENGL101)	3
GE requirement area D2 (recommended MATH110)	3
<b>Total</b>	<b>16</b>
<b>Term 2</b>	
DFST202 - American Sign Language IV	4
INT202 - Interpreting I	3
Program Electives (recommended DFST105)	3
GE requirement area A (recommended ANTH101 or BIOL 101)	3
GE requirement area F (recommended DFST105 or HIST111 or SOC110 or SOC116)	3
<b>Total</b>	<b>16</b>

**Term 3**

DFST110 - Power, Privilege, and Oppression	3
INT203 - Interpreting II	3
DFST204 - Structure of American Sign Language	3
GE requirement area B (recommended ANTH102 or HIST110 or HIST111 or HIST113)	3
GE requirement area C (recommended THA 110 or THA 130)	3
<b>Total</b>	<b>15</b>

**Term 4**

INT210 - Ethics, Decision-Making & Professionalism for Interpreters	3
INT 206 - Interpreting III	4
Program Electives (recommended INT205)	3
GE requirement area E (recommended DFST105 or SOC116)	3
<b>Total</b>	<b>13</b>
<b>Degree Total</b>	<b>60</b>

**Deaf Studies Courses****DFST 101 AMERICAN SIGN LANGUAGE I**

4 Units

Total Course Lecture Hours 63

Total Course Lab Hours 27

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. (UC, CSU, AVC) (GE: CSU Area C2, AVC Area C)

**DFST 101L American Sign Language I Skill Building Lab**

1 Unit

Total Course Lab Hours 54

**Prerequisite:** Completion of or concurrent enrollment in DFST 101.

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)

**DFST 102 AMERICAN SIGN LANGUAGE II**

4 Units

Total Course Lecture Hours 63

Total Course Lab Hours 27

**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. (UC, CSU, AVC) (GE: IGETC Area 6A, CSU Area C2, AVC Area C)



## DFST 102L AMERICAN SIGN LANGUAGE II SKILL BUILDING LAB

1 Unit

*Total Course Lab Hours 54*

**Corequisite:** Completion of or concurrent enrollment in DFST 102.

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)

## DFST 105 INTRODUCTION TO AMERICAN DEAF CULTURE

3 Units

*Total Course Lecture Hours 54*

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. (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B, C, E, F)

## DFST 106 INTRODUCTION TO DEAF EDUCATION

3 Units

*Total Course Lecture Hours 54*

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 education for the Deaf. (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area C, F)

## DFST 108 VISUAL, GESTURAL AND NON-MANUAL ASPECTS OF AMERICAN SIGN LANGUAGE

3 Units

*Total Course Lecture Hours 54*

**Prerequisite:** Completion of DFST 101.

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, mouthing, head and body movements will be identified and analyzed. This course will develop and enhance the student's non-verbal communication skills, as well as improve expressive and receptive skills related to ASL's non-manual features. (CSU, AVC)

## DFST 110 POWER, PRIVILEGE, AND OPPRESSION

3 Units

*Total Course Lecture Hours 54*

In this course we will use a critical-intersectional approach to analyze concepts such as racism, sexism, ableism, audism, homophobia, transphobia, white supremacy, immigration, coloniality, anti-racism, liberation, resistance, and decolonization to better understand the diverse lived experiences of Deaf peoples. An intersectional approach considers how structural forms of domination influence minoritized and majoritized groups and the experiences of people located within those groups and their intersections. This course assists in the development of culturally competent learners, citizens, and practitioners in diverse settings. Students develop knowledge, skills, and dispositions necessary to recognize, call-out, and resist oppression and oppressive ideologies, to promote policies and practices that value difference, and to foster equity in their spheres of influence. (UC, CSU, AVC) (GE: CSU Area D)

## DFST 199 WORK EXPERIENCE EDUCATION

1-8 Units

*Total Course Lab Hours 54-432*

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

## DFST 201 AMERICAN SIGN LANGUAGE III

4 Units

*Total Course Lecture Hours 63*

*Total Course Lab Hours 27*

**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. (UC, CSU, AVC) (IGETC AREA 6A, CSU Area C2, AVC Area C)

**DFST 201L AMERICAN SIGN LANGUAGE III/  
IV SKILL BUILDING LAB****1 Unit****Total Course Lab Hours 54****Prerequisite:** Completion of or concurrent enrollment in DFST 201.

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 finger-spelling skills. This course is taught in ASL only. (CSU, AVC)

**DFST 202 AMERICAN SIGN LANGUAGE IV****4 Units****Total Course Lecture Hours 63****Total Course Lab Hours 27****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. (UC, CSU, AVC) (GE: IGETC Area 6A, CSU Area C2, AVC Area C)

**DFST 204 STRUCTURE OF AMERICAN SIGN  
LANGUAGE****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of DFST 102.

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, UC, AVC)

**DFST 205 NUMBERS, FINGERSPELLING  
AND CLASSIFIERS****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of DFST 101.

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. (UC, CSU, AVC)

**DFST 206 CREATIVE SIGNING****2 Units****Total Course Lecture Hours 36****Prerequisite:** Completion of DFST 102.**Corequisite:** Completion of or concurrent enrollment in DFST 201.

This course will provide the student with techniques of facial expression, characterization, body movement, and use of space as it relates to American Sign Language. Development of expressive sign language skills through the use of ASL Poetry, skits, ASL storytelling, and Deaf jokes. (UC, CSU, AVC)

**Interpreter Training Courses****INT 101 PRINCIPLES OF SIGN LANGUAGE  
INTERPRETING****3 Units****Total Course Lecture Hours 54**

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 WORK EXPERIENCE EDUCATION****1-8 Units****Total Course Lab Hours 54-432**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**INT 201 TRANSLATION****3 Units****Total Course Lecture Hours 36****Total Course Lab Hours 54****Advisory:** Completion of or concurrent enrollment in INT 101.

**Prerequisite:** Completion of or concurrent enrollment in DFST 201. Introduction to the practice of translation between ASL 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 translation without the time constraints of real-time interpretation. Students will produce translations of texts while considering cultural contexts, audience, genre, intent, and meaning. (CSU, AVC)

**INT 202 INTERPRETING I***3 Units**Total Course Lecture Hours 36**Total Course Lab Hours 54**Advisory:* Completion of or concurrent enrollment in INT 101, COMM 101 and THA 110.*Prerequisite:* Completion of INT 201, and completion of or concurrent enrollment in DFST 202.

Designed to build on skills acquired in INT 201 (Translation). Students will be introduced to consecutive interpreting and then will transition to the process of simultaneous Interpreting. Discourse/text analysis, processing, and information management will be emphasized throughout the course. (CSU, AVC)

**INT 203 INTERPRETING II***3 Units**Total Course Lecture Hours 36**Total Course Lab Hours 54**Prerequisite:* Completion of DFST 202 and INT 202.*Advisory:* Completion of or concurrent enrollment in COMM 101 and THA 110.

Designed to build on skills acquired in INT 202 (Interpreting I). Students will continue to develop their simultaneous interpretation skill with more complex source material and interactive settings. Students will also be introduced to transliteration which requires processing information and transmitting it into a second language with the goal of retaining form while still focusing on meaning and intent. 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**Total Course Lecture Hours 36**Total Course Lab Hours 54**Prerequisite:* Completion of DFST 202 and INT 202.*Advisory:* Completion of or concurrent enrollment in COMM 101 and THA 110.

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**Total Course Lecture Hours 36**Total Course Lab Hours 54**Prerequisite:* Completion of DFST 202 and INT 202.*Advisory:* Completion of or concurrent enrollment in COMM 101 and THA 110.

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 INTERPRETING III***4 Units**Total Course Lecture Hours 72**Prerequisite:* Completion of INT 203.

This course continues development of students' interpreting skills through exercises that focus on memory, processing, discourse analysis and interpretation with an emphasis on interpreting sign to voice. Throughout the semester students are exposed to and practice interpreting texts from a variety of specialized settings. Information Management Techniques, Processing Techniques, and coping strategies will be emphasized. (CSU, AVC)

**INT 210 ETHICS, DECISION-MAKING, & PROFESSIONALISM FOR INTERPRETERS***3 Units**Total Course Lecture Hours 54**Advisory:* INT 101

This course will provide an exploration of ethical theories and frameworks that interpreters may identify with when determining their own personal values and ethics. Students will learn to make decisions that also include an understanding of power-relationships between deaf and non-deaf persons, myriad cultural considerations, and equity issues that exist in interpreting settings. Real-world situations will be presented for students to analyze, determine the issues, make recommendations, and discuss the possible outcomes and consequences of the decisions. (CSU, AVC) inflection, voice/sign clarity and monitoring. (CSU, AVC)

## Program Description

Digital Media courses are directed toward career, technical, and artistic application of the acquired skills within each of the designated areas.

The Digital Media program is directed toward providing individual artistic development with an emphasis on the student's ability to use computer technology to create graphic and photographic images.

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.

**\*Note: All associate degrees require the completion of a minimum of 60 semester units.**

## Program Learning Outcomes

### Computer Animation Cert & AA

1. Create a body of work that demonstrates successful animations including image development, keyframing, motion, scripting, and story boarding.

### Digital Photographic Imaging Cert & AA

1. Understand and apply proper industry standards to digital photographic imaging jobs.
2. Recognize and apply an understanding of current Digital Photographic Imaging design and production for a variety of target audiences.

### Digital Printing Cert & AA

1. Understand and apply proper industry standards to digital printing jobs.
2. Recognize and apply an understanding of current digital printing production and delivery systems.

### Graphic Design Cert & AA

1. Understand and apply proper industry standards to graphic design jobs.
2. Recognize and apply an understanding of current graphic design styles for a variety of target audiences.

### Interactive Media—Web Design Cert & AA

1. Create interactive content according to industry standard procedures for operations on the web.
2. Complete content linking all products to consistent with industry standards.

### Video Design and Production Cert & AA

1. Create interactive content according to industry standard procedures for operations on the web.
2. Complete content linking all products to consistent with industry standards.

## Certificate Programs

### Computer Animation

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.

## Program Requirements

### Computer Animation Cert (Total 30)

Complete all of the following

Units

### Required Courses (Total 21)

Complete the following number of units: 21

ART110 - Drawing	3
DM113 - Photoshop I	3
DM143 - Computer 2-D Animation	3
DM145 - Computer 3-D Animation	3
DM205 - Digital Illustration	3
DM246 - Portfolio and Job Search	3
DM298 - Special Studies Digital Media	3

### Program Electives (Total 9)

Complete the following number of units: 9

DM101 - Digital Media Arts	3
DM103 - Graphic Design I	3
DM106 - Video Design & Production I	3
DM110 - Motion Graphics	3
DM112 - Experimental Video Production	3
DM115 - Graphic Communications I	3
DM127 - Web Design and Production I	3
DM128 - Web Design and Production II	3
DM206 - Video Design and Production II	3
DM213 - Photoshop II	3
WE199 - Occupational Work Experience	1

### Recommended Pathway

First Semester	Units
ART110 - Drawing	3
Program Electives (recommended DM101)	3
<b>Total 6</b>	

Second Semester	Units
DM113 - Photoshop I	3
DM205 - Digital Illustration	3
Program Electives (see list)	3
DM143 - Computer 2-D Animation	3
<b>Total 12</b>	

Third Semester	Units
DM246 - Portfolio and Job Search	3
Program Electives	3
DM298 - Special Studies Digital Media	3
DM145 - Computer 3-D Animation	3
<b>Total 12</b>	
<b>Certificate Total 30</b>	

## Digital Photographic Imaging

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.



**Program Requirements****Digital Photo Imaging Cert (Total 24)**

Complete all of the following

Units

**Required Courses (Total 18)**

Complete the following number of units: 18

DM113 - Photoshop I	3
DM115 - Graphic Communications I	3
DM101 - Digital Media Arts	3
DM213 - Photoshop II	3
DM246 - Portfolio and Job Search	3
PHTC125 - Beginning Digital Photography	3

**Program Electives (Total 6)**

Complete the following number of units: 6

DM103 - Graphic Design I	3
DM106 - Video Design & Production I	3
DM133 - Digital Printing I	3
DM110 - Motion Graphics	3
DM112 - Experimental Video Production	3
DM127 - Web Design and Production I	3
DM128 - Web Design and Production II	3
DM143 - Computer 2-D Animation	3
DM145 - Computer 3-D Animation	3
DM203 - Graphic Design II	3
DM205 - Digital Illustration	3
DM206 - Video Design and Production II	3
DM215 - Graphic Communications II	3
DM233 - Digital Printing II	3
DM298 - Special Studies Digital Media	3
PHTC275 - Advanced Digital Photography	3
WE199 - Occupational Work Experience	1

**Recommended Pathway****First Semester**

Units

PHTC125 - Beginning Digital Photography	3
DM101 - Digital Media Arts	3

**Total 6****Second Semester**

DM113 - Photoshop I	3
DM115 - Graphic Communications I	3
Program Electives (recommended DM103)	3

**Total 9****Third Semester**

DM213 - Photoshop II	3
DM246 - Portfolio and Job Search	3
Program Electives (recommended DM215)	3

**Total 9****Certificate Total 24****Digital Printing**

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.

**Program Requirements****Digital Printing Cert (Total 24)**

Complete all of the following

Units

**Required Courses (Total 18)**

Complete all of the following

DM103 - Graphic Design I	3
DM113 - Photoshop I	3
DM115 - Graphic Communications I	3
DM133 - Digital Printing I	3
DM233 - Digital Printing II	3
DM246 - Portfolio and Job Search	3

**Program Electives (Total 6)**

Complete the following number of units: 6

DM101 - Digital Media Arts	3
DM106 - Video Design & Production I	3
DM110 - Motion Graphics	3
DM112 - Experimental Video Production	3
DM127 - Web Design and Production I	3
DM128 - Web Design and Production II	3
DM143 - Computer 2-D Animation	3
DM145 - Computer 3-D Animation	3
DM203 - Graphic Design II	3
DM205 - Digital Illustration	3
DM206 - Video Design and Production II	3
DM213 - Photoshop II	3
DM215 - Graphic Communications II	3
DM298 - Special Studies Digital Media	3
WE199 - Occupational Work Experience	1

**Recommended Pathway****First Semester**

Units

Program Electives (recommended DM101)	3
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**Total 3****Second Semester**

Required Courses DM133 - Digital Printing I	3
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Required Courses DM115 - Graphic Communications I	3
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Required Courses DM113 - Photoshop I	3
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**Total 9****Third Semester**

Required Courses DM103 - Graphic Design I	3
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Program Electives (see list)	3
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DM246 - Portfolio and Job Search	3
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DM233 - Digital Printing II	3
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**Total 12****Certificate Total 24****Graphic Design**

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.

**Program Requirements****Graphic Design Cert (Total 27)**

Complete all of the following

Units

**Program Courses (Total 18)**

Complete the following number of units: 18

DM103 - Graphic Design I	3
DM203 - Graphic Design II	3
DM113 - Photoshop I	3
DM115 - Graphic Communications I	3
DM205 - Digital Illustration	3
DM246 - Portfolio and Job Search	3

**Program Electives (Total 9)**

Complete the following number of units: 9

DM101 - Digital Media Arts	3
DM106 - Video Design & Production I	3
DM110 - Motion Graphics	3
DM112 - Experimental Video Production	3
DM127 - Web Design and Production I	3
DM128 - Web Design and Production II	3
DM133 - Digital Printing I	3
DM143 - Computer 2-D Animation	3
DM206 - Video Design and Production II	3
DM145 - Computer 3-D Animation	3
DM213 - Photoshop II	3
DM215 - Graphic Communications II	3
DM233 - Digital Printing II	3
DM298 - Special Studies Digital Media	3
WE199 - Occupational Work Experience	1

**Recommended Pathway****Semester 1**

Units

Program Electives (recommended DM101)	3
DM113 - Photoshop I	3

**Total 6****Semester 2**

DM115 - Graphic Communications I	3
DM103 - Graphic Design I	3
DM205 - Digital Illustration	3

**Total 9****Semester 3**

DM203 - Graphic Design II	3
DM246 - Portfolio and Job Search	3
Program Electives (see list)	3
Program Electives (see list)	3

**Total 12****Certificate Total 27****Interactive Media—Web Design**

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.

**Program Requirements****Interact Media-Web Design Cert (Total 27)**

Complete all of the following

Units

**Required Courses (Total 21)**

Complete the following number of units: 21

DM101 - Digital Media Arts	3
DM103 - Graphic Design I	3
DM105 - Interactive Media	3
DM113 - Photoshop I	3
DM127 - Web Design and Production I	3
DM128 - Web Design and Production II	3
DM246 - Portfolio and Job Search	3

**Program Electives (Total 6)**

Complete the following number of units: 6

ART100 - Art Appreciation	3
ART145 - 2-D Design Basics	3
DM106 - Video Design & Production I	3
DM110 - Motion Graphics	3
DM115 - Graphic Communications I	3
DM213 - Photoshop II	3
DM298 - Special Studies Digital Media	3
PHTC125 - Beginning Digital Photography	3
WE199 - Occupational Work Experience	1

**Recommended Pathway****Semester 1**

Units

DM101 - Digital Media Arts	3
Program Electives (recommended ART100)	3
Program Electives (recommended PHTC125)	3

**Total 9****Semester 2**

DM113 - Photoshop I	3
DM103 - Graphic Design I	3
DM127 - Web Design and Production I	3

**Total 9****Semester 3**

DM105 - Interactive Media	3
DM128 - Web Design and Production II	3
DM246 - Portfolio and Job Search	3

**Total 9****Certificate Total 27****Video Design and Production**

This program is to prepare students for the world of Digital Media with an emphasis on Video Production. Students will create interactive content according to industry standard procedures for operations on the web and will complete content linking all products to consistent with industry standards. 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.

**Program Requirements****Video Design & Production Cert. (Total 27)****Complete all of the following****Units****Required Courses (Total 24)****Complete the following number of units: 24**

DM101 - Digital Media Arts	3
DM106 - Video Design & Production I	3
DM110 - Motion Graphics	3
DM112 - Experimental Video Production	3
DM113 - Photoshop I	3
DM206 - Video Design and Production II	3
DM246 - Portfolio and Job Search	3
DM298 - Special Studies Digital Media	3

**Program Electives (Total 3)****Complete the following number of units: 3**

ART100 - Art Appreciation	3
RT110 - Drawing	3
DM105 - Interactive Media	3
DM115 - Graphic Communications I	3
DM127 - Web Design and Production I	3
FTV101 - Introduction to Film	3
FTV121 - Beginning Motion Picture Production	4
FTV215 - Directing for Film and Video	3
FTV230 - Digital Cinematography	4
PHTC125 - Beginning Digital Photography	3
THA101 - Introduction to Theatre	3
THA220 - Fundamentals of Directing	3
WE199 - Occupational Work Experience	1

**Recommended Pathway****First Semester****Units**

DM101 - Digital Media Arts	3
Program Electives (recommended ART110)	3

**Total 6****Second Semester**

DM106 - Video Design & Production I	3
DM113 - Photoshop I	3

**Total 6****Term 3**

DM110 - Motion Graphics	3
DM112 - Experimental Video Production	3
DM206 - Video Design and Production II	3
DM246 - Portfolio and Job Search	3
DM298 - Special Studies Digital Media	3

**Total 15****Certificate Total 27****Associate Degree****Computer Animation**

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.

**Program Requirements****Computer Animation AA (Total 30)****Complete all of the following****Units****Required Courses (Total 21)****Complete the following number of units: 21**

ART110 - Drawing	3
DM113 - Photoshop I	3
DM143 - Computer 2-D Animation	3
DM145 - Computer 3-D Animation	3
DM205 - Digital Illustration	3
DM246 - Portfolio and Job Search	3
DM298 - Special Studies Digital Media	3

**Program Electives (Total 9)****Complete the following number of units: 9**

DM101 - Digital Media Arts	3
DM103 - Graphic Design I	3
DM106 - Video Design & Production I	3
DM110 - Motion Graphics	3
DM112 - Experimental Video Production	3
DM115 - Graphic Communications I	3
DM127 - Web Design and Production I	3
DM128 - Web Design and Production II	3
DM206 - Video Design and Production II	3
DM213 - Photoshop II	3
WE199 - Occupational Work Experience	1

**Recommended Pathway****Semester 1****Units**

ART110 - Drawing	3
Program Electives (recommended DM101)	3
GE requirement Area E (recommended HD101)	3
GE requirement Area D2 (recommended COMM101)	3
GE requirement Area D1 (ENGL101)	3

**Total 15****Semester 2**

GE requirement Area C (recommended ART101)	3
DM113 - Photoshop I	3
GE requirement Area B (recommended BUS101)	3
DM143 - Computer 2-D Animation	3
General Elective	3

**Total 15****Semester 3**

DM205 - Digital Illustration	3
GE requirement Area F	3
Program Electives (recommended DM213)	3
DM145 - Computer 3-D Animation	3
General Elective	3

**Total 15****Semester 4**

Program Electives (recommended DM106)	3
GE requirement Area A (recommended ANTH101)	3
DM246 - Portfolio and Job Search	3
DM298 - Special Studies Digital Media	3
General Elective	3

**Total 15****Degree Total 60**

**Digital Photographic Imaging**

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.

**Program Requirements****Required Courses (Total 24)**

Complete all of the following	Units
DM101 - Digital Media Arts	3
DM113 - Photoshop I	3
DM115 - Graphic Communications I	3
DM213 - Photoshop II	3
DM246 - Portfolio and Job Search	3
PHTC125 - Beginning Digital Photography	3

**Program Electives (Total 6)****Complete the following number of units: 6**

DM103 - Graphic Design I	3
DM106 - Video Design & Production I	3
DM133 - Digital Printing I	3
DM110 - Motion Graphics	3
DM112 - Experimental Video Production	3
DM127 - Web Design and Production I	3
DM128 - Web Design and Production II	3
DM143 - Computer 2-D Animation	3
DM145 - Computer 3-D Animation	3
DM203 - Graphic Design II	3
DM205 - Digital Illustration	3
DM206 - Video Design and Production II	3
DM215 - Graphic Communications II	3
DM233 - Digital Printing II	3
DM298 - Special Studies Digital Media	3
PHTC275 - Advanced Digital Photography	3
WE199 - Occupational Work Experience	1

**Recommended Pathway**

Term 1	Units
DM101 - Digital Media Arts	3
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (recommended HD101)	3
PHTC125 - Beginning Digital Photography	3
GE requirement Area C (recommended ART110)	3
<b>Total</b>	<b>15</b>
Term 2	
DM113 - Photoshop I	3
DM115 - Graphic Communications I	3
Program Electives (recommended DM103)	3
GE requirement Area D2 (recommended COMM101)	3
General Elective	3
<b>Total</b>	<b>15</b>

**Term 3**

GE requirement Area B (recommended BUS101)	3
Program Electives (recommended DM215)	3
DM213 - Photoshop II	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>

**Term 4**

GE requirement Area A (recommended ANTH101)	3
DM246 - Portfolio and Job Search	3
GE requirement Area F	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

**Digital Printing**

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.

**Program Requirements****Digital Printing AA (Total 24)****Complete all of the following****Required Courses (Total 18)**

Complete all of the following	Units
DM103 - Graphic Design I	3
DM113 - Photoshop I	3
DM115 - Graphic Communications I	3
DM133 - Digital Printing I	3
DM233 - Digital Printing II	3
DM246 - Portfolio and Job Search	3

**Program Electives (Total 6)****Complete the following number of units: 6**

DM101 - Digital Media Arts	3
DM106 - Video Design & Production I	3
DM110 - Motion Graphics	3
DM112 - Experimental Video Production	3
DM127 - Web Design and Production I	3
DM128 - Web Design and Production II	3
DM143 - Computer 2-D Animation	3
DM145 - Computer 3-D Animation	3
DM203 - Graphic Design II	3
DM205 - Digital Illustration	3
DM206 - Video Design and Production II	3
DM213 - Photoshop II	3
DM215 - Graphic Communications II	3
DM298 - Special Studies Digital Media	3
WE199 - Occupational Work Experience	1



<b>Recommended Pathway</b>	
<b>Term 1</b>	<b>Units</b>
Program Electives (recommended DM101)	3
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (recommended HD101)	3
GE requirement Area C (recommended ART110)	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Term 2</b>	
DM113 - Photoshop I	3
DM115 - Graphic Communications I	3
DM133 - Digital Printing I	3
GE requirement Area D2 (recommended COMM101)	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Term 3</b>	
DM233 - Digital Printing II	3
DM103 - Graphic Design I	3
GE requirement B (recommended BUS101)	3
Program Electives (recommended DM205)	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Term 4</b>	
GE requirement Area A (recommended ANTH101)	3
DM246 - Portfolio and Job Search	3
GE requirement Area F	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

**Graphic Design**

The requirements for an associate degree in Graphic Design 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.)

**Program Requirements****Graphic Design AA (Total 27)**

**Complete all of the following** **Units**

**Required Courses (Total 18)**

**Complete the following number of units: 18**

DM103 - Graphic Design I	3
M203 - Graphic Design II	3
DM113 - Photoshop I	3
DM115 - Graphic Communications I	3
DM205 - Digital Illustration	3
DM246 - Portfolio and Job Search	3

**Program Electives (Total 9)**

**Complete the following number of units: 9**

DM101 - Digital Media Arts	3
DM106 - Video Design & Production I	3
DM110 - Motion Graphics	3

DM112 - Experimental Video Production	3
DM127 - Web Design and Production I	3
DM128 - Web Design and Production II	3
DM133 - Digital Printing I	3
DM143 - Computer 2-D Animation	3
DM145 - Computer 3-D Animation	3
DM206 - Video Design and Production II	3
DM213 - Photoshop II	3
DM215 - Graphic Communications II	3
DM233 - Digital Printing II	3
DM298 - Special Studies Digital Media	3
WE199 - Occupational Work Experience	1

<b>Recommended Pathway</b>	
<b>First Semester</b>	<b>Units</b>
Program Electives (recommended DM101)	3
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (recommended HD101)	3
GE requirement Area C (recommended ART110)	3
GE requirement Area D2 (recommended COMM101)	3
<b>Total</b>	<b>15</b>
<b>Second Semester</b>	
DM103 - Graphic Design I	3
DM113 - Photoshop I	3
GE requirement Area B (recommended BUS101)	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Third Semester</b>	
DM203 - Graphic Design II	3
DM115 - Graphic Communications I	3
Program Electives (see list)	3
GE requirement Area F	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Fourth Semester</b>	
DM205 - Digital Illustration	3
DM246 - Portfolio and Job Search	3
Program Electives	3
GE requirement Area A	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

**Interactive Media—Web Design**

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.

**Program Requirements****Interactive Media-Web Design AA (Total 27)****Complete all of the following****Required Courses (Total 21)****Complete the following number of units: 21**

DM101 - Digital Media Arts	3
DM103 - Graphic Design I	3
DM105 - Interactive Media	3
DM113 - Photoshop I	3
DM127 - Web Design and Production I	3
DM128 - Web Design and Production II	3
DM246 - Portfolio and Job Search	3

**Program Electives (Total 6)****Complete the following number of units: 6**

ART100 - Art Appreciation	3
ART145 - 2-D Design Basics	3
DM106 - Video Design & Production I	3
DM110 - Motion Graphics	3
DM115 - Graphic Communications I	3
DM213 - Photoshop II	3
DM298 - Special Studies Digital Media	3
PHTC125 - Beginning Digital Photography	3
WE199 - Occupational Work Experience	1

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
DM101 - Digital Media Arts	3
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (recommended HD101)	3
GE requirement Area C (recommended ART100)	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Term 2</b>	
DM103 - Graphic Design I	3
DM105 - Interactive Media	3
DM113 - Photoshop I	3
GE requirement Area B (recommended BUS101)	3
GE requirement Area D2 (recommended COMM101)	3
<b>Total</b>	<b>15</b>
<b>Term 3</b>	
GE requirement Area F	3
DM127 - Web Design and Production I	3
Program Electives (recommended DM115)	3
GE requirement Area A (recommended ANTH101)	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Term 4</b>	
DM128 - Web Design and Production II	3
DM246 - Portfolio and Job Search	3
Program Electives (see list)	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

**Video Design and Production**

This program is to prepare students for the world of Digital Media with an emphasis on Video Production. Students will create interactive content according to industry standard procedures for operations on the web and will complete content linking all products to consistent with industry standards. 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.

**Program Requirements****Video Design and Production AA (Total 27)****Complete all of the following****Units****Required Courses (Total 24)****Complete all of the following**

DM101 - Digital Media Arts	3
DM106 - Video Design & Production I	3
DM110 - Motion Graphics	3
DM112 - Experimental Video Production	3
DM113 - Photoshop I	3
DM206 - Video Design and Production II	3
DM246 - Portfolio and Job Search	3
DM298 - Special Studies Digital Media	3

**Program electives (Total 3)****Complete the following number of units: 3**

ART100 - Art Appreciation	3
ART110 - Drawing	3
DM105 - Interactive Media	3
DM115 - Graphic Communications I	3
DM127 - Web Design and Production I	3
FTV101 - Introduction to Film	3
FTV121 - Beginning Motion Picture Production	4
FTV215 - Directing for Film and Video	3
FTV230 - Digital Cinematography	4
PHTC125 - Beginning Digital Photography	3
THA101 - Introduction to Theatre	3
THA220 - Fundamentals of Directing	3
WE199 - Occupational Work Experience	1

Recommended Pathway	
<b>First Semester</b>	<b>units</b>
GE requirement Area E (recommended HD101)	3
DM101 - Digital Media Arts	3
GE requirement Area C (recommended ART110)	3
GE requirement Area D1 (ENGL101)	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Second Semester</b>	
DM106 - Video Design and Production I	3
Program Electives (recommended DM115)	3
DM113 - Photoshop I	3
GE requirement Area B	3
General Elective	3
<b>Total</b>	<b>15</b>

**Term 3**

DM112 - Experimental Digital Video	3
DM110 - Motion Graphics	3
GE requirement Area F	3
GE requirement Area D2	3
General Elective	3

**Total 15****Term 4**

DM206 - Video Design and Production II	3
DM298 - Special Studies in Digital Media	3
DM246 - Portfolio and Job Search	3
GE requirement Area A (recommended BIOL104)	3
General Elective	3

**Total 15****Degree Total 60**

<b>Digital Media Courses</b>
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**DM 101 DIGITAL MEDIA ARTS****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81**

**Instructional fee:** Students may need to purchase a student Adobe creative suite software license.

This course is designed to provide students with an introductory overview of the professional digital media including print, illustration, typography, digital photography, and video/audio. The course will examine interactive media with an overview of the digital techniques such as animation, web design and video editing. Students will be introduced to industry standard computer hardware (Mac desktop computers) and software (Adobe Creative suite, Adobe photoshop, Illustrator, InDesign) and terminology, as well as operating systems, design principles, and career paths. Class will also implement training using industry standard Wacom digital pens and tablets. Students may need to purchase a student Adobe creative suite software license. (CSU, AVC)

**DM 103 GRAPHIC DESIGN I****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81**

**Prerequisite:** Completion of DM 101.

**Instructional Fee:** Students may need to purchase a Student Adobe Creative Suite Software License.

This course 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. (CSU, AVC)

**DM 105 INTERACTIVE MEDIA****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81**

**Prerequisite:** Completion of DM 101.

**Instructional materials fee** required for this course and must be paid at registration.

Introduction to design and production methods using industry software for 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. (CSU, AVC)

**DM 106 VIDEO DESIGN & PRODUCTION I****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81**

**Prerequisite:** Completion of DM 101.

**Instructional Fee:** Students may need to purchase a student Adobe creative suite software license.

This course will focus on the fundamentals of video production and non-linear editing. The central emphasis of this class will be upon the foundational elements to create an industry standard video segment using digital cameras and digital editing software. Basic camera composition, audio editing and interview techniques will be folded into the curriculum. Students will create video segments which demonstrate a clear understanding of basic video production and post production. The course will also examine current trends in the television industry and online media platforms as well as program development and client/producer business relations along with questions of ethics and social responsibility. (CSU, AVC)

**DM 110 MOTION GRAPHICS****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81**

**Prerequisite:** Completion of DM 106.

**Instructional fee:** Students may need to purchase a student Adobe creative suite software license.

This course will focus on the creation of motion graphics and visual effects using still images, photography, animation, digital compositing, typography and sound and video. The course will cover specialized motion graphics computer software in Adobe Creative Suite to create innovative styles that will aesthetically enhance a digital media project. Television and movies special effects techniques are examined and discussed such as effects compositing, greenscreen compositing, effects and animation. Students will learn to output to QuickTime file format for integration into television, Web, physical media, and film projects. **BEFORE ENROLLING**, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

**DM 112 EXPERIMENTAL VIDEO PRODUCTION****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of DM 106.**Instructional materials fee:** Students may need to purchase a student Adobe creative suite software license.

This course will introduce the student to digital techniques and methods of creating experimental video projects. Students will be instructed in non-traditional narrative and non-narrative project formats to engage his/her imagination and creativity. The central focus of the class is to explore a variety of digital video techniques used in the production of artistic imagery. Using Adobe creative suite software and digital cameras, students will be able to create abstract, experimental and non-traditional storytelling techniques to create exciting digital projects that push the boundaries of the medium **BEFORE ENROLLING**, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

**DM 113 PHOTOSHOP I****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81**

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. Note: Students may need to purchase a student Adobe creative suite software license. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

**DM 115 GRAPHIC COMMUNICATIONS I****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Advisory:** Completion of DM 101.**Instructional Fee:** Students may need to purchase a student Adobe creative suite software license.

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. (CSU, AVC)

**DM 127 WEB DESIGN AND PRODUCTION I****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Advisory:** Completion of DM 101 and ART 110.**Instructional materials fee:** Students may need to purchase a student Adobe creative suite software license.

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 basic HTML and CSS. Introduces Adobe Dreamweaver to develop and publish websites, emphasizing a critical-thinking approach and accepted standards of web page design. Students will be introduced to several related tools and concepts to accomplish this task including flow charts, image optimization, code editors, audio, video, and basic animation. (CSU, AVC)

**DM 128 WEB DESIGN AND PRODUCTION II****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Advisory:** Completion of DM 101 and DM 127 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 133 DIGITAL PRINTING I****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of DM 101.**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. Students will learn to finalize files for output to professional printing vendors. (CSU, AVC)



**DM 143 COMPUTER 2-D ANIMATION****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of DM 101.**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. (CSU, AVC)

**DM 145 COMPUTER 3-D ANIMATION****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of DM 101 and DM 143.**Instructional Fee:** Students may need to purchase a student Adobe creative suite software license.

This course provides the student with an overview and development of computer techniques required for the production of 3-D animation using media industry standard technology and software.. Topics covered are frame rate, concepts, timing, deformers, keyframes, curve editing, rigging, character walk cycles and facial animation. Software platforms used in course includes industry standard programs such as MAYA and BLENDER. (CSU, AVC)

**DM 199 WORK EXPERIENCE EDUCATION****1-8 Units****Total Course Lab Hours 54-432**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**DM 203 GRAPHIC DESIGN II****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of DM 101.**Instructional Fee:** Students may need to purchase a student Adobe creative suite software license.

This course 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. (CSU, AVC)

**DM 205 DIGITAL ILLUSTRATION****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Advisory:** Completion of DM 113.**Prerequisite:** Completion of DM 101.**Instructional Fee:** Students may need to purchase a student Adobe creative suite software license.

This course is an introduction to the basic principles and practices of digital fine arts and commercial illustration exploring the computer as the medium. Students are exposed to the skills needed to produce assignments with a focus on current industry standards using Adobe creative suite software. 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. (CSU, AVC)

**DM 206 VIDEO DESIGN AND PRODUCTION II****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of DM 106.

This course will enhance the skills of advanced video students. Using non-linear editing software, students will learn to create graphics and effects as well as music /sound effects tracks to develop 30-second commercials and short form videos. The curriculum is developed to augment the advanced student's knowledge of special effect editing and post production techniques. 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. **Note: Students may need to purchase a student Adobe creative suite software license.** (CSU, AVC)

**DM 213 PHOTOSHOP II****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Advisory:** Completion of DM 101.**Prerequisite:** Completion of DM 113.**Instructional Fee:** Students may need to purchase a Student Adobe Creative Suite Software License.

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. (CSU, AVC)

**DM 215 GRAPHIC COMMUNICATIONS II****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of DM 115.**Instructional Fee:** Students may need to purchase a Student Adobe Creative Suite Software License.

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. (CSU, AVC)

**DM 233 DIGITAL PRINTING II****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Advisory:** Completion of DM 101.**Prerequisite:** Completion of DM 113.**Instructional materials fee:** Students may need to purchase a student Adobe creative suite software license.

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 246 PORTFOLIO AND JOB SEARCH****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Advisory:** Completion of DM 101.**Prerequisite:** Completion of DM 113.**Instructional Fee:** Students may need to purchase a Student Adobe Creative Suite Software License.

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. (CSU, AVC)

**DM 298 SPECIAL STUDIES IN DIGITAL MEDIA****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Advisory:** Completion of DM 101.**Prerequisite:** Completion of DM 113.**Instructional Fee:** Students may need to purchase a Student Adobe Creative Suite Software License.

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. Students may need to purchase an Adobe creative suite software license. (CSU, AVC)

## Program Description

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. The Earth Science course will present an overview of the general principles of geology, astronomy, meteorology, and oceanography. 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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## Associate Degree/Certificate

No degrees or certificates are currently offered.

### Earth Science Courses

#### ERSC 101 INTRODUCTION TO EARTH SCIENCE

*4 Units*

*Total Course Lecture Hours 54*

*Total Course Lab Hours 54*

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

An introduction to the essentials of Earth Science with a laboratory. Topics include the geosphere, atmosphere, hydrosphere, and solar system. This course focuses on the interactions between physical and chemical systems of the Earth such as the tectonic cycle, rock cycle, hydrologic cycle, weather and climate. (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3, AVC Area A)

## Program Description

Economics is concerned with the study of how people make choices when they face scarcity and the consequences of these choices for society. The Economics Program offers an AA-T degree in Economics that provides both a general academic experience and professional preparation. The AA-T degree is designed to facilitate student matriculation to four-year colleges and provides an understanding of the economic world we live in. The program emphasizes economic analysis, institutions, and policies in regional, national, and international settings. Classes draw connections between economic principles and current issues and events.

## Program Learning Outcomes

### Associate in Arts in Economics for Transfer

1. Students will be able to comprehend the key components of the discipline by being able to describe, analyze, and evaluate the various components of an economy and the main tenets of economic theory using the language and vocabulary of the discipline of economics.
2. Students will be able to demonstrate their ability to apply economic analysis and the conceptual framework of economics to help in the understanding, discussion and exploration of everyday problems in real-world situations.
3. Students will be able to communicate effectively in written, oral, and graphical form about specific issues related to the major concepts and theories of the discipline of economics.
4. Students will be able to identify career options that utilize the knowledge and skill sets of the discipline of economics.

## Economics AA-T

### Associate in Arts in Economics for Transfer

The Associate in Arts in Economics for Transfer (AA-T in Economics) degree program has been developed to provide the student with a fundamental understanding of the field of Economics, which emphasizes economic analysis, institutions and policies in American, regional, and urban settings. 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 Associate in Arts in Economics for Transfer (AA-T in Economics) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Economics for Transfer (AA-T in Economics) degree a student must complete the following: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2 .

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is an acceptable grade for courses in the major.

### Economics AA-T (Total 20 - 23)

**Complete all of the following** **Units**

#### REQUIRED CORE (Total 14 - 15)

**Complete the following number of units: 14-15**

#### Required Core (14-15)

ECON 101- Principles of Macroeconomics	3
ECON 102 - Principles of Microeconomics	3
MATH 115 - Statistics <i>or</i> MATH 116, Statistics Using R	4
MATH 148 - Calculus for Business & Economics	4
<i>or</i>	
MATH 150, Calculus and Analytic Geometry	5

#### List A (Total 3-4)

**Complete the following number of units: 3-4**

BUS 201 - Business Law	3
MATH 124 - Finite Math	4
MATH 160 - Calculus and Analytic Geometry	4
ACCT 201 - Financial Accounting	4
ACCT 205 - Managerial Accounting	4
BUS 113 - Business Communications	3
CA 221 - Computer Concepts & Applications in Business	4
CIS 101 - Introduction to Computer Information Science	3

#### List B (Total 3-4)

**Complete the following number of units: 3-4**

or Any LIST A course not already used.

ECON100 - Survey of Economics	3
ECON110 - Economics of the Underclass	3
MATH250 - Calculus and Analytic Geometry	4
POLS101 - American Political Institutions	3
PSY101 - General Psychology	3
SOC101 - Introduction to Sociology	3
MATH220 - Linear Algebra	4

#### Recommended Pathway

Term 1	Units
List B (recommended ECON100)	3
List A (recommended MATH124)	4
CSU GE A2 (recommended ENGL 101)	3
CSU GE B1	3
CSU GE B3	1
<b>Total 14</b>	

#### Term 2

ECON102 - Principles of Microeconomics	3
MATH148 - Calculus of Business and Economics	4
CSU GE A1 (COMM 101)	3
CSU GE C1	3
CSU GE E	3
<b>Total 16</b>	



**Term 3**

ECON101 - Principles of Macroeconomics	3
CSU GE A3	3
CSU GE C2	3
CSU GE D (recommended POLS101 or SOC101)	3
CSU GE F	3

**Total 15****Term 4**

MATH115 - Statistics	4
General Elective	3
General Elective	2
CSU GE C2 (recommended PHIL106)	3
CSU GE B2 (recommended ANTH101)	3

**Total 15****Degree Total 60**

<b>Economics Courses</b>
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**ECON 100 SURVEY OF ECONOMICS****3 Units****Total Course Lecture Hours 54**

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. (UC, CSU, AVC) (GE: IGETC Area 4B, CSU Area D2, AVC Area B)

**ECON 101 PRINCIPLES OF MACROECONOMICS****3 Units****Total Course Lecture Hours 54**

Principles of Macroeconomics is the study of the aggregate economic analysis of the U.S. economy. Topics covered include: national income accounts; inflation; unemployment; economic growth; business cycles; money and financial institutions; interest rates; monetary and fiscal policy; international trade and finance. (C-ID: ECON 202) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

**ECON 101H PRINCIPLES OF MACROECONOMICS HONORS****3 Units****Total Course Lecture Hours 54**

This honors course, intended for students in the Honors Transfer Program, is the study of the aggregate economic analysis of the U.S. economy. Topics covered include: national income accounts; inflation; unemployment; economic growth; business cycles; money and financial institutions; interest rates; monetary and fiscal policy; international trade and finance. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Students may take either ECON 101 Principles of Macroeconomics or ECON 101H Principles of Macroeconomics Honors. Duplicate credit will not be awarded. (UC, CSU, AVC)

**ECON 102 PRINCIPLES OF MICROECONOMICS****3 Units****Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101 or placement by multiple measures.

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

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. (C-ID: ECON 201) (UC, CSU, AVC) (GE: IGETC Area 4B, CSU Area D2, AVC Area B)

**ECON 102H PRINCIPLES OF MICROECONOMICS****3 Units****Total Course Lecture Hours 54**

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

This honors course, intended for students in the Honors Transfer Program, 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. This honors course provides more content and requires greater intensity and depth of study than the non-honors class. Note: Students may take either ECON 102 Principles of Microeconomics or ECON 102H Principles of Microeconomics Honors. Duplicate credit will not be awarded. (UC, CSU, AVC)

**ECON 110 ECONOMICS OF THE UNDERCLASS****3 Units****Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101 or placement by multiple measures.

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. (UC, CSU, AVC) (GE: IGETC Area 4B, CSU Area D, AVC Areas B, F)

## Program Description

This program provides an introduction to teaching and prepares the student to function in a paraprofessional teaching capacity. The instructional aide program provides the student with the skills, knowledge, and understanding that are needed to become a para-professional teacher's aide. Students earn work experience credit in the instructional aide program through work experience in the public school setting. ED 140 provides valuable information to students seeking a career in teaching. ED 141 and ED 145 provide an introductory background to disability groups and equip students with knowledge and skills in working with the learning disabled.

## Program Learning Outcomes

### Elementary Teacher Education AA-T

1. Students will list and identify the qualifications for teacher certification.
2. Students will describe the characteristics of highly qualified teachers.
3. Students will list and describe various assessment tools used in the elementary school classroom.
4. Students will be able to interpret, analyze, and apply the sociological and psychological foundations of education.

### Instructional Aide Cert & AA

1. Students will differentiate the multiple influences on the historical and philosophical development of regular and special education at the state and federal levels.
2. Students will describe, identify, and evaluate education theory, practice, and licensure necessary for employment in education.
3. Students will analyze and assess education programs, curricula, laws, governance and funding associated with careers in education and in meeting the learning needs for all students (regular and special education) in a public school setting.
4. Students will compare and contrast the defining characteristics, educational and social implications as well as the effects of exceptionalities (within special education) on children and their families by conducting research in a minimum of five (5) areas.
5. Students will discuss and analyze the educator's role in meeting the educational, ethical and legal responsibilities needs of learning disabled students in a public or private education setting.
6. Students will discuss and analyze the educator's role in meeting the social and emotional needs of learning disabled students in public or private educational settings.

## Certificate Program

### Instructional Aide Cert

The instructional aide program, 1) provides the student with the skills, knowledge, and understanding that is needed to become a successful para-professional 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.

## Program Requirements

### Instructional Aide Cert (Total 24 - 26)

#### Complete all of the following

Units

#### Required Courses (Total 21)

#### Complete the following number of units: 21

#### Required Courses (Total 18)

#### Complete all of the following

ED140 - Introduction to Education	3
ED141 - Introduction to Special Education	3
ED145 - Understanding and Educating the Learning Disabled	3
PSY101 - General Psychology	3
CFE102 - The Developing Child-Child Growth and Development	3
CA103 - Introduction to Computer and Digital Technology	3

#### Required Course: Choose one of the following (Total 3)

#### Complete the following number of units: 3

PSY235 - Child Psychology	3
CFE103 - The Child in Family and Community Relationship	3

#### Program Electives : 3-8 units of CFE Classes or (Total 3 - 5)

#### Complete the following number of units: 3-5

DFST101 - American Sign Language I	4
DFST102 - American Sign Language II	4
ED199 - Work Experience	8
ENGL101 - College Composition	3
LAC100 - Introduction to Tutoring	3
LAC200 - Advanced Tutoring	3
SPAN101 - Elementary Spanish 1	5
SPAN102 - Elementary Spanish 2	5
CFE101 - Principles and Practices of Teaching Young Children	3
CFE105 - Introduction to Curriculum-Discovery Based Education for Children	3
CFE106 - Creative Experiences for Children	3
CFE115 - Guiding Children's Behavior	3
CFE116 - Diversity in Early Childhood Education	3
CFE202 - Child Development Practicum-Emergent Leadership	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3
CFE103 - The Child in Family and Community Relationship	3

### Recommended Pathway

Term 1	Units
Program Electives (recommended ENGL101)	3
ED140 - Introduction to Education	3
CFE102 - The Developing Child-Child Growth and Development	3
<b>Total 9</b>	

#### Term 2

CA103 - Introduction to Computer and Digital Technology	3
PSY101 - General Psychology	3
Required Course (recommended CFE103)	3
<b>Total 9</b>	

#### Term 3

ED141 - Introduction to Special Education	3
ED145 - Understanding and Educating the Learning Disabled	3
<b>Total 6</b>	

**Certificate Total 24**

## Associate Degree

### Elementary Teacher Education AA-T

The Associate in Arts in Elementary Teacher Education for Transfer (AA-T) Degree is intended to meet the lower division requirements for Elementary Teacher Education majors (or similar majors) at a CSU campus that offers baccalaureate degrees.

This degree is designed for students interested in an introduction to the field of Liberal Studies, Integrated Teacher's Education and for students looking to further their understanding of Elementary Teacher Education. These courses will provide students with a solid foundation in Elementary Teacher Education that will serve them for transferring to a University.

The Associate in Science in Elementary Teacher Education for Transfer (AA-T in Elementary Teacher Education) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses but do not exclude admittance to other colleges or universities. To earn an Associate in Science in Early Childhood Education for Transfer (AS-T in Early Childhood Education) degree, a student must complete the following:

(1) Completion of 60-semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18-semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0. ADTs also require that students must earn a “C” or better in all courses required for the major or area of emphasis.

ADTs also require that students must earn a "C" (or "P") or better in all courses required for the major or area of emphasis.

### Elementary Teacher Education A.A.-T (Total 48)

**Complete all of the following** **Units**

#### Required Courses (Total 36)

**Complete all of the following**

ED140 - Introduction to Education	3
CFE102 - The Developing Child-Child Growth and Development	3
BIOL101 - General Biology	3
BIOL101L - General Biology Lab	1
PSCI101 - Physical Science	4
ERSC101 - Introduction to Earth Science	4
MATH120 - Math for Teachers	3
COMM101 - Introduction to Public Speaking	3
GEOG110 - World Regional Geography	3
HIST104 - Introduction to World Civilizations, from Human Beginnings Until 1500	3
HIST107 - U.S. History, 1607-1877	3
POLS101 - American Political Institutions	3

#### Required Course - Select one (Total 3)

**Complete the following number of units: 3**

ENGL101 - College Reading and Composition	3
ENGL101H - College Composition Honors	3

#### Required Course - Select one (Total 3)

**Complete the following number of units: 3**

ENGL102 - Critical Thinking and Literature	3
ENGL102H - Critical Thinking and Literature Honors	3

#### LIST A: Select one (Total 3)

**Complete the following number of units: 3**

ENGL103 - Critical Thinking and Research	3
ENGL103H - Critical Thinking and Research Honors	3
PHIL201 - Critical Thinking	3

#### LIST B: Select one (Total 3)

**Complete the following number of units: 3**

ART100 - Art Appreciation	3
MUS101 - Music Appreciation	3
MUS101H - Music Appreciation Honors	3
THA101 - Introduction to Theatre	3
THA101H - Introduction to Theatre Honors	3

#### Recommended Pathway

Term 1	Units
CSU GE A1(recommended COMM101)	3
CSU GE D (recommended POLS101)	3
CSU GE A2 (recommended ENGL101)	3
CSU GE B4 (recommended MATH120)	3
CSU GE C1 (recommended ART100)	3
<b>Total</b>	<b>15</b>

Term 2	Units
CSU GE E (recommended CFE102)	3
CSU GE A3(recommended ENGL103)	3
CSU GE C2 (recommended HIST104)	3
CSU GE D (recommended GEOG110)	3
ED140 - Introduction to Education	3
<b>Total</b>	<b>15</b>

Term 3	Units
CSU GE B2 (recommended BIOL101)	3
CSU GE B1 (recommended ERSC101)	4
CSU GE B3 (recommended BIOL101L)	1
General Elective	3
CSU GE C2 (recommended HIST107)	3
<b>Total</b>	<b>14</b>

Term 4	Units
CSU GE F (recommended ENGL257)	3
PSCI101 - Physical Science	4
General Elective	3
Required Course (recommended ENGL102)	3
General Elective	3
<b>Total</b>	<b>16</b>

**Degree Total 60**

## Instructional Aide AA

The instructional aide program, 1) provides the student with the skills, knowledge, and understanding that is needed to become a successful para-professional 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.

### Program Requirements

#### Instructional Aide AA (Total 24 - 26)

Complete all of the following Units

#### Required Courses (Total 21)

Complete all of the following

#### Required Courses (Total 18)

Complete the following number of units: 18

CFE102 - The Developing Child-Child Growth and Development	3
ED140 - Introduction to Education	3
PSY101 - General Psychology	3
ED141 - Intro to Special Education	3
ED145 - Understand & Ed Learn Disabled	3
CA103 - Introduction to Computers and Digital Technology	3

#### Required Courses-Choose One: (Total 3)

Complete the following number of units: 3

CFE103 - Child in Family&Community Rel	3
PSY235 - Child Psychology	3

#### Program Electives : 3-8 units of CFE Classes or (Total 3 - 5)

Complete the following number of units: 3-5

DFST101 - American Sign Language I	4
DFST102 - American Sign Language II	4
ED199 - Work Experience	8
ENGL101 - College Composition	3
SPAN101 - Elementary Spanish 1	5
SPAN102 - Elementary Spanish 2	5
CFE101 - Principles and Practices of Teaching Young Children	3
CFE105 - Discovery-Based Ed for Childre	3
CFE106 - Creative Exper for Children	3
CFE115 - Guiding Children's Behavior	3
CFE116 - Diversity in Early Childhood Education	3
CFE202 - Child Devel Prac-Emerg. Leader	3
CFE211 - Health, Safety, and Nutrition for the Young Child	3
CFE103 - Child in Family&Community Rel	3
LAC100 Introduction to Tutoring	3
LAC200 Advanced Tutoring	3

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
GE requirement area D1 (ENGL101)	3
GE requirement area E (recommended HD101)	3
CA103 - Introduction to Computer and Digital Technology	3
ED140 - Introduction to Education	3
CFE102 - The Developing Child- Child Growth and Development	3
<b>Total</b>	<b>15</b>

### Term 2

ED141 - Introduction to Special Education	3
PSY101 - General Psychology	3
GE requirement area B (recommended SOC101)	3
Required Courses (recommended CFE103)	3
GE requirement area F (recommended SOC116)	3
<b>Total</b>	<b>15</b>

### Term 3

ED145 - Understanding and Educating the Learning Disabled	3
GE requirement area C (recommended ART100)	3
Program Electives (recommended CFE101 or CFE106 or CFE115 or CFE116)	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>

### Term 4

GE requirement area A (recommended BIOL102)	4
GE requirement area D2 (recommended COMM114)	3
General Elective	3
General Elective	3
General Elective	2
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

## Education Courses

### ED 140 INTRODUCTION TO EDUCATION

3 Units

Total Course Lecture Hours 40.5

Total Course Lab Hours 45

An introductory 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. Introduction to California Teaching Standards. This course is designed to introduce students to the profession of teaching through lecture and observation of K-12 classrooms. Students will also gain practical experience through the 45 hour Observational hours requirement. A current TB clearance might be required for field experiences. (UC, CSU, AVC)

### ED 141 INTRODUCTION TO SPECIAL EDUCATION

3 Units

Total Course Lecture Hours 54

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. Intellectual disability, 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****Total Course Lecture Hours 54**

This course is designed for prospective special education and inclusion teachers, instructional aides, community volunteers and workers, or anyone interested in gaining a better understanding on educating the learning and intellectually disabled and behavior management. The course will range from an understanding of the educator's role in meeting educational, ethical, and legal responsibilities to current theories and practices to adapt instruction and classroom environment to the specific needs of "learning disabled" and "intellectually disabled" students. (CSU, AVC)

**ED 199 WORK EXPERIENCE EDUCATION****1–8 Units****Total Course Lab Hours 54–432**

**LIMITATION ON ENROLLMENT:** *To participate in work experience education, students must have a paid or unpaid job or internship and have the approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

The Education Work Experience Education is supervised employment designed to provide students with a realistic learning experience through work in the educational environment. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as classroom support staff and other roles in the education field. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the education field. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

## Program Description

The Electrical Technology Program is approved by the State of California's Electrical Certificate Curriculum Committee. This program is intended to provide hands-on experience, skills, and knowledge necessary to install, maintain and troubleshoot a variety of electrical systems in residential, commercial, and industrial electrical settings in compliance with National Electric Code. Upon enrollment in the courses, students will be able to apply for their State Electrical Trainee number. Upon completion of the certificate, students will be eligible to take the California State Electrical Journeyman's exam. All courses offered in this program satisfy the recertification educational hours for journeyman electricians.

## 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

### Electrical Technology Cert

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.

### Program Requirements

#### Electrical Technology Cert (Total 34)

##### Complete all of the following

##### Required Courses (34)

	Units
ELEC110 - Fundamentals of Electricity	4
ELEC115 - Electrical Codes and Ordinances	4
ELEC120 - Residential Wiring	4
ELEC130 - Alternating Current Theory	3
ELEC140 - Commercial & Industrial Wiring and Cabling	4
ELEC150 - Electrical Maintenance	4
ELEC160 - Fundamentals of Motor Control	4
ELEC220 - Advanced Motor Control-PLC	4
ELEC250 - Electricians Journeyman Review	3
<b>Total</b>	<b>34</b>

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
ELEC110 - Fundamentals of Electricity	4
ELEC115 - Electrical Codes and Ordinances	4
ELEC120 - Residential Wiring	4
<b>Total</b>	<b>12</b>
<b>Term 2</b>	
ELEC130 - Alternating Current Theory	3
ELEC140 - Commercial & Industrial Wiring & Cabling	4
ELEC160 - Fundamentals of Motor Control	4
<b>Total</b>	<b>11</b>
<b>Term 3</b>	
ELEC150 - Electrical Maintenance	4
ELEC220 - Advanced motor Control-PLC	4
ELEC250 - Electricians Journeyman Review	3
<b>Total</b>	<b>11</b>
<b>Certificate Total</b>	<b>34</b>

## Associate Degree

### Electrical Technology AS

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.

### Program Requirements

#### Electrical Technology AS (Total 34)

##### Complete all of the following

##### Required Courses (34)

	Units
ELEC110 - Fundamentals of Electricity	4
ELEC115 - Electrical Codes and Ordinances	4
ELEC120 - Residential Wiring	4
ELEC130 - Alternating Current Theory	3
ELEC140 - Commercial & Industrial Wiring and Cabling	4
ELEC150 - Electrical Maintenance	4
ELEC160 - Fundamentals of Motor Control	4
ELEC220 - Advanced Motor Control	4
ELEC250 - Electricians Journeyman Review	3
<b>Total</b>	<b>34</b>

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
ELEC110 - Fundamentals of Electricity	4
ELEC115 - Electrical Codes and Ordinances	4
ELEC120 - Residential Wiring	4
GE requirement area D1 (ENGL 101)	3
<b>Total</b>	<b>15</b>

**Term 2**

ELEC130 - Alternating Current Theory	3
ELEC140 - Commercial & Industrial Wiring & Cabling	4
ELEC160 - Fundamentals of Motor Control	4
GE requirement area A	3
<b>Total</b>	<b>14</b>

**Term 3**

ELEC150 - Electrical Maintenance	4
GE requirement area B	3
GE requirement area D2 (recommended MATH103)	4
GE requirement area E	3
General Elective	1
<b>Total</b>	<b>15</b>

**Term 4**

ELEC220 - Advanced Motor Control-PLC	4
ELEC250 - Electricians Journeyman Review	3
GE requirement area C	3
GE requirement area F	3
General Elective	3
<b>Total</b>	<b>16</b>
<b>Degree Total</b>	<b>60</b>

<b>Electrical Technology Courses</b>
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**ELEC 110 FUNDAMENTALS OF ELECTRICITY****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54**

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****Total Course Lecture Hours 72**

**Prerequisite:** Completion of or concurrent enrollment in ELEC 110.

This course is designed to provide students with knowledge and familiarization of the electrical codes used in California including technical requirements, governing bodies and enforcement. The class will cover different areas 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 residential, commercial or industrial environment. 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, Section 55763(c) and 58161(c).

**ELEC 120 RESIDENTIAL WIRING****4 Units****Total Course Lecture Hours 72**

**Prerequisite:** Completion of or concurrent enrollment in ELEC 110.

Build a foundation of knowledge and skills needed to maintain or modify the electrical system in a residence. Close adherence to the National Electrical Code will be observed, resulting in safe wiring practices. Ability to secure permits and pass electrical inspection will be observed by the instructor. Basic formulas necessary to understand electrical theory and applications are presented as they are needed throughout the class. (AVC)

**ELEC 130 ALTERNATING CURRENT THEORY****3 Units****Total Course Lecture Hours 54**

**Prerequisite:** Completion of ELEC 110.

Builds on the student's knowledge of electrical theory. Experiments with the interaction between magnetism, generators, transformers, motors, and how it applies to the AC circuit. Inductance and capacitance theories are introduced. Practical application of electrical circuits in residential, commercial and industrial setting. Construction requirements of single phase/3-phase systems, and electrical safety. (AVC)

**ELEC 140 COMMERCIAL & INDUSTRIAL WIRING & CABLING****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54**

**Prerequisite:** Completion of or concurrent enrollment in ELEC 110.

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*

*Total Course Lecture Hours 54*

*Total Course Lab Hours 54*

**Prerequisite:** Completion of or concurrent enrollment in ELEC 110.

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

### **ELEC 160 FUNDAMENTALS OF MOTOR CONTROL**

*4 Units*

*Total Course Lecture Hours 54*

*Total Course Lab Hours 54*

**Prerequisite:** Completion of ELEC 110.

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 220 ADVANCED MOTOR CONTROL-PLC**

*4 Units*

*Total Course Lecture Hours 72*

**Prerequisite:** Completion of ELEC 160.

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*

*Total Course Lecture Hours 54*

**Advisory:** Completion of ELEC 115.

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, Section 55763(c) and 58161(c).



## Program Description

The Electronics Technology curriculum is designed to prepare the student for employment as an electronic technician, avionics technician, medical equipment technician, and audio/video technician. This is the only electronic technician program certified by the Federal Aviation Administer (FAA).

## Program Learning Outcomes

### Avionics Technology Certificate

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.

### Electronics Technology Cert & AS

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 for electronics systems.
3. Evaluate, read and properly interpret industry standard electronics schematics and technical manuals to assess, maintain, and repair electronics systems.

## Certificate Programs

### Avionics Technology Certificate

This program provides the basic understanding and principles of basic electricity, basic physics, math, materials and processes, cleaning and corrosion control, soldering, cable fabrication, connector terminations, wire routing, electrical bonding, and system installation and testing. Career Options are Basic Aircraft Assembler, Avionics Technician, and Electrical Technician.

### Program Requirements

#### Avionics Technology Certificate (Total 15)

##### Complete all of the following

Required Courses:	Units
ELTE110 - Electronics Mathematics	4
ELTE125 - Direct Current and Alternating Current Principles	5
ELTE145 - Acceptability of Electronic Assemblies	6
<b>Total</b>	<b>15</b>

Recommended Pathway	
Term 1	Units
ELTE110 - Electronics Mathematics	4
ELTE125 - Direct Current and Alternating Current Principles	5
ELTE145 - Acceptability of Electronic Assemblies	6
<b>Total</b>	<b>15</b>

### Electronics Technology Cert

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. These positions include aviation/avionics, test instrumentation, communications systems, navigational systems, computer related electronics, robotics and biomedical equipment repair.

### Program Requirements

#### Electronics Technology Cert (Total 30)

##### Complete all of the following

##### Required Courses (Total 21)

##### Complete all of the following

ELTE110 - Electronics Mathematics	4
ELTE125 - Direct Current and Alternating Current Principles	5
ELTE130 - Digital Circuit Analysis	4
ELTE135 - Analog Circuit Analysis	4
ELTE235 - Electronic Communications I	4

##### Complete Option 1 or Option 2 (Total 6)

##### Complete the following number of rules: 1

##### Option 1 (Total 6)

##### Complete all of the following

ELTE220 - Microprocessor Systems II	3
ELTE140 - Microprocessor Systems I	3

##### Option 2 (Total 6)

##### Complete all of the following

ELTE180 - Microprocessor Systems	6
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### Program Electives (Total 3)

##### Complete the following number of units: 3

ELTE105 - Introduction to Robotics	3
ELTE145 - Acceptability of Electronic Assemblies	6
ELTE199 - Occupational Work Experience	1-8
ELTE252 - Introduction to Avionics	3
ELTE254 - Radio Telephone License	3

Recommended Pathway	
First Semester	Units
ELTE110 - Electronics Mathematics	4
ELTE125 - Direct Current and Alternating Current Principles	5
ELTE130 - Digital Circuit Analysis	4
<b>Total</b>	<b>13</b>
Second Semester	
ELTE135 - Analog Circuit Analysis	4
Option 1 or 2 (recommended ELTE180)	6
<b>Total</b>	<b>10</b>
Third Semester	
ELTE235 - Electronic Communications I	4
Program Electives (recommended ELTE105)	3
<b>Total</b>	<b>7</b>
<b>Degree Total</b>	<b>30</b>

## Associate Degree

### Electronics Technology AS

The requirements for an associate degree in Electronics Technology 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 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.

### Program Requirements

#### Electronics Technology AS (Total 30)

##### Complete all of the following

Units

#### Required Courses (Total 21)

##### Complete all of the following

ELTE110 - Electronics Mathematics	4
ELTE125 - Direct Current and Alternating Current Principles	5
ELTE130 - Digital Circuit Analysis	4
ELTE135 - Analog Circuit Analysis	4
ELTE235 - Electronic Communications I	4

#### Complete Option 1 or Option 2 (Total 6)

##### Complete the following number of rules: 1

##### Option 1 (Total 6)

##### Complete all of the following

ELTE140 - Microprocessor Systems I	3
ELTE220 - Microprocessor Systems II	3

##### Option 2 (Total 6)

##### Complete all of the following

ELTE180 - Microprocessor Systems	6
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### Program Elective (Total 3)

#### Complete the following number of units: 3

ELTE105 - Introduction to Robotics	3
ELTE145 - Acceptability of Electronics Assemble	6
ELTE199 - Work Experience Education	1-8
ELTE252 - Introduction to Avionics	3
ELTE254 - Radio Telephone, License	3

### Recommended Pathway

First Semester	Units
ELTE110 - Electronics Mathematics	4
ELTE125 - Direct Current and Alternating Current Principles	5
GE requirement Area D1 (ENGL101)	3
ELTE130 - Digital Circuit Analysis	4
<b>Total</b>	<b>16</b>

### Second Semester

ELTE135 - Analog Circuit Analysis	4
GE requirement Area E (recommended HD101)	3
Option 1 or 2 (recommended ELTE180)	6
GE requirement Area D2 (recommended CA103)	3
<b>Total</b>	<b>16</b>

### Third Semester

ELTE235 - Electronic Communications I	4
GE requirement Area A (recommended CHEM101)	5
Program Elective (recommended ELTE105)	3
General Elective	1
<b>Total</b>	<b>13</b>

### Fourth Semester

GE requirement Area B (recommended COMM217)	3
GE requirement Area C (recommended PHIL105)	3
GE requirement Area F (recommended ENGL259)	3
General Elective	3
General Elective	3

Total 15

Degree Total 60

## Electronics Technology Courses

### ELTE 101 SURVEY OF ELECTRONICS

4 units

Total Course Lecture Hours 54

Total Course Lab Hours 54

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) (GE: AVC Area A)

### ELTE 105 INTRODUCTION TO ROBOTICS

3 Units

Total Course Lecture Hours 54

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 ELECTRONIC MATHEMATICS****4 units****Total Course Lecture Hours 72**

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****Total Course Lecture Hours 81****Total Course Lab Hours 27**

**Prerequisite:** Completion of or concurrent enrollment in ELTE 110.

Basic concepts of direct current including voltage, current, power, and resistance. Ohm's Law and Kirchhoff'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****Total Course Lecture Hours 54****Total Course Lab Hours 24**

**Prerequisite:** Completion or concurrent enrollment in ELTE 110 and 125.

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 the 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****Total Course Lecture Hours 54****Total Course Lab Hours 54**

**Prerequisite:** Completion of ELTE 125.

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****Total Course Lecture Hours 45****Total Course Lab Hours 27**

**Prerequisite:** Completion of or concurrent enrollment in ELTE 130.

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 145 ACCEPTABILITY OF ELECTRONIC ASSEMBLE****6 units****Total Course Lecture Hours 90****Total Course Lab Hours 54**

**Prerequisite:** Completion or concurrent enrollment in ELTE 110 and 125.

This course provides acceptance requirements for the manufacture of electrical and electronic assemblies, specifically in the areas of cable and wire harness assemblies, soldered electrical and electronic assemblies, and quality control testing and inspection. (AVC)

**ELTE 180 MICROPROCESSOR SYSTEMS****6 units****Total Course Lecture Hours 90****Total Course Lab Hours 54**

**Prerequisite:** Completion of ELTE 130.

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 WORK EXPERIENCE EDUCATION**

**1–8 units**

**Total Course Lab Hours 54–432**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have the approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students with a realistic learning experience through work in the technical work environment. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as employees in various situations and jobs in the technical field. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the technical working environment. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

### **ELTE 220 MICROPROCESSOR SYSTEMS II**

**3 Units**

**Total Course Lecture Hours 54**

**Prerequisite:** Completion of ELTE 140.

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**

**Total Course Lecture Hours 54**

**Total Course Lab Hours 54**

**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**

**Total Course Lecture Hours 54**

**Advisory:** Completion of ELTE 130 and ELTE 135.

Introduction to 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**

**Total Course Lecture Hours 54**

**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)



**Program Description**

EMT Emergency Medical Technology is one course that prepares students to take the National Registry examination to become an EMT-1. A non-credit 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, TB testing, as well as a drug screening and criminal background check before completing the ambulance ride along. Students should not have the medical exam and background screening until they are given the current forms and instructions by the instructor.

**Program Learning Outcomes**

1. Apply advanced-level emergency medical knowledge and standards within the paramedic scope of practice to the care of patients in a diverse community.
2. Apply safe advanced-level technical skills in emergency medical situations within the paramedic scope of practice.
3. Behave professionally, skillfully, and in a manner consistent with employer and community expectations of an Emergency Medical Services (EMS) provider
4. Support patient advocacy and interprofessional collaboration in prehospital care to address health disparities in a diverse community.

**Certificate Program**

Certificate not applicable.

**Associate Degree****Paramedic**

The paramedic program provides students with the knowledge and skills necessary to provide advanced emergency medical care in the prehospital setting. The licensed paramedic is the highest level provider on the prehospital care team and may find employment with a fire department, private ambulance service, third service, hospital, or other operation. The paramedic program includes classroom didactic, practical laboratory, simulation-based education, in-hospital clinical and a capstone prehospital field internship that qualifies the student for the National Registry of Emergency Medical Technicians (NREMT) paramedic licensure Examination upon successful completion of the program.

A current EMT certification is required before a student is accepted into the program (CCR. DIV.9 Title 22). It is recommended that students have three to six months field experience as an EMT prior to submitting an application to the paramedic program.

Enrollment is open to qualified applicants who fulfill the following admission requirements:

1. Hold a current California EMT certification
2. Hold a current healthcare provider level BLS card
3. Complete application to the program within annual application period in the Spring

A Multiple screening tool will be used to select a cohort of 30 candidates to start each Fall semester.

**Program Requirements****Required (Total 51.25)****Complete all of the following**

	<b>Units</b>
EMT121 - Introduction to EMS	3
EMT122 - Pharmacology in EMS	3
EMT123 - Trauma Emergencies	3
EMT124 - Trauma Certification	2
EMT125 - Cardiorespiratory Emergencies	4
EMT126 - Neuroendocrine Emergencies	3
EMT127 - Medical Emergencies	3
EMT128 - OB/GYN and Peds Emergency	4
EMT129 - Special Populations, EMS Ops	4
EMT130A - Paramedic Clinical Education	7
EMT130B - Paramedic Field Internship	9.25
BIOL100 - Elementary Human Anatomy and Physiology	3
SOC101 - Introduction to Sociology	3

**Recommended Pathway**

<b>PRE PROGRAM</b>	<b>Units</b>
BIOL100 - Elementary Human Anatomy and Physiology	3
SOC101 - Introduction to Sociology	3
GE requirement Area C	3
GE requirement Area D1	3
GE requirement Area D2	3
GE requirement Area Area E	3
GE requirement Area Area F	3
<b>Total</b>	<b>21</b>

**FALL SEMESTER**

EMT121 - Introduction to EMS	3
EMT122 - Pharmacology in EMS	3
EMT123 - Trauma Emergencies	3
EMT124 - Trauma Certification	2
EMT125 - Cardiorespiratory Emergencies	4
<b>Total</b>	<b>15</b>

**SPRING SEMESTER**

EMT126 - Neuroendocrine Emergencies	3
EMT127 - Medical Emergencies	3
EMT128 - OB/GYN and Peds Emergency	4
EMT129 - Special Populations, EMS Ops	4
<b>Total</b>	<b>14</b>

**SUMMER SEMESTER**

EMT130A - Paramedic Clinical Education	7
<b>Total</b>	<b>7</b>

**SECOND FALL SEMESTER**

EMT130B - Paramedic Field Internship	9.25
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**Total 9.25**  
**Degree Total 66.25**

**Emergency Medical Technology Courses****EMT 101 EMERGENCY MEDICAL TECHNICIAN (EMT)****9 units****Total Course Lecture Hours 112.5****Total Course Lab Hours 148.5**

**Limitation on Enrollment:** Students may need to obtain a specific medical exam, including TB testing and specific immunizations and/or proof of immunizations and a criminal/exclusion background check, as detailed by the instructor. Students must be able to meet the physical demands of working on an emergency ambulance, such as eyesight, hearing, speech, bending, squatting, lifting, climbing stairs, or other physical requirements as may be necessary for such work. The student's final grade is contingent upon the successful completion of all mandatory requirements of this course by a specified deadline. Failure to complete all requirements will result in a grade of "D" in the course. Students must be 18 years of age.

Course covers 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. 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. (CSU, AVC)

**EMT 121 INTRODUCTION TO EMS****3 Units****Total Course Lecture Hours 36****Total Course Lab Hours 54**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

Introduction to Emergency Medical Services (EMS) including the history of EMS development, medical legal issues in emergency care, health and safety of the paramedic, principles of EMS research, procedural skills of patient assessment, and advanced airway management. (CSU, AVC)

**EMT 122 PHARMACOLOGY IN EMS****3 Units****Total Course Lecture Hours 36****Total Course Lab Hours 54**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisites:** Concurrent or completion of EMT121 and concurrent enrollment in EMT 123 and EMT 125.

Basic principles of pharmacology including drug classifications, actions, therapeutic uses in emergency medical services (EMS) and methods of medication administration. (CSU, AVC)

**EMT 123 TRAUMA EMERGENCIES****3 Units****Total Course Lecture Hours 54**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Corequisite:** EMT 124. Pathophysiology, assessment and management of trauma emergencies in the field.

Basic and advanced management principles and continuum of trauma care. Focus on prehospital and definitive management of patients with shock as the result of traumatic injury. (CSU, AVC)

**EMT 124 TRAUMA CERTIFICATION****2 Units****Total Course Lecture Hours 27****Total Course Lab Hours 36**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Corequisite:** EMT 123.

This course meets requirements for trauma certification according to national, state and local standards in emergency medical services. This course is required for students enrolled in the paramedic program. (CSU, AVC)

**EMT 125 CARDIORESPIRATORY EMERGENCIES****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

Assessment and management principles in EMS advanced life support care of patients with respiratory and cardiovascular emergencies in the emergency setting. Includes ECG interpretation of dysrhythmias, 12-lead ECG and cardiorespiratory pharmacology. Advanced cardiac life support guidelines and preparation for certification. (CSU, AVC)

**EMT 126 NEUROENDOCRINE EMERGENCIES****3 Units****Total Course Lecture Hours 36****Total Course Lab Hours 54**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** EMT 121, EMT 122 and EMT 125.

Prehospital assessment and management of patients with altered mental status, seizures, strokes, diabetes, and other dysfunctions of the neuroendocrine systems. (CSU, AVC)

**EMT 127 MEDICAL EMERGENCIES****3 Units****Total Course Lecture Hours 36****Total Course Lab Hours 54**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** EMT 121, EMT 122, and EMT 125.

Prehospital assessment and management of patients with medical emergencies, including allergic, anaphylactic, gastrointestinal, genitourinary, hematologic, toxicologic, psychiatric, environmental, infectious, and immunologic emergencies. (CSU, AVC)

**EMT 128 OB/GYN AND PEDS EMERGENCY****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisites:** EMT 121, EMT 122 and EMT 125.

Prehospital assessment and management of gynecological, obstetric, neonatal and pediatric emergencies. (CSU, AVC)

**EMT 129 SPECIAL POPULATIONS, EMS OPS****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisites:** EMT 121, EMT 122, EMT 123, EMT 125.

Prehospital assessment and management of patients with special healthcare challenges. Special populations topics include geriatrics, abuse/neglect, homelessness, poverty, hospice, and home care. Also reviews EMS operations, including crime scene awareness, and patient and scene management at multiple casualty incidents. (CSU, AVC)

**EMT 130A PARAMEDIC CLINICAL EDUCATION****7 Units****Total Course Lecture Hours 108****Total Course Lab Hours 54**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** EMT 126, EMT 127, EMT 128, EMT 129.

Didactic and psychomotor competency evaluations in the Paramedic program and supervised patient care in a variety of clinical settings. Paramedic students must successfully pass all competency evaluations in this course to be approved for the Capstone Field Internship. (CSU, AVC)

**EMT 130B PARAMEDIC FIELD INTERNSHIP****9.25 Units****Total Course Lab Hours 500**

**Limitations on Enrollment:** Formal admission to the Paramedic Certificate Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** EMT 130A.

Capstone field internship with a paramedic preceptor on an ambulance for evaluation of baseline competency as safe, entry level paramedic pursuant to national and state standards and regulations in the emergency medical services (EMS) professions. Course completes with a review of terminal competency requirements, exit examinations and medical director review of student competency as a safe, entry level paramedic. (CSU, AVC)

**Emergency Medical Technology  
Non Credit Course**
**EMT 900 BASIC LIFE SUPPORT (BLS)****0 Units****Total Course Lecture Hours 18**

**Instructional materials fee of \$10 is required for this course and must be paid at registration.**

This course is an American Heart Association (AHA) Basic Life Support (BLS) course designed to prepare participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. Reflects science and education from the AHA Guidelines Update for CPR and Emergency Cardiovascular Care. Students who successfully complete this course will receive an AHA BLS course. (R unlimited)

## Program Description

The Engineering Program offers three distinct pathways that include: Mechanical/Aerospace Engineering, Electrical Engineering, and Computer Engineering. Through these pathways, students will complete lower division engineering coursework needed to transfer to any CSU, UC, as well as many other in-state or out-of-state universities, to complete a Bachelor's degree in an Engineering discipline.

## Program Learning Outcomes

### Computer Engineering AS

1. Apply knowledge of math, science, and engineering to identify, define, and solve computer engineering related problems.
2. Design and perform tests/experiments, analyze and interpret data, and prepare technical reports as a member of a group.

### Electrical Engineering AS

1. Apply knowledge of math, science, and engineering to identify, define, and solve electrical engineering related problems.
2. Design and perform tests/experiments, analyze and interpret data, and prepare technical reports as a member of a group.
3. Effectively employ techniques, skills, and computational tools necessary for electrical engineering.

### Engineering Fundamentals Certificate

1. Acquire, develop, and refine the prerequisite mathematics, physics, and chemistry foundational skills to be successful in sophomore level engineering courses such as Statics, Circuit Analysis, or Materials Science.
2. Demonstrate the ability to write computer programs and apply them towards solving engineering problems.

### Mechanical Engineering AS

1. Apply knowledge of math, science, and engineering to identify, define, and solve mechanical engineering related problems.
2. Design and perform tests/experiments, analyze and interpret data, and prepare technical reports as a member of a group.
3. Effectively employ techniques, skills, and computational tools necessary for mechanical engineering.

## Certificate Program

### Engineering Fundamentals

A student completing the Engineering Fundamentals Certificate will gain a solid grounding in the basic principles that underlie all engineering disciplines. This certificate provides both academic preparation for, and a pathway to, internships. When combined with further study, it will lead to an Engineering Associate in Science Degree and/or transfer. This certificate is intended to be completed at the beginning of a student's course of study, while they are at the freshman level.

## Program Requirements

### Engineering Fundamentals Certificate (Total 25 - 28)

**Complete all of the following** **Units**

#### Required Courses (Total 19)

**Complete all of the following**

ENGR110 - Introduction to Engineering	3
MATH150 - Calculus and Analytic Geometry	5
MATH160 - Calculus and Analytic Geometry	4
PHYS110 - General Physics	4
ENGL101 - College Composition	3

#### Electives (Total 6 - 9)

**Complete the following number of units: 6-9**

CHEM110 - General Chemistry	5
CS110 - Introduction to Programming Concepts and Methodologies	3
CS120 - Programming and Algorithms in C/C++	3
CS121 - Programming and Algorithms in Java	3
CS122 - Programming and Algorithms in Python	3
CS123 - Programming and Algorithms in C#	3
ENGR125 - Programming and Problem-Solving in MATLAB	4

Recommended Pathway	
Term 1	Units
ENGR110 - Introduction to Engineering	3
ENGL101 - College Composition	3
MATH150 - Calculus and Analytic Geometry	5
<b>Total 11</b>	
Term 2	
MATH160 - Calculus and Analytic Geometry	4
PHYS110 - General Physics	4
Electives (see list)	6-9
<b>Total 14 - 17</b>	
<b>Certificate Total 25-28</b>	

## Associate Degrees

### Computer Engineering

The Associate in Sciences in Computer Engineering will provide students with a fundamental knowledge of Computer Engineering, to enhance their computational and problem solving skills, sharpen their critical thinking, and to ensure proper preparation for junior level Computer Engineering coursework at a university. Students completing this degree should realize that there are many sub disciplines in Computer Engineering and most require a similar core education, but not all. The requirements for an associate degree in Computer Engineering may be satisfied by completing the courses listed below in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)



**Program Requirements****Computer Engineering AS (Total 48)****Complete all of the following****Units****Required Courses (Total 42)****Complete all of the following**

ENGR110 - Introduction to Engineering	3
MATH150 - Calculus and Analytic Geometry	5
MATH160 - Calculus and Analytic Geometry	4
MATH220 - Linear Algebra	4
MATH230 - Introduction to Ordinary Differential Equations	4
MATH250 - Calculus and Analytic Geometry	4
PHYS110 - General Physics	4
PHYS120 - General Physics	4
ENGR230 - Circuit Analysis	4
CS140 - Assembly Language and Computer Architecture	3
CS150 - Discrete Structures	3

**Computer Programming Options (Total 6)****Complete the following number of rules: 1****C/C++ Programming (Total 6)****Complete all of the following**

CS120 - Programming and Algorithms in C/C++	3
CS130 - Data Structures using C++	3

**Java Programming (Total 6)****Complete all of the following**

CS121 - Programming and Algorithms in Java	3
CS131 - Data Structures using Java	3

**Python Programming (Total 6)****Complete all of the following**

CS122 - Programming and Algorithms in Python	3
CS132 - Data Structures using Python	3

**Recommended Pathway****Term 1****Units**

ENGR 110 - Introduction to Engineering	3
MATH 150 - Calculus and Analytic Geometry	5
GE requirement Area B (recommended POLS101)	3
GE requirement Area D1 (ENGL101)	3

**Total 14****Term 2**

Computer Programming Options (CS120 or CS121 or CS122)	3
GE requirement Area F (recommended HIST110)	3
MATH 160 - Calculus and Analytic Geometry	4
PHYS 110 - General Physics	4

**Total 14****Term 3**

GE requirement Area C (recommended ART103)	3
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**Total 3****Term 4**

MATH 250 - Calculus and Analytic Geometry	4
PHYS 120 - General Physics	4
CS140 - Assembly Language and Computer Architecture	3
Computer Programming Options (CS130 or CS131 or CS132)	3

**Total 14****Term 5**

MATH 220 - Linear Algebra	4
MATH 230 - Introduction to Ordinary Differential Equations	4
ENGR 230 - Circuit Analysis	4
CS150 - Discrete Structures	3

**Total 15****Degree Total 60****Electrical Engineering**

The Associate in Sciences in Electrical Engineering will provide students with a fundamental knowledge of Electrical Engineering, to enhance their computational and problem solving skills, sharpen their critical thinking, and to ensure proper preparation for junior level Electrical Engineering coursework at a university. Students completing this degree should realize that there are many sub disciplines in Electrical Engineering and most require a similar core education, but not all. The requirements for an associate degree in Electrical Engineering may be satisfied by completing the courses listed below in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

**Program Requirements****Electrical Engineering AS (Total 48)****Complete the following number of units: 48**

ENGR110 - Introduction to Engineering	3
ENGR125 - Programming and Problem-Solving in MATLAB	4
ENGR185 - Digital Logic and Design	4
ENGR230 - Circuit Analysis	4
MATH150 - Calculus and Analytic Geometry	5
MATH160 - Calculus and Analytic Geometry	4
MATH230 - Introduction to Ordinary Differential Equations	4
MATH250 - Calculus and Analytic Geometry	4
PHYS110 - General Physics	4
PHYS120 - General Physics	4
PHYS211 - General Physics	5

**Programming - Choose One: (Total 3)****Complete the following number of units: 3****C/C++ Programming (Total 3)****Complete all of the following**

CS120 - Programming and Algorithms in C/C++	3
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**Java Programming (Total 3)****Complete all of the following**

CS121 - Programming and Algorithms in Java	3
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**Python Programming (Total 3)****Complete all of the following**

CS122 - Programming and Algorithms in Python	3
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**Recommended Pathway****Term 1****units**

ENGR110 - Introduction to Engineering	3
MATH150 - Calculus and Analytic Geometry	5
GE requirement Area B (recommended POLS101)	3
GE requirement Area D1 (ENGL101)	3

**Total 14**

**Term 2**

ENGR125 - Programming and Problem Solving in MATLAB	4
MATH160 - Calculus and Analytic Geometry	4
PHYS110 - General Physics	4
Programming (CS120 or CS121 or CS122)	3
<b>Total</b>	<b>15</b>

**Term 3**

ENGR185 - Digital Logic and Design	4
MATH250 - Calculus and Analytic Geometry	4
PHYS120 - General Physics	4
GE requirement Area C (recommended THA101)	3
<b>Total</b>	<b>15</b>

**Term 4**

ENGR230 - Circuit Analysis	4
MATH230 - Introduction to Ordinary Differential Equations	4
PHYS211 - General Physics	5
GE requirement Area F (recommended FTV201)	3
<b>Total</b>	<b>16</b>
<b>Degree Total</b>	<b>60</b>

**Mechanical Engineering**

The Associate in Sciences in Mechanical Engineering will provide students with a fundamental knowledge of Mechanical Engineering, to enhance their computational and problem solving skills, sharpen their critical thinking, and to ensure proper preparation for junior level Mechanical Engineering coursework at a university. Students completing this degree should realize that there are many sub disciplines in Mechanical Engineering and most require a similar core education, but not all. The requirements for an associate degree in Mechanical Engineering may be satisfied by completing the courses listed below in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

**Program Requirements****Mechanical Engineering AS (Total 48)****Complete the following number of units: 48**

CHEM110 - General Chemistry	5
ENGR110 - Introduction to Engineering	3
ENGR125 - Programming and Problem-Solving in MATLAB	4
ENGR130 - Materials Science	4
ENGR140 - Engineering 3D Graphics	3
ENGR210 - Statics	4
MATH150 - Calculus and Analytic Geometry	5
MATH160 - Calculus and Analytic Geometry	4
MATH230 - Introduction to Ordinary Differential Equations	4
MATH250 - Calculus and Analytic Geometry	4
PHYS110 - General Physics	4
PHYS120 - General Physics	4

**Recommended Pathway**

<b>Term 1</b>	<b>Units</b>
CHEM110 - General Chemistry	5
ENGR110 - Introduction to Engineering	3
MATH150 - Calculus and Analytic Geometry	5
GE requirement Area F (recommended FTV201)	3
<b>Total</b>	<b>16</b>

**Term 2**

GE requirement Area D1 (ENGL101)	3
ENGR125 - Programming and Problem-Solving in MATLAB	4
MATH160 - Calculus and Analytic Geometry	4
PHYS110 - General Physics	4
<b>Total</b>	<b>15</b>

**Summer**

GE requirement Area B (recommended POLS101)	3
<b>Total</b>	<b>3</b>

**Term 3**

ENGR140 - Engineering 3D Graphics	3
MATH230 - Introduction to Ordinary Differential Equations	4
PHYS120 - General Physics	4
GE requirement Area C (recommended THA101)	3
<b>Total</b>	<b>14</b>

**Term 4**

ENGR210 - Statics	4
MATH250 - Calculus and Analytic Geometry	4
ENGR130 - Materials Science	4
<b>Total</b>	<b>12</b>
<b>Degree Total</b>	<b>60</b>

**Engineering Courses****ENGR 110 INTRODUCTION TO ENGINEERING****3 Units****Total Course Lecture Hours 54**

The course explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. The course also explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. An introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics are also covered in this course. Students will develop communication skills pertinent to the engineering profession. (C-ID: ENGR 110) (UC, CSU, AVC)

**ENGR 125 PROGRAMMING AND PROBLEM-SOLVING IN MATLAB****4 units****Total Course Lecture Hours 54****Total Course Lab Hours 54****Prerequisite:** Completion of MATH 150.

This course utilizes the MATLAB environment to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics. (C-ID: ENGR 220) (CSU, UC, AVC)

**ENGR 130 MATERIALS SCIENCE****4 units****Total Course Lecture Hours 54****Total Course Lab Hours 54****Prerequisite:** Completion of CHEM 110 and PHYS 110.

This course presents the internal structures and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semiconductors. The emphasis is upon developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. This course contains a lab component in which mechanical properties and behaviors will be explored through the use of common mechanical testing techniques. (C-ID: ENGR 140B) (CSU, UC, AVC)

**ENGR 140 ENGINEERING 3D GRAPHICS****3 unit****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of Math 135 or higher or placement by multiple measures.

This course covers the principles of engineering designs using computer-aided design (CAD). Topics include the development of visualization skills; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop 2-D and 3-D CAD skills. The use of 3D CAD software is an integral part of the course. (C-ID: ENGR 150) (UC, CSU, AVC)

**ENGR 185 DIGITAL LOGIC AND DESIGN****4 units****Total Course Lecture Hours 54****Total Course Lab Hours 54****Prerequisite:** Completion of MATH 140 or placement by multiple measures.

This course covers the analysis of digital logic principles as well as hands on building and testing of functional projects. Some of the major topics include: Boolean logic, binary arithmetic, logic gates, combinatorial logic, sequential circuits, programmable logic devices, state machines and synchronous state machine design. Students will design combinatorial circuits, flipflops, multivibrators, registers and counters. Standard industry testing methods and equipment are used throughout the course. (CSU, UC, AVC)

**ENGR 210 STATICS****4 units****Total Course Lecture Hours 72****Prerequisite:** Completion of MATH 160 and PHYS 110.

A first course in engineering mechanics: properties of forces, moments, couples and resultants; two- and three-dimensional force systems acting on engineering structures in equilibrium; analysis of trusses, and beams; distributed forces, shear and bending moment diagrams, center of gravity, centroids, friction, and area and mass moments of inertia. Optional additional topics include fluid statics, cables, Mohr's circle and virtual work. (C-ID: ENGR 130) (UC, CSU, AVC)

**ENGR 230 CIRCUIT ANALYSIS****4 units****Total Course Lecture Hours 54****Total Course Lab Hours 54****Advisory:** Completion of ENGR 125.**Prerequisite:** Completion of PHYS 120 and completion of or concurrent enrollment in MATH 230.

An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. (C-ID: ENGR 260 and ENGR 260L) (UC, CSU, AVC)

## Program Description

“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.

Writing courses range from essay composition to creative writing to technical writing. The literature program provides survey courses in English, American and World Literature; studies in fiction; and courses that explore culture and ethnic diversity, such as African American literature.

## Program Learning Outcomes

### English AA-T

1. Students in program courses will enter and participate in the academic community by first understanding the impact of professional discourse, the role of rhetoric, and the function of research.
2. Students in program courses will demonstrate the ability to access, read, interpret, analyze, and evaluate textual materials across traditions, genres, and media, with critical attention to both diversity and complexity.
3. Students in program courses will develop both an awareness of different audiences and the persuasive skills needed to deliver effective written arguments and verbal presentations.

## Certificate Program

Certificate not applicable.

## Associate Degree

### English AA-T

The Associate in Arts in English for Transfer (AA-T) degree offers students a program of study exploring the cultural aspects and aesthetic features of textual expression. Authorial persona and performance, reader response and interpretation, literary traditions, critical approaches, and interdisciplinary analyses are some of the contexts studied. Students will enhance their own expressive and reasoning abilities as they examine the social role and impact of narrative, expository, and visual texts.

The Associate in Arts in English for Transfer (AA-T in English) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in English for Transfer (AA-T in English) degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is an acceptable grade for courses in the major.

## Program Requirements

### English AA-T (Total 18)

Complete all of the following

Units

#### Required Courses (Total 6)

Complete the following number of units: 6

ENGL102 - Critical Thinking and Literature	3
ENGL103 - Critical Thinking and Research	3

#### Required Electives A (Total 6)

Complete the following number of units: 6

ENGL221 - American Literature 1400-1865	3
ENGL222 - American Literature 1865-Present	3
ENGL225 - English Literature, 800-1750	3
ENGL227 - English Literature, 1750-Present	3
ENGL230 - World Literature 1	3
ENGL231 - World Literature 2	3

#### Required Electives B (Total 3)

Complete the following number of units: 3

OR Any LIST A course not already used.

ENGL111 - Creative Writing: Fiction	3
ENGL112 - Creative Writing: Poetry	3
ENGL242 - Narrative and Culture	3

#### Required Electives C (Total 3)

Complete the following number of units: 3

OR Any LIST A or B course not already used.

ENGL235 - Shakespeare and Culture	3
ENGL253 - African American Literature	3
ENGL256 - Latinx Literature	3
ENGL257 - Ethnic Studies: Native American Studies in Literature	3
ENGL259 - Gender, Image, and Rhetoric	3
ENGL265 - Film: Text and Context	3
ENGL279 - Science Fiction and Dystopian Literature	3

### Recommended Pathway

Term 1	Units
CSU GE A1 (recommended COMM101)	3
CSU GE A2 (recommended ENGL101)	3
CSU GE B4 (recommended MATH110)	3
CSU GE C1 (recommended ART100)	3
CSU GE E (recommended HD101)	3
<b>Total 15</b>	
<b>Term 2</b>	
CSU GE A3 (recommended ENGL102)	3
Required Electives A (recommended ENGL231)	3
CSU GE B1 (recommended GEOG101)	3
CSU GE C2 (recommended ENGL222)	3
CSU GE D (recommended POLS101)	3
<b>Total 15</b>	



**Term 3**

ENGL103 - Critical Thinking and Research	3
Required Electives A (recommended ENGL221)	3
CSU GE B2 (recommended ANTH101)	3
CSU GE B3 (recommended ANTH101L)	1
CSU GE F	3
General Elective (recommended PSY101)	3
<b>Total 16</b>	

**Term 4**

Required Electives B (see list)	3
Required Electives C (see list)	3
CSU GE D (recommended HIST107)	3
CSU GE C1 (recommended COMM114)	3
General Elective	2
<b>Total 14</b>	
<b>Degree Total 60</b>	

<b>English Courses</b>
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**ENGL 101 COLLEGE READING AND COMPOSITION****3 Units****Total Course Lecture Hours 54****Prerequisite:** Placement by multiple measures.

This introductory course focuses on the development and refinement of college-level reading and writing skills. English 101 empowers students to explore texts and ideas from a variety of diverse voices and to enter into conversations with creative thinkers, scholars, and global citizens. Students are encouraged to think deeply and compassionately about language, cultivating an appreciation for its power in multiple social contexts. They also develop information literacy as they learn how to locate, navigate, and incorporate credible sources into their writing to support arguments and persuade various audiences. Students in English 101 have many opportunities for extra support, including supplemental learning assistance provided by visiting The Learning Center. (C-ID: ENGL 100) (UC, CSU, AVC) (GE IGETC Area 1A, CSU Area A2, AVC Area D1)

**ENGL 101H COLLEGE COMPOSITION HONORS****3 Units****Total Course Lecture Hours 54**

This honors course, intended for students in the Honors Transfer Program, is designed to promote standard college-level writing and awareness of academic formats, conventions, and expectations. Readings and written assignments encourage and facilitate the use of critical thinking skills, textual analysis, rhetorical strategies, and informational literacy. The course includes a documented research paper and prepares students for academic coursework across the disciplines and in transfer institutions. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either ENGL 101 Academic Composition or ENGL 101H Academic Composition Honors. Duplicate credit will not be awarded.

**ENGL 102 CRITICAL THINKING AND LITERATURE****3 Units****Total Course Lecture Hours 54****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. (C-ID: ENGL 120) (UC, CSU, AVC) (GE: IGETC Area 1B, CSU Area A3, C2, AVC Area C, D2)

**ENGL 102H CRITICAL THINKING AND LITERATURE HONORS****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This honors course, intended for students in the Honors Transfer Program, is an advanced composition course that uses literature and literary analysis as the subject matter, offering 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either ENGL 102 Critical Thinking and Literature or ENGL 102H Critical Thinking and Literature Honors. Duplicate credit will not be awarded.

**ENGL 103 CRITICAL THINKING AND RESEARCH****3 Units****Total Course Lecture Hours 54****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 thoroughness, and expertly incorporate secondary sources in support of their own analytical arguments. (C-ID: ENGL 105) (UC, CSU, AVC) (GE: IGETC Area 1B, CSU Area A3, AVC Area D2)

**ENGL 103H CRITICAL THINKING AND RESEARCH HONORS****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This honors course, intended for students in the Honors Transfer Program, is an advanced composition course that 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 thoroughness, and expertly incorporate secondary sources in support of their own analytical arguments. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either ENGL 103 Critical Thinking and Research or ENGL 103H Critical Thinking and Research Honors. Duplicate credit will not be awarded.

**ENGL 111 CREATIVE WRITING: FICTION****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

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. (UC, CSU, AVC) (GE: CSU Area C2, AVC Area C)

**ENGL 112 CREATIVE WRITING: POETRY****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

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. (UC, CSU, AVC) (GE: CSU Area C2, AVC Area C)

**ENGL 115 INTRODUCTION TO TECHNICAL COMMUNICATION****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This advanced composition course gives students instruction and practice in skills particular to writing in technical and professional fields. Students will develop their critical awareness of audience and audience-specific language use, as they become familiar with forms specific to technical environments, such as report writing, process analysis, charts, graphs, other presentations of numerical data, instruction manuals, and data analysis. While practicing critical thinking and writing skills, students will learn to analyze important details about technical writing situations, compose according to the results of their analysis, and learn to write in working groups, with special attention to logic and clarity. (CSU, AVC)

**ENGL 221 AMERICAN LITERATURE, 1400–1865****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

The concentration of this course is on the voices and perspectives of Native peoples, European explorers, and Americans, from 1400-1865. 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 of the 18th Century. Students also critically explore literary and cultural movements of the 19th Century, such as Romanticism, Symbolism, and Transcendentalism. This survey is characterized by critical thinking, close textual reading, and analytical writing. (C-ID: ENGL 130) (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

**ENGL 222 AMERICAN LITERATURE, 1865–PRESENT****3 Units****Total Course Lecture Hours 54****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. Included is an introduction to some of the historical, cultural, religious, and social issues which helped shape the ideas and ideologies of the times, including literary and cultural movements such as Naturalism, Realism, Modernism, and Postmodernism. This survey emphasizes critical thinking, close textual reading, and analytical writing. (C-ID: ENGL 135) (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

**ENGL 225 ENGLISH LITERATURE, 800–1750****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This course examines British literature from the Anglo-Saxon period to the early Neoclassical. Texts from a diverse range of poetry, plays, and prose are analyzed and connected to their original historical and cultural contexts, and explored in relation to more recent history and contemporary interpretations. This survey highlights critical thinking, close textual reading, and analytical writing. (C-ID: ENGL 160) (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

**ENGL 227 ENGLISH LITERATURE, 1750–PRESENT****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This course surveys British literature from the late 18th Century to contemporary British and Postcolonial texts, examining the richly diverse texts produced by an expanding global, linguistic community. A range of texts including poetry, prose, and drama is discussed in relation to cultural movements and periods (Romantic, Victorian, Modernist, and Postmodernist) and historical and political contexts, such as the rise of industrialism and the rise and fall of colonialism. This survey is characterized by critical thinking, close textual reading, and analytical writing. (C-ID: ENGL 165) (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

**ENGL 230 WORLD LITERATURE 1****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This course surveys global works of literature, with an emphasis on literature in translation. Students read, discuss, and write critically about drama, poetry, and narrative dating from the ancient world to 1650. They are introduced to contemporary academic scholarship surrounding World Literature, and also learn about, and apply, rhetorical and literary-critical methods for reading it. As literature generally in translation, course material 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. (C-ID: ENGL 140) (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

**ENGL 231 WORLD LITERATURE 2****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This course surveys works of global literature and culture, from 1650 to the present. Students read and write critically as they engage texts, often through translations, and also learn about, and apply, academic methods of inquiry. How other readers, as well as critics, writers, artists, translators, and filmmakers, appropriate, interact with, and find artistic inspiration in the material studied will be a focus of this survey, which seeks to promote a culturally aware and critically astute community of learners. (C-ID: ENGL 145) (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

**ENGL 235 SHAKESPEARE AND CULTURE****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This course studies the works of William Shakespeare, focusing on representative plays, with emphasis upon their structure, their linguistic artistry, their connection to his poetic works, and their impact on culture. Attention is given both to the historical contexts (Shakespeare's life; the philosophical, aesthetic, cultural, and sociological realities of the Elizabethan age; the conventions of its theatre) and to the relevance of Shakespeare's work to today's audiences. The course allows students many opportunities for critical analysis, through reading, writing, class discussions, and the viewing of relevant film texts. (UC, CSU, AVC) (GE: IGETC Areas 3A, 3B, CSU Area C2, AVC Area C)

**ENGL 242 NARRATIVE AND CULTURE****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

The course is designed to familiarize students with narrative fiction as a literary art form and as unique cultural expression. Students gain a critical awareness of the historical, social, and ideological issues which helped shape the ideas that inform the fiction selected, including literary and cultural movements such as Realism, Naturalism, Modernism, Existentialism and/or Postmodernism. Readings are explored through, and enhanced by, class discussions, critical perspectives, and filmic interpretations, as students develop an academic appreciation of the vital role that narrative form has played in the human experience. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

**ENGL 253 AFRICAN AMERICAN LITERATURE****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This course surveys the literary, social, and cultural aspects of African American novels, drama, short stories, essays, and poetry, with a concentration on material from the last century to the present, and its relevance to the many histories, writings, and voices that have both shaped and reflected African American experiences. How African Americans see and portray themselves, and how they are seen and portrayed by others, in relation to the dominant Western culture, to issues of racism and sexism, and to the themes of identity, representation, and social power, will be critically explored. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Areas C, F)

**ENGL 253H AFRICAN-AMERICAN LITERATURE HONORS****3 Units****Total Course Lecture Hours 54****PREREQUISITE:** Completion of ENGL 101.

This honors course, intended for students in the Honors Transfer Program, surveys the literary, social, and cultural aspects of African American novels, drama, short stories, essays, and poetry, with a concentration on material from the last century to the present, and its relevance to the many histories, writings, and voices that have both shaped and reflected African American experiences. How African Americans see and portray themselves, and how they are seen and portrayed by others, in relation to the dominant Western culture, to issues of racism and sexism, and to the themes of identity, representation, and social power, will be critically explored. The honors course provides more content and requires greater intensity and depth of study than the non-honors class (UC, CSU, AVC).

Note: Students may take either ENG 253 African-American Literature or ENG 253 African-American Literature Honors. Duplicate credit will not be awarded.

**ENGL 256 LATINX LITERATURE****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This course introduces students to the literary, social, and cultural aspects of novels, short stories, essays, poetry, and theater reflecting the diverse range of Latinx experiences. The course emphasizes both difference and inclusivity, as it explores the ways in which cultural identity, in conjunction with the languages and literary forms of American cultures, gives rise to both unique and varied literature. Issues of racism, sexism, and borderland and national identity create a framework for the analysis of the selected works. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Areas C, F)

**ENGL 257 ETHNIC STUDIES: NATIVE AMERICAN STUDIES IN LITERATURE****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.**Equivalency:** Same course as ETHN 257EN.

This course focuses on ethnic studies and provides students an overview of the Native American experience in the United States by critically exploring the social, cultural, political, and economic history through literature. Students will critically analyze the ways that Native American cultural identities and literature challenge, complicate, and reinvent the languages and literary forms of dominant American culture, emphasizing Native American survival, sovereignty, and resistance through the oral and written traditions of American indigenous peoples. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Areas C2, F, AVC Areas C, F)

**ENGL 259 GENDER, IMAGE, AND RHETORIC****3 Units****Total Course Lecture Hours 54****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. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Areas C, F)

**ENGL 265 FILM: TEXT AND CONTEXT****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This course examines film as both a cultural expression and an artistic medium that can be analyzed in relation to the structural, aesthetic, and rhetorical features of literary works. Students will view selected films, read literary texts that relate to or correspond with these films, utilize applicable critical materials, and respond through academic discussions, analytical essays, and research-based assignments. In doing so, students will gain a deeper and more nuanced understanding of film as text, as well as gaining insight into the contexts that enrich, inform, and help explain the cultural appeal and power of visual narrative. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)



**ENGL 279 SCIENCE FICTION AND DYSTOPIAN LITERATURE****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of ENGL 101.

This course is designed to increase students' knowledge of the science fiction genre. Emphasis will be on the study of literature--mostly novels and short fiction-- that depicts futuristic worlds, visionary scientific endeavor, and conflicts between humans, aliens, and sentient technology. Students will study the history, emerging 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; the rise of cyberpunk and new alternate reality literature within the genre; and examples of speculative fiction that relate to or comment on social issues and events of the present. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

**ENGL 315 APPLIED TECHNICAL WRITING****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.**Prerequisite:** Completion of ENGL 115.

Building on skills learned in the lower division technical writing course, this course provides extended, guided practice and instruction in understanding and writing for multiple audiences and multiple purposes in a technical environment. Students will develop skills in language choice as an aid to clarity, and students will learn principles of document design in both digital and conventional communication situations. Students will learn advanced research techniques and strategies while working on extended writing projects. Learning to work on multi-staged, collaborative projects will be central to this course. (AVC)

**English Non Credit Courses****ENGL 900 WRITING SUPPORT****0 Units****Total Course Lecture Hours 18**

This support course is designed to assist students in different college writing environments. It emphasizes the skills needed for expressing ideas effectively and confidently, whether in sentence, paragraph, or essay form, with attention to grammatical and mechanical aspects of writing. ENGL 900 is one of four course options for the certificate "College Readiness - Reading and Writing." NOTE: No grade will be given for this class; student will receive "pass" or "no pass" only. (R unlimited)

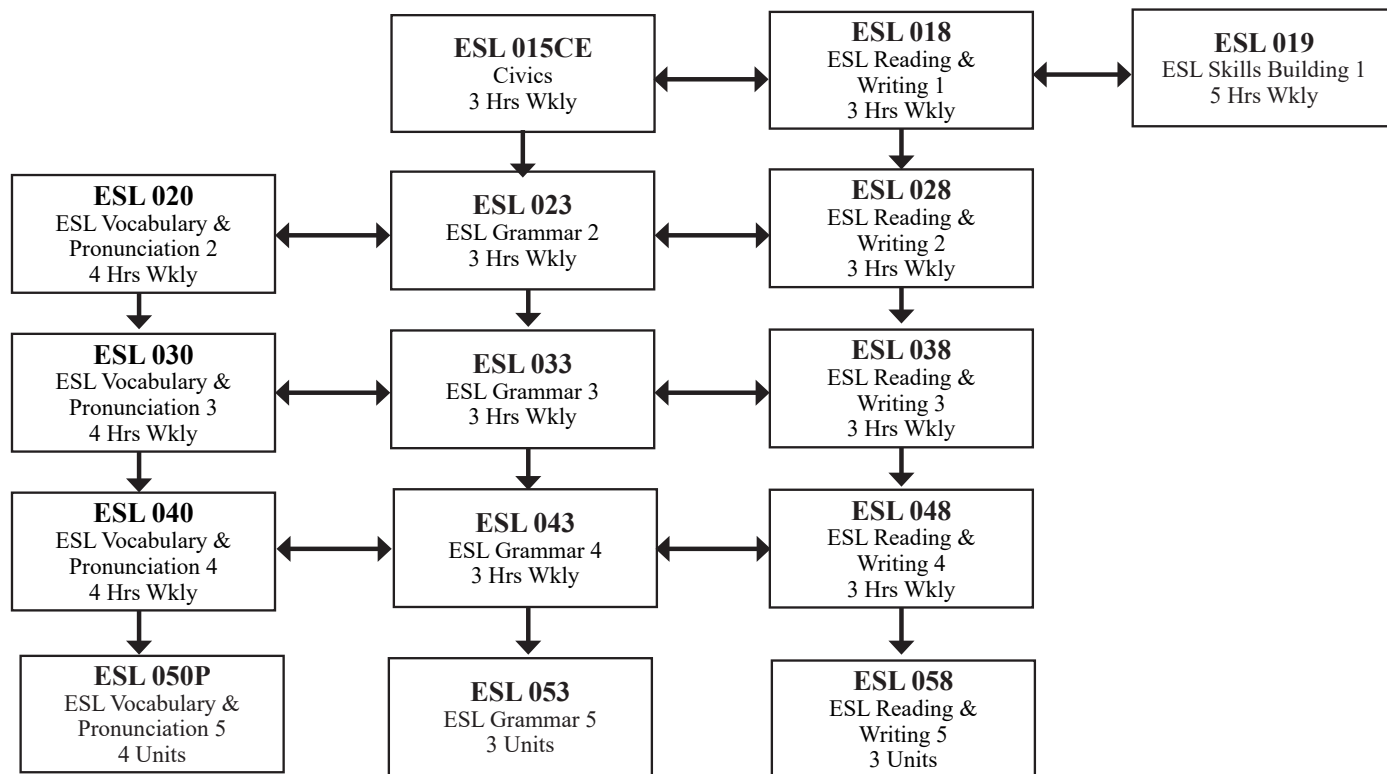
**ENGL 901 WRITING PRACTICE****0 Units****Total Course Lecture Hours 18****Corequisite:** Concurrent enrollment in ENGL 101.

This supplemental writing course is designed to support instruction in English 101, offering practice and application of the skills needed for expressing ideas effectively and confidently in academic settings. Students will reflect on their writing practices to figure out what strategies work best for them. NOTE: No letter grade will be given for this course; students will receive only "pass" or "no pass." (R unlimited)

## ENGLISH AS A SECOND LANGUAGE (ESL) COURSE SEQUENCES AND PREREQUISITES

### Before Registration:

These courses are numbered by level (example, 20-28 for Level 2, 30-38 for Level 3, etc.). Students will have the best success if they take only courses at their level. To find out which of the five ESL levels is the best for you, please go to the Counseling Office for assessment, advisement, and initial placement.



ESL courses are not transferable to CSU or UC and  
are not degree applicable.

1. ESL students are encouraged to take the [Guided Self-Placement Assessment](#).
2. Students are advised to consult with a counselor when selecting ESL courses.
3. All ESL courses are noncredit and no cost.
4. Students enrolled in ESL 048 and ESL 058 must already have adequate grammar skills.
5. ESL 019 Skills Building is an introductory integrated skills course in which students practice their listening, speaking, reading, writing, vocabulary, grammar, and pronunciation skills.

## Program Description

The English as a Second Language program is designed to enable non-native speakers to improve English speaking, listening, reading, and writing skills. These free, non-credit courses serve students, adults, and professionals who want to improve their language skills or focus on a specific aspect of English (such as grammar, conversation, or academic writing). The ESL program offers five levels with the opportunity to earn a High Intermediate Certificate of Competency and an Advanced Certificate of Competency. Students are encouraged to take the ESL Guided Self-Placement Survey and meet with a counselor to find the appropriate level of instruction before they register for classes. [www.avc.edu/esl](http://www.avc.edu/esl)

## Program Learning Outcomes

### Advanced ESL Certificate (Noncredit)

1. Recognize aurally and orally produce the segmental, suprasegmental, and lexical components of advanced level ESL.
2. Produce written and/or oral discourse using proper grammar and parts of speech, demonstrating literacy skills of advanced level ESL.

### High Intermediate ESL Certificate (Noncredit)

1. Recognize aurally and orally produce the segmental, suprasegmental, and lexical components of high-intermediate English.
2. Produce written and/or oral discourse using proper grammar and parts of speech, demonstrating literacy skills at the high-intermediate level of English.

## Certificate Programs

### Advanced ESL (Noncredit)

The Advanced ESL Certificate of Competency is awarded to ESL students who successfully complete the three Level 5 ESL courses (ESL 050P, ESL 053, and ESL 058).

The advisory skills are those of the three Level 4 courses (ESL 040, ESL 043, and ESL 048), which include: aural recognition and oral production of high-intermediate vocabulary in written and/or oral discourse; aural recognition and oral production of high-intermediate vowel and consonant segments, as well as the suprasegmentals of stress, intonation, reductions, and linking; production of a high-intermediate written and/or oral discourse using the past, present, and future tenses combined with the simple, progressive and perfect aspects, including both active and passive voices; production of written and/or oral discourse using a variety of pronoun forms (including reflexives and reciprocals); production of a written and/or oral discourse using a variety of gerunds, infinitives, and articles; reading comprehension of an intermediate level text; written and oral (in preparation for courses like COMM 101) proficiency of a complete essay (300 words and five paragraphs) in an interactive (dialogue), descriptive (simple present tense), narrative (past tense), or expository (imperative) style.

The objectives of this certificate include advanced reading comprehension of college level texts; extended essay production specifically focusing on academic required genres including descriptive, expository, argumentative, and narrative; identification and production (both oral and written) of the advanced grammar structures necessary for academic writing and speaking; aurally and orally advanced academic vocabulary in written and/or oral discourse; and aural recognition and oral production of advanced vowel and consonant segments, as well as the suprasegmentals of stress, intonation, reductions, and linking.

The goal of the Advanced Noncredit ESL Certificate of Competency is to recognize ESL students who have successfully completed Level 5 (Advanced) and mark their preparation for subsequent academic transfer preparation. Emphasis is placed on academic preparation for degree completion courses, including, but not limited to, the foundational General Education courses of English 101 (preceded by the ESL preparation courses of ESL 053 Grammar 5 and ESL 058 Reading & Writing 5) and Communication 101 (preceded by the ESL preparation course of ESL 050P). The certificate will provide training in skills necessary to be successful in transfer level credit courses that focus on degree completion.

The Advanced Noncredit ESL Certificate of Competency meets AVC's mission to provide a quality, comprehensive education to a diverse population of learners. As a Hispanic Serving Institution, the certificate also contributes to the mission of expanding educational opportunities for and improving the academic achievement of Hispanic students by offering courses designed to prepare this population for an academic transfer path.

### Program Requirements

#### Required Courses (Total 0)

<b>Complete all of the following</b>	<b>Hours</b>
ESL050P - ESL Vocabulary and Pronunciation 5	0
ESL053 - ESL Grammar 5	0
ESL058 - ESL Reading and Writing 5	0

#### Recommended Pathway

**Take courses together or in separate terms. All three must be completed for certificate.**

<b>Term 1</b>	<b>Hours</b>
ESL050P - ESL Vocabulary and Pronunciation 5	0
ESL053 - ESL Grammar 5	0
ESL058 - ESL Reading and Writing 5	0
<b>Total 0</b>	
<b>Certificate Total 0</b>	

### High Intermediate ESL (Noncredit)

The goal of the High Intermediate ESL Certificate of Competency is to recognize ESL students who have successfully completed Level 4 (High-Intermediate) and mark their preparation for subsequent academic and advanced ESL Level 5 classes, and other transfer courses.

The High Intermediate ESL Certificate of Competency meets AVC's mission by targeting members of its diverse community of immigrant and international non-native English language users.

The objectives of this certificate include: aural recognition and oral production of high-intermediate (academic) vocabulary in written and/or oral discourse; aural and oral production of high-intermediate vowel and consonant segments, as well as the suprasegmentals of stress, intonation, reductions, and linking; production of advanced written and/or discourse using the past, present, and future tenses combined with the simple, progressive, and perfect aspects in both the active and passive voice; production of a basic written and/or oral discourse using past modals, adjective clauses, noun clauses, and conditional clause; production of a basic written and/or oral discourse using a phrasal verbs and indirect speech forms; reading comprehension of high-intermediate level text; writing of a complete essay (200 words and 5 paragraphs) in an interactive (dialogue), descriptive (simple present tense), narrative (past tense), expository (opinion), or procedural/hortatory style.

The High Intermediate ESL Certificate of Competency is awarded to ESL students who successfully complete the three Level 4 ESL courses (ESL 040, ESL 043, and ESL 048) and at least one of the nine electives from the previous three levels.

#### Program Requirements

##### High Intermediate ESL Cert (Total 0)

##### Complete all of the following

Hours

##### Required Courses (Total 0)

##### Complete the following number of hours: 0

ESL040 - ESL Vocabulary & Pronunciation 4	0
ESL043 - ESL Grammar 4	0
ESL048 - ESL Reading and Writing 4	0

##### Program Electives : Choose one course (Total 0)

##### Complete the following number of hours: 0

ESL015CE - Civics	0
ESL018 - ESL Reading and Writing 1	0
ESL019 - ESL Skills Building 1	0
ESL020 - ESL Vocabulary & Pronunciation 2	0
ESL023 - ESL Grammar 2	0
ESL028 - ESL Reading and Writing 2	0
ESL030 - ESL Vocabulary & Pronunciation 3	0
ESL033 - ESL Grammar 3	0
ESL038 - ESL Reading and Writing 3	0

Recommended Pathway	
<b>Term 1</b>	<b>Hours</b>
Program Electives (see list)	0
<b>Total 0</b>	
<b>Term 2</b>	
ESL040 - ESL Vocabulary & Pronunciation 4	0
ESL043 - ESL Grammar 4	0
ESL048 - ESL Reading and Writing 4	0
<b>Total 0</b>	
<b>Certificate Total 0</b>	

## English As A Second Language Non Credit Courses

### ESL 015CE CIVICS

0 Units

**Total Course Lecture Hours 54**

Intended for beginning high to intermediate low English Language Learners. Designed to introduce students to the United States naturalization process, and instruction in United States history, and government. Students will be able to identify the basic naturalization interview skills necessary to become a citizen and communicate in standard American English in academic, professional and life skills situations. (R unlimited)

### ESL 018 ESL READING AND WRITING 1

0 Units

**Total Course Lecture Hours 54**

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. (R unlimited)

### ESL 019 ESL SKILLS BUILDING 1

0 Units

**Total Course Lecture Hours 90**

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. (R unlimited)

### ESL 020 ESL VOCABULARY AND PRONUNCIATION 2

0 Units

**Total Course Lecture Hours 72**

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. (R unlimited)



**ESL 023 ESL GRAMMAR 2****0 Units****Total Course Lecture Hours 54**

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 course; student will receive "pass" or "no pass" only. (R unlimited)

**ESL 028 ESL READING AND WRITING 2****0 Units****Total Course Lecture Hours 54****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. (R unlimited)

**ESL 030 ESL VOCABULARY AND PRONUNCIATION 3****0 Units****Total Course Lecture Hours 72****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. (R unlimited)

**ESL 033 ESL GRAMMAR 3****0 Units****Total Course Lecture Hours 54****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. (R unlimited)

**ESL 038 ESL READING AND WRITING 3****0 Units****Total Course Lecture Hours 54****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. (R unlimited)

**ESL 040 ESL VOCABULARY AND PRONUNCIATION 4****0 Units****Total Course Lecture Hours 72****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. (R unlimited)

**ESL 043 ESL GRAMMAR 4****0 Units****Total Course Lecture Hours 54****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. (R unlimited)

**ESL 048 ESL READING AND WRITING 4****0 Units****Total Course Lecture Hours 54****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. (R unlimited)

**ESL 050P ESL VOCABULARY AND PRONUNCIATION 5****0 Units****Total Course Lecture Hours 72****Advisory:** Completion of ESL 040.

This advanced pronunciation and vocabulary course is designed to help the non-native speaker of English review and address individual areas of weaknesses in the recognition and production of segmentals (consonants and vowels), including suprasegmental features (stress, linking, reductions, and intonation) in American-English. Focus is also on college academic and contemporary idiomatic vocabulary building skills. Strategies for self-monitoring pronunciation with the goal of individualized accent reduction, as well as becoming self-sufficient in acquiring high-frequency college-level vocabulary items are also included. Skills for meaningful engagement in critical thinking within academic conversations and the effective creation and delivery of academic speeches are also highlighted in this course.

NOTE: No grade will be given for this course; student will receive "pass" or "no pass" only. (This noncredit course is not applicable to the associate degree, but it is applicable to the Advanced ESL Certificate.) (R unlimited)

**ESL 053 ESL GRAMMAR 5****0 Units****Total Course Lecture Hours 54****Advisory:** Completion of ESL 043.

This is an advanced grammar skills course designed for non-native speakers of English. Students review and practice structures learned in high-intermediate level grammar and are introduced to more advanced structures (e.g., Verb Tense, Aspect, and Voice; Modals of Necessity and Certainty; Count and Non-Count Nouns; Articles; Noun Clause; Adjective Clauses; and Passive Voice). This class concentrates on teaching students an advanced 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, aspect, and voice forms, as well as most phrase and clause structures. This course prepares students for college composition.

NOTE: No grade will be given for this course; student will receive "pass" or "no pass" only. (This noncredit course is not applicable to the associate degree, but it is applicable to the Advanced ESL Certificate.) (R unlimited)

**ESL 058 ESL READING AND WRITING 5****0 Units****Total Course Lecture Hours 54****Advisory:** Completion of ESL 048.

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 noncredit course is not applicable to the associate degree, but it is applicable to the Advanced ESL Certificate.) (R unlimited)

**ESL 060 VESL WELDING****0 Units****Total Course Lecture Hours 54**

Vocational Welding ESL Class helps prepare intermediate to advanced level ESL students for success in welding courses with special emphasis on English skills needed to understand and follow safety procedures, describe tools used in the field, and communicate using industry specific vocabulary in the welding field. Topics include safety instructions and warnings, vocabulary for welding types and tools, understanding and communicating welding symbols, and conversation practice for on-the-job communication. (R unlimited)

## Program Description

Ethnic Studies is the multi-disciplinary, humanistic study of American racial and ethnic groups. Ethnic Studies courses may examine theories of identity and/or the historical, sociological, literary, cultural, economic, and political forces that emanate from a perspective of race antiracism in America. These experiences affecting Black/African Americans, Asian Americans, Chicanos, Latina and Latino Americans, Mexican Americans, Native Americans, and other ethnic minorities provide a cultural framework to study how race, ethnicity, and inequality in America have and continue to affect the American way of life.

**Distinctive Features:** AB 1460 passed in August 2020. This law requires that, as an undergraduate graduation requirement, the completion of, at minimum, one three-unit semester or four-quarter unit course in ethnic studies (CSU Area F). New students starting at Antelope Valley College (or any CCC or CSU) beginning Fall 2021 are required to complete 3 semester or 4 quarter units for CSU GE Certification. Students who started at Antelope Valley College (or any CCC or CSU) prior to Fall 2021 and have maintained continuous enrollment are not required to complete CSU Area F for CSU GE Certification.

**Note:** students who will graduate from a CSU in 2024-2025 or after will need an Ethnic Studies course, which may be taken prior to transfer. At the time of publication, AVC offers no courses that meet the CSU Area F requirement. Courses are awaiting CSU approval. Please check with an academic counselor before enrolling in a course you wish to be used for CSU Area F.

## Program Learning Outcomes

### Chicana and Chicano Studies AA

1. Analyze and articulate concepts such as race and racism, racialization, ethnicity, equity, ethno-centrism, eurocentrism, white supremacy, antiblackness, racial capitalism, self-determination, liberation, decolonization, sovereignty, imperialism, settler colonialism, exploitation colonialism, xenophobia, intersectionality, and anti-racism as analyzed in Chicana and Chicano Studies.
2. Apply theory and knowledge produced by Chicana, Chicano, Latina, and Latino American communities to describe understanding of the critical events, histories, cultures, intellectual traditions, contributions, lived-experiences and social struggles of those groups with a particular emphasis on subjection or subject formation, agency and group-affirmation.
3. Critically analyze the intersection of race and racism as they relate to class, gender, sexuality, religion, spirituality, national origin, immigration status, ability, tribal citizenship, sovereignty, language, and/or age in Chicana, Chicano, Latina, and Latino American communities.
4. Explain and assess, while critically situating within historical context, how struggle, resistance, racial and social justice, solidarity, and liberation, as experienced, enacted, and studied by Chicana, Chicano, Latina, Latino, and Latinx Americans are relevant to current and structural issues at the communal, local, national, international, and transnational political levels as, for example, in immigration, reparations, settler-colonialism, multiculturalism, language policies.

## Certificate Program

Certificate not applicable.

## Associate Degree

### Chicana and Chicano Studies

The Associate in Arts provides interdisciplinary research methods, theories, and concepts in Chicana and Chicano Studies to understand and interpret the experiences, communities, and histories of Mexican Americans and U.S. Latinas, Latinos, and Latine. Mexican-Americans are the second largest minority group in the United States who trace their origins to the U.S. and Mexico prior to Spanish colonization and for three hundred years participated in the historical development of the American Southwest and the United States. The Chicana and Chicano Studies Program at Antelope Valley College investigates the life of these people throughout the nation to prepare students with an ability to examine multiple sources and data to think critically, analytically, and creatively about the Chicana and Chicano experience as well as build skills in communicating with diverse audiences. This degree equips students to enter a multi-ethnic workforce and more effectively work toward social justice. Students who earn this degree will be well prepared for careers in non-profit organizations, education, social work, human services, health care, law and/ or policy, planning and development. This degree can also serve as the basis for further undergraduate education in Chicano Studies and similar fields.

### Program Requirements

#### Chicana and Chicano Studies (Total 18)

**Complete all of the following** **Units**

#### Program Requirements (Total 15)

##### Complete all of the following

ETHN102 - Introduction to Chicana and Chicano Studies	3
ETHN110 - Chicana and Chicano History: Pre-Cuauhtémoc to U.S.-Mexico War	3
ETHN111 - Chicana and Chicano History: Post U.S.-Mexico War to the Present	3
ETHN112 - Introduction to Chicanas and Latinas in U.S. Society	3
ETHN113 - Introduction to the Central American Experience	3

#### Program Elective (Total 3)

##### Complete the following number of units: 3

ETHN101 - Introduction to Ethnic Studies	3
ETHN106 - Racism in U.S. History	3

Recommended Pathway	
Term 1	Units
GE requirement Area D1 (recommended ENGL101)	3
GE requirement Area D2 (recommended MATH110 or MATH115 or MATH116 or MATH128)	3
GE requirement Area E (recommended HE101)	3
ETHN102 - Introduction to Chicana and Chicano Studies	3
General Elective	3
<b>Total</b>	<b>15</b>

**Term 2**

GE requirement Area A (recommended ANTH101)	3
GE requirement Area B (recommended POLS101)	3
GE requirement Area C (recommended MUSC108)	3
ETHN112 - Introduction to Chicanas and Latinas in U.S. Society	3
General Elective	3
<b>Total</b>	<b>15</b>

**Term 3**

GE requirement Area F (recommended ENGL257)	3
ETHN110 - Chicana and Chicano History: Pre-Cuauhtémoc to U.S.-Mexico War	3
Program Elective (ETHN101 <i>or</i> ETHN106)	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>

**Term 4**

ETHN111 - Chicana and Chicano History: Post U.S.-Mexico War to the Present	3
ETHN113 - Introduction to the Central American Experience	3
General Elective	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

## Ethnic Studies Courses

### ENGL 257 ETHNIC STUDIES: NATIVE AMERICAN STUDIES IN LITERATURE

**3 Units**

**Total Course Lecture Hours 54**

**Prerequisite:** Completion of ENGL 101.

**Equivalency:** Same course as ETHN 257EN.

This course focuses on ethnic studies and provides students an overview of the Native American experience in the United States by critically exploring the social, cultural, political, and economic history through literature. Students will critically analyze the ways that Native American cultural identities and literature challenge, complicate, and reinvent the languages and literary forms of dominant American culture, emphasizing Native American survival, sovereignty, and resistance through the oral and written traditions of American indigenous peoples. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Areas C2, F, AVC Areas C, F)

### ETHN 101 INTRODUCTION TO ETHNIC STUDIES

**3 Units**

**Total Course Lecture Hours 54**

**Advisory:** ENGL 101

This Ethnic Studies course utilizes a comparative and interdisciplinary approach to introduce students to the field of Ethnic Studies, focusing on the historical and contemporary development of theories, philosophies, concepts, issues, social movements, and lived-experiences of Native Americans, Chicana/o and Latina/o/x Americans, African Americans, and Asian Americans. Students explore the intersectionality of race and racism with class, gender, religion, and sexuality in both a historical context and in contemporary U.S. society.

The course brings attention to systems of oppression foregrounding race and ethnicity, including histories and legacies of colonialism and indigenous dispossession, racial capitalism, chattel slavery and coerced labor, immigration and citizenship laws, and artistic and intellectual contributions. Moreover, students examine the effects of institutional racism and marginalization along with challenges against the status of racism in society and struggle for social justice, self-determination, liberation, anti-racism, decolonization, identity, and political representation by historically aggrieved racialized groups and communities. (UC, CSU, AVC)

### ETHN 102 INTRODUCTION TO CHICANA AND CHICANO STUDIES

**3 Units**

**Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL101

This Ethnic Studies course provides an interdisciplinary survey of struggles and contributions in the Chicana/o experience as it relates to self-determination, liberation, anti-racism, decolonization, identity, and political representation. The survey will include an analysis of the economic, political, social, and intellectual elements of the culture of the Mexican American/Chicano community, and a study of the changing demographics of the community as a result of migration from the Caribbean and Central America. In addition, the course explores social movements that have contributed to the changing relationship of Latina/o/x and Chicana/o/x communities and cultures with the broader society of the United States. (UC, CSU, AVC)

### ETHN 103 INTRODUCTION TO AFRICAN AMERICAN STUDIES

**3 Units**

**Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL101

This Ethnic Studies course provides an interdisciplinary survey of African American struggle and contributions, emphasizing contemporary experiences relating to self-determination, liberation, anti-racism, decolonization, identity, and political representation. The survey will include history from the 1600s to present day and an analysis of the economic, political, cultural, social, and intellectual elements of African American communities. In addition, the course explores the intersections of race, class, gender, other social categories, as well as key historical movements in the struggle for equality, equity, and liberation in the United States. (UC, CSU, AVC)

### ETHN 104 INTRODUCTION TO NATIVE AMERICAN STUDIES

**3 Units**

**Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL101

This Ethnic Studies course provides an introduction to the field of Native American Studies focusing on the histories, cultures, identities, and contemporary concerns of Indigenous peoples in North America, with a particular emphasis on the United States. Topics include colonialism, tribal sovereignty, historiography, popular representation, economic development, environmental justice, urbanization, ethnic identity, racialization, language, belief systems, and cultural diversity. (CSU, AVC)



**ETHN 106 RACISM IN U.S. HISTORY****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of ENGL101

This Ethnic Studies course utilizes an interdisciplinary approach to introduce the historical roots of race and racism, and how it has been, and continues to be, a powerful force that shapes American society. The course closely examines race and ethnicity, and the impacts of racism upon Native Americans, Chicanas/os and Latinas/os, African Americans, and Asian Americans. This course includes an analysis of the economic, political, social, and cultural impact of racial attitudes, behaviors, practices, and public policy. The course will highlight the ways that race and ethnicity intersect with gender, sexuality, class, citizenship, and nation in order to better understand how systems of power and inequality are constructed, reinforced, and challenged. Informed by multiple disciplines, the course will provide a foundation for understanding the impact and role of race and racism in major U.S. institutions. (CSU, AVC)

**ETHN 110 CHICANA AND CHICANO HISTORY: PRE-CUAUHTÉMOC TO U.S.-MEXICO WAR****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of ENGL101

This Ethnic Studies course utilizes an interdisciplinary approach in Chicana/o Latina/o Studies to introduce students to the histories and contributions of Chicana/o languages, cultures, and societies up to 1850. The course reviews historical and contemporary theories, philosophies, and methods to assess the political, economic, and social influences of Pre-Cuahtémoc tribes, city-states, and civilizations on critical events, cultures, intellectual traditions, lived-experiences, and the contested meanings of America, Spain, Mexico, and United States. Attention is given to racism and racialization in respects to imperialism, colonization, White Supremacy, racism, dispossession, systemic oppression, identity and solidarity, racial justice, decolonization, liberation, and self-determination grounded in theories and methodologies in Chicana/o Latina/o Studies. (CSU, AVC)

**ETHN 111 CHICANA AND CHICANO HISTORY: POST U.S.-MEXICO WAR TO THE PRESENT****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of ENGL101

This Ethnic Studies course utilizes an interdisciplinary approach in Chicana/o Studies to introduce students to a detailed history of the contributions and experiences of Chicana/o and Latina/o communities from 1848 to the present. The course centers the Chicana/o experience to understand critical events, social movements, issues, and decolonization within the context of both Mexican and U.S. cultural influences in the United States. The course brings attention to systems of oppression foregrounding race and ethnicity, including histories and legacies of colonialism and indigenous dispossession, imperialism and immigration, and the artistic and intellectual contributions of Chicanas/os and Latinas/os/x.

In addition, the causes and significance behind Central American immigration is explored as part of contemporary Chicana/o History. Moreover, the course highlights the contributions made by Chicanas/os and Latinas/os/x in addressing systemic inequality and racism in society and struggle for social justice, self-determination, liberation, anti-racism, decolonization, identity, and political representation. (CSU, AVC)

**ETHN 112 INTRODUCTION TO CHICANAS AND LATINAS IN U.S. SOCIETY****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of ENGL101

This Ethnic Studies course utilizes an interdisciplinary approach to introduce students the contributions of women of Mexican ancestry (Chicanas) and other Latina women in U.S. society. Applying historical and contemporary theories, philosophies, concepts, issues, and social movements, the course explores the intersectionality of gender and sexuality with race, class, religion, national origin, and immigration status as well as current social, political, cultural, and economic experiences of women of indigenous and Latin American origin in the United States. In addition, the course examines the historical legacy of colonization, religion, indigenous spirituality, and eurocentrism while also probing contemporary issues regarding family, education, economics, social conditions, health, literature, film and Chicana popular culture. (CSU, AVC)

**ETHN 113 INTRODUCTION TO THE CENTRAL AMERICAN EXPERIENCE****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of ENGL101

This Ethnic Studies course provides an interdisciplinary approach to introduce the Central American experience in the United States with emphasis on the transnational connections between the countries of origin and the communities of residence in the United States. Students learn about the experience of Central Americans by critically analyzing race, racism, racialization, ethnicity, equity, ethno-centrism, eurocentrism, white supremacy, self-determination, liberation, decolonization, sovereignty, imperialism, settler colonialism, and anti-racism. Students learn about the conditions in Central America that lead to emigration to the United States. Additionally, the course investigates specific challenges faced by Central American migrants on their journeys to the United States and critically examine the struggle for racial and social justice in the United States. Students critically examine the connection between transnational politics as it relates to migration and immigration to the United States for the Central Americans. The course also examines support networks established in the United States to help these communities adapt to their new homeland. (CSU, AVC)

## Program Description

The Film & Television program offers courses in film/video production as well as classes in film history and theory. Students will learn all aspects of visual storytelling, from writing and production to directing, sound design, cinematography, and editing. They will also explore the beginnings of this medium and its influence on popular culture. The film program allows students to gain specific skills and knowledge in order to pursue careers in the Film & Television industry while also giving students the opportunity to transfer to a four-year institution with an AS-T degree in Film, Television & Electronic Media.

## Program Learning Outcomes

### Film, Television, and Electronic Media AS-T

1. Students will plan, script, budget, light, shoot, provide sound recording/design and edit a short film production.
2. Students will develop an understanding of screenplay format and will write a short film script.
3. Students will demonstrate an understanding of the different phases of film production as well as film theories, criticism, history, aesthetics & vocabulary.

## Certificate Program

Certificate not applicable.

## Associate Degree

### Film, Television, and Electronic Media AS-T

Film and Television are the most powerful cultural and artistic mediums of our time and have forever marked the popular culture of the twentieth century. As a society film, television, and electronic media are ever present in our world and we are continuously influenced by the visual images of these powerful mediums as they link with the ancient art of storytelling through various formats. Studying film, televisions and electronic media teaches us about our lives and our society and impacts how we view ourselves as well as the world around us.

The Associate in Science in Film, Television and Electronic Media for Transfer (AS-T in Film, Television, and Electronic Media) degree is designed to give students a strong practical foundation in film and television production while also giving a basis of the history, aesthetics, theory, and development of visual storytelling through motion pictures.

The production program will provide students with the knowledge and skills associated with every phase of motion picture production from writing and producing to directing, sound design, cinematography and editing. The program emphasizes the exploration of the student's personal creative voice through "hands-on" filmmaking. Students will 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 creative and technical jobs through all aspects of production.

The Associate in Science in Film, Television, and Electronic Media for Transfer (AS-T in Film, Television, and Electronic Media) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

The Associate in Science in Film, Television, and Electronic Media for Transfer (AS-T in Film, Television, and Electronic Media) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associates in Arts in Film, Television, and Electronic Media for Transfer (AA-T in Film, Television, and Electronic Media) degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a "C" (or "P") or better in all courses required for the major or area of emphasis.

### Program Requirements

#### Film, TV, Electronic AS-T (Total 19)

**Complete all of the following** **Units**

#### Required Courses (Total 6)

**Complete the following number of units: 6**

FTV101 - Introduction to Film	3
FTV134 - Introduction to Screenwriting	3

#### Required Electives A (Total 7)

**Complete the following number of units: 7**

FTV121 - Beginning Motion Picture Production	4
FTV241 - Beginning Audio Production	3

#### Required Electives B (Total 3)

**Complete the following number of units: 3**

FTV103 - Introduction to Television	3
FTV107 - History of Film, Pre 1950	3
FTV108 - History of Film, 1950-Present	3
PHTC101 - Beginning Black and White Photography	3
COMM105 - Introduction to Mass Communication	3

**Required Electives C: Select a minimum of 3 units from the following or any course from List B not already used. (Total 3)**

**Complete the following number of units: 3**

FTV155 - Film Festival Analysis	1
FTV201 - Intercultural & Women's Film	3
FTV203 - African-American Cinema	3
FTV215 - Directing for Film and Video	3
FTV220 - Advanced Screenwriting	3
FTV230 - Digital Cinematography	4
FTV242 - Writing and Pre-Production of the Short Film	4
FTV244 - Production and Post-Production of the Short Film	4
DM110 - Motion Graphics	3

### Recommended Pathway

Semester 1	units
FTV101 - Introduction to Film	3
FTV134 - Introduction to Screenwriting	3
CSU GE A2 (recommended ENGL101)	3
CSU GE A1 (recommended COMM101)	3
CSU GE B4 (recommended MATH110)	3
<b>Total</b>	<b>15</b>

Semester 2	units
Required Electives A (FTV241)	3
Required Electives B (recommended FTV103)	3
General Elective (recommended FTV107)	3
CSU GE A3 (recommended ENGL102 or ENGL103)	3
CSU GE B2 (recommended ANTH101)	3
<b>Total</b>	<b>15</b>

Semester 3	units
General Elective	1
Required Electives A (FTV121)	4
CSU GE B1 (recommended PSCI101)	4
CSU GE E (recommended CFE102 or COMM107 or HE101 or PSY236 or SOC116)	3
CSU GE D (recommended HIST108 or HIST111)	3
<b>Total</b>	<b>15</b>

Semester 4	units
Required Elective B (recommended FTV108)	3
CSU GE C2 (recommended FTV203)	3
CSU GE D (recommended POLS101)	3
CSU GE F	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

## Film and Television Courses

### FTV 101 INTRODUCTION TO FILM

**3 Units**

**Total Course Lecture Hours 45**

**Total Course Lab Hours 27**

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. (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

### FTV 103 INTRODUCTION TO TELEVISION

**3 Units**

**Total Course Lecture Hours 54**

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) (GE: AVC Area C)

### FTV 107 HISTORY OF FILM, PRE 1950

**3 Units**

**Total Course Lecture Hours 45**

**Total Course Lab Hours 27**

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. (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

### FTV 108 HISTORY OF FILM, 1950–PRESENT

**3 Units**

**Total Course Lecture Hours 45**

**Total Course Lab Hours 27**

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. (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**FTV 121 BEGINNING MOTION PICTURE PRODUCTION***4 units**Total Course Lecture Hours 54**Total Course Lab Hours 54*

This course provides an introduction to the basic theory, terminology, and practice of motion picture production as applied in feature films, films made for television and internet through developed skill sets, and teamwork in pre-production, production, and post-production processes. Topics covered will include composition and editing techniques, camera operation, field lighting, audio recording, and basic editing. Students will leave the class with a completed final project. (CSU, AVC)

**FTV 134 INTRODUCTION TO SCREENWRITING***3 Units**Total Course Lecture Hours 54*

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***1 Unit**Total Course Lecture Hours 27*

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 199 WORK EXPERIENCE EDUCATION***1–8 units**Total Course Lab Hours 54–432*

**LIMITATION ON ENROLLMENT:** *To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**FTV 201 INTERCULTURAL & WOMEN'S FILM***3 Units**Total Course Lecture Hours 45**Total Course Lab Hours 27*

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. (UC, CSU, AVC) (GE: IGETC Area 3A, 3B, CSU Areas C1, C2, AVC Areas C, F)

**FTV 203 AFRICAN-AMERICAN CINEMA***3 Units**Total Course Lecture Hours 45**Total Course Lab Hours 27*

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. (UC, CSU, AVC) (GE: IGETC Area 3A, 3B, CSU Areas C1, C2, AVC Areas C, F)

**FTV 215 DIRECTING FOR FILM AND VIDEO***3 Units**Total Course Lecture Hours 45**Total Course Lab Hours 27*

**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****3 Units****Total Course Lecture Hours 54****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****4 units****Total Course Lecture Hours 54****Total Course Lab Hours 54****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)

**FTV 241 BEGINNING AUDIO PRODUCTION****3 Units****Total Course Lecture Hours 36****Total Course Lab Hours 54**

This course serves as an introduction to the theory and practice of audio production for broadcasting, internet, film, and music recording applications. Students will learn the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Students gain hands on experience recording, editing, and mixing audio for various applications. Upon completion, students will have basic knowledge of applied audio concepts, production workflow, equipment functions, and audio editing software. (CSU, UC, AVC)

**FTV 242 WRITING AND PRE-PRODUCTION OF THE SHORT FILM****4 units****Total Course Lecture Hours 72****Advisory:** Completion of FTV 134.**Prerequisite:** Completion of FTV 121.

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****Total Course Lecture Hours 54****Total Course Lab Hours 54****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****4 units****Total Course Lecture Hours 72****Advisory:** Completion of FTV 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. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Areas C1, C2, AVC Area C)

**FTV 261 RELIGION AND CINEMA****4 units****Total Course Lecture Hours 63****Total Course Lab Hours 27****Advisory:** Completion of FTV 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, AVC)

## Program Description

The Fire Technology 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. 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.

## Program Learning Outcomes

### Fire Technology Cert & AS

1. Analyze the fire behavior and combustion process as observed on the fire ground to make safe and effective attacks on a variety of fires.
2. Differentiate between the types of suppression resources, methods, tactics and strategy, that are available for use and the type of incident to be mitigated.
3. Analyze and evaluate critical aspects of the fire protection job relative to safe work practices, standards, proper use of tools, power equipment, apparatus, and personal protective equipment.
4. Use and properly interpret drawings, plans, and maps including floor plans, sprinkler, alarm system designs, topographic and street maps to identify location of fire protection equipment or incident locations.
5. Value diversity within the community that we serve and within our agency through good citizenship and understanding the fire fighter role in the modern community.

### Firefighter 1 Academy Cert

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.

### Wildland Fire Technology Cert & AS

1. Analyze the fire behavior and combustion process as observed on the fire ground to make safe and effective attacks on a variety of fires.
2. Differentiate between the types of suppression resources, methods, tactics and strategy, that are available for use and the type of incident to be mitigated.
3. Analyze and evaluate critical aspects of the fire protection job relative to safe work practices, standards, proper use of tools, power equipment, apparatus, and personal protective equipment.
4. Use and properly interpret drawings, plans, and maps including, topographic and street maps to identify location of the fire protection equipment or incident location as well as hazards associated with incident location.

5. Value diversity within the community that we serve and within our agency through good citizenship and understanding the fire fighter role in the modern community.

## Certificate Programs

### Fire Technology

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.

### Program Requirements

#### Fire Technology Cert (Total 30)

**Complete all of the following** **Units**

#### Required Courses (Total 18)

##### Complete the following number of units: 18

FTEC111 - Fire Protection Organization	3
FTEC112 - Fire Prevention Technology	3
FTEC113 - Fire Protection Equipment and Systems	3
FTEC211 - Fire Behavior and Combustion	3
FTEC212 - Building Construction for the Fire Service	3
FTEC109 - Principles of Fire and Emergency Services Safety and Survival	3

#### Program Electives (Total 12)

##### Complete the following number of units: 12

EMT101 - Emergency Medical Technician (EMT)	7
FTEC117 - Preparing to be a Firefighter	3
FTEC125 - Hazardous Materials First Responder Operation	1
FTEC215 - Rescue Practices	3
FTW121 - Wildland Firefighter	4
FTW122 - Wildland Public Information Officer, Prevention, and Investigation	3
FTW123 - Wildland Fire Operations	3
FTW124 - Wildfire Chain Saws	1.5
FTW221 - Wildland Firefighter Safety and Survival	3
FTW222 - Wildland Fire Behavior	3
FTW223 - Wildland Engine Firefighter	4
FTW224 - Wildland Fire Control	3
GEOG201 - Map Interpretation and GPS	4

Recommended Pathway	
Term 1	Units
FTEC112 - Fire Prevention Technology	3
FTEC113 - Fire Protection Equipment and Systems	3
FTEC111 - Fire Protection Organization	3
Program Electives (see list)	1 - 7
<b>Total 10 - 16</b>	

**Term 2**

FTEC109 - Principles of Fire and Emergency Services	
Safety and Survival	3
FTEC212 - Building Construction for the Fire Service	3
Program Electives (see list)	1 - 7
Program Electives (see list)	1 - 7
<b>Total 8 - 20</b>	

**Term 3**

Program Electives (see list)	1 - 7
Program Electives (see list)	1 - 7
FTEC211 - Fire Behavior and Combustion	3
<b>Total 5 - 17</b>	
<b>Certificate Total 30</b>	

**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 \$3000. 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, and Military Base Fire Departments.

**Program Requirements****Firefighter I Academy Cert (Total 36)**

<b>Complete all of the following</b>	<b>Units</b>
FTEC295A - Firefighter 1 Academy Module A	8
FTEC295AL - Firefighter 1 Academy Module A Lab	3
FTEC295B - Firefighter 1 Academy Module B	8
FTEC295BL - Firefighter 1 Academy Module B Lab	3
FTEC290A - Physical Fitness and Ability for the Firefighter	1
FTEC290B - Physical Fitness and Ability for the Firefighter	1
FTEC111 - Fire Protection Organization	3
EMT101 - Emergency Medical Technician (EMT)	9

**Recommended Pathway**

<b>Prerequisites</b>	<b>Units</b>
FTEC111 - Fire Protection Organization	3
<b>Total 3</b>	
<b>Summer</b>	
EMT101 - Emergency Medical Technician (EMT)	9
<b>Total 9</b>	

**Fall**

Firefighter I Academy Cert FTEC295AL - Firefighter 1 Academy Module A Lab	3
Firefighter I Academy Cert FTEC295A - Firefighter 1 Academy Module A	8
Firefighter I Academy Cert FTEC290A - Physical Fitness and Ability for the Firefighter	1
<b>Total 12</b>	

**Spring**

FTEC295B - Firefighter 1 Academy Module B	8
FTEC290B - Physical Fitness and Ability for the Firefighter	1
FTEC295BL - Firefighter 1 Academy Module B Lab	3
<b>Total 12</b>	
<b>Certificate Total 36</b>	

**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

**Program Requirements****Wildland Fire Technology Cert (Total 30)**

**Complete all of the following** **Units**

**Required Courses (Total 16)**

<b>Complete all of the following</b>	
FTW121 - Wildland Firefighter	4
FTW122 - Wildland Public Information Officer, Prevention, and Investigation	3
FTW123 - Wildland Fire Operations	3
FTW221 - Wildland Firefighter Safety and Survival	3
FTW222 - Wildland Fire Behavior	3

**Program Electives (Total 14)****Complete the following number of units: 14**

EMT101 - Emergency Medical Technician (EMT)	9
FTEC111 - Fire Protection Organization	3
FTEC112 - Fire Prevention Technology	3
FTEC117 - Preparing to be a Firefighter	3
FTW124 - Wildfire Chain Saws	1.5
FTEC125 - Hazardous Materials First Responder Operation	1
FTEC199 - Work Experience Education	1 - 8
FTW223 - Wildland Engine Firefighter	4
FTW224 - Wildland Fire Control	3
GEOG201 - Map Interpretation and GPS	4
GEOG205 - Introduction to Geographic Information Systems	3

Recommended Pathway	
<b>First Fall</b>	<b>Units</b>
FTW122 - Wildland Public Information Officer, Prevention, and Investigation	3
Program Electives (recommended FTEC111)	3
Program Electives (recommended FTEC112)	3
<b>Total 9</b>	
<b>First Spring</b>	
FTW121 - Wildland Firefighter	4
FTW221 - Wildland Firefighter Safety and Survival	3
Program Electives (recommended FTW124)	1.5
Program Electives (recommended FTEC199)	1 - 8
<b>Total 9.5 - 16.5</b>	
<b>Second Fall</b>	
FTW222 - Wildland Fire Behavior	3
FTW123 - Wildland Fire Operations	3
Program Electives (see list)	1 - 9
<b>Total 7 - 15</b>	
<b>Certificate Total 30</b>	

## Associate Degree Fire Technology

The requirements for an associate degree in Fire Technology may be satisfied by completing 18 units of required courses, selecting an additional 12 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.

### Program Requirements

#### Fire Technology AS (Total 30)

Complete all of the following

#### Required Courses (Total 18)

Complete the following number of units: 18

FTEC111 - Fire Protection Organization	3
FTEC112 - Fire Prevention Technology	3
FTEC113 - Fire Protection Equipment and Systems	3
FTEC211 - Fire Behavior and Combustion	3
FTEC212 - Building Construction for the Fire Service	3
FTEC109 - Principles of Fire and Emergency Services	3
Safety and Survival	3

### Program Electives (Total 12)

Complete the following number of units: 12

EMT101 - Emergency Medical Technician (EMT)	7
FTEC117 - Preparing to be a Firefighter	3
FTEC125 - Hazardous Materials First Responder Operation	1
FTEC215 - Rescue Practices	3
FTW121 - Wildland Firefighter	4
FTW122 - Wildland Public Information Officer, Prevention, and Investigation	3
FTW123 - Wildland Fire Operations	3
FTW124 - Wildfire Chain Saws	1.5
FTW221 - Wildland Firefighter Safety and Survival	3
FTW222 - Wildland Fire Behavior	3
FTW223 - Wildland Engine Firefighter	4
FTW224 - Wildland Fire Control	3
GEOG201 - Map Interpretation and GPS	4

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
FTEC111 - Fire Protection Organization	3
FTEC109 - Principles of Fire and Emergency Services	
Safety and Survival	3
FTEC112 - Fire Prevention Technology	3
FTEC113 - Fire Protection Equipment and Systems	3
GE requirement Area D1 (recommended ENGL101)	3
GE requirement Area A	3
<b>Total 18</b>	
<b>Term 2</b>	
FTEC 212 - Building Construction for Fire Service	3
GE requirement Area B	3
GE requirement Area D2	3
GE requirement Area E	3
Program Electives (see list)	1 - 7
<b>Total 13 - 19</b>	
<b>Term 3</b>	
FTEC 211 - Fire Behavior and Combustion	3
Program Electives (see list)	1 - 7
GE requirement Area F	3
<b>Total 7 - 13</b>	
<b>Term 4</b>	
Program Electives (see list)	1 - 7
General Elective	3
General Elective	3
GE requirement Area C	3
<b>Total 10 - 16</b>	
<b>Degree Total 60</b>	

### Wildland Fire Technology

The requirements for an associate degree in Wildland Fire Technology may be satisfied by completing 16 units of required courses, selecting an additional 14 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.

### Program Requirements

#### Wildland Fire Technology AS (Total 30)

Complete all of the following

Units

#### Required Courses (Total 16)

Complete all of the following

FTW121 - Wildland Firefighter	4
FTW122 - Wildland Public Information Officer, Prevention, and Investigation	3
FTW123 - Wildland Fire Operations	3
FTW221 - Wildland Firefighter Safety and Survival	3
FTW222 - Wildland Fire Behavior	3

#### Program Electives (Total 14)

Complete the following number of units: 14

EMT101 - Emergency Medical Technician (EMT)	9
FTEC111 - Fire Protection Organization	3
FTEC112 - Fire Prevention Technology	3
FTEC117 - Preparing to be a Firefighter	3
FTW124 - Wildfire Chain Saws	1.5
FTEC125 - Hazardous Materials First Responder Operation	1
FTEC199 - Work Experience Education	1 - 8
FTW223 - Wildland Engine Firefighter	4
FTW224 - Wildland Fire Control	3
GEOG205 - Introduction to Geographic Information Systems	3
GEOG201 - Map Interpretation and GPS	4

#### Recommended Pathway

#### 1st semester (Fall) Units

FTW 122 - Wildland Public Information Officer, Prevention, and Investigation	3
Program Electives (recommended FTEC111 or FTEC112 or FTEC117)	3
Program Electives (recommended FTEC111 or FTEC112 or FTEC117)	3
GE requirement area A	3
GE requirement area D1 (recommended ENGL 101)	3
<b>Total</b>	<b>15</b>

#### 2nd Semester (spring)

FTW 121 - Wildland Firefighter	4
FTW 221 - Wildland Firefighter Safety and Survival	3
Program Electives (see list)	1 - 9
GE requirement area B	3
GE requirement area D2	3
<b>Total</b>	<b>14 - 22</b>

#### 3rd Semester (fall)

FTW 123 - Wildland Fire Operations	3
FTW 222 - Wildland Fire Behavior	3
Program Electives (recommended GEOG201)	4
GE requirement area C	3
General Elective	3
<b>Total</b>	<b>16</b>

#### 4th semester (spring)

GE requirement Area F	3
Program Electives (recommended GEOG205)	3
General Elective	3
GE requirement area E	3
General Elective	3
<b>Total</b>	<b>15</b>

**Degree Total 60**

### Fire Technology Courses

#### FTEC 109 PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY AND SURVIVAL

3 Units

**Total Course Lecture Hours 54**

**Prerequisite:** Completion of or concurrent enrollment in FTEC 111.

Introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout emergency service. (CSU, AVC)

#### FTEC 111 FIRE PROTECTION ORGANIZATION

3 Units

**Total Course Lecture Hours 54**

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. (C-ID: FIRE 100 X) (CSU, AVC)

#### FTEC 112 FIRE PREVENTION TECHNOLOGY

3 Units

**Total Course Lecture Hours 54**

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. (C-ID: FIRE 110 X) (CSU, AVC)

**FTEC 113 FIRE PROTECTION EQUIPMENT AND SYSTEMS****3 Units****Total Course Lecture Hours 54**

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. (C-ID: FIRE 120 X) (CSU, AVC)

**FTEC 117 PREPARING TO BE A FIREFIGHTER****3 Units****Total Course Lecture Hours 54**

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 125 HAZARDOUS MATERIALS FIRST RESPONDER OPERATION****1 Unit****Total Course Lecture Hours 18**

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 199 WORK EXPERIENCE EDUCATION****1–8 units****Total Course Lab Hours 54–432**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**FTEC 211 FIRE BEHAVIOR AND COMBUSTION****3 Units****Total Course Lecture Hours 54**

**Prerequisite:** Completion or concurrent enrollment in FTEC 111.

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. (C-ID: FIRE 140 X) (CSU, AVC)

**FTEC 212 BUILDING CONSTRUCTION FOR THE FIRE SERVICE****3 Units****Total Course Lecture Hours 54**

**Prerequisite:** Completion of or Concurrent enrollment in FTEC 111.

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. (C-ID: FIRE 130 X) (CSU, AVC)

**FTEC 215 RESCUE PRACTICES****3 Units****Total Course Lecture Hours 54**

**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 290A PHYSICAL FITNESS AND ABILITY FOR THE FIREFIGHTER****1 Unit****Total Course Lab Hours 54**

**Prerequisite:** Completion of or concurrent enrolment in FTEC 295A.

This course is designed to give in-service firefighters and interested students information about conditioning and fire department physical ability test designs and will include manipulative drills in order to be successful in passing California PAT's (Physical Abilities Tests). This course will provide information on the most recently developed tests in Southern California including the CPAT (Candidate Physical Abilities Test) and the Biddle (Biddle and Associate Validated Test). Students will learn about firefighter wellness programs, review basic nutrition and current NFPA (National Fire Protection Association) standards pertaining to firefighter health and safety. Student must be able to lift 75lbs., drag a 150 pound "drag dummy", and use a sledge hammer in completion of a physical abilities test. (CSU, AVC)

**FTEC 290B PHYSICAL FITNESS AND ABILITY FOR THE FIREFIGHTER****1 Unit****Total Course Lab Hours 54****Prerequisite:** Completion of FTEC 290A and completion of or concurrent enrolment in FTEC 295B.

This course is designed to give in-service firefighters and interested students information about conditioning and fire department physical ability test designs and will include manipulative drills in order to be successful in passing California PAT's (Physical Abilities Tests). This course will provide information on the most recently developed tests in Southern California including the CPAT (Candidate Physical Abilities Test) and the Biddle (Biddle and Associate Validated Test). Students will learn about firefighter wellness programs, review basic nutrition and current NFPA (National Fire Protection Association) standards pertaining to firefighter health and safety. Student must be able to perform Advanced firefighter activities including climbing, using sledge hammers, dragging 150lb dummies and wearing a self contained breathing apparatus. (CSU, AVC)

**FTEC 295A FIREFIGHTER 1 ACADEMY MODULE A****8 units****Total Course Lecture Hours 144****Limitation on Enrollment:** Formal acceptance into the Firefighter 1 Academy. Academy 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.**Prerequisite** Completion of FTEC III

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****3 units****Total Course Lab Hours 162****Limitation on Enrollment:** Formal acceptance into the Firefighter 1 academy.

The Academy 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. 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****8 units****Total Course Lecture Hours 144****Limitation on Enrollment:** Formal admission into the Firefighter 1 Academy.

The academy 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. Combined with FTEC 295A, 295B 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. The course 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****3 units****Total Course Lab Hours 162****Limitation on Enrollment:** Formal admission into the Firefighter 1 Academy.

This academy 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. Laboratory course designed to accompany FTEC 295B lecture. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

**Wildland Fire Technology Courses****FTW 121 WILDLAND FIREFIGHTER****4 units****Total Course Lecture Hours 63****Total Course Lab Hours 27**

Prepares the student for entry level employment on a wildland fire crew. Meets the basic training requirements for the U.S. Forest Service firefighter qualification system, through National Wildfire Coordinating Group (NWCG) and Federal Emergency Management Agency (FEMA) basic firefighter training courses. These NWCG courses include S-130, S-190, L-180, FEMA IS-100.b and IS-700.a. This course is intended for students who wish to pursue a career with a wildland fire suppression agency or for a specialty with a municipal fire control agency. (CSU, AVC) (R unlimited\*)

**FTW 122 WILDLAND PUBLIC INFORMATION OFFICER, PREVENTION AND INVESTIGATION****3 Units****Total Course Lecture Hours 54**

Presents information necessary to understand roles and functions of the Wildland Fire Information Officer, Wildland Fire Prevention Officer, and Wildland Fire Investigation Officer. Meets the basic training requirements for the U.S. Forest Service firefighter qualification system, through National Wildfire Coordinating Group (NWCG) and Federal Emergency Management Agency (FEMA). These NWCG courses include S-203, FI-110, and P-101. Intended for students to pursue a career with a wildland fire Protection agency. (CSU, AVC)

**FTW 123 WILDLAND FIRE OPERATIONS****3 Units****Total Course Lecture Hours 54**

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)

**FTW 124 WILDFIRE CHAIN SAWS****1.5 units****Total Course Lecture Hours 22.5****Total Course Lab Hours 13.5**

**Limitation on enrollments:** The course requires arduous physical exertion, lifting of 40 lbs or more pounds, and walk in irregular terrain.

**Prerequisite:** Completion of or concurrent enrollment in FTW 121.

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)

**FTW 221 WILDLAND FIREFIGHTER SAFETY AND SURVIVAL****3 Units****Total Course Lecture Hours 54**

This course is intended for students 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)

**FTW 222 WILDLAND FIRE BEHAVIOR****3 Units****Total Course Lecture Hours 54**

**Prerequisite:** Completion of or concurrent enrollment in one of the following FTW 121, FTW 123, FTW 224, or FTW 285.

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. Curricula is based off of National Wildfire Coordinating Group (NWCG) S-290. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty within a municipal fire control agency. (C-ID: FIRE 241 X) (CSU, AVC)

**FTW 223 WILDLAND ENGINE FIREFIGHTER****4 units****Total Course Lecture Hours 63****Total Course Lab Hours 27**

**Prerequisite :** Completion of or concurrent enrollment in one of the following: FTW 121, FTW 123, FTW 224, or FTW 285.

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)

**FTW 224 WILDLAND FIRE CONTROL****3 Units****Total Course Lecture Hours 54**

**Corequisite:** Completion of or concurrent enrollment in FTW 121, FTW 123, or FTW 285.

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. (CSU, AVC)

**FTW 285 NWCG WILDLAND FIREFIGHTER ACADEMY****11 units****Total Course Lecture Hours 153****Total Course Lab Hours 144**

**Limitation on Enrollment:** Requires passing a physical, arduous physical exertion, lifting of 40 lbs or more pounds, walk in irregular terrain, and pass the Work Capacity Test, Arduous level (WCT/Pack Test).

The Wildland Firefighter Academy is designed to give students the basic necessary skills and knowledge in Wildland Firefighting to obtain an entry-level temporary position as a wildland firefighter. Emphasis is placed on the field use of tools and equipment, physical training, leadership, as well as classroom academics. Upon completion of this course a certificate will be awarded by the National Wildfire Coordination Group. (CSU, AVC)



## Program Description

Our French program provides students with the foundation needed to be able to communicate effectively. Students in our French program develop reading, writing, and speaking skills as well as aural comprehension. Additionally, students will gain an acquaintance with the literature, history, and culture of French-speaking countries, demonstrate cultural knowledge, and use technology to develop language and cultural competence. All courses in French are transfer-level. French is adapted to careers in international business or trade, telecommunications, fashion, the gourmet food industry, medical research, international law, diplomacy and the foreign service, aerospace technology and careers in the arts and humanities.

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## French Courses

### FREN 101 ELEMENTARY FRENCH 1

5 units

**Total Course Lecture Hours 90**

**Advisory:** Eligibility for ENGL101 or placement by multiple measures.

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. (UC, CSU, AVC) (GE: CSU Area C2, AVC Area C)

### FREN 102 ELEMENTARY FRENCH 2

5 units

**Total Course Lecture Hours 90**

**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. (UC, CSU, AVC) (GE: IGETC Area 3B, 6A, CSU Area C2, AVC Area C)

### FREN 201 INTERMEDIATE FRENCH 1

5 units

**Total Course Lecture Hours 90**

**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. Classwork 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. (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

### FREN 202 INTERMEDIATE FRENCH 2

5 units

**Total Course Lecture Hours 90**

**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. (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

### FREN 203 ADVANCED FRENCH

3 Units

**Total Course Lecture Hours 54**

**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. (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

## Program Description

### Geosciences

*The Geosciences include the disciplines of Geography, Geographic Information Systems (GIS), and Geology. These disciplines all explore Earth's surface.*

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 complement many other academic fields. See GIS Certificate Program below. 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.

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. GIS is a multibillion-dollar industry employing hundreds of thousands worldwide in many fields, including Environmental Sciences and Protection, Regional and Urban Planning, and Transportation.

The study of geology prepares students for transfer to four-year institutions and gives them the skills to understand the chemical composition, age and varied landscapes of the earth as examined through investigation of rocks and minerals. 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.

## Program Learning Outcomes

### Geographic Information Systems LCert

1. Apply the steps to construct a normalized geodatabase.
2. Use the proper cartographic representations necessary to express spatial information.
3. Recognize and apply the proper geoprocessing tools and spatial statistics to solve geographic problems.
4. Be able to successfully design, implement, and complete a GIS project.

### Geography AA-T

1. Students will understand the unifying themes of physical geography and have a working knowledge of the discipline's diverse conceptual and methodological approaches.
2. Students will understand the unifying theses of cultural geography and have a working knowledge of the discipline's diverse conceptual and methodological approaches.
3. Display competency in the graphic expression of geographic/spatial data (maps, photographs, graphs, databases).

### Geology AS-T

1. Students will understand the unifying principles of physical and historical geology and have a working knowledge of the discipline's diverse conceptual and methodological approaches.

2. Students will understand the relevance of the scientific method and have a working knowledge of how the scientific method applies to the study and evaluation of physical and historical geologic principles.
3. Students will be able to comprehend and explain the interrelationships between geology and the other scientific disciplines.

## Certificate Program

### Geographic Information Systems LCert

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. GIS is a multibillion-dollar industry employing hundreds of thousands worldwide in many fields, including Environmental Sciences and Protection, Regional and Urban Planning, and Transportation.

### Program Requirements

#### Geographic Information Systems LCert (Total 15)

Complete all of the following	Units
GEOG205 - Introduction to Geographic Information Systems	3
GEOG220 - Data Acquisition and Management in Geographic Information Systems (GIS)	3
GEOG221 - Spatial Analysis in Geographic Information Systems (GIS)	3
GEOG222 - Cartography for Geographic Information Systems (GIS)	3
GEOG298C - Special Studies in Geographic Information Systems (GIS)	3

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
GEOG205 - Introduction to Geographic Information Systems	3
<b>Total 3</b>	
<b>Term 2</b>	
GEOG220 - Data Acquisition and Management in Geographic Information Systems (GIS)	3
GEOG221 - Spatial Analysis in Geographic Information Systems (GIS)	3
<b>Total 6</b>	
<b>Term 3</b>	
GEOG222 - Cartography for Geographic Information Systems (GIS)	3
GEOG298C - Special Studies in Geographic Information Systems (GIS)	3
<b>Total 6</b>	
<b>Certificate Total 15</b>	

## Associate Degrees

### Geography AA-T

The Associate in Arts in Geography for Transfer (AA-T in Geography) degree prepares students to seamlessly transfer to a baccalaureate program in geography at a CSU. The program provides students with a well-rounded introduction to the physical and social science aspects of geography as well as the technology and techniques used by professional geographers. Students working toward the degree will complete survey courses in the two main sub-disciplines: physical and cultural geography. Students will also have the opportunity to focus their studies on one of these sub-disciplines or to continue a broad study of geography.

The Associate in Arts in Geography for Transfer (AA-T in Geography) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Geography for Transfer (AA-T in Geography) degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADT's also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is an acceptable grade for courses in the major.

### Program Requirements

#### Geography AA-T (Total 19 - 20)

Complete all of the following

Units

#### Required Courses (Total 7)

Complete the following number of units: 7

GEOG101 - Physical Geography: Earth's Surface Landscapes 3

GEOG101L - Physical Geography Lab: Earth's Surface Landscapes 1

#### Pick One: (Total 3)

Complete the following number of units: 3

GEOG105 - Cultural Geography OR

GEOG110 - World Regional Geography 3

#### Required Electives A (Total 6 - 7)

Complete the following number of units: 6-7

GEOG102 - Physical Geography: Earth's Weather & Climate 3

GEOG106 - California Geography 3

GEOG201 - Map Interpretation and GPS 4

GEOG205 - Introduction to Geographic Information Systems 3

GEOG299 - Special Topics-Field Geography 1

### Required Electives B (Total 6)

Complete the following number of units: 6

Or Any List A course not already used.

ANTH102 - Introduction to Cultural Anthropology 3

GEOL101 - Physical Geology 3

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
GEOG101 - Physical Geography: Earth's Surface Landscapes	3
GEOG101L - Physical Geography Lab: Earth's Surface Landscapes	1
CSU GE B4 (recommended MATH115)	4
CSU GE A2 (recommended ENGL101)	3
CSU GE C1	3
<b>Total</b>	<b>14</b>

#### Term 2

GEOG105 - Cultural Geography 3

CSU GE A1 (recommended COMM101) 3

CSU GE A3 3

CSU GE B2 (recommended BIOL104) 3

Required Electives A (recommended GEOG201) 4

**Total 16**

#### Term 3

Required Electives A (recommended GEOG106) 3

Required Electives B (recommended ANTH102) 3

CSU GE C2 (recommended HIST107) 3

Required Electives A (recommended GEOG205) 3

CSU GE F 3

**Total 15**

#### Term 4

Required Electives A (recommended GEOG102) 3

Required Electives B (recommended GEOL101) 3

CSU GE C2 3

CSU GE D (recommended POLS101) 3

CSU GE E 3

**Total 15**

**Degree Total 60**

### Geology AS-T

The Associate in Science in Geology for Transfer (AS-T in Geology) degree provides a path to students who wish to transfer to a CSU campus in Geology and serves the diverse needs of students who wish to obtain a broad and an in-depth understanding of the field. The Associate in Science in Geology for Transfer (AS-T in Geology) degree allows students to learn the fundamental principles and practices of Geology in order to create a solid foundation for their future personal, academic, or vocational endeavors. The Associate in Science in Geology for Transfer (AS-T in Geology) degree also provides a solid preparation appropriate for a variety of scientific disciplines. The Associate in Science in Geology for Transfer degree (AS-T in Geology) provides students with a major that fulfills the general requirements of the California State University for transfer, and students with the Associate in Science in Geology for Transfer degree (AS-T in Geology) will receive priority admission with junior status to the California State University system.

The Associate in Science in Geology for Transfer (AS-T in Geology) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Science in Geology for Transfer (AS-T in Geology) degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

### Program Requirements

#### Geology AS-T (Total 27)

##### Complete the following number of units: 27

	Units
GEOL101 - Physical Geology	3
GEOL101L - Physical Geology Lab	1
GEOL102 - Historical Geology	3
GEOL102L - Historical Geology Laboratory	1
CHEM110 - General Chemistry	5
CHEM120 - General Chemistry	5
MATH150 - Calculus and Analytic Geometry	5
MATH160 - Calculus and Analytic Geometry	4

#### Recommended Pathway

Term 1	units
CHEM110 - General Chemistry	5
MATH150 - Calculus and Analytic Geometry	5
CSU GE A2 (recommended ENGL101)	3
CSU GE E (recommended HD101)	3
<b>Total</b>	<b>16</b>

#### Term 2

CHEM120 - General Chemistry	5
MATH160 - Calculus and Analytic Geometry	4
CSU GE A3 (recommended ENGL103)	3
CSU GE D (recommended GEOG106)	3
<b>Total</b>	<b>15</b>

#### Term 3

GEOL101 - Physical Geology	3
GEOL101L - Physical Geology Lab	1
CSU GE B2 (recommended BIOL104)	3
CSU GE A1 (recommended COMM101)	3
CSU GE D (recommended POLS101)	3
CSU GE C2 (recommended HIST110 or HIST111)	3
<b>Total</b>	<b>16</b>

#### Term 4

GEOL102 - Historical Geology	3
GEOL102L - Historical Geology Laboratory	1
CSU GE C1 (recommended MUS101 or MUS105 or MUS111)	3
CSU GE F	3
CSU GE C1 or C2	3

**Total 13**

**Degree Total 60**

## Geography Courses

### GEOG 101 PHYSICAL GEOGRAPHY: EARTH'S SURFACE LANDSCAPES

3 Units

**Total Course Lecture Hours 54**

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

This course is an introduction to the spatial analysis of Earth's dynamic processes and systems. Students will learn about the planet's position in the solar system and the sun's effects on our atmosphere and surface environments. Students will explore the role of plate tectonics, volcanism and earthquakes in building Earth's surface as well as the forces that erode and modify landforms. The interactions between climates, water, soils, and ecosystems will also be explored. Tools of geographic inquiry are also briefly covered, such as maps, remote sensing, Geographic Information Systems (GIS) and the Global Positioning System (GPS). (C-ID: GEOG 110) (UC, CSU, AVC) (GE: IGETC Area 5A, CSU Area B1, AVC Area A)

### GEOG 101L PHYSICAL GEOGRAPHY LAB: EARTH'S SURFACE LANDSCAPES

1 Unit

**Total Course Lab Hours 54**

**Prerequisite:** Completion of or concurrent enrollment in GEOG 101 and completion of Intermediate Algebra or higher or placement by multiple measures.

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. (C-ID: GEOG 111) (UC, CSU, AVC) (GE: IGETC Area 5C, CSU Area B3, AVC Area A)



**GEOG 102 PHYSICAL GEOGRAPHY:  
EARTH'S WEATHER AND CLIMATE****3 Units****Total Course Lecture Hours 54****Advisory:** Eligibility for ENGL 101, Completion of Intermediate Algebra or higher or placement by multiple measures.

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. (C-ID: GEOG 130) (UC, CSU, AVC) (GE: IGETC Area 5A, CSU Area B1, AVC Area A)

**GEOG 102L PHYSICAL GEOGRAPHY LAB:  
EARTH'S WEATHER AND CLIMATE****1 Unit****Total Course Lab Hours 54****Prerequisite:** Completion of or concurrent enrollment in GEOG 102.

This course 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. (UC, CSU, AVC) (GE: IGETC Area 5C, CSU Area B3, AVC Area A)

**GEOG 105 CULTURAL GEOGRAPHY****3 Units****Total Course Lecture Hours 54**

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. (C-ID: GEOG 120) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

**GEOG 106 CALIFORNIA GEOGRAPHY****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of GEOG 101 or GEOG 105. Eligibility for ENGL 101 or placement by multiple measures.

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. (C-ID: GEOG 140) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D5, AVC Area B)

**GEOG 110 WORLD REGIONAL GEOGRAPHY****3 Units****Total Course Lecture Hours 54****Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

Survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, economic features. Emphasis on spatial influences on population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions. (C-ID: GEOG 125) (UC, CSU, AVC) (GE: IGETC Area 4E, CSU Area D5, AVC Area B)

**GEOG 201 MAP INTERPRETATION AND GPS****4 units****Total Course Lecture Hours 72****Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

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. (C-ID: GEOG 150) (UC, CSU, AVC) (GE: AVC Area D2)

**GEOG 205 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS****3 Units****Total Course Lecture Hours 54**

**Advisory:** Completion of CA 103 and Completion of or concurrent enrollment in GEOG 201 and Completion of Intermediate Algebra or higher or placement by multiple measures.

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. (C-ID: GEOG 155) (UC, CSU, AVC) (GE: AVC Area D2)

**GEOG 220 DATA ACQUISITION AND MANAGEMENT IN GEOGRAPHIC INFORMATION SYSTEMS (GIS)****3 Units****Total Course Lecture Hours 54**

**Prerequisite:** Completion of GEOG 205. **Advisory:** Completion of CA 131, completion of Intermediate Algebra or higher or placement by multiple measures, and completion of or concurrent enrollment in MATH 115/MATH 116, and eligibility for ENGL 101 or placement by multiple measures.

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 pre-existing 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 (GIS)****3 Units****Total Course Lecture Hours 54**

**Prerequisite:** Completion of GEOG 205. **Advisory:** Completion of Intermediate Algebra or higher or placement by multiple measures, and eligibility for ENGL 101 or placement by multiple measures.

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 (GIS)****3 Units****Total Course Lecture Hours 54**

**Prerequisite:** Completion of GEOG 205.

This course provides a general survey of basic methods used for the presentation of geographic information systems (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 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 298C SPECIAL STUDIES IN GEOGRAPHIC INFORMATION SYSTEMS (GIS)****3 Units****Total Course Lecture Hours 18****Total Course Lab Hours 108**

**Prerequisite:** Completion of GEOG 205. **Advisory:** Completion of ENGL 101 and MATH 115/MATH 116.

This course provides 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. In GEOG 298C, students will create a project major in scope that will be the equivalent of a 3 unit course. 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. This course is 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)

## GEOG 299 SPECIAL TOPICS–FIELD GEOGRAPHY

**1 Unit**

**Total Course Lecture Hours 20**

**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. (C-ID: GEOG 160) (CSU, AVC)

### Geology Courses

## GEOL 101 PHYSICAL GEOLOGY

**3 Units**

**Total Course Lecture Hours 54**

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

An introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth and the processes that change and shape it. (UC, CSU, AVC) (C-ID: GEOL 100) (GE: IGETC Area 5A, CSU Area B1, AVC Area A)

## GEOL 101H PHYSICAL GEOLOGY HONORS

**3 Units**

**Total Course Lecture Hours 54**

**Advisory:** Completion of Intermediate Algebra or higher or Placement by Multiple Measures

This honors course, intended for students in the Honors Transfer Program, is an introduction to the principles of geology with emphasis on Earth processes. This course focuses on the internal structure and origin of the Earth and the processes that change and shape it. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either GEOL 101 Physical Geology or GEOL 101H Physical Geology Honors. Duplicate credit will not be awarded.

## GEOL 101L PHYSICAL GEOLOGY LAB

**1 Unit**

**Total Course Lab Hours 54**

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

**Corequisite:** Completion of or Concurrent enrollment in GEOL 101 ,

**Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

Physical Geology Laboratory provides students with hands-on identification of rocks and minerals, as well as topographic and geologic map exercises demonstrating the work of water, wind, ice and gravity and effects of tectonic activity. Students who took GEOL 101 more than two years previously should consider auditing GEOL 101. (C-ID: GEOL 100L) (UC, CSU, AVC) (GE: Area 5C, CSU Area B3, AVC Area A)

## GEOL 102 HISTORICAL GEOLOGY

**3 Units**

**Total Course Lecture Hours 54**

**Advisory:** Completion of or concurrent enrollment GEOL 101.

GEOL 102 and GEOL 102L are the capstone courses for the A.S. - T. in Geology.

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

Students interested in an introductory geology course to fill general education transfer requirements should consider GEOL 101 and GEOL 101L. Historical geology is an introduction to Earth's history and the life it supports. Subjects include geologic dating, global tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. (C-ID: GEOL 110) (UC, CSU, AVC) (GE: Area 5A, CSU Area B1, AVC Area A)

## GEOL 102L HISTORICAL GEOLOGY LABORATORY

**1 Unit**

**Total Course Lab Hours 54**

**Advisory:** GEOL 102 and GEOL 102L are the capstone courses for the A.S. - T. in Geology.

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

**Corequisite:** Concurrent enrollment in GEOL 102 or previous passing grade in GEOL 102.

Students interested in an introductory geology course to fill general education transfer requirements should consider GEOL 101 and GEOL 101L. Historical Geology Laboratory provides the laboratory component to an introduction to Earth's history and the life it supports. Subjects include geologic dating, plate tectonics, stratigraphy, fossils, biological evolution, the planet's origin and the processes that have influenced paleogeography during the past 4.6 billion years. (C-ID: GEOL 110L) (UC, CSU, AVC) (GE: Area 5C, CSU Area B3, AVC Area A)

## Program Description

Our German program provides students with the foundation needed to be able to communicate effectively. Students in our German program develop reading, writing, and speaking skills as well as aural comprehension. Additionally, students will gain an acquaintance with the literature, history, and culture of German-speaking countries, demonstrate cultural knowledge, and use technology to develop language and cultural competence. All courses in German are transfer-level. German is adapted to careers in international business or trade, telecommunications, fashion, the gourmet food industry, medical research, international law, diplomacy and the foreign service, aerospace technology, and careers in the arts and humanities.

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## German Courses

### GER 101 ELEMENTARY GERMAN 1

**5 units**

**Total Course Lecture Hours 80**

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 primarily in German with minimal use of translation. (UC, CSU, AVC) (GE: CSU Area C2, AVC Area C)

### GER 102 ELEMENTARY GERMAN 2

**5 units**

**Total Course Lecture Hours 80**

**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. (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

### GER 201 INTERMEDIATE GERMAN 1

**4 units**

**Total Course Lecture Hours 72**

**Prerequisite:** Completion of GER 102.

This course develops students' reading, writing, aural comprehension and speaking abilities. Students read and discuss a variety of texts. Students may also hear radio emissions, video or television clips, songs and short lectures. Course includes information on contemporary issues such as environmental problems, music, feminism, multiculturalism, cultural and political history or regional linguistic variations. Activities include reading aloud, group discussions, and work in groups or pairs. This course, conducted entirely in German, is intended for German majors and minors, students pursuing fields such as international business and global studies with an emphasis in German speaking countries, and students studying subjects that require more than two semesters of a foreign language as well as those seeking to broaden or maintain their proficiency in German. (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

### GER 202 INTERMEDIATE GERMAN 2

**4 units**

**Total Course Lecture Hours 72**

**Prerequisite:** Completion of GER 201.

This course develops students' reading, writing, aural comprehension and speaking abilities. Students read and discuss a variety of texts. Students may also hear radio emissions, video or television clips, songs and short lectures. Course may cover contemporary issues such as environmental problems, music, feminism, multiculturalism, cultural and/or political history or regional linguistic variations. Activities include reading aloud, group discussions, and work in groups or pairs. This course, conducted entirely in German, is intended for German majors and minors, students pursuing fields such as international business and global studies with an emphasis in German speaking countries, and students studying subjects that require more than two semesters of a foreign language as well as those seeking to broaden or maintain their proficiency in German. (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)



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## Program Description

Health education prepares individuals for healthy lifestyles and promotes wellness throughout their lifespan. (Note: Contact SBCC @ www.sbcc.edu/hit/website/ for Health Information Technology information.)

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.

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## Certificate Program

Certificate not applicable.

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## Associate Degree

Associate degree not available.

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### Health Education Courses

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#### HE 100 FIRST AID AND EMERGENCY CARE

*3 Units*

*Total Course Lecture Hours 54*

A study of first aid and CPR skills required by the American Red Cross. This course will result in an American Red Cross First Aid and CPR card being issued. (CSU, UC, AVC) (R unlimited)

#### HE 101 HEALTH EDUCATION

*3 Units*

*Total Course Lecture Hours 54*

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. (UC, CSU, AVC) (GE: CSU Area E, AVC Area E)

#### HE 110 ETHNIC HEALTH ISSUES

*3 Units*

*Total Course Lecture Hours 54*

The course addresses health issues confronting ethnic/racial minority groups politically as well as socioeconomically disadvantaged in America. The course is not intended to be a comprehensive treatment of all pertinent health problems affecting minorities, but will address some of the more salient health concerns. The purposes of the course are: 1) to identify selected health problems affecting specific target groups and suggest possible strategies for alleviating them; 2) to provide a forum to discuss the social, economic, and political factors that impact health, health status, and health care; 3) to discuss culturally relevant and sensitive strategies and models to prevent and minimize diseases in minority communities; and 4) to develop policy recommendations that may positively impact the health of minority communities. (CSU, AVC)

#### HE 120 STRESS MANAGEMENT

*3 Units*

*Total Course Lecture Hours 54*

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 multidimensional 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) (GE: CSU Area E, AVC Area E)

#### HE 201 WOMEN'S HEALTH ISSUES

*3 Units*

*Total Course Lecture Hours 54*

Students will explore health issues that relate specifically to women. Topics will include women and the health care 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. (UC, CSU, AVC) (GE: AVC Areas E, F)

## Program Description

A comprehensive introductory history program is offered at Antelope Valley College. Besides World Civilization, Western Civilization, and early and modern American Histories, there are also several specialized fields available to choose from: Vietnam to Iraq; History of the American West; 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 and time periods, and clearly there is something to satisfy everyone's interest.

## Program Learning Outcomes

### History AA-T

1. Identify major individuals and cultural, economic, political, social, and religious events from American History, 1607-present.
2. Recognize significant problems arising in American History, 1607-present.
3. Evaluate the repetitive cycles of history relevant to American History 1607-present.

## Associate Degree

### History AA-T

The Associate in Art in History for Transfer (AA-T in History) degree is a comprehensive introductory History program that includes the study of World and Western Civilization as well as American History. The AA-T in History degree is supplemented by substantive courses such as Contemporary United States History: Vietnam to Iraq; 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. 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 Associate in Art in History for Transfer (AA-T in History) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Art in History for Transfer (AA-T in History) degree a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- (2) Attainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

### Program Requirements

#### History AA-T (Total 18)

Complete all of the following Units

#### Required Core (Total 6)

Complete the following number of units: 6

HIST107 - U.S. History, 1607-1877	3
HIST108 - U.S. History from 1865	3

#### Required Electives A (Total 6)

Complete the following number of units: 6

##### List A (Total 3)

Complete the following number of units: 3

HIST101 - Western Civilization, Ancient-1750	3
HIST104 - Intr to Wrld Civ Beg to 1500	3

##### List B (Total 3)

Complete the following number of units: 3

HIST102 - Western Civilization, 1750 - Present	3
HIST105 - Introduction to World Civilization, 1500 - Present	3

#### Required Electives B (Total 6)

Complete the following number of units: 6

Select one course from each area (6 units)

##### Area 1 (Total 3 - 24)

Complete at least one of the following rules

HIST104 - Intr to Wrld Civ Beg to 1500	3
HIST105 - Introduction to World Civilization, 1500 - Present	3
HIST110 - African-American History, 1450-1877	3
HIST111 - African-American History, 1877-Present	3
HIST113 - Women in American History	3
HIST115 - Cultural History of Mexico	3
HIST116 - Contemporary U.S. History: From Vietnam to Iraq	3
HIST119 - History of Latin America and the Caribbean	3

##### Area 2 (Total 3 - 6)

Complete at least one of the following rules

HIST114 - History of California	3
HIST118 - American West History, 1806-Present	3

### Recommended Pathway

Term 1	Units
HIST107 - U.S. History, 1607-1877	3
CSU GE A1 (recommended COMM101)	3
CSU GE A2 (recommended ENGL 101)	3
CSU GE E	3
CSU GE B4	3
<b>Total</b>	<b>15</b>

**Term 2**

HIST108 - U.S. History from 1865	3
CSU GE A3	3
CSU GE B3	1
CSU GE B2	3
CSU GE B1	3
CSU Elective	3
<b>Total</b>	<b>16</b>

**Term 3**

Required Electives A List A (HIST101 <i>or</i> HIST 104)	3
Required Electives B Area 1 (see list)	3
CSU GE C1	3
CSU GE C2	3
CSU GE C1	3
<b>Total</b>	<b>15</b>

**Term 4**

Required Electives A List B (recommended HIST102)	3
Required Electives B Area 2 (HIST114 <i>or</i> HIST118)	3
CSU GE F	3
General Elective	3
General Elective	2
<b>Total</b>	<b>14</b>
<b>Degree Total</b>	<b>60</b>

## History Courses

### HIST 101 WESTERN CIVILIZATION, ANCIENT - 1750

**3 Units**

**Total Course Lecture Hours 54**

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. (C-ID: HIST 170) (UC, CSU, AVC) (GE: IGETC Areas 3B, 4, CSU Areas C2, D, AVC Area B)

### HIST 102 WESTERN CIVILIZATION, 1750 – PRESENT

**3 Units**

**Total Course Lecture Hours 54**

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. (C-ID: HIST 180) (UC, CSU, AVC) (GE: IGETC Areas 3B, 4, CSU Areas C2, D, AVC Area B)

### HIST 104 INTRODUCTION TO WORLD CIVILIZATIONS, FROM HUMAN BEGINNINGS UNTIL 1500

**3 Units**

**Total Course Lecture Hours 54**

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. (C-ID: HIST 150) (UC, CSU, AVC) (GE: IGETC Areas 3B, 4F, CSU Areas C2, D6, AVC Area B)

### HIST 105 INTRODUCTION TO WORLD CIVILIZATIONS, 1500 – PRESENT

**3 Units**

**Total Course Lecture Hours 54**

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. (C-ID: HIST 160) (UC, CSU, AVC) (GE: IGETC Areas 3B, 4, CSU Areas C2, D, AVC Area B)

### HIST 107 U.S. HISTORY, 1607 – 1877

**3 Units**

**Total Course Lecture Hours 54**

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. (C-ID: HIST 130) (UC, CSU, AVC) (GE: IGETC Areas 3B, 4, CSU Areas C2, D, AVC Area B)

**HIST 107H U.S. HISTORY FROM 1607-1877 HONORS****3 Units****Total Course Lecture Hours 54**

This honors course, intended for students in the Honors Transfer Program, is 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. The honors course provides more content and requires greater intensity and depth of study than then non-honors class. (UC, CSU, AVC)

Note: Students may take either HIST 107 U.S. History from 1607-1877 or HIST 107H U.S. History from 1607-1877 Honors. Duplicate credit will not be awarded.

**HIST 108 U.S. HISTORY FROM 1865****3 Units****Total Course Lecture Hours 54**

A comprehensive interpretive analysis of the political and social development of the nation from 1865 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. (C-ID: HIST 140) (UC, CSU, AVC) (GE: IGETC Areas 3B, 4, CSU Areas C2, D, AVC Area B)

**HIST 108H U.S HISTORY FROM 1865 HONORS****3 Units****Total Course Lecture Hours 54**

This honors course, intended for students in the Honors Transfer Program, is a comprehensive interpretive analysis of the political and social development of the nation from 1865 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either HIST 108 U.S. History from 1865 or HIST 108H U.S. History from 1865 Honors. Duplicate credit will not be awarded.

**HIST 110 AFRICAN AMERICAN HISTORY, 1450 – 1877****3 Units****Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101 or placement by multiple measures.

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. (UC, CSU, AVC) (GE: IGETC Areas 3B, 4F, CSU Areas C2, D, AVC Areas B, F)

**HIST 110H AFRICAN-AMERICAN HISTORY, 1450-1877 HONORS****3 Units****Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101 or placement by multiple measures.

This honors course is intended for students in the Honors Transfer Program. 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either HIST 110 African American History or HIST 110H African American History Honors. Duplicate credit will not be awarded.

**HIST 111 AFRICAN AMERICAN HISTORY, 1877 – PRESENT****3 Units****Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101 or placement by multiple measures.

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. (UC, CSU, AVC) (GE: IGETC Areas 3B, 4F, CSU Areas C2, D, AVC Areas B, F)

**HIST 111H AFRICAN-AMERICAN HISTORY, 1877-PRESENT HONORS****3 Units****Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101 or placement by multiple measures.

This honors course, intended for students in the Honors Transfer Program, is 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either HIST 111 African-American History, 1877-Present or HIST 111H African-American History, 1877-Present Honors. Duplicate credit will not be awarded.



**HIST 113 WOMEN IN AMERICAN HISTORY****3 Units****Total Course Lecture Hours 54**

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. (UC, CSU, AVC) (GE: IGETC Areas 3B, 4F, CSU Areas C2, D6, AVC Areas B, F)

**HIST 114 HISTORY OF CALIFORNIA****3 Units****Total Course Lecture Hours 54**

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. (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

**HIST 115 CULTURAL HISTORY OF MEXICO****3 Units****Total Course Lecture Hours 54**

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. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Areas C1, C2, AVC Area C)

**HIST 116 CONTEMPORARY U.S. HISTORY: FROM VIETNAM TO IRAQ****3 Units****Total Course Lecture Hours 54**

Examines U.S. foreign policy from the end of World War II until the War on Terrorism. Students will examine, analyze, and evaluate the ideas, theories, themes and interrelationships that occurred during the period the U.S. was involved in Vietnam, and how our involvement there effected U.S. foreign policies and practices after the end of the Cold War. Finally, students will examine and evaluate the issue of terrorism and the events to led to the U.S. invasion of Iraq and analyze the similarities and differences between Vietnam and Iraq. (UC, CSU, AVC) (GE: IGETC Area 4F, CSU Area D6, AVC Area B)

**HIST 118 AMERICAN WEST HISTORY, 1806 – PRESENT****3 Units****Total Course Lecture Hours 54**

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. (UC, CSU, AVC) (GE: IGETC Area 4, CSU Areas C2, D, AVC Area B)

**HIST 119 HISTORY OF LATIN AMERICA AND THE CARIBBEAN****3 Units****Total Course Lecture Hours 54**

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. (UC, CSU, AVC) (GE: IGETC Areas 3B, 4, CSU Areas C2, D, AVC Area B)

**HIST 199 WORK EXPERIENCE EDUCATION****1–8 Units****Total Course Lab Hours 54–432**

**LIMITATION ON ENROLLMENT:** *To participate in work experience education, students must have a paid or unpaid job or internship, and have the approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Work Experience Education is supervised employment designed to provide history students with a realistic learning experience through work in museums, archives, state or historical parks, and other organizations that would require students to have a background in the study of history. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in an environment that is conducive to the subject of history. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to history. Credit may be accrued at the rate of one to eight units per semester. (CSU) (AVC)

## Program Description

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.

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

### Human Development Courses

#### HD 100 BASIC STRATEGIES FOR COLLEGE SUCCESS

*1.5 units*

*Total Course Lecture Hours 27*

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) (GE: AVC Area E)

#### HD 101 COLLEGE AND LIFE MANAGEMENT

*3 Units*

*Total Course Lecture Hours 54*

*Advisory: Eligibility for ENGL 101 or placement by multiple measures.*

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. (UC, CSU, AVC) (GE: CSU Area E, AVC Area E)

#### HD 102 SOLDIERS TO SCHOLARS

*3 Units*

*Total Course Lecture Hours 54*

The course is for all who have served in a uniformed service, their family members, friends and supporters. Students will learn ways for veterans to adjust to civilian life and to college. The course will present and discuss various campus services and effective strategies useful for college success. These will include, but not be limited to, academic support services, goal setting, note-taking, memory techniques, time and money management, and accessing various service-related benefits. Students will also explore various physical, emotional and psychological reactions to wartime service, whether exposed to combat or not, and how these effect veterans' civilian readjustment. There will be discussions of various coping mechanisms that will enable veterans to reconnect with loved ones and manage stress and anxiety related to the wartime experience. The course will explore the signs and symptoms of Posttraumatic Stress Disorder (PTSD) and Military Sexual Trauma (MST) and identify strategies to manage these symptoms. The course will enable students to identify community resources that may enable readjustment to civilian life. (UC, CSU, AVC) (GE: CSU Area E, AVC Area E)

#### HD 103 CAREER PLANNING

*1.5 units*

*Total Course Lecture Hours 27*

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) (GE: AVC Area E)

#### HD 105 PERSONAL DEVELOPMENT

*3 Units*

*Total Course Lecture Hours 54*

*Advisory: Completion of ENGL 101 or placement by multiple measures.*

This course is designed to facilitate personal growth and interpersonal effectiveness, along with increasing understanding of oneself and others. The 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 discussion, and a great deal of self-analysis and introspection will be required. (CSU, AVC) (GE: CSU Area E, AVC Area E)

## Program Description

The Industrial Manufacturing Technician apprenticeship program offers related supplement instruction in accordance to the California Division of Apprenticeship Standards. Entry Level Industrial manufacturing technicians operate industrial production related equipment, work with manufacturing related tools, and perform work processes related to a wide variety of manufacturing settings. Industrial manufacturing technician apprentices will learn to set up, operate, monitor, and control production equipment. They will also help improve manufacturing processes and schedules to meet customer requirements. This apprenticeship training program combines on-the-job learning with related instruction in a classroom to prepare apprentices for journey level work after they complete the program.

## Program Learning Outcomes

### Industrial Manufacturing Technician Apprenticeship

1. Deliver orally, a set of instructions to another individual.  
Write a technical memo. Communicate a technical process to a small group.
2. Apply math skills to manufacturing processes and problems.
3. Quality manufacturing through the interpretation and verification of measurements taken from blueprints and mechanical drawings. Using mathematical calculations and precision measurements for tolerances.
4. Blueprint reading and interpretation.
5. Apply machine control and automation, lean manufacturing principles, and problem-solving to high-performance manufacturing.

## Certificate Program

### Industrial Manufacturing Technician Apprenticeship

Entry Level Industrial manufacturing technicians operate industrial production related equipment, work with manufacturing related tools, and perform work processes related to a wide variety of manufacturing settings. Industrial manufacturing technician apprentices will learn to set up, operate, monitor, and control production equipment. They will also help improve manufacturing processes and schedules to meet customer requirements. This apprenticeship training program combines on-the-job learning with related instruction in a classroom to prepare apprentices for journey level work after they complete the program.

### Program Requirements

#### Industrial Manufacturing Technician Apprentice (Total 16.5)

Complete the following number of units: 16.5		Units
IMTA110 - Industrial Manufacturing Technician Apprentice 1	6	
IMTA210 - Industrial Manufacturing Technician Apprentice 2	6	
IMTA112 - Mathematics for the Machine Trades	2	
IMTA212 - Communications for Apprentices [420-712]	2	
IMTA255 - Transition to Trainer: Your role as a Journey Worker [455-455]	0.5	

### Recommended Pathway

Term 1	Units
IMTA110 - Industrial Manufacturing Technician Apprentice 1	6
IMTA112 - Mathematics for the Machine Trades	2
<b>Total 8</b>	
<b>Term 2</b>	
IMTA210 - Industrial Manufacturing Technician Apprentice 2	6
IMTA212 - Communications for Apprentices [420-712]	2
IMTA255 - Transition to Trainer: Your role as a Journey Worker [455-455]	0.5
<b>Total 8.5</b>	
<b>Certificate Total 16.5</b>	

## Industrial Manufacturing Courses

### IMTA 110 INDUSTRIAL MANUFACTURING TECHNICIAN APPRENTICE I

6 units

**Total Course Lecture Hours 108**

*Advisory: Concurrent enrollment in IMTA 112.*

Orientation to the trade of manufacturing, followed by the MSSC safety and quality modules. OSHA 10 certification, blueprint reading, visual inspection, measurement, first aid and CPR training. Manufacturing concepts will be introduced and applied in a variety of manufacturing settings. MSSC modules 1 and 2 are aligned with the learning plans for this course along with the MATC course - Machine Trades Math. (AVC)

### IMTA 112 MATHEMATICS FOR THE MACHINE TRADES

2 Units

**Total Course Lecture Hours 36**

*Advisory: Concurrent enrollment in IMTA 110.*

Applied mathematics instruction from a review of basic arithmetic, basic algebra, applications based on geometry, right triangle trigonometry, oblique angle trigonometry and compound angles. (AVC)

### IMTA 210 INDUSTRIAL MANUFACTURING TECHNICIAN APPRENTICE 2

6 units

**Total Course Lecture Hours 108**

Second semester of related instruction includes MSSC manufacturing processes and production and maintenance awareness modules, along with communication, lean manufacturing, problem solving, and frontline leadership. Manufacturing related concepts will be applied to a variety of industrial settings. The course wraps up with an examination of emerging trends and technologies and future directions for manufacturing. MSSC learning objectives in modules 3 and 4 are aligned with the learning plans for this course. (AVC)

### **IMTA 212 COMMUNICATIONS FOR APPRENTICES [420-712]**

**2 Units**

**Total Course Lecture Hours 36**

**Advisory:** Concurrent enrollment in IMTA 210.

**Prerequisite:** Completion of IMTA 110.

Introduces the apprentice to basic communication concepts relating to the workplace. It is designed specifically for the apprentice to acquire the necessary skills of giving instruction, writing a technical memo, and explaining a technical process. Throughout the course, the apprentice will brainstorm, write, edit, revise, and use one-on-one communication delivery in a small group. The course combines lecture and hands-on activities utilizing information which the apprentice brings from the workplace. (AVC)

### **IMTA 255 TRANSITION TO TRAINER: YOUR ROLE AS A JOURNEY WORKER [455-455]**

**0.5 units**

**Total Course Lecture Hours 9**

**Advisory:** Concurrent enrollment in IMTA 212 and IMTA 210.

Apprenticeship training is a collaborative partnership: employer, employee associations, government, and educational institutions each play a part. In reality, most learning takes place through the daily interaction between an apprentice and co-workers. Surveys have shown that the apprentices are least satisfied with the on-the-job portion of their training - particularly the ability of journey-level workers and supervisors. You have already learned to use the tools of your chosen trade. In this workshop, you will be introduced to a new set of basic tools - the tools of a job site trainer. You will explore the skills that are necessary to be an effective trainer, discover how to deliver hands-on-training, and examine the process for giving useful feedback. During the workshop, you will build a Training Toolkit to take back to your work on the job. (AVC)



## Program Description

Journalism encompasses the study of forms of the mass media (newspapers, magazines, television, radio, internet, films, and blogs), and the development of reportorial skills and abilities. The Journalism program helps prepare students for transfer and eventual careers in journalism as well as increases their awareness, appreciation, and ethical role of the media and mass communication in modern society.

Individuals can learn basic news writing, reporting, and photojournalism skills through the journalism program that can be directly applied to the college paper, thus gaining practical, real-life experience. Also included in the program are courses on introduction to mass communication and PR.

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Journalism Courses

### JOUR 121 BEGINNING JOURNALISM

3 Units

*Total Course Lecture Hours 54*

*Prerequisite:* Completion of ENGL 101.

An introduction to the theories and techniques of newswriting and reporting. Instruction and practice in news and feature story structures, newspaper style, copy reading and elementary editing. (C-ID: JOUR 110) (UC, CSU, AVC)

### JOUR 123 NEWSPAPER PRODUCTION

3 Units

*Total Course Lecture Hours 27*

*Prerequisite:* Completion of JOUR 121.

Developing journalism news sources, interviewing techniques, newswriting, feature and editorial writing, editing, photography skills, and design/layout using the college newspaper and Web site/blog as a laboratory. (CSU, UC, AVC)

### JOUR 199 WORK EXPERIENCE EDUCATION

1–8 units

*Total Course Lab Hours 54–432*

***LIMITATION OF ENROLLMENT:*** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

## Program Description

Kinesiology is the academic discipline which involves the art and science of human movement and its impact on health and the quality of life. Exercise, activity, and athletics are important components in the development of well-rounded individuals. Kinesiology classes enroll students from high school age to active senior citizens.

Kinesiology and athletics have three primary goals: To provide a program of professional preparation courses; To provide a service program designed to accommodate all; and To provide concepts and techniques that create a foundation for lifelong patterns of physical activity and impart its value to the student's health and well-being.

## Program Learning Outcomes

### Yoga Instructor

1. Fulfill the training requirements of the Yoga Alliance Organization for the 200 hour teacher training.
2. Demonstrate and apply the ability to safely and effectively teach yoga to individuals and groups.

### Kinesiology AA-T

1. Demonstrate, apply and incorporate the physiological aspects of human movement required for understanding the Kinesiology and Exercise Science disciplines.
2. Understand and apply life time skills employed by those in physical fitness, personal fitness, and coaching careers.
3. Recognize and apply an understanding of the diversity of backgrounds, body types and physical needs relative to Kinesiology.

## Certificate Program

### Yoga Instructor

The Yoga Instructor certificate program prepares individuals to safely and effectively teach yoga to individuals and in group settings. This coursework includes training and teaching methodology for asana (physical poses), pranayama (breath work), and meditation. Included in the curriculum is study in the physical and subtle anatomy, yogic philosophy and lifestyle, teaching methods and ethics, and English and Sanskrit terminology. Completion of this program prepares students for employment in yoga studios, health and fitness clubs, health care facilities, as well as for self-employment as yoga instructors. It is also designed for those who want to add yoga techniques to their existing professional portfolios, as in the case for personal trainers, body workers, caregivers, therapists and teachers in other disciplines. Upon completion of the program the successful student will be able to register with Yoga Alliance at the 200-Hour Yoga Teacher Training level.

### Program Requirements

#### Yoga Instructor LCert (Total 12)

Complete the following number of units: 12 Units

KINT240 - Yoga Teacher Training 1—Yogic Lifestyle and Yoga as a Healing Practice	3
KINT241 - Yoga Teacher Training 2—Gross and Subtle Anatomy	3
KINT242 - Yoga Teacher Training 3—Pedagogy: The Art and Science of Teaching	3
KINT243 - Yoga Teacher Training 4—Social Applications of Yoga	3

### Recommended Pathway

Term 1	Units
KINT240 - Yoga Teacher Training 1—Yogic Lifestyle and Yoga as a Healing Practice	3
KINT241 - Yoga Teacher Training 2—Gross and Subtle Anatomy	3
<b>Total 6</b>	
<b>Term 2</b>	
KINT242 - Yoga Teacher Training 3—Pedagogy: The Art and Science of Teaching	3
KINT243 - Yoga Teacher Training 4—Social Applications of Yoga	3
<b>Total 6</b>	
<b>Certificate Total 12</b>	

## Associate Degree Kinesiology AA-T

The Associate in Arts in Kinesiology for Transfer (AA-T) degree offers students a fundamental knowledge of human movement and physical activity. Students will enhance their own understanding of lifetime patterns of physical activity and enhance problem solving and critical thinking by studying concepts and techniques to apply and impart them to the diversity of backgrounds, body types and physical needs.

The Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Kinesiology for Transfer (AA-T in Kinesiology) degree a student must complete the following:  
(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

**Program Requirements****Kinesiology AA-T (Total 20 - 23)****Complete all of the following****Required Courses (Total 14)****Complete the following number of units: 14**

BIOL201 - General Human Anatomy 4

BIOL202 - General Human Physiology 4

KINT100 - Introduction to Kinesiology 3

MOVEMENT BASED COURSES (3 units max). Select one course maximum from any three of the following areas:

**[AQUATICS]**

KINF191 - Beginning Swimming 1

KINF193 - Beginning Water Aerobics 1

KINF195 - Beginning Fitness Swimming 1

KINF196 - Intermediate Fitness Swimming 1

KINF190 - Beginning Swimming for Non-swimmers 1

KINF194 - Intermediate Water Aerobics 1

KINF192 - Intermediate Swimming 1

**[DANCE]**

DA103 - Beginning Modern Dance 1

DA106 - Ballroom Dance 1

**[FITNESS]**

KINF107 - Beginning Weight Lifting 1

KINF108 - Intermediate Weight Lifting 1

KINF130 - Physical Conditioning 1

KINF144 - Hatha Yoga 1

**[INDIVIDUAL SPORTS]**

KINF160 - Beginning Tennis 1

KINF161 - Intermediate Tennis 1

KINF260 - Advanced Tennis 1

**[TEAM SPORTS]**

KINF140 - Beginning Golf 1

KINF180 - Beginning Volleyball 1

KINF181 - Intermediate Volleyball 1

KINF220 - Advanced Basketball 1

KINF280 - Advanced Volleyball 1

KINF150 - Beginning Soccer 1

KINF151 - Intermediate Soccer 1

KINF115 - Beginning Fast-Pitch Softball 1

KINF116 - Intermediate Fast-Pitch Softball 1

KINF215 - Advanced Fast-Pitch Softball 1

**Required Elective List A (Select Two) (Total 6 - 9)****Complete the following number of units: 6-9**

MATH115 - Statistics 4

CHEM110 - General Chemistry 5

PHYS101 - Introductory Physics 4

HE100 - First Aid and Emergency Care 3

HE101 - Health Education 3

&lt;&lt;CHOOSE EITHER PSY101 GENERAL PSYCHOLOGY OR SOC101 INTRODUCTION TO SOCIOLOGY&gt;&gt;

PSY101 - General Psychology 3

OR

SOC101 - Introduction to Sociology 3

**Recommended Pathway****Term 1**

CSU GE A1 (recommended COMM101) 3

CSU GE A2 (recommended ENGL101) 3

CSU GE B2 (recommended BIOL101) 3

CSU GE B4 (recommended MATH115) 4

CSU GE E 3

**Total 16****Term 2**

Required Elective List A (recommended PHYS101) 4

CSU GE A3 3

CSU GE Area C1 1 - 4

**Total 8 - 11****Term 3**

BIOL 201 - General Human Anatomy 4

KINT 100 - Introduction to Kinesiology 3

CSU GE F 3

CSU GE C2 3 - 5

General Elective 3

**Total 16 - 18****Term 4**

BIOL 202 - General Human Physiology 4

Required Elective List A (recommended HE100) 3

CSU GE D 3 - 4

CSU GE D 3 - 4

**Total 13 - 15**  
**Degree Total 60****Kinesiology–Fitness Courses****KINF 100 ADAPTIVE PHYSICAL EDUCATION****1 Unit****Total Course Lab Hours 54**

The course is designed for the student who may be confined in the type and amount of activity because of 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 therapist. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**KINF 104 BEGINNING KETTLEBELL TRAINING****1 Unit****Total Course Lab Hours 54**

This course is designed for the student who wishes to learn the basic skills and techniques of kettlebell training. The student will be required to learn the fundamental concepts of kettlebell training, design and implement a kettlebell program. The course will also cover the proper warm-up and safety techniques that are necessary when in a weight room and moving kettlebells. (CSU, AVC)

**KINF 105 INTERMEDIATE KETTLEBELL TRAINING****1 Unit****Total Course Lab Hours 54**

This course emphasizes the development of cardiovascular endurance, muscular strength, and muscular endurance by utilizing Kettlebells. The students will participate in activities both as a class and individually to achieve the goals the students have set for themselves utilizing the Kettlebell. Intensity levels can be modified based on the students level of fitness (CSU, AVC)

**KINF 107 BEGINNING WEIGHT LIFTING****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 108 INTERMEDIATE WEIGHT LIFTING****1 Unit****Total Course Lab Hours 54**

This course emphasizes the development of cardiovascular endurance, muscular strength, and muscular endurance by utilizing both weight training and cardiovascular training. The 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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 109 BEGINNING SPINNING FOR FITNESS****1 Unit****Total Course Lab Hours 54**

Geared towards improving one's cardiovascular fitness and muscular strength through a spinning program on a stationary bike. Program covers two basic types of terrain: flat roads and hills through changes in resistance and positions. (CSU, AVC)

**KINF 110 INTERMEDIATE SPINNING FOR FITNESS****1 Unit****Total Course Lab Hours 54**

Indoor cycling class geared towards improving one's cardiovascular fitness and muscular endurance. Designed for individuals looking to improve their basic level of fitness, the course covers intermediate skills and techniques while training at various intensities. (CSU, AVC)

**KINF 111 BEGINNING CARDIO BOXING****1 Unit****Total Course Lab Hours 54**

Using kickboxing fundamentals, provides skills for the development of physical and general health. Program works every major muscle group in the upper and lower body through basic leg movements, such as shuffle, slip, and weave, as well as, arm combinations including the jab, uppercut, hook and cross. (CSU, AVC)

**KINF 112 INTERMEDIATE CARDIO BOXING****1 Unit****Total Course Lab Hours 54**

A series of boxing, kickboxing and stretching exercises arranged to music, gradually increasing in tempo as a non-stop 25 to 45-minute program, with 10 to 20 minutes of abdominal work and stretching. Training equipment includes focus mitts, bags and uppercut shields for basic punching and leverage punches. (CSU, AVC)

**KINF 113 BEGINNING BODY CONDITIONING BOOT CAMP****1 Unit****Total Course Lab Hours 54**

Provides instruction and opportunities for beginning-level students to develop optimum muscular strength, cardiovascular endurance and flexibility. Emphasis placed on safe and proper technique and body mechanics. (CSU, AVC)

**KINF 114 INTERMEDIATE BODY CONDITIONING BOOT CAMP****1 Unit****Total Course Lab Hours 54**

Significant instruction on strength development techniques such as Reactivation, Kettle Bells, Swiss Balls, Dumb bells and Stable Surface (ground) exercises. Specifically designed for the conditioned student. (CSU, AVC)

**KINF 115 BEGINING FAST-PITCH SOFTBALL****1 Unit****Total Course Lab Hours 54**

Designed for the beginning level player with emphasis on recreational play, strategy, and rules. Course Content will emphasize beginning softball skills and techniques. The beginning level of instruction will require a minimum level of physical condition on the part of the student. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 116 INTERMEDIATE FAST-PITCH SOFTBALL****1 Unit****Total Course Lab Hours 54**

Designed for the intermediate level player with emphasis on competitive play, skills and tactics. Course content will emphasize the techniques and fundamental skills of softball at a higher level. The intermediate level of instruction will require a moderate/high level of physical condition on the part of the student. (UC, CSU, AVC) (GE: AVC Area E)



**KINF 120 LIFE FITNESS CENTER TRAINING****1 Unit****Total Course Lab Hours 54**

This course is an open-entry course designed to increase cardiovascular endurance, strength, and flexibility through the use of circuit training. A required orientation includes performing an individualized fitness assessment, learning guidelines on assessing fitness, training a wellness information on-line, and discussing how to train safely and efficiently using state of the art equipment. Adaptive physical education advisory: This class has been designated as appropriate for students who will require adaptive physical education. (CSU, AVC)

**KINF 130 PHYSICAL CONDITIONING****0.5–1 Unit****Total Course Lab Hours 27–54**

This course emphasizes the development of cardiovascular endurance, muscular strength, and muscular endurance by utilizing both weight training and cardiovascular training. The 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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 132 AEROBIC CONDITIONING****1 Unit****Total Course Lab Hours 54**

The student will be taught the fundamentals of running, breathing, and timing. The emphasis of the program will be aerobic conditioning through walking, jogging, and running. The student will be introduced to various types of wearing apparel and shoes. Students will experience running on various surfaces and varying degrees of stress. The prevention, care, and treatment of injuries indigenous to running will be presented. Advanced runners will learn about race strategies. Lastly, safety factors related to running will be taught. BEFORE ENROLLING student must be in fair physical condition without severe medical disabilities. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 133 FIRE AGILITY****1 Unit****Total Course Lab Hours 54**

This course allows the student to build on the specific skills required to successfully pass the CPAT and other physical agility firefighting tests. Emphasis is on intermediate fitness training techniques. Non-Fire Technology students are also welcome. (CSU, AVC)

**KINF 140 BEGINNING GOLF****1 Unit****Total Course Lab Hours 54**

The course will emphasize the fundamentals and techniques of leisure golf. It will stress rules, regulations and vocabulary as well as etiquette. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 141 INTERMEDIATE GOLF****1 Unit****Total Course Lab Hours 54**

The course will emphasize the fundamentals and techniques of leisure golf. It will stress rules, regulations and vocabulary as well as etiquette. (CSU, AVC)

**KINF 144 HATHA YOGA****0.5–1.0 Unit****Total Course Lab Hours 27–54**

Hatha Yoga practice builds physical and mental awareness and offers a platform to achieve stress relief. Asanas (postures), pranayama (breath work) and meditation are performed with attention given to individual alignment needs and building mind/body connectivity in an effort to bring wellness to the practitioner. Strength, endurance, flexibility and balance are also achieved through regular practice. (CSU, AVC) (GE: AVC Area E)

**KINF 145 GENTLE CHAIR YOGA****1 Unit****Total Course Lab Hours 54**

Gentle Chair Yoga is designed as a holistic practice for folks who desire an accessible, adaptive yoga program. Whether for injury recovery, stress management, personal needs, or a desire to start a yoga practice that offers accessibility, this class offers various yogic techniques to folks from all walks of life. In this class, you will learn to mobilize your body within your range of ability, build strength, learn pranayama (breathing exercises) and meditation techniques to suit your lifestyle and elicit an overall sense of relaxation and wellbeing. No yoga experience necessary. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 150 BEGINNING SOCCER****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 151 INTERMEDIATE SOCCER****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 160 BEGINNING TENNIS****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 161 INTERMEDIATE TENNIS****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 162 BEGINNING PICKLEBALL****1 Unit****Total Course Lab Hours 54**

Introduction to the basic skills and rules of pickleball. Includes forehand, backhand, serve and volley. Also includes, strategy, etiquette, selection of equipment, and general rules for playing singles and doubles. (CSU, AVC)

**KINF 163 INTERMEDIATE PICKLEBALL****1 Unit****Total Course Lab Hours 54**

Refinement of pickleball skills for the developing player. Includes forehand drive, backhand drive, service, service return, drop shot, overheads, strategies, and analysis of opponent's game. (CSU, AVC)

**KINF 170 BEGINNING WALKING FOR FITNESS****1 Unit****Total Course Lab Hours 54**

Introduces basic fitness concepts to improve each individual's physical health and general well being with walking strategies. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength through walking as well as proper preparation. (CSU, AVC)

**KINF 171 INTERMEDIATE WALKING FOR FITNESS****1 Unit****Total Course Lab Hours 54**

Designed for students of intermediate fitness levels to continue improving and maintaining each individual's physical health, general well being and flexibility with walking strategies. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on increased distance and varying surfaces while walking. (CSU, AVC) (GE: AVC Area E)

**KINF 172 BEGINNING JOGGING FOR FITNESS****1 Unit****Total Course Lab Hours 54**

Designed for students of beginning fitness levels who would like to enhance and improve their cardiovascular fitness and flexibility with jogging strategies. Jogging techniques will be utilized in establishing programs designed to promote improvements in cardiorespiratory endurance and body composition. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength through jogging as well as proper preparation. (CSU, AVC) (GE: AVC Area E)

**KINF 173 INTERMEDIATE JOGGING FOR FITNESS****1 Unit****Total Course Lab Hours 54**

Designed for students of beginning fitness levels who would like to enhance and improve their cardiovascular fitness and flexibility with jogging strategies. Jogging techniques will be utilized in establishing programs designed to promote improvements in cardiorespiratory endurance and body composition. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength through jogging as well as proper preparation. (CSU, AVC)

**KINF 180 BEGINNING VOLLEYBALL****1 Unit****Total Course Lab Hours 54**

A beginning course that introduces the student to the basic vocabulary, performance fundamental skills and playing techniques of power volleyball. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 181 INTERMEDIATE VOLLEYBALL****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 190 BEGINNING SWIMMING FOR NON-SWIMMERS****1 Unit****Total Course Lab Hours 54**

An introduction to the basic skills of swimming for those who have no or very little skill in the water, including lack of comfort in the water, including deep water. The course will focus on the American Red Cross Swimming Levels one through four 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 entries dive will be covered. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 191 BEGINNING SWIMMING****1 Unit****Total Course Lab Hours 54**

An re-introduction to the basic skills of swimming for the student who is completely comfortable in the water, including deep water, but has little or no formal training in swimming. The course will focus on the American Red Cross Swimming Levels two through five 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 entries will be covered. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 192 INTERMEDIATE SWIMMING****1 Unit****Total Course Lab Hours 54**

**Limitation on Enrollment:** Complete a 100 yard swim test or have completed KINF 190.

Continuation of skills of swimming for those at an intermediate level. The course will focus on the American Red Cross Swimming Levels four through six with the introduction to the butterfly and breast strokes, along with intermediate water entries and safety skills. (CSU, UC, AVC)

**KINF 193 BEGINNING WATER AEROBICS****0.5–1 Unit****Total Course Lab Hours 27–54**

This is an entry level course in low-impact water aerobics. The instruction and class activity leads to cardiovascular fitness, muscular strength, flexibility and increased physical endurance and will be executed in water. The exercise will be choreographed to music and demonstrated with voice instruction. There will be variation of movement and tempo in the exercises. The buoyancy and resistance of water will be considered in the design of the routines. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 194 INTERMEDIATE WATER AEROBICS****1 Unit****Total Course Lab Hours 54**

This is an intermediate course in low-impact water aerobics. The instruction and class activity leads to increased cardiovascular fitness, muscular strength, flexibility and increased physical endurance and will be executed in water. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 195 BEGINNING FITNESS SWIMMING****1 Unit****Total Course Lab Hours 54**

**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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 196 INTERMEDIATE FITNESS SWIMMING****1 Unit****Total Course Lab Hours 54**

Students will learning to set up intermediate swimming programs to build physical fitness. Concentration will be on proper use of sprint and endurance training, as well as muscle use for building fitness. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 204 ADVANCED KETTLEBELL TRAINING****1 Unit****Total Course Lab Hours 54**

This course will focus on the advanced movements of Kettlebell movements, implementation and integration of Kettlebell exercised into a traditional exercise routine. The students will participate in activities both as an individual and class to achieve the goals the students have set for themselves. Intensity levels can be modified based on the students level of fitness. (CSU, AVC)

**KINF 207 ADVANCED WEIGHT TRAINING****1 Unit****Total Course Lab Hours 54**

This course will emphasize the development of cardiovascular endurance, muscular strength, and muscular endurance by utilizing functional strength training exercises and introducing traditional barbell lifting. Students will attain knowledge of designing a program best suited to their needs. (CSU, AVC)

**KINF 215 ADVANCED FAST-PITCH SOFTBALL****1 Unit****Total Course Lab Hours 54**

Advanced skills and techniques of fast-pitch softball will be taught in this course. An emphasis will be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of fast-pitch softball. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 220 ADVANCED BASKETBALL****1 Unit****Total Course Lab Hours 54**

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 rules, theory, and philosophy of intercollegiate basketball. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 240 ADVANCED GOLF***1 Unit**Total Course Lab Hours 54*

Advanced Golf 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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 244 INTERMEDIATE/ADVANCED HATHA YOGA***1 Unit**Total Course Lab Hours 54*

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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 250 ADVANCED SOCCER***1 Unit**Total Course Lab Hour 54*

The purpose of this class is to provide instruction in the techniques, tactics and strategies associated with competitive soccer. Special emphasis placed on drills and competitive play situation. (CSU, AVC)

**KINF 260 ADVANCED TENNIS***1 Unit**Total Course Lab Hours 54*

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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 262 ADVANCED PICKLEBALL***1 Unit**Total Course Lab Hours 54*

Progressive skill instruction concerned with the development of the advanced pickleball player. Emphasis will be on placement of shot, shot combination building from the baseline and kitchen, and footwork. Students will learn to select appropriate pickleball equipment and apparel. (CSU, AVC)

**KINF 270 ADVANCED WALKING FOR FITNESS***1 Unit**Total Course Lab Hours 54*

Designed for students of advanced fitness levels to continue improving and maintaining each individual's physical health and general well being and flexibility with walking strategies. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on dealing with difficult surfaces and weather extremes while walking (CSU, AVC) (GE: AVC Area E)

**KINF 272 ADVANCED JOGGING FOR FITNESS***1 Unit**Total Course Lab Hours 54*

Designed for students of advanced fitness levels to continue improving and maintaining each individual's physical health and general well being and flexibility with walking strategies. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on dealing with difficult surfaces and weather extremes while walking (CSU, AVC) (GE: AVC Area E)

**KINF 280 ADVANCED VOLLEYBALL***1 Unit**Total Course Lab Hours 54*

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 technique 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. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 293 ADVANCED WATER AEROBICS***1 Unit**Total Course Lab Hours 54*

This is an advanced course in water aerobics. The instruction and class activity are for high-intensity, advanced aerobic exercises. Additionally, advanced workout formulas and the FITT principle will be examined. (UC, CSU, AVC) (GE: AVC Area E)

**KINF 295 ADVANCED FITNESS SWIMMING***1 Unit**Total Course Lab Hours 54*

For students that are setting up advanced swimming programs to build and maintain physical fitness. Concentration will be on using proper training methods for open water and endurance competitions. (UC, CSU, AVC) (GE: AVC Area E)



## Kinesiology–Theory Courses

### **KINT 100 INTRODUCTION TO KINESIOLOGY**

**3 Units**

**Total Course Lecture Hours 54**

Students will be introduced to the interdisciplinary approach to human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health and fitness. (C-ID: KIN 100) (UC, CSU, AVC) (GE: AVC Area E)

### **KINT 102 OFFICIATING– BASKETBALL AND VOLLEYBALL**

**3 Units**

**Total Course Lecture Hours 36**

**Total Course Lab Hours 54**

Students will analyze and interpret the rules and regulations for the sports of volleyball 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)

### **KINT 103 OFFICIATING– BASEBALL, SOFTBALL, TRACK AND FIELD**

**3 Units**

**Total Course Lecture Hours 36**

**Total Course Lab Hours 54**

Students will analyze and interpret the rules and regulations for the sports of baseball, softball 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)

### **KINT 104 SPORTS APPRECIATION**

**3 Units**

**Total Course Lecture Hours 54**

Selected learning experiences leading to an understanding and appreciation of athletics and recreational sports and how they relate to our society. (CSU, UC, AVC)

### **KINT 105 ACTIVE LIFESTYLES: PERSONAL WELLNESS AND NUTRITION**

**3 Units**

**Total Course Lecture Hours 54**

Integration and application of principles of sound nutrition and physical activities to optimize the physiological, psychosocial, and social lifelong development of the individual and the use of scientific principles and current advances to help assess and evaluate physical fitness, body composition dietary patterns, energy expenditure, and their relationships. This course is designed for the student pursuing a career in the fitness industry; Fitness Specialists, Coaching of Sport, Sport and Performance Coach, and Community Health Worker, as well as those interested in furthering their understanding of the effects of nutrition on the mind and body. (CSU, AVC)

### **KINT 112 OFFICIATING–FOOTBALL**

**3 Units**

**Total Course Lecture Hours 36**

**Total Course Lab Hours 54**

Students will analyze and interpret the rules and regulations for the sports of football 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)

### **KINT 113 SPORT PSYCHOLOGY**

**3 Units**

**Total Course Lecture Hours 54**

This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains, and applies sport psychology concepts and theories to practical experiences. (CSU, AVC)

### **KINT 114 ATHLETIC AND FITNESS ORGANIZATION AND ADMINISTRATION**

**3 Units**

**Total Course Lecture Hours 54**

Presents a balance of theory and practice in organization and administration of athletic and fitness programs. Includes management functions such as facilities planning and scheduling, finances, personal philosophy development and marketing analysis for high school, college and professional sport programs and recreation and fitness programs. (CSU, AVC)

### **KINT 115 FOUNDATION FOR FITNESS AND WELLNESS**

**3 Units**

**Total Course Lecture Hours 36**

**Total Course Lab Hours 54**

Prepares students to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition, and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 36 hours lecture and 54 hours laboratory. (Letter grade only) (CSU, AVC)

### **KINT 120 INTRODUCTION TO ESPORTS**

**1 Unit**

**Total Course Lab Hours 54**

This course is intended to provide students with an introduction to the field of esports. Special emphasis is placed on the history, culture, and issues of esports, the levels and governance of eSport, and the process of putting on, managing, financing, and promoting eSport competitions. Students will be acquainted with issues through discussions of pertinent theories and through experiential studies within the world of esports. (CSU, AVC)

**KINT 240 YOGA TEACHER TRAINING 1 -  
YOGIC LIFESTYLE AND YOGA AS A  
HEALING PRACTICE****3 Units****Total Course Lecture Hours 54**

**Advisory:** Students are advised to have at least 2 years of regular yoga practice as well as to have successful completion or concurrent enrollment of KINF 244.

This course is one of four class modules designed to prepare the student to teach yoga. Upon successful completion of all 4 classes the student will be able to register with Yoga Alliance as a Registered Yoga Teacher at the 200 hour level. This teacher training will focus on yogic lifestyle and yoga as a healing practice. Pranayama (breathing exercises), meditation practice, deep relaxation, and yogic diet will be highlighted. Asana emphasis will include the practice, analysis, and general alignment principals of all levels of standing and seated extended and forward bending poses. Philosophical study will include the 8 limbs of yoga from Patanjali's Yoga Sutras. (CSU, AVC)

**KINT 241 YOGA TEACHER TRAINING 2 -  
GROSS AND SUBTLE ANATOMY****3 Units****Total Course Lecture Hours 54**

**Advisory:** Students are advised to have at least 2 years of regular yoga practice as well as to have successful completion or concurrent enrollment of KINF 244.

This course is one of four class modules designed to prepare the student to teach yoga. Upon successful completion of all 4 classes the student will be able to register with Yoga Alliance as a Registered Yoga Teacher at the 200 hour level. The focus of this teacher training class is anatomy. Basic understanding of the musculoskeletal system, fluid body, and organ system will be highlighted, together with yogic philosophy of the subtle anatomy or energy body. The anatomy of the breath will be studied. Practice, analysis and general alignment principles for all levels of twisting and back bending poses will be emphasized. (CSU, AVC)

**KINT 242 YOGA TEACHER TRAINING 3 -  
PEDAGOGY: THE ART AND SCIENCE OF  
TEACHING****3 Units****Total Course Lecture Hours 54**

**Advisory:** Students are advised to have at least 2 years of regular yoga practice as well as to have successful completion or concurrent enrollment of KINF 244.

This course is one of four class modules designed to prepare the student to teach yoga. Upon successful completion of all 4 classes the student will be able to register with Yoga Alliance as a Registered Yoga Teacher at the 200 hour level. The emphasis of this teacher training class is on becoming an effective teacher. Key principles of teaching will include the role of the instructor, student teacher relations and ethics, addressing different learning styles and skill levels, giving effective instructions, the art of sequencing a class, and basic anatomical adjustments. Practice teaching and Sanskrit terminology for the yoga teacher will be included. (CSU, AVC)

**KINT 243 YOGA TEACHER TRAINING 4 -  
SOCIAL APPLICATIONS OF YOGA****3 Units****Total Course Lecture Hours 54**

**Advisory:** Students are advised to have at least 2 years of regular yoga practice as well as to have successful completion or concurrent enrollment of KINF 244.

This course is one of four class modules designed to prepare the student to teach yoga. Upon successful completion of all 4 classes the student will be able to register with Yoga Alliance as a Registered Yoga Teacher at the 200 hour level. The focus of this teacher training course is the varied applications of yoga and yoga philosophy for individuals as well as for communities. Social applications including yoga for mindfulness, ecology and social change will be explored. The class will include a study of the different types of yoga, the business aspects of teaching yoga, and the creation, planning, and execution of a community service project. Practice, analysis, and general alignment principles for all levels of inverted poses will be emphasized. The benefits, types and applications of meditation will be included. (CSU, AVC)

**Intercollegiate Athletic Courses****IATH 101 WEIGHT TRAINING FOR  
ATHLETES****0.5–2 Units****Total Course Lab Hours 27–108**

**Limitations on enrollment:** Must be a 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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 102 PRE-SEASON SPORT  
CONDITIONING****0.5–2 Units****Total Course Lab Hours 27–108**

**Limitation on Enrollment:** Must be a member of an intercollegiate athletic team.

The course is designed for the student who wishes to compete 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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 103 INTERCOLLEGIATE PHYSICAL FITNESS****0.5–2 Units****Total Course Lab Hours 27–108****Limitations on Enrollment:** *Should be a member of an intercollegiate team.*

Sports-specific cardiovascular, muscular, and flexibility training designed to enhance athletic performance. (R3) (CSU, AVC)

**IATH 104 OFFENSIVE FOOTBALL LAB****0.5–2 Units****Total Course Lab Hours 27–108**

Introduction to the structure and development of various offensive football strategies. It will include an analysis of scouting reports and film reviews, as well as the practical application of various physical training concepts. (R3) (CSU, AVC)

**IATH 105 DEFENSIVE FOOTBALL LAB****0.5–2 Units****Total Course Lab Hours 27–108**

Introduction to the structure and development of various defensive football strategies. This course will include analysis of scouting reports, film reviews, and the practical application of different physical training concepts. (R3) (CSU, AVC)

**IATH 205 INTERCOLLEGIATE FOOTBALL****1–3.25 Units****Total Course Lab Hours 54–175****Limitation on enrollment:** *A 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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 210 INTERCOLLEGIATE BASEBALL****1–3.25 Units****Total Course Lab Hours 54–175****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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 215 INTERCOLLEGIATE WOMEN'S SOFTBALL****1–3.25 Units****Total Course Lab Hours 54–175****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 athletes the playing rules and code of conduct. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 220 INTERCOLLEGIATE MEN'S BASKETBALL - FALL****1–3.25 Units****Total Course Lab Hours 54–175****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. (UC, CSU, AVC) (R3)

**IATH 221 INTERCOLLEGIATE MEN'S BASKETBALL - SPRING****1–3.25 Units****Total Course Lab Hours 54–175****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, AVC) (R3)

**IATH 225 INTERCOLLEGIATE WOMEN'S BASKETBALL - FALL****1–3.25 Units****Total Course Lab Hours 54–175****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. (UC, CSU, AVC) (R3)

**IATH 226 INTERCOLLEGIATE WOMEN'S BASKETBALL - SPRING****1–3.25 Units****Total Course Lab Hours 54–175****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 in the spring. 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, AVC) (R3)

**IATH 230 INTERCOLLEGIATE MEN'S CROSS COUNTRY****1–3.25 Units****Total Course Lab Hours 54–175****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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 235 INTERCOLLEGIATE WOMEN'S CROSS COUNTRY****1–3.25 Units****Total Course Lab Hours 54–175****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, AVC) (R3)

**IATH 240 INTERCOLLEGIATE MEN'S GOLF****1–3.25 Units****Total Course Lab Hours 54–175****Limitation on Enrollment:** Physical examination and tryout required.

This course is designed for the male student-athlete who wishes to compete at the intercollegiate level in golf. Course content will emphasize advance 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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 245 INTERCOLLEGIATE WOMEN'S GOLF****1–3.25 Units****Total Course Lab Hours 54–175****Limitation on Enrollment:** Physical examination and tryout required.

This course is designed for the female student-athlete who wishes to compete at the intercollegiate level in golf. Course content will emphasize advance 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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 250 INTERCOLLEGIATE MEN'S SOCCER****1–3.25 Units****Total Course Lab Hours 54–175****Limitation on Enrollment:** Physical examination and tryout required.

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 the intercollegiate competition will include rules, history, and strategy. (UC, CSU, AVC) (R3) (GE: AVC Area E)



**IATH 255 INTERCOLLEGIATE WOMEN'S SOCCER****1–3.25 Units****Total Course Lab Hours 54–175****Limitation on Enrollment:** Physical examination and tryout required.

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 the intercollegiate competition will include rules, history, and strategy. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 265 INTERCOLLEGIATE WOMEN'S TENNIS****1–3.25 Units****Total Course Lab Hours 54–175****Limitation on Enrollment:** Physical examination and tryout required.

Designed for the student-athlete who wishes to compete at the intercollegiate level in women's 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 the intercollegiate competition will include rules, history, and strategy. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 270 INTERCOLLEGIATE MEN'S TRACK AND FIELD****1–3.25 Units****Total Course Lab Hours 54–175****Limitation on Enrollment:** Physical examination and tryout required.

The course is designed for the male student-athlete who wishes to compete at the varsity intercollegiate level in track and field. The course will emphasize advanced track skill 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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 275 INTERCOLLEGIATE WOMEN'S TRACK AND FIELD****1–3.25 Units****Total Course Lab Hours 54–175****Limitation on Enrollment:** Physical examination and tryout required.

The course is designed for the female student-athlete who wishes to compete at the varsity intercollegiate level in track. The course will emphasize advanced track skill 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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 280 INTERCOLLEGIATE MEN'S VOLLEYBALL****1–3.25 Units****Total Course Lab Hours 54–175****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 men's volleyball. Advanced men'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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 285 INTERCOLLEGIATE WOMEN'S VOLLEYBALL****1–3.25 Units****Total Course Lab Hours 54–175****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 - both indoor and sand. 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. (UC, CSU, AVC) (R3) (GE: AVC Area E)

**IATH 295 INTERCOLLEGIATE WOMEN'S BEACH VOLLEYBALL****1–3.25 Units****Total Course Lab Hours 54–175**

Develops participants' skills and playing intensity in Beach Volleyball to the highest level. Involves competition against other institutions and travel. Student must be capable of competing at the intercollegiate level. Repeatability is dependent upon California Community College Athletic Association (CCCCAA) eligibility. May be taken a maximum of four (4) times for credit. (R3) (CSU, AVC)

Credit Limitation: UC - Maximum credit of 4 units if combined with any or all other DANC/ICA/KIN/PE Activity courses.

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## Program Description

Our Latin courses provide students with the foundation needed to be able to communicate effectively. Students in our Latin courses develop reading, writing, and speaking skills as well as aural comprehension. Additionally, students will gain an acquaintance with the literature, history, and culture of Latin-influenced languages and cultures. All courses in Latin are transfer-level. Latin fosters new job opportunities, careers in the arts and humanities, and offers salary increments in certain occupations.

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## Certificate Program

Certificate not applicable.

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## Associate Degree

Associate degree not available.

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### Latin Courses

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#### **LATN 101 ELEMENTARY LATIN 1**

*5 units*

*Total Course Lecture Hours 90*

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. (UC, CSU, AVC) (GE: CSU Area C2, AVC Area C)

#### **LATN 102 ELEMENTARY LATIN 2**

*5 units*

*Total Course Lecture Hours 90*

*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. (UC, CSU, AVC) (GE: IGETC Area 3B, 6A, CSU Area C2, AVC Area C)

#### **LATN 201 INTERMEDIATE LATIN**

*5 units*

*Total Course Lecture Hours 90*

*Prerequisite:* Completion of LATN 102.

A transfer-level, intermediate course in Latin, continuing the concepts introduced in Latin 101 and 102. In addition to reviewing Latin grammar and syntax, the student will translate and analyze selected readings from Cicero, Livy, Ovid, Pliny, the Vulgate Bible, Bede, Caedmon, and Medieval poetry. (UC, CSU, AVC) (GE: IGETC Area 3B, 6A, CSU Area C2, AVC Area C)

## Program Description

Learning Assistance can benefit everyone. To access all AVC Learning Center services, in person and online, students should enroll in LAC 900 Supervised Tutoring and LAC 901 Supervised Learning Assistance. These are noncredit courses that allow us to collect data without impacting students' transcripts. Students who feel anxious about writing or math are encouraged to enroll in LAC 920 Managing Writing Anxiety, LAC 922 Math Study Strategies, and LAC 923 Managing Math Anxiety. These 1 unit, pass/fail courses will help students prepare to succeed in college-level English and Math classes. All tutors at AVC and in other community organizations are encouraged to enroll in LAC 931, 932, and 933 to deepen their knowledge of tutorial theory and practice. These courses include the opportunity to earn internationally recognized tutoring certificates.

## Program Learning Outcomes

### AVC Tutor Certificate (Noncredit)

1. In a tutoring scenario, tutors will select communication strategies to determine tutee needs, check for tutee understanding of content and process, and problem solve within the context of an individual or group tutorial.
2. Students will apply learning theories effectively in tutoring scenarios.
3. Students will demonstrate the ability to mentor and train new tutors.

### College Readiness - Reading and Writing (Noncredit)

1. Students will compose paragraphs that demonstrate direction, relevant detail, and clarity on both a paragraph and a sentence level.
2. Students will demonstrate the ability to use proactive strategies, learning resources, and the composition process to reduce writing frustrations.
3. Students will demonstrate the ability to comprehend and analyze written passages at a college reading level.

## Certificate Program

### AVC Tutor Certificate (Noncredit)

The AVC Tutor Certificate of Completion is designed to prepare students to work as academic tutors at Antelope Valley College, at other educational institutions from elementary to college level, and in the community. To earn the certificate, students must complete at least two out of three noncredit classes: LAC 931 Level 1, LAC 932 Level 2, and LAC 933 Level 3.

### Program Requirements

#### AVC Tutor Certificate of Completion (Total 36 - 54)

Complete the following number of hours: 36-54		Hours
LAC931 - Level 1 Tutor Certification		18
LAC932 - Level 2 Tutor Certification		18
LAC933 - Level 3 Tutor Certification		18

Recommended Pathway	
<b>Term 1</b>	<b>Hours</b>
LAC931 - Level 1 Tutor Certification	18
<b>Total 18</b>	

### Term 2

LAC932 - Level 2 Tutor Certification	18
<b>Total 18</b>	

### Term 3

LAC933 - Level 3 Tutor Certification	18
<b>Total 18</b>	

**Certificate Total 36 - 54**

### College Readiness - Reading and Writing (Noncredit)

The College Readiness - Reading and Writing Certificate of Competency is designed to prepare students for college English and other courses and careers that require reading and writing skills. To earn the certificate, students must complete at least two out of four noncredit courses: LAC 920 Managing Writing Anxiety, READ 990 Critical Reading, ENGL 900 Writing Support, and ENGL 901 Writing Practice. It is highly recommended that students complete the certificate within one term to increase their college success and completion rates. LAC 920 Managing Writing Anxiety provides students with coping skills to reduce writing frustrations in college and beyond. READ 990 Critical Reading helps students improve their reading comprehension, analysis, and vocabulary skills. ENGL 900 Writing Support focuses on the writing process, essay organization, and grammar skills. ENGL 901 practices skills learned in ENGL 101.

### Program Requirements

#### College Readiness - Reading and Writing Certificate of Completion (Total 36 - 108)

**Complete the following number of hours: 36-108**

Must take 2 out of 4 classes		Hours
ENGL900 - Writing Support		18
LAC920 - Managing Writing Anxiety		18
READ990 - Critical Reading		36
ENGL901 - Writing Practice		54

Recommended Pathway Recommended Sequence #2	
<b>Term 1</b>	<b>Hours</b>
ENGL900 - Writing Support	18
ENGL901 - Writing Practice	54
<b>Total 72</b>	
<b>Certificate Total 72</b>	

Recommended Pathway Recommended Sequence #3	
<b>Term 1</b>	<b>Hours</b>
LAC920 - Managing Writing Anxiety	18
READ990 - Critical Reading	36
<b>Total 54</b>	
<b>Certificate Total 54</b>	

Recommended Pathway	
Recommended Sequence #1	
Term 1	Hours
ENGL900 - Writing Support	18
LAC920 - Managing Writing Anxiety	18
<b>Total</b>	<b>36</b>
<b>Certificate Total 36</b>	

Recommended Pathway	
Recommended Sequence #4	
Term 1	Hours
ENGL900 - Writing Support	18
LAC920 - Managing Writing Anxiety	18
READ990 - Critical Reading	36
<b>Total</b>	<b>72</b>
<b>Certificate Total 72</b>	

## Associate Degree

Associate degree not available.

## Learning Assistance Non Credit Courses

### LAC 900 SUPERVISED TUTORING

#### 0 Units

Upon request, students receive tutoring in a designated subject area in the Learning Center. No referral necessary. 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 they wish. (R unlimited)

### LAC 901 SUPERVISED LEARNING ASSISTANCE

#### 0 Units

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. (R unlimited)

### LAC 920 MANAGING WRITING ANXIETY

#### 0 Units

This noncredit course provides students with various coping skills to reduce writing frustrations in college and beyond. Course topics include symptoms of writing anxiety, proactive 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. LAC 920 is part of the optional College Readiness - Reading and Writing noncredit certificate that students may earn. NOTE: As a noncredit course, no grade will be given for LAC 920; students will receive "pass" or "no pass" only. (R unlimited)

### LAC 922 MATH STUDY STRATEGIES

#### 0 Units

LAC 922 is 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 notetaking, 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: As a noncredit course, no grade will be given for this class; students will receive "pass" or "no pass" only. (R unlimited)

### LAC 923 MANAGING MATH ANXIETY

#### 0 Units

LAC 923 is 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. NOTE: As a noncredit course, no grade will be given for this class; students will receive "pass" or "no pass" only. (R unlimited)

### LAC 931 LEVEL 1 TUTOR CERTIFICATION

#### 0 Units

This course is designed to prepare students to work as professional tutors for students at all educational levels. It covers basic tutoring practices, effective communication, problem solving, study skills development, and professional ethics. Note: A student who successfully completes the course and accumulates twenty-five hours of supervised tutoring experience (paid or volunteer) may be certified through a professional tutoring association. LAC 931 is also part of a local noncredit certificate program. (R unlimited)



**LAC 932 LEVEL 2 TUTOR CERTIFICATION****0 Units*****Prerequisite:*** Completion of LAC 931.

This noncredit course is designed to further advance tutoring skills learned in LAC 931 with a special focus on learning theories. After a review of Level 1 topics, students discuss diversity, equity, access, and inclusion and are introduced to Universal Design for Learning. They adapt learning theories to tutoring scenarios and study neurodiversity. Students also practice motivational techniques, the use of probing questions, and assessing and improving tutee study behaviors. Note: A student who successfully completes the course and accumulates twenty-five hours of supervised work experience as a tutor (paid or volunteer) may be certified through a professional tutoring association. LAC 932 is also part of a local noncredit certificate program. (R unlimited)

**LAC 933 LEVEL 3 TUTOR CERTIFICATION****0 Units*****Prerequisite:*** Completion of LAC 931 and 932.

This noncredit course is designed to prepare experienced tutors to mentor and train other tutors in tutorial programs. It begins with a review of LAC 931 and 932 and continues with mentoring skills, self-regulated learning, structuring the learning experience, group management skills, and tutoring special populations of students. Students complete a legacy project. Note: A student who successfully completes the course and accumulates twenty-five hours of supervised work experience as a tutor (paid or volunteer) may be certified through a professional tutoring association. LAC 933 is also part of a local noncredit certificate program. (R unlimited)

## Department Description

### Liberal Arts and Sciences

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.

#### Degree Requirements:

Requirements may be satisfied by completing a total of 60 units comprised of the following:

- A minimum of 18 core course units listed in the degree.
- 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.

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.

*Courses that were approved for IGETC at the time the courses were taken may be substituted in the LAS majors regardless of catalog rights.*

#### Courses:

Refer to the available degrees and certificates to see the available courses.

### Program Learning Outcomes

#### Math and Science Option 1

1. Solve problems, including computational, real world, and/or proof, independently.
2. Effectively communicate solutions to problems using words and/or mathematical symbols.

#### Social Behavioral Option II

1. Social and Behavioral Sciences- Option II
2. Students will demonstrate an awareness of the methods of inquiry used by professional social and behavioral scientists, including research, critical analysis, and synthesis.
3. Students will be able to critically evaluate the behaviors, attitudes, and beliefs of diverse cultures.

#### Arts and Humanities Option III

1. Students will be able to critically analyze /discuss the behaviors, attitudes, and beliefs of peoples from diverse cultures/ backgrounds.
2. Students will demonstrate an ability to communicate ideas and concepts which come from diverse areas of human knowledge.

## Associate Degree

### Math and Sciences - Option I:

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.

Select a minimum of 18 units from the following courses:

#### Program Requirements

#### Math and Science - Option I (Total 18)

**Complete the following number of units: 18**

Required Math Courses (Total 6 - 12)	Units
MATH110 - Mathematics for Liberal Arts Students	3
MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4
MATH124 - Finite Math	4
MATH128 - College Algebra for Liberal Arts	3
MATH131 - College Algebra for STEM	4
MATH140 - Precalculus	4
MATH148 - Calculus for Business and Economics	4
MATH150 - Calculus and Analytic Geometry	5
MATH160 - Calculus and Analytic Geometry	4
MATH220 - Linear Algebra	4
MATH230 - Introduction to Ordinary Differential Equations	4
MATH250 - Calculus and Analytic Geometry	4

#### Required Courses (Total 6 - 12)

ANTH101 - Introduction to Biological Anthropology	3
ANTH101L - Biological Anthropology Lab	1
ASTR101 - Astronomy	3
ASTR101L - Astronomy Laboratory	1
BIOL101 - General Biology	3
BIOL101L - General Biology Lab	1
BIOL103 - Introduction to Botany	4
BIOL110 - General Molecular Cell Biology	5
BIOL120 - General Organismal, Ecological and Evolutionary Biology	5
BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4
BIOL204 - General Microbiology	5
CHEM101 - Introductory Chemistry	5
CHEM102 - Introductory Chemistry (Organic & Biochemistry)	4
CHEM110 - General Chemistry	5
CHEM120 - General Chemistry	5
ERSC101 - Introduction to Earth Science	4
GEOG101 - Physical Geography: Earth's Surface Landscapes	3
GEOG101L - Physical Geography Lab: Earth's Surface Landscapes	1

GEOG102 - Physical Geography: Earth's Weather & Climate	3
GEOG102L - Physical Geography Lab: Earth's Weather & Climate	1
GEOL101 - Physical Geology	3
GEOL101L - Physical Geology Lab	1
GEOL102 - Historical Geology	3
GEOL102L - Historical Geology Laboratory	1
PHYS101 - Introductory Physics	4
PHYS102 - Introductory Physics	4
PHYS110 - General Physics	4
PHYS120 - General Physics	4
PHYS211 - General Physics	5
PSCI101 - Physical Science	4

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
Required Math Course (see list)	3
GE requirement Area D1 (ENGL101)	3
GE requirement Area E	3
General Elective	3
General Elective	3
<b>Total 15</b>	
<b>Term 2</b>	
Required Math Course (see list)	3
Required Courses (see list)	3
GE requirement Area D2	3
GE requirement Area B	3
General Elective	3
<b>Total 15</b>	
<b>Term 3</b>	
Required Math Course (see list)	3
Required Courses (see list)	3
GE requirement Area C	3
GE requirement Area A	3
General Elective	3
<b>Total 15</b>	
<b>Term 4</b>	
Required Courses (see list)	3
GE requirement Area F	3
General Elective	3
General Elective	3
General Elective	3
<b>Total 15</b>	
<b>Degree Total 60</b>	

### **Social and Behavioral Sciences- Option II:**

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.

### **Program Requirements**

#### **Social and Behavioral Sciences II (Total 18)**

#### **Complete the following number of credits: 18**

	<b>Units</b>
AJ206 - Criminology	3
ANTH102 - Introduction to Cultural Anthropology	3
ANTH103 - Archaeology and World Prehistory	3
ANTH110 - Latin American Cultures	3
ANTH112 - Ethnic Studies: Native North Americans	3
ANTH140 - Introduction to Archaeology	4
BUS212 - Women in Organizations	3
CFE102 - The Developing Child-Child Growth and Development	3
CFE103 - The Child in Family and Community Relationship	3
DFST105 - Introduction to American Deaf Culture	3
DFST106 - Introduction to Deaf Education	3
ECON100 - Survey of Economics	3
ECON101 - Principles of Macroeconomics	3
ECON102 - Principles of Microeconomics	3
ECON110 - Economics of the Underclass	3
GEOG105 - Cultural Geography	3
GEOG106 - California Geography	3
GEOG110 - World Regional Geography	3
HIST101 - Western Civilization, Ancient-1750	3
HIST102 - Western Civilization, 1750 - Present	3
HIST104 - Introduction to World Civilizations, from Human Beginnings Until 1500	3
HIST105 - Introduction to World Civilization, 1500 - Present	3
HIST107 - U.S. History, 1607-1877	3
HIST108 - U.S. History from 1865	3
HIST110 - African-American History, 1450-1877	3
HIST111 - African-American History, 1877-Present	3
HIST113 - Women in American History	3
HIST114 - History of California	3
HIST116 - Contemporary U.S. History: From Vietnam to Iraq	3
HIST118 - American West History, 1806-Present	3
HIST119 - History of Latin America and the Caribbean	3
POLS101 - American Political Institutions	3
POLS103 - Comparative Government	3
POLS200 - Introduction to Political Theory	3
POLS202 - Ethnic Politics in America	3
POLS203 - The Judicial Process	3
PSY101 - General Psychology	3
PSY200 - Introduction to Research Methods in Psychology	3
PSY201 - Introduction to Physiological Psychology	3
PSY212 - Human Sexuality	3
PSY230 - Social Psychology	3
PSY232 - Theories of Personality	3
PSY233 - Personal and Social Adjustment	3
PSY234 - Abnormal Psychology	3
PSY235 - Child Psychology	3
PSY236 - Developmental Psychology	3
SOC101 - Introduction to Sociology	3
SOC105 - The Mexican American in Contemporary Society	3
SOC110 - Ethnic Relations	3
SOC115 - Modern Relationships and Family Life	3

SOC116 - Sociology of Gender and Sexuality	3
SOC111 - Issues and Concepts in Aging	3
SOC112 - American Social Issues: Problems and Challenges	3
SOC120 - Drugs, Society and Human Behavior	3
SOC200 - Research Methods for the Social Sciences	3

Recommended Pathway	
<b>Term 1 - Fall</b>	<b>Units</b>
Social and Behavioral Sciences II (see list)	3
GE requirement Area D1 (ENGL101)	3
GE requirement Area E	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>

<b>Term 2 - Spring</b>	
Social and Behavioral Sciences II (see list)	3
Social and Behavioral Sciences II (see list)	3
GE requirement Area D2 (recommended MATH110)	3
GE requirement Area B (recommended HIST 108 or POLS101)	3
General Elective	3
<b>Total</b>	<b>15</b>

<b>Term 3 - Fall</b>	
Social and Behavioral Sciences II (see list)	3
Social and Behavioral Sciences II (see list)	3
GE requirement Area C (recommended MUSC108)	3
GE requirement Area A (recommended ANTH101)	3
General Elective	3
<b>Total</b>	<b>15</b>

<b>Term 4 - Spring</b>	
Social and Behavioral Sciences II (see list)	3
GE requirement Area F (recommended HIST111)	3
General Elective	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

### Arts and Humanities - Option 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.

### **Program Requirements**

#### **Arts and Humanities Option III (Total 18)** **Complete all of the following:**

<b>Arts - Required Courses (Total 6)</b>	<b>Units</b>
ART100 - Art Appreciation	3
ART101 - History of Art, Prehistoric to Gothic	3
ART102 - History of Art, Renaissance to Modern	3
ART103 - History of Art: Africa, Oceania and Indigenous North America	3
ART104 - History of Modern and Contemporary Art in the 20th Century	3
DA101 - Dance Appreciation	3
MUS101 - Music Appreciation	3
MUS105 - World Music	3
MUSC102 - History of Jazz	3
MUSC103 - History of Rock 'n Roll	3
MUSC107 - History of Women in Rock Music	3
PHOT107 - History of Photography	3
THA101 - Introduction to Theatre	3
DFST110 - Power, Privilege, and Oppression	3
THA110 - Fundamentals of Acting	3
FTV101 - Introduction to Film	3

#### **Humanities - Required Courses (Total 6)**

CHIN101 - Elementary Chinese I	5
CHIN102 - Elementary Chinese 2	5
CHIN201 - Intermediate Chinese	5
CHIN202 - Intermediate Chinese	5
DFST101 - American Sign Language I	4
DFST102 - American Sign Language II	4
DFST105 - Introduction to American Deaf Culture	3
DFST201 - American Sign Language III	4
DFST202 - American Sign Language IV	4
ENGL221 - American Literature 1400-1865	3
ENGL222 - American Literature 1865-Present	3
ENGL225 - English Literature, 800-1750	3
ENGL227 - English Literature, 1750-Present	3
ENGL230 - World Literature 1	3
ENGL231 - World Literature 2	3
ENGL235 - Shakespeare and Culture	3
ENGL242 - Narrative and Culture	3
ENGL253 - African American Literature	3
ENGL256 - Latinx Literature	3
ENGL257 - Ethnic Studies: Native American Studies in Literature	3
ENGL259 - Gender, Image, and Rhetoric	3
ENGL265 - Film: Text and Context	3
ENGL279 - Science Fiction and Dystopian Literature	3
FREN101 - Elementary French 1	5
FREN102 - Elementary French 2	5
FREN201 - Intermediate French 1	5
FREN202 - Intermediate French 2	5
FREN203 - Advanced French	3
FTV201 - Intercultural & Women's Film	3



FTV203 - African-American Cinema	3
GER101 - Elementary German 1	5
GER102 - Elementary German 2	5
GER201 - Intermediate German 1	4
GER202 - Intermediate German 2	4
HIST115 - Cultural History of Mexico	3
LATN101 - Elementary Latin 1	5
LATN102 - Elementary Latin 2	5
LATN201 - Intermediate Latin	5
PHIL105 - Ethics: Moral Issues in Contemporary Society	3
PHIL106 - Introduction to Philosophy	3
PHIL108 - Philosophy of Religion	3
PHOT107 - History of Photography	3
SPAN101 - Elementary Spanish 1	5
SPAN102 - Elementary Spanish 2	5
SPAN110SS - Spanish for Heritage Speakers I	5
SPAN201 - Intermediate Spanish 1	5
SPAN202 - Intermediate Spanish 2	5
SPAN203 - Introduction to Hispanic Literature	3
SPAN210SS - Spanish for Heritage Speakers II	5
SPAN220SS - Composition and Conversation	5
THA239 - Intercultural and Women's Theatre	3

**Arts OR Humanities - Required Courses (Total 6)**

Complete 6 additional units from either Arts or Humanities

List 6

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
ART103 - History of Art: Africa, Oceania and Indigenous North America	3
DFST101 - American Sign Language I	4
GE requirement Area D1 (ENGL101)	3
GE requirement Area D2 (recommended MATH110)	3
General Elective	2
<b>Total 15</b>	
<b>Term 2</b>	
DFST110 - Power, Privilege, and Oppression	3
GE requirement Area A (recommended ANTH101)	3
GE requirement Area C (recommended MUSC103)	3
ENGL257 - Ethnic Studies: Native American Studies in Literature	3
General Elective	3
<b>Total 15</b>	
<b>Term 3</b>	
THA110 - Fundamentals of Acting	3
HIST115 - Cultural History of Mexico	3
General Elective	3
GE requirement Area B (recommended HIST110)	3
General Elective	3
<b>Total 15</b>	

**Term 4**

GE requirement Area E (recommended SOC116)	3
GE requirement Area F (recommended HIST113)	3
General Elective	3
General Elective	3
General Elective	3

**Total 15****Degree Total 60**

## Department Description

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.

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

### Library Studies Courses

#### LIB 101 INTRODUCTION TO ACADEMIC LIBRARY RESEARCH

2 Units

*Total Course Lecture Hours 36*

This course will introduce students to the basics of academic library research. It will cover access and use of periodical databases, library catalogs, search engines and other information tools. Students will learn to evaluate information for quality by considering authorship, timeliness, and information sources used. Students will become familiar with a variety of information sources, in multiple formats, covering an array of subject areas. Students will be introduced to concepts of information literacy and aspects of information technology.(CSU, AVC)

#### LIB 107 INFORMATION LITERACY

3 Units

*Total Course Lecture Hours 54*

The course is based on the "Framework for Information Literacy for Higher Education" published by the Association of College and Research Libraries (ACRL). Students will learn how information is organized, how to search for and retrieve information, and how to evaluate information. Students will learn to use reference sources and information technology tools including databases and the internet. Students will learn the steps of completing a research paper, but will develop a bibliography of cited and annotated information resources. This course is designed to satisfy the Information Literacy requirements found at many colleges and universities. (CSU, AVC) (GE: AVC Area E)

#### LIB 110 INTRODUCTION TO INTERNET RESEARCH

1 Unit

*Total Course Lecture Hours 18*

This is an introductory course in using the internet and WWW 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 information resources from the internet its use and applicability in college-level research. (CSU, AVC) (GE: AVC Area E)

#### LIB 199 WORK EXPERIENCE EDUCATION

1-8 Units

*Total Course Lab Hours 54-432*

**LIMITATION ON ENROLLMENT:** *To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

## Department 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.

## Program Learning Outcomes

1. BUS111 Create business documents that clearly communicate the appropriate message using proper grammar and punctuation.
2. MGT101 Explain ethical dilemmas and social responsibility issues managers may confront in an organization.

## Certificate Programs

### Management Certificate

Students who are pursuing careers in management, but are not intending to complete an associates degree at this time, will learn important job skills and acquire critical management knowledge to prepare them for today's workplace environment. The following courses (18 units) are required for the Management certificate. Students who successfully complete the certificate requirements will be prepared for entry-level management career opportunities.

### Program Requirements

#### Required Courses (Total 18)

#### Complete all of the following:

	Units
BUS111 - Business English	3
MGT101 - Management Principles	3
BUS113 - Business Communications	3
MGT115 - Human Behavior in Organization	3
MGT121 - Human Resources Management	3
MGT202 - Supervisory Management	3

## Associate Degree

Associate degree not applicable. See General Business, Management concentration.

### Recommended Pathway

Term 1	Units
BUS111 - Business English	3
MGT121 - Human Resources Management	3
MGT101 - Management Principles	3
<b>Total 9</b>	
Term 2	
MGT115 - Human Behavior in Organization	3
MGT202 - Supervisory Management	3
BUS113 - Business Communications	3
<b>Total 9</b>	
<b>Certificate Total 18</b>	

## Management Courses

### MGT 101 MANAGEMENT PRINCIPLES

3 Units

*Total Course Lecture Hours 54*

This course is designed for managers and aspiring managers, as well as those who work for managers. It includes an analysis of the principles and theories of management. 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 115 HUMAN BEHAVIOR IN ORGANIZATION

3 Units

*Total Course Lecture Hours 54*

*Advisory: Completion of MGT 101.*

This course is designed for students interested in understanding the dynamics of the impact of human behavior in the workplace. The 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

*Total Course Lecture Hours 54*

*Advisory: Completion of MGT 101*

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 WORK EXPERIENCE EDUCATION**

*1–8 Units*

*Total Course Lab Hours 54–432*

***LIMITATION ON ENROLLMENT:*** *To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

### **MGT 201 SMALL BUSINESS MANAGEMENT**

*3 Units*

*Total Course Lecture Hours 54*

***Advisory:*** *Completion of MGT 101.*

This course is designed for business students and other individuals interested in entrepreneurship. 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. (CSU, AVC)

### **MGT 202 SUPERVISORY MANAGEMENT**

*3 Units*

*Total Course Lecture Hours 54*

***Advisory:*** *Students are strongly encouraged to complete MGT101 prior to enrolling in this course.*

This course is designed for the student who is considering a career in management and is seeking a supervisory/management position with a company in retailing, industry, or the government. This course examines the role of the first-line manager and/or supervisor within the organization and emphasizes the application of management functions in effective supervision. Topics include an overview of management principles, critical concepts and insights into real world practice and the challenges of supervising employees. (CSU, AVC)



## Department Description

The Marketing program offers students the opportunity to recognize and respond to the changing attitudes and demands of consumers for the tangible goods and intangible services they desire. Students will learn how about the various products and services that consumers want, as well as the place, pricing, and promotional strategies needed to target the proper product or service to the consumer. The program places special emphasis on e-commerce and digital methodologies to reach the consumer. Students will learn about concepts including brand awareness, target marketing, and social media marketing.

## Program Learning Outcomes

### Social Media Marketing

1. Discuss the different steps required to develop a sound social media strategy.
2. Describe how companies and brands use social media to connect, interact, and engage with customers.

## Certificate Programs

### Digital Marketing

This certificate is designed to familiarize students with the tools and techniques that are needed to establish, cultivate, and oversee customer relationships in today's digital atmosphere. The following courses (24 units) are required for the digital marketing certificate. Students who successfully complete the certificate requirements may apply the skills that are developed during this program for their own businesses or may apply this knowledge for a position in an entry-level position or as a social media, advertising, or promotion specialist position.

### Program Requirements

#### Digital Marketing (Total 24)

Complete all of the following:

#### Required Courses (Total 18)

	Units
MKTG101 - Principles of Marketing	3
MKTG130 - Digital Marketing	3
MKTG132 - Social Media Marketing	3
DM101 - Digital Media Arts	3
DM103 - Graphic Design I	3
DM115 - Graphic Communications I	3

#### Program Electives (Total 6)

Complete the following: (6)	
PHTC125 - Beginning Digital Photography	3
DM113 - Photoshop I	3
DM106 - Video Design & Production I	3
DM127 - Web Design and Production I	3

### Recommended Pathway

Term 1	Units
MKTG101 - Principles of Marketing	3
MKTG130 - Digital Marketing	3
Program Electives (recommended PHTC125)	3
DM101 - Digital Media Arts	3
<b>Total 12</b>	

### Term 2

MKTG132 - Social Media Marketing	3
DM115 - Graphic Communications I	3
Program Electives	3
DM103 - Graphic Design I	3
<b>Total 12</b>	
<b>Certificate Total 24</b>	

## Associate Degree

Associate degree not applicable. See General Business, Marketing concentration.

## Marketing Courses

### MKTG 101 PRINCIPLES OF MARKETING

3 Units

*Total Course Lecture Hours 54*

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

*Total Course Lecture Hours 54*

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 130 DIGITAL MARKETING**

*3 Units*

*Total Course Lecture Hours 54*

*Advisory:* Completion of or concurrent enrollment in MKTG 101.

This course will help students to apply traditional marketing concepts in today's rapidly evolving e-commerce setting. Students will explore topics in such areas as mobile marketing, social media marketing, search engine marketing, and website content. (CSU, AVC)

### **MKTG 132 SOCIAL MEDIA MARKETING**

*3 Units*

*Total Course Lecture Hours 54*

*Advisory:* Completion of MKTG 130

This course will provide students with a thorough understanding of social media marketing. Topics of study will include social media strategy, target audience figuration, evaluating different social media platforms, and the development of an effective social media marketing plan. (CSU, AVC)

### **MKTG 199 WORK EXPERIENCE EDUCATION**

*1–8 Units*

*Total Course Lab Hours 54–432*

***LIMITATION ON ENROLLMENT:*** *To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

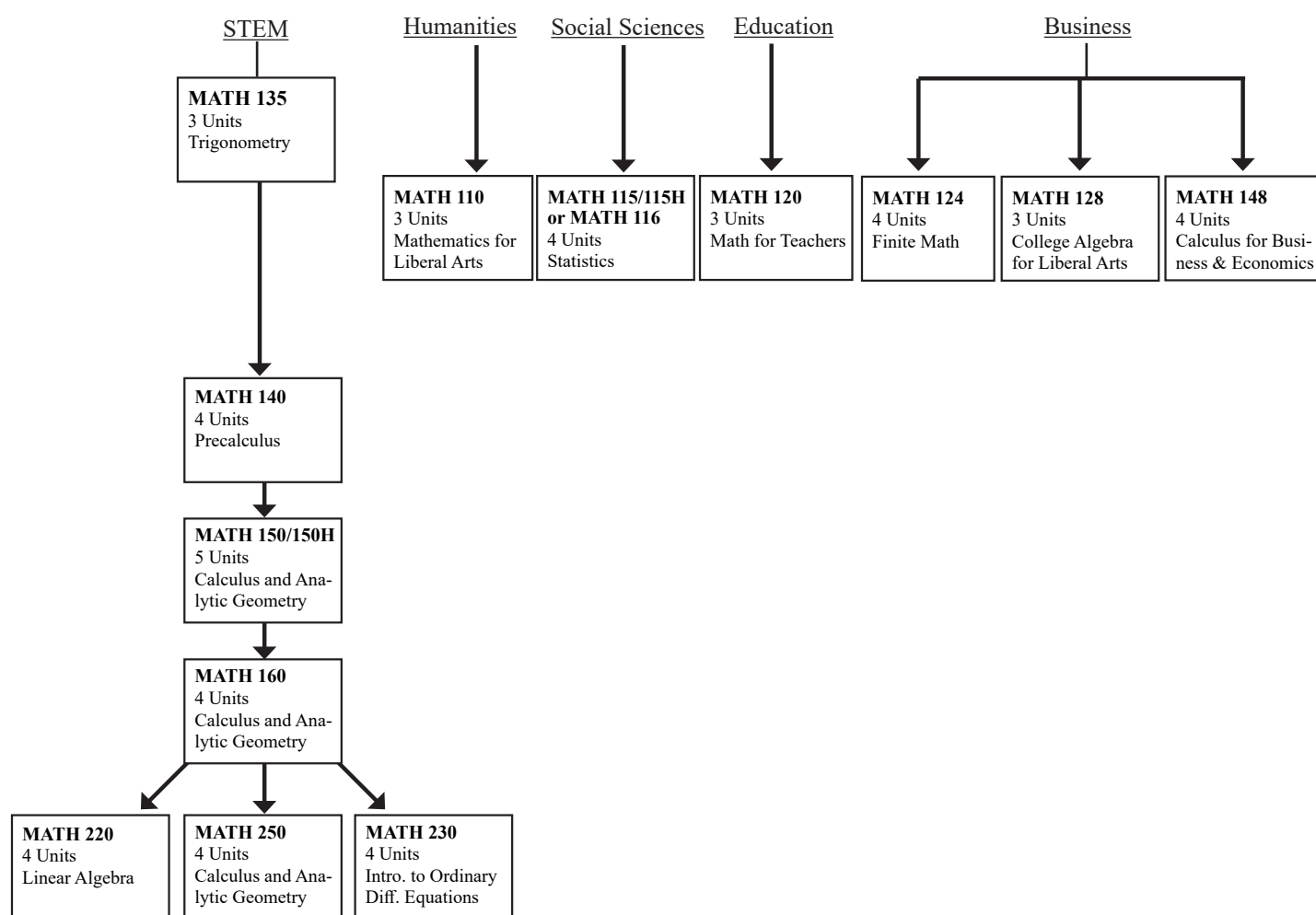
## MATHEMATICS COURSE SEQUENCES AND PREREQUISITES

## Pathways in Mathematics

**LAC 922**  
Math Study Strategies

**LAC 923**  
Managing Math Anxiety

*Courses above dashed line are not transferable to CSU or UC*



1. Students are advised to consult a counselor when selecting a Mathematics course.
2. Some courses below dotted line may not be transferable to certain four-year institutions. Consult Counselors/Transfer Center/4 yr. catalogs.

## Department Description

Mathematics is the study of shape, quantity, pattern, and arrangement. Math is all around us, in everything we do. It is the building block for everything in our daily lives, including mobile devices, computers, software, architecture, sports, and even art. Numbers, letters, and symbols constitute the language of mathematics and, as in any language, are used to convey ideas and relationships. Through courses such as Statistics, Linear Algebra, Calculus, and Differential Equations, students will enhance their problem solving and critical thinking while gaining a fundamental knowledge of Mathematics and its relation to science, technology, engineering, and the world.

For additional guidance on which math course(s) is right for you, please see above.

## Program Learning Outcomes

### AS-T in Mathematics

1. Solve mathematical problems, including computational, real world, and proof, independently.
2. Effectively communicate solutions to mathematical problems using both words and mathematical symbols

## Associate Degree

### Mathematics 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":

To earn an Associate in Science in Mathematics for Transfer (AS-T in Mathematics) degree a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- (2) Obtainment of a minimum grade point average of 2.0. ADT's also require that students must earn a C or better in all courses required for the major or area of emphasis.

A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

## Program Requirements

### Mathematics AS-T (Total 21)

**Complete the following number of units: 21**

Required Courses (Total 13)	Units
<b>Complete all of the following:</b>	
MATH150 - Calculus and Analytic Geometry	5
MATH160 - Calculus and Analytic Geometry	4
MATH250 - Calculus and Analytic Geometry	4

### Required Electives Group A and B (Total 8)

**Select 6 units minimum from the lists below with at least 3 units from list A:**

#### Group A; Select one to two (Total 4 - 8)

**Complete at least one of the following:**

MATH220 - Linear Algebra	4
MATH230 - Introduction to Ordinary Differential Equations	4

#### Group B; Select one (Total 4)

**Complete the following number of units: 4**

PHYS110 - General Physics	4
MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4

Recommended Pathway	
First Semester	Units
MATH150 - Calculus and Analytic Geometry	5
CSU GE A-1 (recommended COMM101)	3
CSU GE C-2 (recommended PHIL106)	3
CSU GE E (recommended HE120)	3
Elective (recommended KINF107)	1
<b>Total</b>	<b>15</b>
Second Semester	
MATH160 - Calculus and Analytic Geometry	4
CSU GE B-1/B-3 (recommended PHYS110)	4
CSU GE A-2 (ENGL101)	3
CSU GE D.(recommended HIST108 or HIST11)	3
Elective (recommended KINF108)	1
<b>Total</b>	<b>15</b>

#### Third Semester

MATH250 - Calculus and Analytic Geometry	4
Required Elective Group B	4
CSU GE C-1 (recommended FTV101)	3
CSU GE A-3 (recommended PHIL201)	3
CSU GE D (recommended POLS101)	3
<b>Total</b>	<b>17</b>

#### Fourth Semester

Required Elective (recommended MATH220)	4
CSU GE B-2 (recommended ANTH101)	3
CSU GE C-1 (recommended MUS101)	3
CSU GE F. (recommended ENGL257)	3
<b>Total</b>	<b>13</b>
<b>Degree Total</b>	<b>60</b>



## Mathematics Courses

### MATH 015 SUPPORT COURSE FOR MATH 115

**2 Units**

**Total Course Lecture Hours 36**

**Corequisite:** Concurrent enrollment in Math 115.

A review of core prerequisite skills, competencies, and concepts needed in Statistics. Intended for students who are concurrently enrolled in MATH 115, Statistics. Topics include concepts from arithmetic, pre-algebra, elementary algebra, intermediate algebra, and descriptive statistics that are needed to understand the basics of college-level statistics. Concepts are taught through the context of descriptive data analysis. NOTE: No grade will be given for this class; students will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.) (AVC)

### MATH 031 SUPPORT COURSE FOR MATH 131

**2 Units**

**Total Course Lecture Hours 36**

**Corequisite:** Concurrent enrollment in Math 131.

A review of core prerequisite skills, competencies, and concepts needed in College Algebra for STEM. Intended for students who are concurrently enrolled in MATH 131, College Algebra for STEM. Topics include concepts from arithmetic, pre-algebra, elementary algebra, and intermediate algebra that are needed to understand the basics of College Algebra for STEM. NOTE: No grade will be given for this class; students will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.) (AVC)

### MATH 035 SUPPORT COURSE FOR MATH 135

**1.5 Units**

**Total Course Lecture Hours 27**

**Corequisite:** Concurrent enrollment in Math 135.

A review of core prerequisite skills, competencies, and concepts needed in Precalculus. Intended for students who are concurrently enrolled in MATH 140, Precalculus. Topics include concepts from Elementary Algebra, Intermediate Algebra, and Trigonometry that are needed to understand the basics of college-level Precalculus. NOTE: No grade will be given for this class; students will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.) (AVC)

### MATH 040S SUPPORT COURSE FOR MATH 140

**2 Units**

**Total Course Lecture Hours 36**

**Corequisite:** Concurrent enrollment in Math 140.

A review of core prerequisite skills, competencies, and concepts needed in Precalculus. Intended for students who are concurrently enrolled in MATH 140, Precalculus. Topics include concepts from Elementary Algebra, Intermediate Algebra, and Trigonometry that are needed to understand the basics of college-level Precalculus. NOTE: No grade will be given for this class; students will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.) (AVC)

### MATH 050S SUPPORT COURSE FOR MATH 150

**2 Units**

**Total Course Lecture Hours 36**

**Corequisite:** Concurrent enrollment in Math 150.

A review of core prerequisite skills, competencies, and concepts needed in Calculus. Intended for students who are concurrently enrolled in MATH 150, Calculus. Topics include concepts from Intermediate Algebra and Precalculus that are needed to understand the basics of college-level Calculus. NOTE: No grade will be given for this class; students will receive "pass" or "no pass" only. (Credit course not applicable to the associate degree and certificate programs.) (AVC)

### MATH 103 MATH FOR TECHNICAL FIELDS

**4 Units**

**Total Course Lecture Hours 72**

**Prerequisite:** Completion of Intermediate Algebra or placement by Multiple Measures.

This course is designed to equip Career Technical Education students with the mathematical competencies needed in today's workplace. Topics include college level algebra, measurement units and conversion, estimation, geometry, trigonometry, and basic statistics and probability. It will use technology for visualization and problem solving. Applications and modeling using quantitative reasoning will be emphasized. (CSU, AVC)

### MATH 110 MATHEMATICS FOR LIBERAL ARTS STUDENTS

**3 Units**

**Total Course Lecture Hours 54**

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

This is a survey of mathematics course and is designed for students who are taking mathematics for liberal arts majors or as a fulfillment of their general education requirements. The course is a survey of mathematical topics that introduces the art, history, and applications to a general audience. Students will appreciate mathematics through exploration of a wide range of applications in physical and social sciences, and also via its unparalleled and often surprising appearance in humanities. (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

### MATH 115 STATISTICS

**4 Units**

**Total Course Lecture Hours 72**

**Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. (C-ID: MATH 110) (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

**MATH 115H STATISTICS HONORS****4 Units****Total Course Lecture Hours 72****Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

This honors course, intended for students in the Honors Transfer Program, covers the use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC) Note: Students may take either MATH 115 Statistics or MATH 115H Statistics Honors. Duplicate credit will not be awarded.

**MATH 116 INTRODUCTION TO STATISTICS USING R****4 Units****Total Course Lecture Hours 72****Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

This course will cover the common traditional statistical methods taught in a beginning course using the statistical software R. Course will include statistical reporting of results using R-markdown authoring in the R-Studio program. The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi square and t tests. (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

**MATH 120 MATH FOR TEACHERS****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

This course is designed to provide students with a deep conceptual understanding of the mathematics taught at the elementary and middle school level. Topics covered included problem-solving skills, the structure of the real number systems, other numeration systems, basic number theory, set theory, and use of manipulatives. Additionally, students will look at the Common Core State Standards and how these standards are applied in the content covered in class (UC, CSU, AVC) (GE:CSU Area B4, AVC Area D2)

**MATH 124 FINITE MATH****4 Units****Total Course Lecture Hours 72****Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

Finite Math is designed for students interested in business, social and behavioral sciences. Topics include Linear Functions, Matrices, Linear Programming, Mathematics of Finance, Sets and Logic, Probability, Statistics, and Markov Chains. (C-ID: MATH 130) (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

**MATH 128 COLLEGE ALGEBRA FOR LIBERAL ARTS****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

A college-level course in algebra for non-STEM or liberal arts majors covering the properties and graphs of polynomial, rational, radical, absolute value, and exponential and logarithmic functions; solutions and applications of equations and systems of equations and inequalities from these functions; linear programming; and introduction to matrices and determinants in solving linear systems. (This course will not satisfy the algebra prerequisite for the calculus sequence.) (C-ID: MATH 150) (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

**MATH 131 COLLEGE ALGEBRA FOR STEM****4 Units****Total Course Lecture Hours 72****Prerequisite:** Completion of Intermediate Algebra or placement by multiple measures.

This course is primarily for students who have completed intermediate algebra and are planning to study calculus or other mathematically oriented courses in satisfaction of STEM major areas of study such as chemistry, physics, engineering, biological sciences, economics, technology, and mathematics. Topics include polynomial, rational, radical, exponential, absolute value, and logarithmic functions; system of equations; theory of polynomial equations; analytic geometry. (CSU, AVC).

**MATH 135 PLANE TRIGONOMETRY****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of Intermediate Algebra or higher or placement by multiple measures.

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, introduction to vectors, and complex numbers. (CSU, AVC) (GE: CSU Area B4, AVC Area D2)

**MATH 140 PRECALCULUS****4 Units****Total Course Lecture Hours 72****Prerequisite:** Completion of MATH 135 or placement by multiple measures

This course is primarily for students who have completed intermediate algebra and trigonometry and are planning to study calculus or other mathematically oriented courses in satisfaction of STEM major areas of study such as chemistry, physics, engineering, biological sciences, economics, and technology. Topics include equation-solving, graphing, and analysis of polynomial, absolute value, radical, rational, exponential, logarithmic, trigonometric, conic and polar functions. (C-ID: MATH 155) (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

**MATH 148 CALCULUS FOR BUSINESS & ECONOMICS****4 Units****Total Course Lecture Hours 72****Prerequisite:** Completion of Intermediate Algebra or higher or placement by Multiple Measures.

Calculus for Business & Economics is a course designed for students in business, management, economics, and social sciences who require more advanced mathematics. The course emphasizes on applications of derivatives and integrals. Topics include functions, limits, continuity, graphing, differentiation, and integration. (C-ID: MATH 140) (UC, CSU, AVC) (GE: IGETC Area 2, CSU Area B4, AVC Area D2)

**MATH 150 CALCULUS AND ANALYTIC GEOMETRY****5 Units****Total Course Lecture Hours 90****Prerequisite:** Completion of MATH 140 or MATH 131 and MATH 135 or placement by multiple measures.

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. (MATH 150 + MATH 160 = C-ID: MATH 900S) (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

**MATH 150H CALCULUS & ANALYTIC GEOMETRY HONORS****5 Units****Total Course Lecture Hours 90****Prerequisite:** Math 140 or placement by multiple measures.

This honors course, intended for students in the Honors Transfer Program, 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC) Note: Students may take either MATH 150 Calculus & Analytic Geometry or MATH 150H Calculus & Analytic Geometry Honors. Duplicate credit will not be awarded.

**MATH 160 CALCULUS AND ANALYTIC GEOMETRY****4 Units****Total Course Lecture Hours 72****Prerequisite:** Completion of MATH 150.

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. (C-ID: MATH 220) (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

**MATH 220 LINEAR ALGEBRA****4 Units****Total Course Lecture Hours 72****Prerequisite:** Completion of MATH 160.

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. (C-ID: MATH 250) (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

**MATH 230 INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS****4 Units****Total Course Lecture Hours 72****Advisory:** Completion of MATH 220 and MATH 250.**Prerequisite:** Completion of MATH 160.

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. (C-ID: MATH 240) (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

**MATH 250 CALCULUS AND ANALYTIC GEOMETRY****4 Units****Total Course Lecture Hours 72****Prerequisite:** Completion of MATH 160.

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. (C-ID: MATH 230) (UC, CSU, AVC) (GE: IGETC Area 2A, CSU Area B4, AVC Area D2)

## Department Description

The medical assistant program prepares people to work under the direction of physicians, registered nurses, and podiatrists in medical offices and clinics.

**\*Note: All associate degrees require the completion of a minimum of 60 semester units.**

## Program Learning Outcomes

### Medical Assistant Cert

1. To prepare competent entry-level medical assistants in the (cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

### AS Medical Assistant

1. To prepare competent entry-level medical assistants in the (cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## Certificate Program

### Medical Assistant Cert

Medical assistants are multiskilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The medical assistant program prepares people to work under the direction of physicians, registered nurses, and podiatrists in medical offices and clinics. The Certificate will not allow the holder to sit for credentialing examinations.

### Program Requirements

#### Medical Assistant Cert (Total 47)

**Complete all of the following:**

#### Required Courses (Total 47)

	Units
MOA101 - Beginning Medical Terminology	3
MOA102 - Advanced Medical Terminology	3
MOA110 - Beginning Medical Office Assisting	4
MOA111 - Advanced Medical Office Assisting	7
BIOL100 - Elementary Human Anatomy and Physiology	3
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP120 - Keyboarding II	1
BIP121 - MS Word II	1
BIP122 - MS Excel II	1
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
BIP132 - MS Excel III	1
BIP151 - Basic Principles of Coding for the Medical Office	3
BIP152 - Beginning Medical Insurance	3
BIP205 - Medical Office Procedures	3
COMM101 - Introduction to Public Speaking	3
ENGL101 - College Composition	3
NF100 - Nutrition	3

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
NF100 - Nutrition	3
BIOL100 - Elementary Human Anatomy and Physiology	3
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP120 - Keyboarding II	1
BIP121 - MS Word II	1
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
ENGL101 - College Composition	3
<b>Total</b>	<b>15</b>
<b>Term 2</b>	
COMM101 - Introduction to Public Speaking	3
MOA101 - Beginning Medical Terminology	3
BIP151 - Basic Principles of Coding for the Medical Office	3
BIP112 - MS Excel I	1
BIP152 - Beginning Medical Insurance	3
BIP122 - MS Excel II	1
BIP132 - MS Excel III	1
<b>Total</b>	<b>15</b>
<b>Term 3</b>	
MOA102 - Advanced Medical Terminology	3
MOA110 - Beginning Medical Office Assisting	4
BIP205 - Medical Office Procedures	3
<b>Total</b>	<b>10</b>
<b>Term 4</b>	
MOA111 - Advanced Medical Office Assisting	7
<b>Total</b>	<b>7</b>
<b>Certificate Total 47</b>	

## Associate Degree

### Medical Assistant AS

Medical assistants are multiskilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The Associate in Science in Medical Office Assisting students who complete the degree in medical office assisting may have enhanced employment opportunities in the field. They may have priority for positions in physicians' offices, including office manager, case manager and trainer.

### Program Requirements

#### Medical Assistant AS (Total 47)

**Complete all of the following:**

	Units
MOA101 - Beginning Medical Terminology	3
MOA102 - Advanced Medical Terminology	3
MOA110 - Beginning Medical Office Assisting	4
MOA111 - Advanced Medical Office Assisting	7
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP120 - Keyboarding II	1



BIP121 - MS Word II	1
BIP122 - MS Excel II	1
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
BIP132 - MS Excel III	1
BIP151 - Basic Principles of Coding for the Medical Office	3
BIP152 - Beginning Medical Insurance	3
BIP205 - Medical Office Procedures	3
BIOL100 - Elementary Human Anatomy and Physiology	3
ENGL101 - College Composition	3
COMM101 - Introduction to Public Speaking	3
NF100 - Nutrition	3

### Recommended Pathway

1st Term		Units
NF100 - Nutrition		3
BIOL100 - Elementary Human Anatomy and Physiology		3
BIP120 - Keyboarding II		1
BIP130 - Keyboarding III		1
BIP111 - MS Word I		1
BIP121 - MS Word II		1
BIP110 - Keyboarding I		1
ENGL101 - College Composition		3
BIP131 - MS Word III		1
Total		15
2nd Term		
MOA101 - Beginning Medical Terminology		3
COMM101 - Introduction to Public Speaking		3
BIP151 - Basic Principles of Coding for the Medical Office		3
BIP112 - MS Excel I		1
BIP152 - Beginning Medical Insurance		3
BIP122 - MS Excel II		1
BIP132 - MS Excel III		1
Total		15
3rd Term		
MOA110 - Beginning Medical Office Assisting		4
MOA102 - Advanced Medical Terminology		3
BIP205 - Medical Office Procedures		3
GE requirement Area B		3
GE requirement Area C		3-5
Total		16-19
4th Term		
General Elective		3
General Elective		1
GE requirement Area F		3
MOA111 - Advanced Medical Office Assisting		7
Total		14
Certificate Total		60-63

## Medical Assisting Courses

### MOA 101 BEGINNING MEDICAL TERMINOLOGY

3 Units

Total Course Lecture Hours 54

**Prerequisite:** Completion of ENGL 101 with a grade of "C" or better.

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

Total Course Lecture Hours 54

**Prerequisite:** Completion of MOA 101 with a "C" or better, Completion of ENGL 101 with a grade of "C" or better

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 communication. (CSU, AVC)

### MOA 110 BEGINNING MEDICAL OFFICE ASSISTING SKILLS

4 Units

Total Course Lecture Hours 54

Total Course Lab Hours 54

**Prerequisite:** Completion of or concurrent enrollment in MOA 101. Completion of English 101 with a grade of "C" or better, 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

7 Units

Total Course Lecture Hours 54

Total Course Lab Hours 216

**Prerequisite:** Current BLS card, Completion of MOA 110 with a "C" or better, Completion of English 101 with a "C" or better, and Completion of MOA 101 with a "C" or better,

The course covers advanced skills for assisting the physician in the medical office or clinic. The legal and technical aspects of patient teaching and office laboratory procedures are presented. (AVC)

Department Description

Students who complete the certificate have enhanced employability in the field of aerospace technology. This program helps current and aspiring leaders learn to promote positive change, make data-informed decisions, lead by example, and solve complex problems with sustainable solutions. 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 Learning Outcomes

Metrology Sciences for Aerospace Manufacturing (MSAM)

1.

Analyze and evaluate critical aspects of metrology as it pertains to the aero-space manufacturing industry, which includes aspects related to safe work practices, standards and tolerances, standard shop practices, proper use of tools, equipment, operating systems, and personal protective equipment.
2.

Analyze, evaluate, and troubleshoot, aerospace manufacturing defects, flaws, and out of tolerance as it relates to the proper methods of setting up metrology systems for inspection, detection, and correction.

Certificate Program

Metrology Sciences for Aerospace Manufacturing

This program is designed to familiarize students with the standards and practices of metrology used in the aerospace manufacturing industries, which includes hands-on training and familiarization with metrology tooling, equipment, and systems. Jobs associated with this certificate are Tool & Die Maker, Machinist, Metrology Tech, Dimension Control Tech, Tool Design, and Tool Engineer. Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives to qualify for the certificate.

Program Requirements

Metrology Sciences for Aerospace Manufacturing (Total 10)

Complete all of the following:	Units
MSAM110 - Fundamentals of Dimensional Metrology	4
MSAM115 - Metrology Systems and Application	6

Recommended Pathway	
Term 1	Units
MSAM110 - Fundamentals of Dimensional Metrology	4
MSAM115 - Metrology Systems and Application	6
Total 10	
Certificate Total 10	

Metrology Sciences for Aerospace Manufacturing Courses

MSAM 110 FUNDAMENTALS OF DIMENSIONAL METROLOGY

4 Units

Total Course Lecture Hours 72

This course is designed to provide students with the basic knowledge of metrology as utilized in the aerospace maintenance and manufacturing processes. The course explores basic measurement concepts, precision measurement its relationship to geometric tolerances, critical dimensions, measurement standards, managing various metrology systems, applying proper technique to produce good measurements, and interpretation of key units of measure and measurement instruments. Use of basic measuring tools and traditional analog measuring systems. (AVC)

MSAM 115 METROLOGY SYSTEMS AND APPLICATION

6 Units

Total Course Lecture Hours 90

Total Course Lab Hours 54

Prerequisite: Completion of MSAM110.

This course is designed to provide students with knowledge in the use of advanced metrology non-contact measurement systems, hardware, and co-ordinate measurement system software. Students in this course will learn fundamental theories and best practices, interpret, and respond to measurement outcomes an uncertainty. The focus of this course is to provide an operational understanding of advanced co-ordinate measurement systems (CMM), Portable Co-ordinate Measuring Machines (PMM), and advanced metrology software control systems. Measurement of free form surfaces and the application of Geometric Dimensioning & Tolerancing (GD&T) standards and practices will be performed. This course covers precision measurement, its relationship to geometric tolerances, critical dimensions, and calibration. Statistical process control and quality assurance using manual and automated gauges, checking fixtures, non-destructive testing, and coordinate measuring systems. Use of vision, laser, and other non-contact measuring systems. (AVC)

## Department Description

The Music Program offers an AA-T in Music, designed to prepare students for additional university study and careers as classical instrumentalists/vocalists, composers, music educators, music therapists, and art administrators. Students are taught solo and ensemble performance, music theory, and musicianship that best prepares them for the 21st-century market.

**\*This degree may only be earned by completing the California State University General Education – Breadth Requirements. Please consult a counselor for additional information.**

## Program Learning Outcomes

### Music AA-T

1. Students will perform a soloist and in ensemble with the technical skills that produce artistic expression.
2. Students will demonstrate command of the organizing principles of music through written analysis and composition.
3. Students will demonstrate advanced skills and aural analysis and dictation, and music reading.
4. Students will be prepared for the required placement exams associated with transferring to a four-year music program.

## Certificate Programs

See Commercial Music.

## Associate Degree

### Music AA-T

The Associate in Arts in Music for Transfer (AA-T in Music) degree offers an associate of arts degree with a major in Music that transfers completely to CSU schools. It also offers enrichment courses, many of which are applicable to other associate degrees and meet transfer requirements. 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, Symphonic Band Orchestra. The Associate in Arts in Music for Transfer (AA-T in Music) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Music for Transfer (AA-T in Music) degree a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- (2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a "C" (or "P") or better in all courses required for the major or area of emphasis.

**\*This degree may only be earned by completing the California State University General Education---Breadth Requirements. Please consult a counselor for additional information.**

## Program Requirements

### Music AA-T (Total 21 - 22)

**Complete all of the following:**

#### Required Courses (Total 12)

	Units
MUS120 - Music Theory I	3
MUS151 - Music Theory II	3
MUS251A - Music Theory III	3
MUS153A - Musicianship I	1
MUS153B - Musicianship II	1
MUS253A - Musicianship III	1

#### Complete one of the following four times (Total 2)

MUS291A - Private Lessons: Voice, Guitar, and Piano	0.5
MUS291B - Private Lessons: Winds, Brass, and Percussion	0.5
MUS291C - Private Lessons: Bowed Strings	0.5

#### Large Ensemble (Total 4)

MUS181 - Master Chorale	1
MUS160 - Symphonic Band	1
MUS166 - Orchestra	1

#### List A (Total 3 - 4)

MUS251B - Music Theory IV	3
MUS253B - Musicianship IV	1

### Recommended Pathway

Fall 1	Units
MUS120 - Music Theory I	3
MUS153A - Musicianship I	1
MUS291A - Private Lessons: Voice, Guitar, and Piano <i>or</i>	
MUS291B - Private Lessons: Winds, Brass, and Percussion <i>or</i>	
MUS291C - Private Lessons: Bowed Strings	0.5
Large Ensemble (MUS181 - Master Chorale <i>or</i> MUS160 - Symphonic Band <i>or</i> MUS166 - Orchestra)	1
CSU GE A-2 (ENGL101)	3
CSU GE E (recommended HD101)	3
CSU GE C-2	3
General Elective	1

**Total 15.5**

**Spring 1 (Term 2)**

MUS151 - Music Theory II	3
MUS153B - Musicianship II	1
MUS291A - Private Lessons: Voice, Guitar, and Piano <i>or</i>	
MUS291B - Private Lessons: Winds, Brass, and Percussion <i>or</i>	
MUS291C - Private Lessons: Bowed Strings	0.5
Large Ensemble (MUS181 - Master Chorale <i>or</i> MUS160 - Symphonic Band <i>or</i> MUS166 - Orchestra	1
CSU GE A-1 (recommended COMM101)	3
CSU GE B-4 (recommended MATH110)	3
CSU GE D (recommended HIST11)	3
General Elective	1
<b>Total</b>	<b>15.5</b>

**Fall 2 (Term 3)**

MUS251A - Music Theory III	3
MUS253A - Musicianship III	1
MUS291A - Private Lessons: Voice, Guitar, and Piano <i>or</i>	
MUS291B - Private Lessons: Winds, Brass, and Percussion <i>or</i>	
MUS291C - Private Lessons: Bowed Strings	0.5
Large Ensemble (MUS181 - Master Chorale <i>or</i> MUS160 - Symphonic Band <i>or</i> MUS166 - Orchestra	1
CSU GE B-2 (recommended ANTH101)	3
CSU GE D (recommended POLS101)	3
CSU GE A-3 (recommended ENGL102)	3
General Elective	1
<b>Total</b>	<b>15.5</b>

**Spring 2 (Term 4)**

List A MUS251B - Music Theory IV	3
List A MUS253B - Musicianship IV	1
MUS291A - Private Lessons: Voice, Guitar, and Piano <i>or</i>	
MUS291B - Private Lessons: Winds, Brass, and Percussion <i>or</i>	
MUS291C - Private Lessons: Bowed Strings	0.5
Large Ensemble (MUS181 - Master Chorale <i>or</i> MUS160 - Symphonic Band <i>or</i> MUS166 - Orchestra	1
CSU GE B-1 (recommended PSCI101)	4
CSU GE F	3
General Elective	1
<b>Total</b>	<b>13.5</b>
<b>Degree Total</b>	<b>60</b>

<b>Music Courses</b>
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**MUS 101 MUSIC APPRECIATION***3 Units***Total Course Lecture Hours 54**

A survey of art music in western civilization. Topics studied include but are not limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in Western Art Music. (C-ID: MUS 100) (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**MUS 101H MUSIC APPRECIATION HONORS***3 Units***Total Course Lecture Hours 54**

This honors course, intended for students in the Honors Transfer Program, is a survey of art music in western civilization. Topics studied include but are not limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in Western Art Music. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC) Note: Students may take either MUS 101 Music Appreciation or MUS 101H Music Appreciation Honors. Duplicate credit will not be awarded.

**MUS 105 WORLD MUSIC***3 Units***Total Course Lecture Hours 54**

A survey of the world's diverse musical languages. Topics studied include many geographic regions, characteristics of many musical cultures, and the profound impact that political and sociological systems have upon culture. (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**MUS 106 AFRICAN AMERICAN MUSIC***3 Units***Total Course Lecture Hours 54**

This course focuses on the history of African American music and provides students an overview of the African American experience in the United States by critically exploring the social, cultural, political, and economic history through music. Students will critically analyze the ways that African American cultural identities and music challenge, complicate, and reinvent the musical traditions of dominant American culture. (CSU, AVC)

**MUS 110 MUSIC OF LATIN AMERICA***3 Units***Total Course Lecture Hours 54**

This course focuses on the music of Latin America, highlighting the most important musical influences in the region. We will study some genres of popular music that are part of the cultural heritage and traditions of the Americas. We will also study the most outstanding classical music composers. This course will promote the learning, recognition and listening of this music by countries and will allow one to have a better understanding of the great contribution and cultural richness of these peoples in the history of music. It will include readings, class analysis, and various assignments that will be delivered weekly. (CSU, AVC)



**MUS 111 FUNDAMENTALS OF MUSIC  
(MUSIC THEORY I)****3 Units****Total Course Lecture Hours 54**

An introduction to the notation and fundamental theoretical elements of Western Art Music as demonstrated through a variety of styles. This course covers pitch, rhythm, basic formal elements, and fundamental musicianship. Development of skills in handwritten notation is expected. In addition, interpreting written and aural music and critiquing different musical genres with regard to its broad historical and cultural context will be covered. (UC, CSU, AVC) (MUS 110) (GE: CSU Area C1, AVC Area C)

**MUS 120 MUSIC THEORY I****3 Units****Total Course Lecture Hours 54****Co-requisite:** MUS 153A

Through guided composition and analysis, Music Theory I incorporates and develops the concepts covered in Fundamentals of Music. Complete cadential formulae, phrase structure analysis, chord function theory, and four-part voice-leading principles will be covered. This class is designed for music majors. (CSU, AVC)

**MUS 121 VOICE****1 Unit****Total Course Lab Hours 54**

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. Designed for persons with both no vocal or musical experience and those wanting to improve their singing. (UC, CSU, AVC) (GE: CSU Area C1) (R3)

**MUS 126 GUITAR****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (GE: CSU Area C1) (R3)

**MUS 131 PIANO I****1 Unit****Total Course Lab Hours 54**

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. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**MUS 132 PIANO II****1 Unit****Total Course Lab Hours 54****Prerequisite:** Completion of MUS 131.

A continuation of piano skills begun in MUS 131. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**MUS 151 MUSIC THEORY II****3 Units****Total Course Lab Hours 0****Prerequisite:** MUS 120**Co-requisite:** MUS 153B

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. (UC, CSU, AVC) (C-ID: MUS 130)

**MUS 153A MUSICIANSHIP I****1 Unit****Total Course Lab Hours 54**

An introductory 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 beginning keyboard skills and to sing simple melodies at sight. (C-ID: MUS 125) (UC, CSU, AVC) (GE: AVC Area C)

**MUS 153B MUSICIANSHIP II****1 Unit****Total Course Lab Hours 54****Prerequisite:** Completion of MUS 153A.

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. (UC, CSU, AVC) (C-ID: MUS 135) (GE: CSU Area C1, AVC Area C)

**MUS 160 SYMPHONIC BAND****1 Unit****Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least a high school level performance experience in the course medium.

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. (C-ID: MUS 180) (UC, CSU, AVC) (GE: CSU Area C1) (R3)

**MUS 165 GUITAR ENSEMBLE***1 Unit***Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

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) (R3)

**MUS 166 ORCHESTRA***1 Unit***Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium and audition information will be delivered to the student on or before the first class session.

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. (C-ID: MUS 180) (UC, CSU, AVC) (GE: CSU Area C1) (R3)

**MUS 167 ORCHESTRA B***1 Unit***Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

**Prerequisite:** Completion of MUS 166.

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. (C-ID: MUS 180) (CSU, UC, AVC) (R3#)

**MUS 181 MASTER CHORALE***1 Unit***Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

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. (C-ID: MUS 180) (CSU, UC, AVC) (R3)

**MUS 185 CONCERT CHOIR***1 Unit***Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

Concert Choir performs 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. (C-ID: MUS 180) (UC, CSU, AVC) (R3) (GE: CSU Area C1, AVC Area C)

**MUS 231 PIANO III***1 Unit***Total Course Lab Hours 54**

**Prerequisite:** Completion of MUS 132.

This course is a continuation of piano skills begun in MUS 132. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**MUS 251A MUSIC THEORY III***3 Units***Total Course Lecture Hours 54**

**Pre-requisite:** Completion of MUS 151.

**Co-requisite:** 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. (C-ID: MUS 140) (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**MUS 251B MUSIC THEORY IV****3 Units****Total Course Lecture Hours 54****Corequisite:** MUS 253B**Prerequisite:** Completion of MUS 251A

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. (C-ID: MUS 150) (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**MUS 253A MUSICIANSHIP III****1 Unit****Total Course Lab Hours 54****Advisory:** concurrent enrollment in MUS 251A.**Prerequisite:** Completion of MUS 153B.

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. (C-ID: MUS 145) (UC, CSU, AVC) (GE: AVC Area C)

**MUS 253B MUSICIANSHIP IV****1 Unit****Total Course Lab Hours 54****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. (C-ID: MUS 155) (UC, CSU, AVC) (GE: AVC Area C)

**MUS 260 CONCERT BAND****1 Unit****Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

**Prerequisite:** Completion 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. (C-ID: MUS 180) (CSU, AVC) (R3#)

**MUS 266 ORCHESTRA C****1 Unit****Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

**Prerequisite:** Completion of MUS 167.

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. (C-ID: MUS 180) (CSU, UC, AVC) (R3)

**MUS 291 APPLIED MUSIC****0.5 Unit****Total Course Lab Hours 27**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

**Corequisite:** Concurrent enrollment in MUS 292.

This course provides advanced individual instruction in each student's performing medium (an instrument or voice). (MUS 291+ MUS 292 = C-ID: MUS 160) (CSU, UC, AVC) (R3)

**MUS 291A PRIVATE LESSONS: VOICE, GUITAR, AND PIANO***0.5 Units**Total Course Lab Hours 27*

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

**Corequisite:** Concurrent enrollment in MUS 292 and MUS 181. This course provides advanced individual instruction in voice, guitar, or piano. (CSU, AVC) (R3)

**MUS 291B: PRIVATE LESSONS: WINDS, BRASS, AND PERCUSSION***0.5 Units**Total Course Lab Hours 27*

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

**Corequisite:** Concurrent enrollment in MUS 292 and MUS 160. This course provides advanced individual instruction in winds, brass, or percussion. (CSU, AVC) (R3)

**MUS 291C PRIVATE LESSONS: BOWED STRINGS***0.5 Units**Total Course Lab Hours 27*

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

**Corequisite:** Concurrent enrollment in MUS 292 and MUS 166. This course provides advanced individual instruction in violin, viola, cello, or doublebass. (CSU, AVC) (R3)

**MUS 291D PRIVATE LESSONS: POPULAR MUSIC, COMPOSITION, AND NON-TRANSFER***0.5 Units**Total Course Lab Hours 27*

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium. **Corequisite:** Concurrent enrollment in MUS 292 and one of MUS 160, MUS 166, MUS 181, MUSC 170A, MUSC 173, MUSC 220A, or MUSC 273.

**MUS 292 APPLIED MUSIC PERFORMANCE***0.5 unit**Total Course Lab Hours 27*

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

This course provides advanced individual instruction in each student's performing medium (an instrument or voice) in a masterclass setting. (MUS 291+ MUS 292 = C-ID: MUS 160) (UC, CSU, AVC) (R3)



## Department Description

The Commercial Music Program offers two levels of certification and an AA degree, all designed to prepare students for careers as instrumentalists/vocalists, songwriters, live sound & studio recording engineers, music producers, and/or artist agents. Students are taught various contemporary music styles/histories and latest music industry developments. Students are given opportunities to perform and work technical positions at live concert events. As an Avid Technology Learning Partner, opportunities for students to earn official Pro Tools and Sibelius User certifications are also offered.

## Program Learning Outcomes

### Level I Certificate

1. Demonstrate the ability to categorize, identify, and analyze significant genres of music.
2. Demonstrate a basic understanding of and skill level in the use of music technology and sound engineering.
3. Demonstrate the ability to analyze and critically evaluate a live musical performance.
4. Compare, contrast, and assess music industry professions.
5. Demonstrate skills in aural analysis and notation, and performance.

### Level II Certificate

1. Demonstrate an advanced understanding of and skill level in the use of music technology.
2. Demonstrate the ability to perform through participation in vocal and/or instrumental groups.
3. Examine and demonstrate aural analysis, technical skills, structural, and aesthetic features needed to produce quality songwriting.
4. Demonstrate the ability to analyze and critically evaluate a live musical performance.

### Commercial Music AA

1. Demonstrate an advanced understanding of and skill level in the use of music technology.
2. Demonstrate the ability to perform through participation in vocal and/or instrumental groups.
3. Examine and demonstrate aural analysis, technical skills, structural, and aesthetic features needed to produce quality songwriting.
4. Demonstrate the ability to analyze and critically evaluate a live musical performance.
5. Compare, contrast, and assess music industry professions.

## Certificate Programs

### Commercial Music: Level I Certificate

The Commercial Music program is designed to prepare students for careers to perform as an instrumentalist and vocalists, to write (songwriter) and record music (producer/sound engineer/audio engineer), to develop an appreciation of various contemporary music styles, and to understand the latest developments in the ever-changing music industry. \*Students may apply up to 1 unit of MUSC 199 towards the Level I Certificate Program Electives, up to 3 units of MUSC 199 towards the Level II Certificate Program Electives, and up to 3 units of MUSC 199 towards the MUSC AA Degree Program Electives.

### Program Requirements

#### Music Commercial: Level I Certificate (Total 18)

Complete all of the following:

#### Required Courses (Total 16)

Complete the following number of credits: 16

#### Required Courses (Total 13)

Complete all of the following:

	Units
MUSC104 - The Music Industry	3
MUS120 - Music Theory I	3
MUSC141 - Concert Management	2
MUSC100 - Introduction to Music Technology	3
MUSC143A - Live Sound	2

#### Required Courses (Total 3)

Complete 3 units:

MUSC102 - History of Jazz	3
MUSC103 - History of Rock 'n Roll	3
MUSC107 - History of Women in Rock Music	3
MUSC108 - History of Hip Hop	3
MUSC109 - History of Motown Music	3

#### Program Electives (Total 2)

Complete 2 units:

FTV241 - Beginning Audio Production	3
MUSC124A - Improvisation	1
MUSC136 - Media Scoring	3
MUSC142 - Musical Theatre Workshop	1
MUSC150C - Music Notation & Composition: Sibelius Fundamentals	3
MUSC199 - Work Experience Education	1
MUSC134 - Music Production I	3
MUSC233 - Music Production II	3
MUSC220A - Popular Music Ensemble (Test Flight)	2
MUSC173 - Jazz Ensemble B (Beginning)	1
MUSC273 - Jazz Ensemble A (Advanced)	1
MUS291D - Private Lessons: Popular Music, Composition, and Non-Transfer	0.5

### Recommended Pathway

First Semester	Units
MUSC104 - The Music Industry	3
MUS120 - Music Theory I	3
MUSC100 - Introduction to Music Technology	3
Required Courses (MUSC102 <i>or</i> MUSC103 <i>or</i> MUSC107 <i>or</i> MUSC108 <i>or</i> MUSC109)	3
<b>Total</b>	<b>12</b>

#### Second Semester

MUSC143A - Live Sound	2
MUSC141 - Concert Management	2
Program Electives (recommended MUSC220A)	2

**Total 6**  
**Certificate Total 18**

**Commercial Music: Level II Certificate**

The Commercial Music program is designed to prepare students for careers to perform as an instrumentalist and vocalists, to write (songwriter) and record music (producer/sound engineer/audio engineer), to develop an appreciation of various contemporary music styles, and to understand the latest developments in the ever-changing music industry. \*Students may apply up to 1 unit of MUSC 199 towards the Level I Certificate Program Electives, up to 3 units of MUSC 199 towards the Level II Certificate Program Electives, and up to 3 units of MUSC 199 towards the MUSC AA Degree Program Electives.

**Program Requirements****Commercial Music: Level II Certificate (Total 26)****Complete the following:****Required Courses (Total 19)****Complete all of the following:**

	Units
MUSC104 - The Music Industry	3
MUS120 - Music Theory I	3
MUSC113 - Songwriting	3
MUSC100 - Introduction to Music Technology	3
MUSC134 - Music Production I	3
MUSC141 - Concert Management	2
MUSC143A - Live Sound	2

**Required Courses (Total 3)****Complete 3 units:**

MUSC102 - History of Jazz	3
MUSC103 - History of Rock 'n Roll	3
MUSC107 - History of Women in Rock Music	3
MUSC108 - History of Hip Hop	3
MUSC109 - History of Motown Music	3

**Program Electives (Total 4)****Complete 4 units**

FTV241 - Beginning Audio Production	3
MUSC124A - Improvisation	1
MUSC136 - Media Scoring	3
MUSC142 - Musical Theatre Workshop	1
MUSC150C - Music Notation & Composition: Sibelius Fundamentals	3
MUSC199 - Work Experience Education	1 - 3
MUSC220A - Popular Music Ensemble (Test Flight)	2
MUSC233 - Music Production II	3
MUSC173 - Jazz Ensemble B (Beginning)	1
MUSC273 - Jazz Ensemble A (Advanced)	1
MUS291D - Private Lessons: Popular Music, Composition, and Non-Transfer	0.5

**Recommended Pathway**

Fall, First Semester	Units
MUSC102 - History of Jazz <i>or</i> MUSC103 - History of Rock 'n Roll <i>or</i> MUSC107 - History of Women in Rock Music <i>or</i> MUSC108 - History of Hip Hop <i>or</i> MUSC109 - History of Motown Music	3
MUSC104 - The Music Industry	3
MUS120 - Music Theory I	3
MUSC100 - Introduction to Music Technology	3
Program Electives (recommended MUSC220A)	2

**Total 14****Second Semester**

MUSC113 - Songwriting	3
MUSC134 - Music Production I	3
MUSC143A - Live Sound	2
MUSC141 - Concert Management	2
Program Electives (recommended MUSC220A)	2

**Total 12****Certificate Total 26****Associate Degree****Commercial Music AA**

The Associate in Arts in Commercial Music is designed to prepare students for careers to perform as instrumentalists and vocalists, to write music (career as a songwriter), record music (career as a producer/sound engineer/audio engineer), develop skills to become an artist agent, to develop an appreciation of various contemporary music styles, and to understand the latest developments in the ever-changing music industry.

**Program Requirements****AA Commercial Music (Total 26)****Complete all of the following:****Required Courses (Total 3)****Complete 3 units**

	Units
MUSC102 - History of Jazz	3
MUSC103 - History of Rock 'n Roll	3
MUSC107 - History of Women in Rock Music	3
MUSC108 - History of Hip Hop	3
MUSC109 - History of Motown Music	3

**Required Courses (Total 19)****Complete all of the following:**

MUS120 - Music Theory I	3
MUSC113 - Songwriting	3
MUSC104 - The Music Industry	3
MUSC100 - Introduction to Music Technology	3
MUSC134 - Music Production I	3
MUSC141 - Concert Management	2
MUSC143A - Live Sound	2

**Program Electives (Total 4)****Complete 4 units**

FTV241 - Beginning Audio Production	3
MUSC124A - Improvisation	1

MUSC136 - Media Scoring	3
MUSC142 - Musical Theatre Workshop	1
MUSC150C - Music Notation & Composition: Sibelius Fundamentals	3
MUSC199 - Work Experience Education	1 - 3
MUSC220A - Popular Music Ensemble (Test Flight) 2	
MUSC233 - Music Production II	3
MUSC173 - Jazz Ensemble B (Beginning)	1
MUSC273 - Jazz Ensemble A (Advanced)	1
MUS291D - Private Lessons: Popular Music, Composition, and Non-Transfer	0.5

Recommended Pathway	
<b>First Semester</b>	<b>Units</b>
MUS120 - Music Theory I	3
MUSC100 - Introduction to Music Technology	3
Program Electives (recommended MUS291D)	0.5
Program Electives (recommended MUSC220A )	2
GE requirement Area D1 (ENGL101)	3
GE requirement Area E (recommended HD101)	3
<b>Total</b>	<b>14.5</b>
<b>Second Semester</b>	
MUSC104 - The Music Industry	3
MUSC134 - Music Production I	3
MUSC141 - Concert Management	2
Program Electives (recommended MUS291D)	0.5
GE requirement Area F	3
GE requirement Area D2 (recommended MATH110)	3
General Elective	2
<b>Total</b>	<b>16.5</b>
<b>Third Semester</b>	
MUSC143A - Live Sound	2
Program Electives (recommended MUS291D)	0.5
GE requirement Area A (recommended ANTH101)	3
General Elective	2
General Elective	1
General Elective	3
General Elective	3
<b>Total</b>	<b>14.5</b>
<b>Fourth Term</b>	
MUSC113 - Songwriting	3
MUSC102 - History of Jazz <i>or</i>	
MUSC103 - History of Rock 'n Roll <i>or</i>	
MUSC107 - History of Women in Rock Music <i>or</i>	
MUSC108 - History of Hip Hop <i>or</i>	
MUSC109 - History of Motown Music	3
Program Electives (recommended MUS291D)	0.5
GE requirement Area B (recommended POLS101)	3
GE requirement Area C:	
MUSC102 - History of Jazz <i>or</i>	
MUSC103 - History of Rock 'n Roll <i>or</i>	
MUSC107 - History of Women in Rock Music <i>or</i>	
MUSC108 - History of Hip Hop	3
General Elective	2
<b>Total</b>	<b>14.5</b>
<b>Degree Total</b>	<b>60</b>

## Commercial Music Courses

### MUSC 100 INTRODUCTION TO MUSIC TECHNOLOGY

3 Units

*Total Course Lecture Hours 54*

**Advisory:** Completion of or concurrent enrollment in MUS 131.

This introductory course examines the terminology, equipment, techniques, and concepts related to music technology. The course will survey the principles and practices of sound, MIDI, synthesis, notation, and audio recording utilizing hardware and software platforms. (CSU, AVC)

### MUSC 102 HISTORY OF JAZZ

3 Units

*Total Course Lecture Hours 54*

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. (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

### MUSC 103 HISTORY OF ROCK 'N ROLL

3 Units

*Total Course Lecture Hours 54*

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. (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

### MUSC 104 THE MUSIC INDUSTRY

3 Units

*Total Course Lecture Hours 54*

A class to acquaint students with the 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. (C-ID: CMUS 140 X) (CSU, AVC)

**MUSC 107 HISTORY OF WOMEN IN ROCK MUSIC****3 Units****Total Course Lecture Hours 54**

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. (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Areas C, F)

**MUSC 108 HISTORY OF HIP HOP****3 Units****Total Course Lecture Hours 54**

This course is an introduction to the evolution of the hip hop industry, music, and culture. It will survey the historical and cultural complexities that influence the hip hop music industry. The time period focused upon is between the nineteen-seventies and early twenty-first century. The topics of sexism and racism will be covered within the historical situations that are presented, and as they relate to artists who are African-American, Hispanic, and Women. (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Areas C1, C2, AVC Areas C, E, F)

**MUSC 109 THE HISTORY OF MOTOWN MUSIC****3 Units****Total Course Lecture Hours 54**

This course is a survey of the music of the Motown Records Corporation. This course focuses on the music and societal factors that gave rise to the musical achievements by this African American owned record label and the significant role in the racial integration of popular music and crossover success. This course provides an in-depth examination of the music, the key artists including African American women, the production style, the cultural issues of the 1960s, the Civil Rights Movement, racism, segregation, and the influential impact on the music industry, from the founding of the record label in 1959 to the 1970s. (UC, CSU, AVC)

**MUSC 112 COMMERCIAL MUSIC THEORY****3 Units****Total Course Lecture Hours 54**

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 SONGWRITING****3 Units****Total Course Lecture Hours 54**

**Prerequisite:** MUS 120 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 evaluation 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****1 Unit****Total Course Lab Hours 54**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session.

This course is designed to develop singing techniques on stage with and without a microphone. Students will study and perform various contemporary music styles (pop, country western, R&B, and rock). (CSU, AVC) (R3#)

**MUSC 124A IMPROVISATION****1 Unit****Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

Fundamentals of improvisation for vocalists and instrumentalists. Application of scales and their relationship to chords. Modes, jazz rhythmic phrasing, blues progressions and cycle of dominant seventh chords. (C-ID: MUS 185) (CSU, AVC)

**MUSC 124B JAZZ IMPROVISATION B****1 Unit****Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

**Prerequisite:** Completion of MUSC 124A.

Continuation of modal patterns and jazz rhythms for improvisation. Melodic construction of an improvised solo. Playing II-V-I progressions in major and minor keys, I-vi-ii-V progressions and Rhythm changes. (C-ID: MUS 185) (CSU, AVC)



**MUSC 124C JAZZ IMPROVISATION C****1 Unit****Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

**Prerequisite:** Completion of MUSC 124B.

Continuation of jazz improvisational pedagogy and techniques with an emphasis on performance practices of various styles. (C-ID: MUS 185) (CSU, AVC)

**MUSC 133 STUDIO MUSIC PRODUCTION I****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81**

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 134 MUSIC PRODUCTION I****3 Unit****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** MUSC 100

Continuation of MUSC 100. Designed to improve student knowledge and ability in the use of MIDI techniques, sampling, and studio recording production techniques. Music Production I will further the basics achieved in Introduction to Music Technology, with more real-time, creative projects as students continue learning techniques of MIDI sequencing, sampling, and hard disk recording. (UC, CSU, AVC)

**MUSC 136 MEDIA SCORING****3 Units****Total Course Lecture Hours 54****Prerequisite:** MUS 120

A class focused on the composition of music and sound for film, video games, and other media. Core aspects of the processes involved with recording and production of sound for different media types are covered. (CSU, AVC)

**MUSC 141 CONCERT MANAGEMENT****2 Unit****Total Course Lecture Hours 27****Total Course Lab Hours 27**

A class designed to teach students to evaluate and critique music performances, addressing safety and preventive measures that revolve around the current climate of concert entertainment. Public performances, including weekends as scheduled by the instructor, are required for live observation. The study of documented films and articles on music concert tragedies and accidents where injury or loss of life occurred or could have occurred is required in order to reach conclusions based on safety protocol and prevention discussed in the classroom and within documented national studies on concert attendance and management. (CSU, AVC)

**MUSC 142 MUSICAL THEATRE WORKSHOP****1 Unit****Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

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. (UC, CSU, AVC) (GE: CSU Area C1) (R3)

**MUSC 143A LIVE SOUND****2 Units****Total Course Lecture Hours 27****Total Course Lab Hours 27****Pre-requisite:** MUSC 100.

This course familiarizes students with different possibilities for analog 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 analog sound systems, stage layout, and performance techniques will also be presented. (CSU, AVC)

**MUSC 143B LIVE SOUND II****2 Units****Total Course Lecture Hours 27****Total Course Lab Hours 27****Prerequisite:** Completion of MUSC 143A.

This course familiarizes students with different possibilities for digital 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 digital sound systems, stage layout, and performance techniques will also be presented. (CSU, AVC)

**MUSC 150C MUSIC NOTATION & COMPOSITION: SIBELIUS FUNDAMENTALS****3 Units****Total Course Lecture Hours 54****Prerequisite:** MUS 120 and MUS 131

In this course, students will learn Sibelius (music notation software) through the Sibelius Fundamentals curriculum in preparation to take the AVID Sibelius User Certification exam. The curriculum will be taught through the creative outlet of music composition and will examine compositional techniques and their realization in Sibelius. (CSU, AVC)

**MUSC 170A MARCHING MARAUDERS****1 Unit****Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

A course designed to facilitate the rehearsal and performance of marching ensemble literature suitable for field, parade, and competition. (C-ID: MUS 185) (CSU, AVC) (R3)

**MUSC 173 JAZZ ENSEMBLE B****1 Unit****Total Course Lab Hours 54**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least a high school level performance experience in the course medium.

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. (C-ID: MUS 180) (UC, CSU, AVC) (GE: CSU Area C1) (R3)

**MUSC 175A ROCK BAND A****2 Unit****Total Course Lecture Hours 18****Total Course Lab Hours 54**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least a high school level performance experience in the course medium.

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, 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 175B ROCK BAND B****2 Units****Total Course Lecture Hours 18****Total Course Lab Hours 54**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least a high school level performance experience in the course medium.

**Prerequisite:** Completion of MUSC 175A.

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, 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 175C ROCK BAND C****2 Units****Total Course Lecture Hours 18****Total Course Lab Hours 54**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least a high school level performance experience in the course medium.

**Prerequisite:** Completion of MUSC 175B

A course designed to rehearse and perform rock band repertoire, chosen by the instructor and changing every semester. Correct performance of notes and rhythms will be explained in each rehearsal. Each semester, 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 199 WORK EXPERIENCE EDUCATION****1–8 units****Total Course Lab Hours 54–432**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to two units per semester. Students may earn up to a total of eight (8) semester credit hours. (CSU, AVC)

**MUSC 220A POPULAR MUSIC ENSEMBLE (TEST FLIGHT)****1 Units****Total Course Lab Hours 54**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least a high school level performance experience in the course medium.

A performance class for singers and instrumentalists to present concerts of popular music repertoire (CSU, AVC) (C-ID: MUS 185) (GE: CSU Area C1) (R3)

**MUSC 220B COMMERCIAL MUSIC ENSEMBLE B****2 unit****Total Course Lecture Hours 18****Total Course Lab Hours 54**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least a high school level performance experience in the course medium.

**Prerequisite:** Completion of MUSC 220A.

A performance class for singers and instrumentalists to present concerts of popular music repertoire (Test Flight). (CSU, AVC) (C-ID: MUS 185) (C-ID: MUS 185)

**MUSC 220C COMMERCIAL MUSIC ENSEMBLE C****2 Unit****Total Course Lecture Hours 18****Total Course Lab Hours 54**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least a high school level performance experience in the course medium. **Prerequisite:** Completion of MUSC 220B.

A performance class for singers and instrumentalists to present concerts of popular music repertoire (Test Flight). (CSU, AVC) (C-ID: MUS 185)

**MUSC 225 COMMERCIAL MUSIC ENSEMBLE: SPECIAL PROJECT****0.5 unit****Total Course Lab Hours 27**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least a high school level performance experience in the course medium.

**Corequisite:** MUSC 220A, MUSC 220B, or MUSC 220C

A performance class for singers and instrumentalists to participate in special projects related popular music repertoire, including but not limited to touring, recordings, and multiple-service performances. (CSU, AVC) (R3)

**MUSC 233 MUSIC PRODUCTION II****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81**

**Prerequisite:** Completion of MUSC 134.

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. (UC, CSU, AVC)

**MUSC 273 JAZZ ENSEMBLE A  
(ADVANCED)****1 Unit****Total Course Lab Hours 54**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least a high school level performance experience in the course medium.

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. (C-ID: MUS 180) (UC, CSU, AVC) (GE: CSU Area C1) (R3)

**MUSC 274 ADVANCED JAZZ ENSEMBLE****1 Unit****Total Course Lab Hours 54**

**Limitation on enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. **Prerequisite:** 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. Students should have at least a high school level performance experience in the course medium. (C-ID: MUS 180) (CSU, UC, AVC) (R3)

**Commercial Music Non Credit Courses****MUSC 970 MARCHING ENSEMBLE (NON-CREDIT)****0 Units****Total Course Lab Hours 54**

**Limitation on Enrollment:** Audition required; students should enroll in the course and audition information will be delivered to the student on or before the first class session. Students should have at least high school level performance experience in the course medium.

A course designed to facilitate the rehearsal and performance of marching ensemble literature suitable for field, parade, and competition. This course is designed for members who do not need course credit. (R unlimited)



## Department Description

Associate Degree Nursing prepares students to become Registered Nurses. The program follows the roles and responsibilities of the professional entry level registered nurse as defined in the State's nursing practice act. Graduates are prepared to take the National Council Licensure Exam 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 wishing to participate in the Registered Nursing program are required to apply to the program. For more information regarding requirements, procedures, and governance of the program, please expand the are below.

For more information on Nursing Science, visit the Health and Safety Sciences division.

## Degree Information and Requirements

### Prerequisites For Generic Applicants

Students who enroll in the associate degree nursing program must meet the following prerequisites. The prerequisites apply to all students, even those who have enrollment packets on file with the Nursing Department office.

1. Graduation from a United States high school or approved equivalent.
2. Freedom from communicable disease as verified by a licensed physician or certified nurse practitioner. Health conditions that could impair the student's ability to perform the essential functions of a nursing student safely and competently or that would endanger a patient will be examined on a case-by-case basis. Students should not have the physical examination until given the program forms by the Nursing Department office, as requirements may change from year to year. Final permission to enroll in the nursing program will be dependent on the results of the physical examination.
3. Background screening is required by the health care facilities in which students have clinical practice. If the background screen reveals a criminal background the student will not be allowed to enroll in the nursing program. The health care facilities reserve the right to decline any student who has a criminal background. As there are only one mental health unit and one pediatric unit in the Antelope Valley, a student who does not meet the background screening requirements cannot enroll in the associate degree nursing program.

4. Completion of (20 units):

Course	Units
BIOL 201, General Human Anatomy	4
BIOL 202, General Human Physiology	4
BIOL 204, General Microbiology	5
ENGL 101, College Composition	3
MATH 115, Statistics	4
<b>Total</b>	<b>20</b>

**NOTE:** The prerequisite courses must be completed with a grade of "C" or better and grades must be posted on the official college transcript when the enrollment packet is submitted.

Sciences must have a lab component.

5. Minimum GPA of 2.5 for all college classes taken for credit.
6. Minimum GPA of 2.5 for BIOL 201, 202 and 204.

7. Minimum GPA of 2.5 for MATH 115 and ENGL 101
8. No more than one repeated science course of the three required.

### Enrollment Procedures For Generic Applicants

All items in the enrollment process must be submitted together.

- Obtain the enrollment forms for the ADN program from the Nursing Department office or online.
- Submit one set of official high school transcripts (or GED results) and all college transcripts to the Nursing Department office with the enrollment form. College transcripts must reflect all grades completed at the time the packet is submitted to the Nursing Department. Transcripts, AP scores and 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:** All transcripts of college work must be submitted. Failure to submit all transcripts will disqualify the student from enrollment in the program and may be reported to the Board of Registered Nursing as fraudulent activity.

### NOTE FOR STUDENTS WITH FOREIGN TRANSCRIPTS:

- 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. Course descriptions are required for all courses used to fulfill program prerequisites or required courses. The high school evaluation must state that the student has the equivalent of 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 Nursing Department office. Foreign graduates must apply for and be accepted into the traditional or LVN/RN bridge program. Students cannot take individual classes outside of the traditional or bridge program of study.
  - Submit a current Educational Planning and Evaluation Form that has been complete by an AVC counselor within the last six months. 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 or schedule an appointment online.
  - Transfer students must submit a letter from their previous nursing program director indicating that they are eligible to return to their former program in good standing.
  - LVNs applying for advanced placement need to submit a copy of their California vocational nursing license, proof of IV certification, and vocational nursing transcripts showing completion of an obstetrical and pediatrics nursing course. LVNs must maintain continuous licensure while enrolled in the program.
  - Students transferring science courses should consult with a counselor or 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 Procedures for Generic Applicants**

1. Enrollment packets are no longer accepted year-round. Students who wish to enter in fall must file complete enrollment packets and successful ATI TEAS results during the time frame of January 2 - March 1 (or the first business day thereafter if March 1st falls on a weekend or holiday) and students who wish to enter in spring must file complete enrollment packets and successful ATI TEAS results during the time frame of July 1 - September 1 (or the first business day thereafter if September 1st falls on a weekend or holiday). Submission of an enrollment packet by the deadline does not guarantee admission for the next semester.

**2. The student is responsible for informing the Nursing Department office of any change of address, telephone number, name and/or email contact information.**

3. After prerequisites are verified, students will be given an appointment to take the Test of Essential Academic Skills (TEAS®), a nursing diagnostic assessment test. If a student failed the TEAS® twice while applying to the LVN-RN program, the student will not be allowed to take the TEAS® to enter the generic ADN program. The test is free. Students who attain a satisfactory score on the test (currently 62% or higher) will be considered for the next step in the enrollment process. 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 coursework. Upon successful completion of the 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 considered for the next step of the selection process. Students will only be allowed to defer the TEAS® two times. Students who have been unsuccessful on the TEAS® at another college or university must complete a remediation plan before taking the TEAS® at AVC. The results of the ATI TEAS® must be on file with the Nursing Department office at AVC for consideration. A study manual for the TEAS® is available from the Marauder Bookstore operated by Barnes & Noble College or Assessment Technologies Institute, LLC. **Exceptions to this procedure will not be granted**

4. Each March (for fall enrollment) and September (for spring enrollment) students will be ranked based on their scholastic eligibility. Scholastic eligibility is determined by multi-screening criteria, which consider previous academic degrees, GPA in relevant science courses, GPA in remaining prerequisite courses, work, life experiences and special circumstances, proficiency or advanced coursework in languages other than English, and results on the assessment test. Students who are not accepted do not need to reapply; they will remain on the waiting list for the next available enrollment period. Applications will be kept for 2 years and then the student must reapply.

5. 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.

6. A drug and alcohol screening will be required. Information will be provided with the physical examination form.

7. 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 letters.

8. Students must have personal liability insurance and American Heart Association CPR training for health care providers. Information about these requirements will be sent to students with the enrollment letters.

9. Enrollment to the program can only be deferred one time.

**Program Prerequisites (20 units):**

Course	Units
BIOL 201, General Human Anatomy	4
BIOL 202, General Human Physiology	4
BIOL 204, General Microbiology	5
ENGL 101, College Composition	3
MATH 115, Statistics	4
<b>Total</b>	<b>20</b>

**Required Nursing Courses (54 units):**

Course Name	Units
NS 101A, Fundamentals of Nursing Science	8
NS 102A, Maternal and Newborn Nursing	3.5
NS 103A, Medical Surgical Nursing I	5.5
NS 201A, Psychiatric-Mental Health Nursing	3
NS 202A, Medical Surgical Nursing II	5.5
NS 203A, Pediatric Nursing	4
NS 204A, Medical Surgical Nursing III	5.5
NS 205A, Transition to Professional Nursing	1
COMM 101, Introduction to Public Speaking	3
HIST 107, U.S. History, 1607-1877 <i>or</i>	
HIST 108, U.S. History, from 1865	3
PHIL 110, Introduction to Logic	3
PSY 236, Developmental Psychology	3
SOC 101, Introduction to Sociology	3
AVC GE area C	3
<b>Total</b>	<b>54</b>

**Transfer Students**

Students transferring from other colleges must meet the same prerequisites and follow the enrollment procedure for generic students.

Transfer students must submit a letter from their previous nursing program director indicating that they are eligible to return to their former program in good standing.

Eligible transfer students must take the TEAS® assessment and complete NS 200A, 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 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. IV certification and American Heart Associate CPR for health care providers are required for entrance into the program.

LVNs must maintain continuous licensure as an LVN in California while enrolled in the nursing program and through to the date of licensure as a registered nurse.

After admission to the program, the following 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 program beyond the first semester (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 a certificate or Associate in Science degree in nursing.

There is no assurance that the RN licensure of a “30 unit option” LVN will be recognized outside of California.

All college admission requirements are waived for “30 unit option” students. The applicant must take the TEAS entrance exam prior to applying.

To conform with State regulations, students must be 18 years of age, be a high school graduate and be admitted to Antelope Valley College.

A minimum grade of “C” is required in all courses.

**NOTE:** BIOL 202 and BIOL 204 must be completed prior to entry into NS 200A.

### 30 Unit Option

#### Required Curriculum

Course Name	Units
BIOL 202, General Human Physiology	4
BIOL 204, General Microbiology	5
NS 200A, Nursing Transition	3
NS 201A, Psychiatric-Mental Health Nursing	3
NS 202A, Medical Surgical Nursing II	5.5
NS 204A, Medical Surgical Nursing III	5.5
NS 205A, Transition to Professional Nursing	1
PSY 236, Developmental Psychology	3
<b>Total 30</b>	

**B. Advanced Placement:** An LVN enrolled in the ADN program can elect to receive credit for NS 101A, NS 102A, and NS 203A for his/her LVN course work. LVNs must provide a transcript of their vocational nursing education and course

description(s) showing content in maternal and newborn nursing and pediatric nursing. The units will be posted on the student’s transcript after successful completion of NS 200A. Each March (for fall enrollment) and September (for spring enrollment) students will be ranked based on their scholastic eligibility. Scholastic eligibility is determined by multi-screening criteria, which consider previous academic degrees, GPA in relevant science courses, GPA in remaining prerequisite courses, work, life experiences and special circumstances, proficiency or advanced coursework in languages other than English, and results on the assessment test. Students who are not accepted do not need to reapply; they will remain on the waiting list for the next available enrollment period.

### Advanced Placement

#### Required Curriculum (after completion of NS 200A)

##### First Semester

Course Name	Units
NS 103A, Medical Surgical Nursing I	5.5
NS 202A, Medical Surgical Nursing II	5.5
*PHIL 110, Introduction to Logic	3
*PSY 236, Developmental Psychology	3
*COMM 101, Introduction to Public Speaking	3
<b>Total 20</b>	

##### Second Semester

Course Name	Units
NS 201A, Psychiatric-Mental Health Nursing	3
NS 204A, Medical Surgical Nursing III	5.5
NS 205A, Transition to Professional Nursing	1
*SOC 101, Introduction to Sociology	3
*HIST 107, U.S. History 1607-1877 <i>or</i>	
*HIST 108, U.S. History from 1865	3
GE requirement Area C	3
<b>Total 18.5</b>	

\*These courses may be taken prior to enrollment in the ADN program.

**NOTE:** Completion of BIOL 201, BIOL 202, BIOL 204, MATH 115, and ENGL 101 are prerequisites for NS 200A.

### Enrollment Procedures

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. Preference for admission to NS 200A and the classes required for program completion will be given to students who are seeking degrees.

Foreign graduates will only be accepted as generic or VN-RN students

Each March students will be ranked based on their scholastic eligibility. Scholastic eligibility is determined by multi-screening criteria, which considers previous academic degrees, GPA in relevant science courses, GPA in remaining prerequisite courses, work, life and work experiences and special circumstances, proficiency or advanced coursework in languages other than English and results on the assessment test. Students who are accepted will remain on the waiting list for the next available enrollment period. Applications will be kept for 2 years and then the student must reapply.

After prerequisites are verified, students will be given permission to take the Test of Essential Academic Skills (TEAS®), a nursing diagnostic assessment test. If a student failed the TEAS® twice while applying to the generic ADN program and later applies to the LVN-RN program, the student will be allowed to take the TEAS®, following the diagnostic assessment policy. 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 will only be allowed to defer the TEAS® two times. Students who have been unsuccessful on the TEAS® at another college must complete a remediation plan before taking the TEAS® at AVC.

The results of the ATI TEAS® must be on file at Antelope Valley College. A study manual for the TEAS® is available from Assessment Technologies Institute, LLC.

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 200A, Nursing Transition, before being admitted to the program.

Students will be required to have an annual 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, varicella, 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. A student who does not meet the background screening requirements cannot enroll in the program.

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

P.O. Box 944210

Sacramento, CA 94244-2100

(916) 322-3350

Additional information about the Nursing Practice Act can be found on the BRN's website.

Appeals procedures for the resolution of grievances can be found in the Board Policies and Administrative Procedures Manual.

If a student is unable to participate in the nursing program due to illness, upon return to the program 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 once. Unsuccessful completion of a course, withdrawal from any course, or failure in a course after



reenrollment will result in the student not being able to continue in the program.

Re-enrollment to the program for returning students will only be available for students who have been out of the program three years or less.

### 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, including military personnel. 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 and implementation of a plan of care.
3. Documentation of care given with evaluation.
4. Skills competency.
5. Dosage calculations.

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 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.

### Program Learning Outcomes

#### Nursing Skills Lab Certificate (Noncredit) & Registered Nursing AS

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

#### Nursing Skills Lab Certificate (Noncredit)

The nursing skills lab program prepares graduates with the skills necessary to practice as a competent registered nurse.

#### Program Requirements

##### Nursing Skills Lab Certificate (Total 20 - 35 hours)

##### Complete the following:

	Hours
NS911L - Skills Lab 911L	5
NS912L - Skills Lab 912L	5
NS913L - Skills Lab 913L	5
NS921L - Skills Lab 921L	5
NS922L - Skills Lab 922L	5
NS923L - Skills Lab 923L	5
NS924L - Skills Lab 924L	5

Recommended Pathway	
<b>Term 1</b>	<b>Hours</b>
NS911L - Skills Lab 911L	5
	<b>Total 5</b>
<b>Term 2</b>	
NS912L - Skills Lab 912L	5
NS913L - Skills Lab 913L	5
	<b>Total 10</b>
<b>Term 3</b>	
NS921L - Skills Lab 921L	5
NS922L - Skills Lab 922L	5
	<b>Total 10</b>
<b>Term 4</b>	
NS923L - Skills Lab 923L	5
NS924L - Skills Lab 924L	5
	<b>Total 10</b>

## Associate Degree Registered Nursing AS

The Associate Degree Nursing program prepares graduates and program completers for the National Council Licensure Examination for Registered Nurses. The 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 courses required for this degree.

### Program Requirements

#### Registered Nursing AS (Total 74)

Complete all of the following:

#### Prerequisites (Total 20)

Complete all of the following:

BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4
BIOL204 - General Microbiology	5
ENGL101 - College Reading and Composition	3
MATH115 - Statistics	4

#### Required Nursing Courses (Total 36)

Complete all of the following:

NS101A - Fundamentals of Nursing Science	8
NS102A - Maternal and Newborn Nursing	3.5
NS103A - Medical Surgical Nursing I	5.5
NS201A - Psychiatric Mental Health Nursing	3
NS202A - Medical Surgical Nursing II	5.5
NS203A - Pediatric Nursing	4
NS204A - Medical Surgical Nursing III	5.5
NS205A - Transition to Professional Nursing	1

#### Required Courses (Total 18)

Complete all of the following:

#### Required Courses (Total 15)

Complete all of the following

COMM101 - Introduction to Public Speaking	3
PHIL110 - Introduction to Logic	3
PSY236 - Developmental Psychology	3
SOC101 - Introduction to Sociology	3
AVC GE Area C	3

#### Required Courses - Choose one (Total 3)

HIST107 - U.S. History, 1607-1877	3
HIST108 - U.S. History from 1865	3

### Recommended Pathway

Prerequisites	Units
BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4
BIOL204 - General Microbiology	5
ENGL101 - College Reading and Composition	3
MATH115 - Statistics	4

**Total 20**

#### First Semester

NS101A - Fundamentals of Nursing Science	8
GE requirement D2 (recommended COMM101)	3
PHIL110 - Introduction to Logic	3

**Total 14**

#### Second Semester

NS102A - Maternal and Newborn Nursing	3.5
NS103A - Medical Surgical Nursing I	5.5
PSY236 - Developmental Psychology	3
<b>Total</b>	<b>12</b>

#### Third Semester

NS201A - Psychiatric Mental Health Nursing	3
NS202A - Medical Surgical Nursing II	5.5
SOC101 - Introduction to Sociology	3
AVC GE requirement Area C	3
<b>Total</b>	<b>14.5</b>

#### Fourth Semester

NS203A - Pediatric Nursing	4
NS204A - Medical Surgical Nursing III	5.5
NS205A - Transition to Professional Nursing	1
<b>Choose one:</b> HIST107 - U.S. History, 1607-1877 <i>or</i>	
HIST108 - U.S. History from 1865	3
<b>Total</b>	<b>13.5</b>
<b>Degree Total</b>	<b>74</b>

## Nursing Science Courses

### NS 099 PREPARING FOR SUCCESS IN NURSING

2 Units

#### Total Course Lecture Hours 36

Preparing for Success in Nursing School is a completely online course designed to prepare students who plan to go into nursing to be successful. In this course, you will gain some very useful tips on preparing for your journey through the nursing program. We will cover a variety of study methods, ways to handle stress, critical thinking and how to use Canvas. As nursing focuses on specific types of dosage calculations and application of the nursing process, we will cover these topics in a fun and innovative way. Learn about free nursing help sites and how to join the professional organization for nursing students. Learn about tools that can help you pass the NCLEX (RN or VN) the first time around. (AVC)

### NS 101A FUNDAMENTALS OF NURSING SCIENCE

8 Units

#### Total Course Lecture Hours 72

#### Total Course Lab Hours 216

**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** : Completion of BIOL 201, BIOL 202, and BIOL 204 with a 2.5 overall GPA. May have only one repeat in the sciences. Completion of MATH 115 and ENGL 101 with a GPA of 2.5 or better. Have an overall GPA of 2.5 in all course work. Fundamental nursing principles of patient care. Focus is on basic components of professional, competent nursing care. Pharmacology, geriatric nursing, safety, culturally competent patient care are integrated. Major emphasis is on the practitioner role of the nurse and the development of critical thinking skills. Participating in concurrent clinical experience in acute care nursing facilities is required. (CSU, AVC)

## NS 102A MATERNAL AND NEWBORN NURSING

3.5 Units

**Total Course Lecture Hours 27**

**Total Course Lab Hours 108**

**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** Completion of NS 101A.

In this course, the nursing process is used to meet the health care and nursing needs of the obstetrical, newborn and women's health patients. Integrated throughout the course are the concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics. The roles and responsibilities of the professional nurse including practitioner, manager of care, scholar, and teacher will be developed. (CSU, AVC)

## NS 103A MEDICAL SURGICAL NURSING I

5.5 units

**Total Course Lecture Hours 45**

**Total Course Lab Hours 162**

**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** : Completion of NS 101A, or NS 200A for LVN and transfer students.

The nursing process is used to meet the health care and nursing needs of chronically ill adult medical/surgical patients. Integrated throughout the course are the concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. The roles and responsibilities of a professional nurse including practitioner, member of a team, scholar, and teacher will be developed. (CSU, AVC)

## NS 200A NURSING TRANSITION

3 Units

**Total Course Lecture Hours 36**

**Total Course Lab Hours 54**

**Limitation on Enrollment:** Formal admission in the Associate Degree Nursing Program for Licensed Vocational Nurse (LVN) students and transfer students. All LVN students transcripts must show evidence of maternity and pediatric course completion. All LVNs must possess an active California vocational nursing license and an Intravenous and Blood Therapy Certificate. Transfer students must submit a letter from director of their previous program indicating eligibility to return. All applicants must have a current physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** : Completion of BIOL 201, BIOL 202 and BIOL 204 with a grade of "C" or better. Completion of MATH 115 with a grade of "C" or better. Completion of ENGL 101 with a grade of "C" or better.

This course is designed to ease the entry of the Licensed Vocational Nurse and/or transfer student into the Associate Degree Nursing Program. The roles and responsibilities of the professional nurse are introduced along with the essentials features of what it means to be a competent nurse. The course provides an introduction to nursing process and its application in the clinical setting. (CSU, AVC)

## NS 201A PSYCHIATRIC-MENTAL HEALTH NURSING

3 Units

**Total Course Lecture Hours 36**

**Total Course Lab Hours 54**

**Limitation on Enrollment:** : Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** : Completion of NS 102A and NS 103A, or NS 200A for LVN and transfer students

In mental health the nursing process is utilized to meet the health care and psychiatric needs of the mental health patients. The major emphasis is on the supportive educative role of the nurse, nursing process, patients' rights, patients' safety, the legal and ethical aspects of nursing and the development of critical thinking skills. Integrated throughout the course are the concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. The roles and responsibilities of a professional nurse including practitioner, manager of care, scholar and teacher will be developed. (CSU, AVC)

**NS 202A MEDICAL SURGICAL NURSING II**

5.5 Units

*Total Course Lecture Hours 45**Total Course Lab Hours 162*

**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** Completion of NS 102A and NS 103A, or NS 200A for LVN and transfer students.

The nursing process is used to meet the health care and nursing needs of acutely ill adult medical/surgical patients. Integrated throughout the course are the concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. The roles and responsibilities of a professional nurse including practitioner, manager of care, scholar, and teacher will be developed. (CSU, AVC)

**NS 203A PEDIATRIC NURSING**

4 Units

*Total Course Lecture Hours 36**Total Course Lab Hours 108*

**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** Completion of NS 202A and NS 201A.

The nursing process is used to meet the health care and nursing needs of pediatric patients. Integrated throughout the course are the concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. The roles and responsibilities of a professional nurse including practitioner, manager of care, scholar and teacher will be developed. (CSU, AVC)

**NS 204A MEDICAL SURGICAL NURSING III**

5.5 units

*Total Course Lecture Hours 45**Total Course Lab Hours 162*

**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** Completion of NS 201A and NS 202A.

The nursing process is used to meet the health care and nursing needs of critically ill adult medical/surgical patients. Integrated throughout the course are the concepts of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. The roles and responsibilities of a professional nurse including practitioner, manager of care, scholar, and teacher will be developed. (CSU, AVC)

**NS 205A TRANSITION TO PROFESSIONAL NURSING**

1 Unit

*Total Course Lecture Hours 18*

**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, Live Scan, current American Heart Association Healthcare Provider basic cardiac life support card.

**Prerequisite:** Completion of NS 202A.

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)

**Nursing Science Non Credit Courses****LACT 900 LACTATION SPECIALIST PART 1**

0 Units

*Total Course Lecture Hours 18*

This basic, lactation management course is for those who wish to educate and support breastfeeding families through pregnancy, breastfeeding initiation, and the normal course of lactation. After successful completion with Lactation Specialist Parts 1-4 students will become Certified Lactation Consultants. (R unlimited)

**LACT 901 LACTATION SPECIALIST PART 2**

0 Units

*Total Course Lecture Hours 18*

This is the second part of a four part series of basic lactation management for those who wish to educate and support breast feeding families through pregnancy, breastfeeding initiation, and the normal course of lactation. Successful completion with Lactation Specialist Part 1 thru 4 students will become certified Lactation Consultants. (R unlimited)

**LACT 902 LACTATION SPECIALIST PART 3**

0 Units

*Total Course Lecture Hours 18*

This is the third part of a four part series of basic lactation management for those who wish to educate and support breast feeding families through pregnancy, breastfeeding initiation, and the normal course of lactation. Successful completion with Lactation Specialist Part 1 thru 4 students will become certified Lactation Consultants. (R unlimited)

**LACT 903 LACTATION SPECIALIST PART 4**

0 Units

*Total Course Lecture Hours 18*

This is the final part of a four part series of basic lactation management for those who wish to educate and support breast feeding families through pregnancy, breastfeeding initiation, and the normal course of lactation. Successful completion with Lactation Specialist Part 1 thru 4 students will become certified Lactation Consultants. (R unlimited)



**NS 911L SKILLS LAB 911L****0 Units****Total Course Lab Hours 5****Limitation on Enrollment:** Formal enrollment to the Associate Degree Nursing Program.

Formal enrollment in the Associate Degree Nursing program. Focus is on the development of fundamental nursing skills and basic components of competent nursing care. Participation is to develop and enhance skills in a non-threatening environment before the student interacts with clients in clinical settings. (R unlimited)

**NS 912L SKILLS LAB 912L****0 Units****Total Course Lab Hours 5****Limitation on Enrollment:** Formal enrollment in the Associate Degree Nursing program.**Advisory:** Concurrent enrollment in NS 102A.

Focus is on the development of nursing skills and basic components of competent nursing care for obstetrical clients. Participation is to develop and enhance skills in a non-threatening environment before the student interacts with clients in the clinical settings. (R unlimited)

**NS 913L SKILLS LAB 913L****0 Units****Total Course Lab Hours 5****Limitation on Enrollment:** Formal enrollment to the Associate Degree Nursing Program.**Advisory:** Concurrent enrollment in NS 103A.

Focus is on the development of basic components of competent care IV infusion and venipuncture. Participation is to develop and enhance skills in a non-threatening environment before the student interacts with clients in the clinical settings. (R unlimited)

**NS 921L SKILLS LAB 921L****0 Units****Total Course Lab Hours 5****Limitation on Enrollment:** Formal enrollment to the Associate Degree Nursing Program.**Advisory:** Concurrent enrollment in NS 201A.

Focus is on the development of nursing skills and basic components of competent nursing care. Participation is to develop and enhance skills in a non-threatening environment before the student interacts with clients in clinical settings. (R unlimited)

**NS 922L SKILLS LAB 922L****0 Units****Total Course Lab Hours 5****Limitation on Enrollment:** Formal enrollment to the Associate Degree Nursing Program.**Advisory:** Concurrent enrollment in NS 202A.

Focus is on the development of basic components of competent nursing care for IVP medication administration. Participation is to develop and enhance skills in a non-threatening environment before the student interacts with clients in the clinical settings. (R unlimited)

**NS 923L SKILLS LAB 923L****0 Units****Total Course Lab Hours 5****Limitation on Enrollment:** Formal enrollment in the Associate Degree Nursing Program.**Advisory:** Concurrent enrollment in NS 203A.

Focus is on the development of basic components of competent nursing care for pediatric clients. Participation is to develop and enhance skills in a non-threatening environment before the student interacts with clients in the clinical setting. (R unlimited)

**NS 924L SKILLS LAB 924L****0 Units****Total Course Lab Hours 5****Limitation on Enrollment:** Formal enrollment in the Associate Degree Nursing Program.**Advisory:** Concurrent enrollment in NS 204A.

Focus on the development of basic components of competent nursing care for advanced medical-surgical clients. Participation is to develop and enhance skills in a non-threatening environment before the student interacts with clients in the clinical settings. (R unlimited)

**NS 950L SKILLS LAB 950L****0 Units****Total Course Lab Hours 60****Limitation on Enrollment:** Formal enrollment in the Associate Degree Nursing Program**Prerequisite:** Completion of NS 102A and NS 103A

In this course, the focus is on development of nursing skills and competent nursing care. Participation is required to develop and enhance skills in the clinical setting with a preceptor. (R unlimited)

## Department Description

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.

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.

This program provides up-to-date scientific and factual information as well as practical application of that information to the everyday nutrition and food choices that consumers must make.

## Program Learning Outcomes

### Nutrition and Foods

1. Demonstrate the ability to use accepted nutrition computer software to analyze dietary intake.
2. Analyze dietary intake as it relates to common nutrition related conditions.
3. Develop an understanding of how food affects nutrient intake as noted by nutrition software and the ability to understand basic scientific data.

## Certificate Program

Certificate not applicable.

## Associate Degree

### Nutrition and Dietetics AS- T

The Associate in Science in Nutrition and Dietetics for Transfer (AS-T in Nutrition and Dietetics) degree offers students a fundamental knowledge of Nutrition and Dietetics 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 Nutrition and Dietetics for Transfer (AS-T in Nutrition and Dietetics) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Science in Nutrition and Dietetics for Transfer (AS-T in Nutrition and Dietetics) degree a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- (2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or "P" or better in all courses required for the major or area of emphasis.

## Program Requirements

### Nutrition and Dietetics AS-T (Total 28 - 29)

Complete all of the following:

#### Required Courses (Total 21)

Complete all of the following:

	Units
NF100 - Nutrition	3
PSY101 - General Psychology	3
CHEM110 - General Chemistry	5
CHEM120 - General Chemistry	5
BIOL204 - General Microbiology	5

#### Required Electives List A (Total 4 - 5)

Complete 4-5 units:

CHEM210 - Organic Chemistry	5
BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4
MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4

#### Required Electives List B (Total 3)

Complete 3 units:

NF103 - Principles of Food Preparation	3
PSY232 - Theories of Personality	3
PSY233 - Personal and Social Adjustment	3

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
CSU GE A-1 (recommended COMM101)	3
CSU GE A-2 (ENGL101)	3
CSU GE B-1 (recommended CHEM110)	5
General Elective	1
CSU GE D (recommended PSY101)	3
	<b>Total 15</b>
<b>Term 2</b>	
CHEM120 - General Chemistry	5
CSU GE E (recommended NF100)	3
CSU GE B-4 (recommended MATH115 <i>or</i> MATH116)	4
CSU GE A-3	3
	<b>Total 15</b>
<b>Term 3</b>	
Required Electives List A (see list)	4
Required Electives List B (see list)	3
CSU GE C-2 (recommended NF150)	3
CSU GE B-2 (recommended BIOL204)	5
	<b>Total 15</b>

**Term 4**

CSU GE C-1	3
CSU GE C-1/C-2	3
CSU GE F	3
CSU GE D	3
General Elective	3
<b>Total 15</b>	
<b>Degree Total 60</b>	

## Nutrition and Foods Courses

**NF 100 NUTRITION****3 Units****Total Course Lecture Hours 54**

**Advisory:** Eligibility for ENGL 101 or placement by multiple measures.

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. (C-ID: NUTR 110) (CSU, AVC)

**NF 102 NUTRITION AND FOOD FOR CHILDREN****3 Units****Total Course Lecture Hours 54**

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) (GE: AVC Area E)

**NF 103 PRINCIPLES OF FOOD PREPARATION****3 Units****Total Course Lecture Hours 36****Total Course Lab Hours 54**

An introduction to food science principles and food preparation techniques with emphasis on ingredient functions and interaction; food preparation techniques; sensory evaluation standards; food safety and sanitation; nutritional values. Food principles will be studied and then practically applied to laboratory problems. This course is suggested for nutrition and food science majors, family and consumer science majors and those interested in developing nourishing and satisfying food products of high quality. (C-ID: NUTR 120) (CSU, AVC) (GE: CSU Area E, AVC, Area E)

**NF 110 SPORTS NUTRITION****3 Units****Total Course Lecture Hours 54**

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) (GE: AVC Area E)

**NF 150 FOOD AND CULTURE****3 Units****Total Course Lecture Hours 54**

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. (UC, CSU, AVC) (GE: CSU Areas C2, E, AVC Area E)

## Department Description

The study of philosophy deliberately and explicitly aims to improve students' critical thinking skills (e.g., the ability to evaluate various kinds of claims, arguments, and explanations) and disposition (e.g., fair-mindedness, open-mindedness, intellectual humility, patience, persistence, honesty, courage, empathy) while giving them the opportunity to explore and evaluate philosophically the scope and limits of logic, human knowledge, moral and aesthetic values, religions, politics, and notions of reality. Philosophy teaches many intellectual tools that apply across all disciplines. Though the philosophy program offers few courses, together they offer students a foundation for their lifelong pursuit of meaning, purpose, and fulfillment.

## Program Learning Outcomes

### Associate in Arts in Philosophy for Transfer

1. Students will describe accurately, explain clearly, and evaluate fairly various classical and contemporary philosophical issues, concepts, and theories.
2. Students will be able to identify, to interpret, to reconstruct and to evaluate arguments and non-arguments such as explanations from different disciplines and perspectives logically and quantitatively.
3. Students are able to present well-reasoned and clear arguments to support their positions on philosophical issues or social controversies theoretically and factually.

## Associate Degree

### Associate in Arts in Philosophy for Transfer

The Associate in Arts in Philosophy for Transfer (AA-T in Philosophy) degree offers students a fundamental understanding of the main fields of Philosophy, including logic, ethics, epistemology, metaphysics, social and political philosophy, aesthetics, and philosophy of religion. While being exposed to a wide spectrum of major philosophical theories, students have the opportunity to discuss how philosophical issues and problems are related to their personal lives, clarifying their own values and developing their reasoning capabilities.

The Associate in Arts in Philosophy for Transfer (AA-T in Philosophy) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Philosophy for Transfer (AA-T in Philosophy) degree a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- (2) Attainment of a minimum grade point average of 2.0. ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis.

A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

### Program Requirements

#### Philosophy AA-T (Total 18)

Complete all of the following:

#### Required Courses (Total 6)

Select 6 units from the following:

	Units
PHIL110 - Introduction to Logic	3
Pick One: (Total 3)	
Complete the following number of credits: 3	
PHIL105 - Ethics: Moral Issues in Contemporary Society <i>or</i>	
PHIL106 - Introduction to Philosophy	3

#### Required Electives A (Total 3)

Complete the following number of units:

<b>OR Any REQUIRED CORE not already used.</b>	3
PHIL201 - Critical Thinking	3

#### Required Electives B (Total 6)

Complete the following number of units: 6

**OR Any LIST A course not already used.**

PHIL108 - Philosophy of Religion	3
HIST101 - Western Civilization, Ancient-1750	3
HIST102 - Western Civilization, 1750 - Present	3

#### Required Electives C (Total 3)

Complete the following number of units: 3

**OR Any LIST A or B course not already used.**

PHIL109 - World Religions	3
ENGL230 - World Literature 1	3
ENGL231 - World Literature 2	3

### Recommended Pathway

Term 1	Units
CSU GE A1 (recommended COMM101)	3
CSU GE A2 (recommended ENGL101)	3
CSU GE B4 (recommended MATH115)	4
PHIL106 - Introduction to Philosophy	3
CSU GE E (recommended HD101)	3
<b>Total 16</b>	

#### Term 2

Required Electives B (see list)	3
CSU GE B1 (recommended ASTR101)	3
PHIL110 - Introduction to Logic	3
CSU GE B3 (recommended ASTR101L)	1
General Elective	3
General Elective	1
<b>Total 14</b>	

#### Term 3



CSU GE D (HIST101)	3
CSU GE A3	3
General Elective	3
CSU GE F	3
CSU GE C2 (recommended PHIL 108)	3

**Total 15****Term 4**

Required Electives A (recommended PHIL201)	3
CSU GE B2 (recommended BIOL 104)	3
Required Electives C (see list)	3
CSU GE C1	3
CSU GE D (recommended POLS101)	3

**Total 15****Degree Total 60**

## Philosophy Courses

### PHIL 101 FUNDAMENTAL REASONING SKILLS

*3 Units**Total Course Lecture Hours 54*

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. (UC, CSU, AVC) (GE: CSU Area A3, AVC Area D2)

### PHIL 105 ETHICS: MORAL ISSUES IN CONTEMPORARY SOCIETY

*3 Units**Total Course Lecture Hours 54*

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. (C-ID: PHIL 120) (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

### PHIL 105H ETHICS: MORAL ISSUES IN SOCIETY HONORS

*3 Units**Total Course Lecture Hours 54*

This honors course, intended for students in the Honors Transfer Program, is 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC) Note: Students may take either PHIL105 Ethics: Moral Issues in Society or PHIL105H Ethics: Moral Issues in Society Honors. Duplicate credit will not be awarded.

### PHIL 106 INTRODUCTION TO PHILOSOPHY

*3 Units**Total Course Lecture Hours 54*

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. (C-ID: PHIL 100) (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Areas A3, C2, AVC Areas C, D2)

### PHIL 108 PHILOSOPHY OF RELIGION

*3 Units**Total Course Lecture Hours 54*

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. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

### PHIL 109 WORLD RELIGIONS

*3 Units**Total Course Lecture Hours 54*

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. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Area C)

**PHIL 110 INTRODUCTION TO LOGIC***3 Units**Total Course Lecture Hours 54*

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. (C-ID: PHIL 110) (UC, CSU, AVC) (GE: CSU Area A3, AVC Area D2)

**PHIL 130 HISTORY OF ANCIENT AND MEDIEVAL PHILOSOPHY***3 Units**Total Course Lecture Hours 54*

This course introduces students to the major questions in ancient philosophy across diverse cultures and thinkers. Is there an ultimate reality? What is the nature of justice? What is the good life? How is happiness attained? Students will explore these perennial philosophical questions through the ideas of ancient Greek, Roman, African, Mesoamerican, Asian, and Medieval philosophers. (CSU, AVC)

**PHIL 140 HISTORY OF MODERN PHILOSOPHY***3 Units**Total Course Lecture Hours 54*

This course examines the progression of early modern philosophy in Europe from the 16th to 18th centuries. It traces debates during this period that shaped theories of knowledge, reality, and human nature. Students will study major rationalist and empiricist philosophers, analyzing their competing perspectives on epistemology and metaphysics. (CSU, AVC)

**PHIL 201 CRITICAL THINKING***3 Units**Total Course Lecture Hours 54**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. (UC, CSU, AVC) (GE: IGETC Area 1B, CSU A3, AVC Area D2)

**PHIL 210 SYMBOLIC LOGIC***3 Units**Total Course Lecture Hours 54*

Introduces the elements of propositional and predicate logic. Analyzes forms of reasoning and structure of language. (CSU, AVC)

**PHIL 300 BIOETHICS***4 Units**Total Course Lecture Hours 72*

Limitations on Enrollment: Enrollment is limited to students accepted into the Respiratory Care Baccalaureate Degree Program. This advanced-level course, mandatory for students in the Bachelor of Science in Respiratory Care program, dives into the utilization of ethical theories and moral judgment in resolving dilemmas within healthcare settings. The curriculum emphasizes enhancing self-awareness, honing critical thinking skills, and refining the ability to express thoughtful, well-argued positions both verbally and in writing. Course topics span across the Hippocratic tradition, virtues of healthcare professionals, balance between paternalism and patient autonomy, informed consent, confidentiality, genetic and reproductive ethics, perspectives on disability, end-of-life care, considerations surrounding seriously ill newborns and medical errors, discussions on medical futility versus technological advancements, the value and sanctity of life, and ethical aspects of healthcare resource allocation. (CSU, AVC)

## Department Description

The Photography program is directed toward individual artistic development with an emphasis on the student's ability to create independent works. This program will help students gain the skills and knowledge necessary to enter into the photographic workforce. The Photography program emphasizes technical skills in the operation of 35mm, medium and large-format cameras using film-based and digital camera systems. Digital imaging, editing and creative manipulations, and digital printing and color management technologies are provided from entry-level classes and throughout the entire curriculum. The program develops an appreciation for the historical and contemporary relevance of photography.

## Program Learning Outcomes

### Commercial Photography

1. Students will explore advances in photographic equipment and technology. (PHOT 107, SLO 3)
2. Students will demonstrate proficiency of fundamental aspects of Black and White photography. (PHTC 101, SLO 1)
3. Students will design, manipulate and digitally generate photographs using industry standard software and equipment. (PHTC 125, SLO 2)
4. Students will assess appropriate use of each type of camera in order to fit the environment for the best result. (PHTC 203, SLO 2)
5. Identify various career possibilities and industry leaders in the photographic industry. (PHTC 275, SLO3)

## Certificate Programs

### Commercial Photography Cert

The following courses, 30 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 sports, events, and wedding photographers.

### Program Requirements

#### Commercial Photography Cert (Total 30)

Complete all of the following:

#### Required Courses (Total 27)

	Units
PHOT107 - History of Photography	3
PHTC101 - Beginning Black and White Photography	3
PHTC125 - Beginning Digital Photography	3
PHTC150 - Beginning Color Photography	3
PHTC200 - The Business Of Photography	3
PHTC203 - Foundations of Cameras & Composition	3
PHTC211 - Wedding, Portrait and Event Photography	3
PHTC215 - Photography Studio Practices	3
PHTC275 - Advanced Digital Photography	3

#### Program Electives (Total 3)

Complete the following number of units: 3

ART100 - Art Appreciation	3
PHOT213 - Life Photography	3
PHTC205 - Documentary and Photojournalism	3
PHTC298 - Special Studies in Photography	3
PHTC201 - Advanced Black and White Photography	3
WE199 - Occupational Work Experience	1

## Recommended Pathway

### First Semester

	Units
PHOT107 - History of Photography	3
PHTC101 - Beginning Black and White Photography	3
<b>Total</b>	<b>6</b>

### Second Semester

PHTC150 - Beginning Color Photography	3
PHTC125 - Beginning Digital Photography	3
<b>Total</b>	<b>6</b>

### Third Semester

PHTC203 - Foundations of Cameras & Composition	3
PHTC215 - Photography Studio Practices	3
Program Electives	3
<b>Total</b>	<b>9</b>

### Fourth Semester

PHTC211 - Wedding, Portrait and Event Photography	3
PHTC200 - The Business Of Photography	3
PHTC275 - Advanced Digital Photography	3
<b>Total</b>	<b>9</b>

**Certificate Total 30**

## Associate Degree

### Commercial Photography AA

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. Students who complete the associate degree have enhanced employability in the field of photography and transfer to CSU. 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.

### Program Requirements

#### Commercial Photography AA (Total 30)

Complete all of the following:

#### Required Courses (Total 27)

	Units
PHOT107 - History of Photography	3
PHTC101 - Beginning Black and White Photography	3
PHTC125 - Beginning Digital Photography	3
PHTC150 - Beginning Color Photography	3
PHTC203 - Foundations of Cameras & Composition	3
PHTC200 - The Business Of Photography	3
PHTC211 - Wedding, Portrait and Event Photography	3
PHTC215 - Photography Studio Practices	3
PHTC275 - Advanced Digital Photography	3

#### Program Electives (Total 3)

Complete the following number of units: 3

ART100 - Art Appreciation	3
PHTC201 - Advanced Black and White Photography	3
PHTC205 - Documentary and Photojournalism	3
PHOT213 - Life Photography	3
PHTC298 - Special Studies in Photography	3
WE199 - Occupational Work Experience	1

Recommended Pathway	
<b>First Semester</b>	<b>Units</b>
PHTC101 - Beginning Black and White Photography	3
PHOT107 - History of Photography	3
GE requirement Area B	3
GE requirement Area D2	3
ART100 - Art Appreciation <i>or</i> PHTC205 - Documentary and Photojournalism <i>or</i> PHOT213 - Life Photography <i>or</i> PHTC298 - Special Studies in Photography	3
<b>Total</b>	<b>15</b>
<b>Second Semester</b>	
PHTC125 - Beginning Digital Photography	3
PHTC150 - Beginning Color Photography	3
GE requirement Area C	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Third Semester</b>	
PHTC275 - Advanced Digital Photography	3
PHTC203 - Foundations of Cameras & Composition	3
PHTC215 - Photography Studio Practices	3
GE requirement Area A	3
GE requirement Area D1 (ENGL101)	3
<b>Total</b>	<b>15</b>
<b>Fourth Semester</b>	
PHTC200 - The Business Of Photography	3
PHTC211 - Wedding, Portrait and Event Photography	3
General Elective	3
GE requirement Area E	3
GE requirement Area F	3
<b>Total</b>	<b>15</b>
<b>Degree Total</b>	<b>60</b>

## Photography Courses

### PHOT 107 HISTORY OF PHOTOGRAPHY

3 Units

**Total Course Lecture Hours 54**

In-depth study of the historical development of photographic process as an artistic image from the early 1800s to the present. This 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. (UC,CSU, AVC) (GE: IGETC Area 3B, CSU Areas C1, C2, AVC Area C)

### PHOT 213 LIFE PHOTOGRAPHY

3 Units

**Total Course Lecture Hours 27**

**Total Course Lab Hours 81**

**Advisory:** Completion of ART 216

**Prerequisite:** Completion of PHTC 101 or PHTC 125. Instructional materials fee of \$30.00 is 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)

## Commercial Photography Courses

### PHTC 101 BEGINNING BLACK AND WHITE PHOTOGRAPHY

3 Units

**Total Course Lecture Hours 27**

**Total Course Lab Hours 81**

Instructional materials fee of \$30.00 is required for this course and must be paid at registration.

This course offers introduction on the use of traditional black and white film techniques, including processing film, silver gelatin printing and related techniques. The beginning photographer will learn basic camera functions, fundamental darkroom skills and black-and-white film processing and darkroom printing techniques. The emphasis is primarily technical, although aesthetics, composition, and contemporary issues in photography will be covered through class critiques and discussions. Topics of discussion will include photographic genres, the photo essay, editing and sequencing a body of work, personal visions, social and political context, documentary versus art photography. (CSU, AVC) (GE: CSU Area C1, AVC Area C)

### PHTC 125 BEGINNING DIGITAL PHOTOGRAPHY

3 Units

**Total Course Lecture Hours 27**

**Total Course Lab Hours 81**

Instructional materials fee of \$30.00 is required for this course and must be paid at registration.

This course covers beginning photographic theory and practice in contemporary uses of digital cameras as a creative and vocational medium to create photographic images. Students receive instruction in digital photographic techniques through assignments that build beginning technical and conceptual skills using industry standard digital cameras, Adobe Lightroom/Photoshop software to edit and distribute digital images. This course helps students develop creative thinking and idea execution. (CSU, AVC)



**PHTC 150 BEGINNING COLOR PHOTOGRAPHY****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of PHTC 101.*Instructional materials fee of \$30.00 is required for this course and must be paid at registration.*

An introduction to basic color photography technology. This is an intermediate Photography course that teaches Adobe Lightroom and Photoshop for photographers. Students create projects using film and digital images, using Adobe Lightroom to organize and edit photos, and Photoshop to retouch and enhance their images. Basic image exporting and printing are covered. Photographic works are presented and discussed to provide a context for the production and critique of photographic images. This is required for photography majors. (CSU, AVC) (GE: CSU Area C1, AVC Area C)

**PHTC 200 THE BUSINESS OF PHOTOGRAPHY****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of PHTC 125, PHTC 203, and PHTC 215.*Instructional materials fee of \$30.00 is required for this course and must be paid at registration.*

The Business Of Photography is an advanced photography course covering principles and practices within the field for hire or exhibition. Students produce artist resumes and artist statements related to their work. Course includes Social Media, promotion, portfolio layout, releases, estimates, invoices, gallery negotiations, and image licensing issues for photographers. Students must have a developed body of photographic work that will be used for class projects. This course is a capstone course. (CSU, AVC)

**PHTC 201 ADVANCED BLACK AND WHITE PHOTOGRAPHY****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of PHTC 101.*Instructional materials fee of \$30.00 is required for this course and must be paid at registration.*

This course concentrates on advanced theory and practice of black and white (B&W) photography including professional applications, specialized processes, and mastery of dark room skills with an emphasis on individual expression. Topics include advanced printing techniques, film, paper types, toners, refining printing techniques and Zone System practices, thematic projects, portfolio development and archival processing. This course is designed for advanced photography students. (CSU, AVC) (GE: CSU Area C1, AVC Area C)

**PHTC 203 FOUNDATIONS OF CAMERAS AND COMPOSITION****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Advisory:** Completion of PHTC 101 or PHTC 125.*Instructional materials fee of \$30.00 is 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 205 DOCUMENTARY AND PHOTOJOURNALISM****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Advisory:** Completion of PHTC 101 or PHTC 125*Instructional materials fee of \$30.00 is required for this course and must be paid at registration.*

This course surveys documentary and photojournalism 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. (CSU, AVC)

**PHTC 211 WEDDING, PORTRAIT AND EVENT PHOTOGRAPHY****3 Units****Total Course Lecture Hours 27****Total Course Lab Hours 81****Prerequisite:** Completion of PHTC 101 and/or PHTC 125.*Instructional materials fee of \$30.00 is 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. Students should have preliminary knowledge in the use of Apple Computers. Students will receive instruction in foundational editing techniques in Adobe Photoshop and Lightroom. (CSU, AVC)

### **PHTC 215 PHOTOGRAPHY STUDIO PRACTICES**

*3 Units*

*Total Course Lecture Hours 27*

*Total Course Lab Hours 81*

**Prerequisite:** Completion of PHTC 101 or PHTC 125.

*Instructional materials fee of \$30.00 is 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 275 ADVANCED DIGITAL PHOTOGRAPHY**

*3 Units*

*Total Course Lecture Hours 27*

*Total Course Lab Hours 81*

**Prerequisite:** Completion of PHTC 125.

*Instructional materials fee of \$30.00 is required for this course and must be paid at registration.*

The course covers advanced digital photography theory and practice in the contemporary use of the digital camera to create photographic images. Students receive instruction in digital photography techniques through assignments that build advanced technical skills. Topics covered: digital 35mm, medium and large format cameras, Leaf digital back, Apple Computers in order to use Adobe Photoshop/Lightroom for editing. Course provides experience with professional photography equipment and helps students develop creative thinking, idea execution and preparation to enter the photography professional work force. Students are required to purchase additional supplies. (CSU, AVC)

### **PHTC 298 SPECIAL STUDIES IN PHOTOGRAPHY**

*3 Units*

*Total Course Lecture Hours 27*

*Total Course Lab Hours 81*

**Prerequisite:** Completion of PHTC 101 or PHTC 125.

*Instructional materials fee of \$30.00 is 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)

## Department Description

Physical sciences are those disciplines of the natural sciences other than the biological sciences.

Physical sciences offered include: astronomy, physical science, and physics. The courses are designed to meet the general education and major transfer requirements for the physical sciences. Students can also earn an Associate's Degree for Transfer in Physics articulated with all CSUs.

Students are expected to be fully engaged during the teaching and learning process, and traditional lectures 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.

## Certificate Program

Certificate not applicable.

## Associate Degree

Associate degree not available.

## Physical Science Courses

### PSCI 101 PHYSICAL SCIENCE

4 Units

**Total Course Lecture Hours 54**

**Total Course Lab Hours 54**

**Advisory:** Completion of ENGL 101 and intermediate algebra or placement by multiple measures.

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. (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3, AVC Area A)

### PSCI 302 INTRODUCTION TO QUANTITATIVE ATMOSPHERIC DYNAMICS AND THERMODYNAMICS

3 Units

**Total Course Lecture Hours 54**

**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.

**Prerequisite:** Completion of MATH 135 and PHYS 101.

This course provides a quantitative understanding of general meteorology. It introduces the physics and thermodynamics of the atmosphere to understand the horizontal and vertical transport of atmospheric heat and momentum which are directly related to the cyclones, anticyclones, hurricanes, weather fronts, mesoscale disturbances, severe storms, tornadoes, sea and land breezes, atmospheric boundary layer and turbulence. Insight into these mechanism will be gained through the use of spread sheet based calculations by allowing relationships to be studied by plotting the data graphically and then explaining the meaning of those relationship using the graphs. Atmospheric thermodynamic processes will be quantified using various thermodynamic calculations and in some cases, computational diagrams such as the Skew-T and Stüve diagrams. (AVC)

## Department Description

The Physics Department aims to give students a deep understanding of the fundamental principles governing the physical universe. Through a diverse range of courses students explore the laws of nature, the properties of matter and energy, and develop critical thinking skills essential for scientific inquiry. Students will explore a wide range of topics, including mechanics, electromagnetism, thermodynamics, and more. Through experimentation, problem-solving, and theoretical exploration, the Physics Department equips students with the knowledge and skills necessary to navigate the complexities of the world as we know it and contribute meaningfully to scientific advancement and innovation.

## Program Learning Outcomes

### Physics AS-T

1. Students will demonstrate an understanding of the fundamental principles and concepts of physics that include mechanics, electromagnetism, thermodynamics, modern physics, and quantum mechanics.
2. Students will competently apply this knowledge and analyze physical systems by constructing mathematical models in which they identify the essential aspects of a problem, formulate a strategy for solution, make appropriate approximations, evaluate the correctness of their solution, and communicate their work clearly.
3. Students will use basic computational techniques for modeling physical systems including those that don't have analytical answers. (Computational-PLO)
4. Students will explore physical systems by setting up experiments, collecting and analyzing data, identifying sources of uncertainty, and interpreting their results in terms of the fundamental principles and concepts of physics. (Experimental hands-on application)
5. Students will communicate physics concepts, processes, and results effectively, both verbally and in writing. (Communication PLO)

## Associate Degree

### Physics AS-T

The Associate in Science in Physics for Transfer (AS-T) offers students a fundamental knowledge of Physics 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 Physics 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 Associates in Science in Physics for Transfer (AS-T in Physics) degree a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- (2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is an acceptable grade for courses in the major.

### Program Requirements

Physics AS-T (Total 26)	Units
PHYS110 - General Physics	4
PHYS120 - General Physics	4
PHYS211 - General Physics	5
MATH150 - Calculus and Analytic Geometry	5
MATH160 - Calculus and Analytic Geometry	4
MATH250 - Calculus and Analytic Geometry	4

Recommended Pathway (CSU)	
Term 1	Units
MATH 150 - Calculus and Analytic Geometry	5
CSU GE A2 (ENGL 101)	3
CSU GE D	3
CSU GE E	3
<b>Total</b>	<b>14</b>
Term 2	
MATH 160 - Calculus and Analytic Geometry	4
PHYS 110 - General Physics	4
CSU GE A3	3
CSU GE C1	3
<b>Total</b>	<b>14</b>
Term 3	
MATH 250 - Calculus and Analytic Geometry	4
PHYS 120 - General Physics	4
CSU GE A1 (COMM 101)	3
CSU GE D	3
CSU GE C2	3
<b>Total</b>	<b>17</b>



**Term 4**

PHYS 211 - General Physics	5
CSU GE B2	4
CSU GE F	3
CSU GE C1/C2	3

**Total 15****Degree Total 60****Recommended Pathway (IGETC)**

<b>Term 1</b>	<b>Units</b>
MATH150 - Calculus and Analytic Geometry	5
GE requirement IGETC Area 1A (ENGL101)	3
GE requirement IGETC Area 4	3
GE requirement IGETC Area 6	3-5
<b>Total</b>	<b>14-16</b>

**Term 2**

MATH160 - Calculus and Analytic Geometry	4
PHYS110 - General Physics	4
GE requirement Area 1B	3
GE requirement IGETC Area 3A/3B	3
<b>Total</b>	<b>14</b>

**Term 3**

MATH250 - Calculus and Analytic Geometry	4
PHYS120 - General Physics	4
GE requirement IGETC Area 1C (COMM101)	3
GE requirement IGETC Area 4	3
GE requirement IGETC Area 3A/3B	3-5
<b>Total</b>	<b>17-19</b>

**Term 4**

PHYS211 - General Physics	5
GE requirement IGETC Area 5B	3-5
GE requirement IGETC Area 4	3
GE requirement IGETC Area 3A/3B	3-5

**Total 14-18****Degree Total 60****Physics Courses****PHYS 101 INTRODUCTORY PHYSICS****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54****Advisory:** Completion of MATH 135 or MATH 140.

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. (C-ID: PHYS 105) (UC, CSU, AVC) (GE: IGETC Area 5A, 5C, CSU Area B1, B3, AVC Area A)

**PHYS 102 INTRODUCTORY PHYSICS****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54****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. (C-ID: PHYS 110) (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3, AVC Area A)

**PHYS 110 GENERAL PHYSICS****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54**

**Advisory:** Completion of PSCI 101. Eligibility for ENGL 101 or placement by multiple measures.

**Prerequisite:** Completion of or concurrent enrollment in MATH 150.

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. (C-ID: PHYS 205) (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3, AVC Area A)

**PHYS 120 GENERAL PHYSICS****4 Units****Total Course Lecture Hours 54****Total Course Lab Hours 54**

**Advisory:** Completion of ENGL 101 or placement by multiple measures.

**Prerequisite:** Completion of PHYS 110. Completion of or concurrent enrollment in MATH 160.

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. (C-ID: PHYS 210) (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3, AVC Area A)

**PHYS 211 GENERAL PHYSICS****5 Units****Total Course Lecture Hours 72****Total Course Lab Hours 54****Advisory:** Completion of MATH 220.

**Prerequisite:** Completion of PHYS 110. Completion of or concurrent enrollment in MATH 160.

This course covers geometric optics, lenses, mirrors, optical instruments, wave optics/physical optics and laws of thermodynamics. In addition to these areas, the course contains selected topics from modern physics. These include special relativity, quantum mechanics, atomic physics, condensed matter/solid state physics, nuclear physics and particle physics. (C-ID: PHYS 215) (UC, CSU, AVC) (GE: IGETC Areas 5A, 5C, CSU Areas B1, B3, AVC Area A)

Department Description

Political Science is the study of the use of public power and authority. Politics and government affect life and impinge on many fields. Introductory courses are offered for those interested in learning about the American Government and different political systems. In-depth courses are offered for Political Science majors. The major is especially desirable for students who might work for the government, be commissioned as military officers, or intend to become lawyers. A minor in Political Science is useful in economics, journalism, and language, or for those who hope to become executives in law enforcement or in many types of businesses.

Program Learning Outcomes

Political Science AA-T

- 1. Students will demonstrate an awareness of the methods of inquiry used by professional political scientists.
- 2. Students will be able to critically analyze and synthesize the works of political scientists in the various subfields of the discipline.
- 3. Students will develop an understanding of the political science major and the career options in the field.

Law, Public Policy, and Society AA-T

- 1. Students will develop communication skills and demonstrate the ability to effectively write and speak to persuade a diversity of audiences. The development of communication skills will also include demonstration of the ability to analyze, criticize, and advocate for ideas, to communicate for a variety of purposes, to read and comprehend a diversity of texts, and to think critically. Additionally, students will demonstrate the ability to develop awareness of society and its historical roots, as well as to appreciate diversity and to be sensitive to the impact of race, sex, and class on the American experience. Through this program, students will demonstrate the ability to organize information, to engage in argumentation to support a position, to evaluate and cite sources, to explain the historical development of American institutions in law and society, to demonstrate facility with numbers, and to conduct research.
- 2. Students will have an understanding of law, public policy, and ethics in contemporary society, including an introduction to the legal field.
- 3. Students will demonstrate the ability to identify and explain the ideas and institutions that make up the American political system, including the legal field, to describe the evolution of civil liberties and rights in the United States and apply this knowledge to current events and legal issues, and to recognize the role of public opinion, interest groups, ethics and political parties regarding the electoral process, law, and public policy in society.
- 4. Students will demonstrate knowledge of the field of law and the various classifications of the law, including being able to distinguish among the various parts of a contract.

Associate Degrees

Political Science AA-T

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. Political science is concerned with the objectives and ends of politics and the way in which political society should be organized in order to realize those objectives and ends. Courses in political science enable students to study and understand how political and governmental institutions make and implement decisions and the effects those decisions have on individual, group, and societal behavior. A political science major generally transfers to a baccalaureate institution to complete a B.A. Degree. Political science graduates with B.A. Degrees are qualified for a variety of positions in government and non-governmental institutions; graduates are prepared to enter graduate studies in various disciplines, including political science, law, journalism and business. Teaching at the community college level is an option providing that an M.A. and/or a Ph.D. Degree is obtained. Possession of the Ph.D. could lead to research and teaching at the university level.

The Associate in Arts in Political Science for Transfer (AA-T in Political Science) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Political Science for Transfer (AA-T in Political Science) degree a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units
- (2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

Program Requirements

Political Science AA-T (Total core 18)

Complete all of the following:

Required Courses (Total 9)	Units
POLS101 - American Political Institutions	3
POLS200 - Introduction to Political Theory	3
POLS103 - Comparative Government	3
POLS201 - Contemporary International Relations	3

**Required Electives A - Choose two (Total 6)****Complete the following number of units: 6**

Any course not selected from core	3
MATH116 - Introduction to Statistics Using R <i>or</i>	
MATH115 - Statistics	4

**Required Electives B (Total 3)****Select 3 units from LIST B or any of the courses from LIST A not already used.**

ANTH102 - Introduction to Cultural Anthropology	3
ECON101 - Principles of Macroeconomics	3
ECON102 - Principles of Microeconomics	3
POLS202 - Ethnic Politics in America	3
POLS203 - The Judicial Process	3
SOC110 - Ethnic Relations	3
SOC112 - American Social Issues: Problems and Challenges	3

**Recommended Pathway**

<b>Term 1</b>	<b>Units</b>
POLS 101 - American Political Institutions	3
CSU GE D (recommended HIST 107 <i>or</i> 108 <i>or</i> 110 <i>or</i> 111)	3
CSU GE A1 (COMM101)	3
CSU GE C1	3
CSU GE B4 (recommended MATH115)	4
<b>Total</b>	<b>16</b>
<b>Term 2</b>	
Required Electives B (see list)	3
CSU GE A2 (ENGL101)	3
CSU GE B1 (recommended ASTR101 <i>or</i> GEOG101 <i>or</i> GEOG 102 <i>or</i> GEOL101 <i>or</i> GEOL 102)	3
CSU GE B3	1
Required Elective A (see list)	4
CSU GE C1	3
<b>Total</b>	<b>17</b>
<b>Term 3</b>	
CSU GE A3	3
CSU GE B2 (recommended ANTH101)	3
CSU GE C2	3
Required Elective B (see list)	3
Required Courses (see list)	3
<b>Total</b>	<b>15</b>
<b>Term 4</b>	
CSU GE E	3
CSU GE F	3
General Elective	3
General Elective	3
<b>Total</b>	<b>12</b>
<b>Degree Total</b>	<b>60</b>

**Law, Public Policy, and Society AA-T**

The coursework required to earn an AD-T in Law, Public Policy, and Society has been identified as good preparation for law school upon completion of a bachelor's degree. This interdisciplinary area of emphasis emphasizes the development of communication skills, introduces students to the legal field, and prepares students for further study in a variety of majors. Students who opt to pursue this course of study are encouraged to engage in further exploration of one or more specific majors as they select electives for degree completion.

**Transfer & Career Opportunities**

This Associate in Arts in Law, Public Policy, and Society for Transfer (AD-T) Degree is intended to meet the lower division requirements for similar majors for all CSU campuses. Students planning to transfer to institutions other than the CSU are encouraged to consult ASSIST.org and an AVC counselor for program planning and course selection. Most common career opportunities with a baccalaureate degree include: law school, legal aid worker, social worker, and community advocate.

The Associate in Arts in Law, Public Policy, and Society for Transfer (AD-T) Degree also provides a solid preparation appropriate for a variety of scientific disciplines. The Associate in Arts in Law, Public Policy, and Society for Transfer degree (AD-T in Law, Public Policy, and Society) provides students with a major that fulfills the general requirements of the California State University for transfer, and students with the Associate in Arts in Law, Public Policy, and Society for Transfer degree will receive priority admission with junior status to the California State University system.

The Associate in Arts in Law, Public Policy, and Society for Transfer (AD-T) Degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Law, Public Policy, and Society for Transfer (AD-T) Degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is an acceptable grade for courses in the major.

**Program Requirements****Law, Public Policy, and Society (Total 31)****Complete all of the following:****Required Core (Total 25)****Complete all of the following:**

ENGL101 - College Composition	3
PHIL105 - Ethics: Moral Issues in Contemporary Society	3
POLS101 - American Political Institutions	3

**Required Core (Total 3)**

POLS203 - The Judicial Process	3
BUS201 - Business Law	3
AJ102 - Criminal Law	3

**Required Core (Total 3)**

COMM101 - Introduction to Public Speaking	3
COMM109 - Small Group Communication	3
COMM115 - Introduction to Argumentation and Debate	3

**Required Core (Total 3)**

COMM110 - Persuasion	3
COMM115 - Introduction to Argumentation and Debate	3
ENGL103 - Critical Thinking and Research	3

PHIL110 - Introduction to Logic

3

**Required Core (Total 4)**

MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4

**Required Core (Total 3)****Select 3 units**

HIST107 - U.S. History, 1607-1877	3
HIST108 - U.S. History from 1865	3

**Electives List A (Total 6)****Select two courses (6 units) from two of the areas listed below: (NOTE: courses must not have been used above.)****Area 1: Administrative of Justice/Criminal Justice/Criminology**

AJ101 - Introduction to Administration of Justice	3
AJ102 - Criminal Law	3
AJ103 - Criminal Evidence	3
AJ201 - Police in Society	3
AJ204 - Juvenile Procedures	3
AJ206 - Criminology	3

**Area 2: Business**

BUS201 - Business Law	3
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**Area 3: Economics**

ECON101 - Principles of Macroeconomics	3
ECON102 - Principles of Microeconomics	3

**Area: 4 Political Science**

POLS103 - Comparative Government	3
POLS200 - Introduction to Political Theory	3
POLS201 - Contemporary International Relations	3

**Area 5: Public Policy**

SOC112 - American Social Issues: Problems and Challenges	3
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**Area 6: Diversity**

ANTH102 - Introduction to Cultural Anthropology	3
COMM219 - Introduction to Intercultural Communication	3
GEOG105 - Cultural Geography	3
SOC110 - Ethnic Relations	3
SOC116 - Sociology of Gender and Sexuality	3

**Area 7: College Success**

HD101 - College and Life Management	3
HD102 - Soldiers to Scholars	3

**Area 8: Internship/Fieldwork**

POLS199 - Occupational Work Experience	1 - 4
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**Recommended Pathway**

Semester 1	Units
PHIL105 - Ethics: Moral Issues in Contemporary Society	3
CSU GE C1/C2	3
CSU GE E	3
<b>Total 9</b>	

**Semester 2**

POLS203 - The Judicial Process <i>or</i> BUS201 - Business Law <i>or</i> AJ102 - Criminal Law	3
MATH115 - Statistics	4
HIST107 - U.S. History, 1607-1877 <i>or</i> HIST108 - U.S. History from 1865	3
COMM110 - Persuasion <i>or</i> COMM115 - Introduction to Argumentation and Debate <i>or</i> ENGL103 - Critical Thinking and Research <i>or</i> PHIL110 - Introduction to Logic	3
General Elective	3
<b>Total 16</b>	

**Semester 3**

COMM101 - Introduction to Public Speaking <i>or</i> COMM109 - Small Group Communication <i>or</i> COMM115 - Introduction to Argumentation and Debate	3
Electives List A (see list)	3
CSU GE D (recommended POLS101)	3-5
CSU GE F	3
CSU GE B1	3-5
<b>Total 15-19</b>	

**Semester 4**

Electives List A (see list)	3
CSU GE B2	3-5
General Elective	3
General Elective	3
General Elective	3
<b>Total 15-17</b>	

**Degree Total 60**



## Political Science Courses

### POLS 101 AMERICAN POLITICAL INSTITUTIONS

3 Units

*Total Course Lecture Hours 54*

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. (C-ID: POLS 110) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

### POLS 101H AMERICAN POLITICAL INSTITUTIONS HONORS

3 Units

*Total Course Lecture Hours 54*

This honors course, intended for students in the Honors Transfer Program. 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC) Note: Students may take either POLS101 American Political Institutions or POLS101H American Political Institutions Honors. Duplicate credit will not be awarded.

### POLS 103 COMPARATIVE GOVERNMENT

3 Units

*Total Course Lecture Hours 54*

*Advisory:* Completion of POLS 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. (C-ID: POLS 130) (UC, CSU, AVC) (GE: IGETC Area 4H, CSU Area D8, AVC Area B)

### POLS 120 INTERNATIONAL ORGANIZATIONS

4 Units

*Total Course Lecture Hours 54*

*Total Course Lab Hours 54*

*Prerequisite:* Completion of or concurrent enrollment in POLS 101.

*Advisory:* Completion of POLS 103 and COMM 101, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

The 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 WORK EXPERIENCE EDUCATION

1-8 units

*Total Course Lab Hours 54-432*

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have the approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students with a realistic learning experience through work in the government environment. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as employees in various situations and jobs in the government field. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the government environment. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC) credit hours. (CSU, AVC) (R3)

**POLS 200 INTRODUCTION TO POLITICAL THEORY***3 Units**Total Course Lecture Hours 54**Advisory: Completion of POLS 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. (C-ID: POLS 120) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

**POLS 201 CONTEMP INTNTL RELATIONS***3 Units**Total Course Lecture Hours 54**Advisory: Completion of POLS 101 or POLS 103*

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. (C-ID: POLS 140) (CSU, UC, AVC)

**POLS 202 ETHNIC POLITICS IN AMERICA***3 Units**Total Course Lecture Hours 54**Prerequisite: Completion of POLS 101.*

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. (UC, CSU, AVC) (GE: IGETC Area 4, CSU Areas D3,D8, AVC Area B, F)

**POLS 203 THE JUDICIAL PROCESS***3 Units**Total Course Lecture Hours 54**Advisory: Completion of POLS 101*

The course examines and evaluates both the United States and California judicial systems. Topics include the nature of law and jurisprudence, the origins and development 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, judicial reform, and topics in Constitutional law. Review of basic legal reasoning and introductory research methods. Includes introduction to case law pertaining to the Bill of Rights, Criminal Justice, Freedom of Expression, Equal Protection, the Commerce Clause, and other important areas of law. 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. (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

## Department Description

Psychology is a natural and social science focusing on the study of human behavior. As such, it is a broad discipline which involves both scientific method and practical application of science to matters of everyday living. Most professional-level positions require a graduate degree.

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. 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.

**Please note: PSY 301 is limited to students in a bachelor's degree program.**

## Program Learning Outcomes

### Certificate in Alcohol and Other Drug Studies (AODS)

1. Students will demonstrate ethical decision-making abilities
2. Students will define the role of an addiction counselor
3. Students will analyze and discuss issues faced by addiction counselors

### Human Services

1. Students will demonstrate ethical decision-making abilities
2. Students will define issues faced by human services professionals
3. Students will analyze diversity, culture, power, and equity regarding typical services provided by human services professionals.

### Psychology AA-T

1. Write an APA style research paper that reviews, synthesizes, and critiques psychological findings.
2. Critically evaluate the design, methodology, findings, and generalizability of research reports.
3. Evaluate the major theoretical perspectives, history, and research methodology commonly used in the field of psychology.

## Certificate Program

### Alcohol and Other Drug Studies (AODS)

The California Department of Health and Human Services requires that counselors who are employed in agencies providing alcohol and drug services must be certified to do so by having passed an approved state examination, or that they are enrolled as students in an accredited program such as Palomar College which prepares students for those exams. CAADE, California Association of Alcohol/ Drug Educators, and CCAPP, California Consortium of Addiction Programs and Professionals are both professional organizations that offer a state board certification examination. If you have a bachelor's degree in a related field, you could be eligible for a waiver/equivalency and only be required to take 15 units (must include field experience courses.) The exact information about your specific 15 units will be done directly through the certification board, CAADE.

To be eligible for the California Consortium of Addiction Programs and Professionals written (computer) exam, CCAPP/

IC&RC requirements include the completion of AODS courses: 150, 155, 160, (Supervised Practicum 140 or 298), 250, 255, 260, and the Supervised Practicum AODS 299. Students must also complete PSY 101 or SOC 101.

Students must complete 255 hours of internship work at an approved agency. To be eligible for the Certified Addictions Treatment Counselor (C.A.T.C.), CAADE requires that students must complete the courses listed below and additional requirements to obtain the Certificate of Achievement in AODS.

The AODS Certificate consists of an 12-course curriculum accredited by CAADE in 2004 and CCAPP in 2015 after their extensive review. Antelope Valley College's AODS courses prepare students to provide services in court-mandated, public, and private agencies for alcohol and drug intervention, treatment, and prevention. Students are prepared to work in agencies that provide intake, assessment, detoxification, impaired driver interventions, drug testing, crisis intervention, inpatient and outpatient rehabilitation, sober living services, relapse prevention, counseling, and family recovery. State certification requires you to have a high school diploma or equivalent.

### Program Requirements

#### Alcohol and Other Drug Studies (AODS) (Total 42)

**Complete all of the following**

#### Program Requirements (Total 39)

**Complete all of the following:**

	Units
PSY101 - General Psychology	3
PSY102 - Introduction to Alcohol and Other Drug Studies	3
PSY103 - The Physiology and Pharmacology of Psychoactive Drugs	3
PSY104 - Prevention, Intervention, and Education	3
PSY105 - Group Leadership and Process	3
PSY106 - Case Management, Law and Ethics	3
PSY107 - Chemical Dependency Family Counseling	3
PSY108 - Introduction to Psychological and Social Services	4
PSY109 - Directed Field Experience I	5
PSY110 - Directed Field Experience II	6
PSY234 - Abnormal Psychology	3

#### Program Electives (Total 3)

SOC101 - Introduction to Sociology	3
SOC112 - American Social Issues: Problems and Challenges	3

### Recommended Pathway

Term 1	Units
PSY101 - General Psychology	3
PSY102 - Introduction to Alcohol and Other Drug Studies	3
PSY104 - Prevention, Intervention, and Education	3
<b>Total 9</b>	
Term 2	
PSY103 - The Physiology and Pharmacology of Psychoactive Drugs	3
PSY106 - Case Management, Law and Ethics	3
Program Electives (recommended SOC101)	3
<b>Total 9</b>	

**Term 3**

PSY105 - Group Leadership and Process	3
PSY108 - Introduction to Psychological and Social Services	4
PSY234 - Abnormal Psychology	3
<b>Total</b>	<b>10</b>

**Term 4**

PSY107 - Chemical Dependency Family Counseling	3
PSY109 - Directed Field Experience I	5
<b>Total</b>	<b>8</b>

**Term 5**

PSY110 - Directed Field Experience II	6
<b>Total</b>	<b>6</b>
<b>Certificate Total</b>	<b>42</b>

## Associate Degree

### Human Services

Students interested in working with people in service-oriented professions will find Human Services an excellent path to entering the helping profession. Studies in ethics, psychology, sociology and effective communication are core components of the courses in this degree. Students majoring in Human Services will be prepared to enter positions in not-for-profit organizations, community and human services organizations, and related areas that provide services to individuals, families, and the community. Some positions include community advocates, peer counselors, case management aides, and social-services technicians.

The requirements for an associate degree in human services may be satisfied by completing 34 units of required coursework, 6 units of program electives, and required general education courses to total 60 units. (See Graduation/Associate Degree Requirements.)

**Program Requirements****Required Courses (Total 40 units)**

<b>Complete all of the following:</b>	<b>Units</b>
PSY101 - General Psychology	3
PSY106 - Case Management, Law and Ethics	3
PSY108 - Introduction to Psychological and Social Services	4
PSY109 - Directed Field Experience I	5
PSY110 - Directed Field Experience II	6
SOC101 - Introduction to Sociology	3
DFST105 - Introduction to American Deaf Culture	3
MATH115 - Statistics	4
ECON101 - Principles of Macroeconomics	3

**Program Electives (Total 6)****Complete the following number of units: 6**

AJ101 - Introduction to Administration of Justice	3
CFE102 - The Developing Child-Child Growth and Development	3
PSY234 - Abnormal Psychology	3
SOC110 - Ethnic Relations	3
PSY104 - Prevention, Intervention, and Education	3
SOC111 - Issues and Concepts in Aging	3
CFE103 - The Child in Family and Community Relationship	3

PSY102 - Introduction to Alcohol and Other Drug Studies	3
ENGL103 - Critical Thinking and Research	3
HIST107 - U.S. History, 1607-1877	3
HIST108 - U.S. History from 1865	3

Recommended Pathway	
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<b>Term 1</b>	<b>Units</b>
PSY101 - General Psychology	3
ECON101 - Principles of Macroeconomics	3
GE requirement Area D1 (ENGL101)	3
PSY106 - Case Management, Law and Ethics	3
SOC101 - Introduction to Sociology	3
<b>Total</b>	<b>15</b>

**Term 2**

PSY108 - Introduction to Psychological and Social Services	4
MATH115 - Statistics	4
GE requirement Area D2 (recommended COMM101)	3
GE requirement Area B (recommended PSY232)	3
<b>Total</b>	<b>14</b>

**Term 3**

GE requirement Area E (recommended CFE102)	3
PSY109 - Directed Field Experience I	5
GE requirement Area (recommended COMM112)	3
DFST105 - Introduction to American Deaf Culture	3
General Elective	1
<b>Total</b>	<b>15</b>

**Term 4**

PSY110 - Directed Field Experience II	6
GE requirement Area F	3
GE requirement Area A (recommended BIOL101)	3
Program Electives (see list)	3
GE requirement Area A (recommended BIOL101L)	1
<b>Total</b>	<b>16</b>
<b>Total Degree</b>	<b>60</b>

**Psychology AA-T**

The Associate in Arts for Psychology for Transfer (AA-T in Psychology) offers students a fundamental knowledge of the field in Psychology and the various branches including scientific and research methods, counseling, biopsychology, psychological development across the lifespan, mental disorders and the relationship to sociology. Further students will gain the knowledge to apply psychological theories to their personal lives and current societal issues.

The Associate in Arts in Psychology for Transfer (AA-T in Psychology) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Psychology for Transfer (AA-T in Psychology) degree a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are



eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADT's also require that students must earn a C or better in all courses required for the major or area of emphasis.

### Program Requirements

#### Psychology AA-T (Total 19)

Complete all of the following:

#### Required Courses (Total 10)

Complete the following number of units: 10

PSY101 - General Psychology	3
PSY200 - Introduction to Research Methods in Psychology	3
<b>Complete the following number of units: 4</b>	
MATH115 - Statistics <i>or</i>	4
MATH116 - Introduction to Statistics Using R	4

#### Required Electives List A (Total 3)

Complete the following number of units: 3

PSY201 - Introduction to Physiological Psychology	3
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#### Required Electives List B (Total 3)

Complete the following number of units: 3

*or Any LIST A course not already used.*

PSY236 - Developmental Psychology	3
PSY244 - Introduction to Counseling	3

#### Required Electives List C (Total 3)

Complete the following number of units: 3

*or Any LIST A or B course not already used.*

PSY212 - Human Sexuality	3
PSY230 - Social Psychology	3
PSY232 - Theories of Personality	3
PSY233 - Personal and Social Adjustment	3
PSY234 - Abnormal Psychology	3
PSY235 - Child Psychology	3

Recommended Pathway	
IGETC	
<b>Term 1</b>	<b>Units</b>
MATH115 - Statistics	4
IGETC Area 1A (ENGL101)	3
IGETC Area 3A	3
IGETC Area 4 (recommended POLS101)	3
General Elective	3
<b>Total</b>	<b>16</b>

#### Term 2

PSY101 - General Psychology	3
IGETC Area 1C (COMM101)	3
IGETC Area 1 Group B	3
IGETC Area 5B (recommended BIOL103)	4
IGETC Area 3B (recommended HIST115)	3
<b>Total</b>	<b>16</b>

#### Term 3

PSY200 - Introduction to Research Methods in Psychology	3
Required Electives List B (recommended PSY236)	3
IGETC Area 5A (recommended ASTR101)	3
General Elective	2
General Elective	3
<b>Total</b>	<b>14</b>

#### Term 4

Required Electives List A (PSY201)	3
Required Electives List C (recommended PSY212)	3
IGETC Area 3A/3B	3
IGETC Area 6 (recommended SPAN102)	5
<b>Total</b>	<b>14</b>
<b>Degree Total</b>	<b>60</b>

Recommended Pathway	
CSU	
<b>Term 1</b>	<b>Units</b>
CSU GE B-4 (recommended MATH115)	4
CSU GE A-2 (ENGL101)	3
CSU GE C-1	3
CSU GE D (recommended POLS101)	3
CSU GE E.(recommended HD101)	3
<b>Total</b>	<b>16</b>
<b>Term 2</b>	
PSY101 - General Psychology	3
CSU GE A-1 (COMM101)	3
CSU GE A-3	3
CSU GE C-2	3
CSU GE B-2 (recommended BIOL102)	4
<b>Total</b>	<b>16</b>
<b>Term 3</b>	
PSY200 - Introduction to Research Methods in Psychology	3
Required Electives List B (recommended PSY236)	3
CSU GE B-1 (recommended GEOL101)	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>
<b>Term 4</b>	
Required Electives List A (recommended PSY201)	3
Required Electives List C (recommended PSY212)	3
CSU GE F.	3
CSU GE C-1 Arts	3
General Elective	1
<b>Total</b>	<b>13</b>
<b>Degree Total</b>	<b>60</b>

**Psychology Courses****PSY 101 GENERAL PSYCHOLOGY****3 Units****Total Course Lecture Hours 54**

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 research skills and learn APA style so they may read and write in a scientific manner. (C-ID: PSY 110) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

**PSY101H GENERAL PSYCHOLOGY HONORS****3 Units****Total Course Lecture Hours 54**

**Advisory:** Completion of ENGL 101 or placement by multiple measures.

This honors course, intended for students in the Honors Transfer Program, 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 research skills and learn APA style so they may read and write in a scientific manner. Honors students will be required to conduct and present an independent research project. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either PSY 101 General Psychology or PSY 101H General Psychology Honors. Duplicate credit will not be awarded.

**PSY 102 INTRODUCTION TO ALCOHOL AND OTHER DRUG STUDIES****3 Units****Total Course Lecture Hours 54**

**Advisory:** Completion of or Concurrent enrollment in PSY 101.

This course is a study of the basic concepts of chemical dependency. Biological, psychological and socio-cultural factors of drug abuse and dependence will be explored. The impact of addiction on families and society; contemporary treatment techniques, and the addiction counseling profession will be covered. Students interested in being certified as a drug and alcohol counselor should begin with this course. This course is also appropriate for all students interested in learning more about alcohol and other drug uses, abuse and dependency. (UC, CSU, AVC)

**PSY 103 THE PHYSIOLOGY AND PHARMACOLOGY OF PSYCHOACTIVE DRUGS****3 Units****Total Course Lecture Hours 54**

This course will examine how psychoactive drugs affect the nervous system. Ways of classifying drugs will be identified including the processes of physical and psychological dependence, tolerance, withdrawal, and genetic predispositions. Temporary and long-term affective, behavioral, cognitive, biological, and social consequences of psychoactive drug use will be explored. Medical and pharmacological resources in the treatment of substance use disorders and special service needs when working with clients who may be HIV, hepatitis, STD, or tuberculosis positive will also be reviewed. (UC, CSU, AVC)

**PSY 104 PREVENTION, INTERVENTION, AND EDUCATION****3 Units****Total Course Lecture Hours 54**

This course will review historical and contemporary approaches to chemical dependency, including prevention, intervention, and education. It will analyze the progression of substance abuse and chemical dependency disorders and will evaluate types of prevention, education, and intervention strategies. (UC, CSU, AVC)

**PSY 105 GROUP LEADERSHIP AND PROCESS****3 Units****Total Course Lecture Hours 54**

An introduction to the dynamics of group interaction, with emphasis upon the individual's firsthand experience as the group studies itself under supervision. Problems of communication, effective emotional responses, and personal growth will be highlighted. The emphasis will be upon group process as a means of changing behavior. (UC, CSU, AVC)

**PSY 106 CASE MANAGEMENT, LAW AND ETHICS****3 Units****Total Course Lecture Hours 54**

This course reviews the principles and practice of case management in addiction treatment including the processes of intake, screening, assessment, treatment planning, referral, and documentation. Professional and ethical codes of conduct and behavior are also reviewed and emphasized. (CSU, AVC)

**PSY 107 CHEMICAL DEPENDENCY FAMILY COUNSELING****3 Units****Total Course Lecture Hours 54**

This course is designed to explore methods of assisting family members and others to understand and to cope with the alcohol and drug abuse of alcoholics and addicts. Several family therapy modalities will be explored. The approach will be experiential in format and students will participate in exercises that lead to the development of these skills. (CSU, AVC)

**PSY 108 INTRODUCTION TO PSYCHOLOGICAL AND SOCIAL SERVICES****4 units****Total Course Lecture Hours 54****Total Course Lab Hours 54****Advisory:** Completion of or Concurrent enrollment in PSY 106.

Supervised internship in a human service agency or an alcohol and other drug treatment facility. An overview of the field of human services, including alcohol and other drug treatment. The roles of psychologists, sociologists, social workers, family therapists, social service assistants, and addiction counselors are compared and contrasted, and the issues they deal with are described. Through cooperative efforts of provider agencies, the instructor, and the student, the skills utilized for entry-level employment are observed, practiced, and evaluated under supervision. (CSU, AVC)

**PSY 109 DIRECTED FIELD EXPERIENCE I****5 units****Total Course Lecture Hours 54****Total Course Lab Hours 108****Advisory:** Completion of or Concurrent enrollment in PSY 106.

Supervised internship in a human service agency or an alcohol and other drug treatment facility. The student intern will have an opportunity to observe human service providers working with clients in agency settings. Ethical guidelines for helping professions, developing cultural competence, stages of change, and motivational interviewing as a helping style are discussed. Interns practice interviewing skills for increasing motivation for positive change. (CSU, AVC)

**PSY 110 DIRECTED FIELD EXPERIENCE II****6 Units****Total Course Lecture Hours 54****Total Course Lab Hours 162****Prerequisite:** Completion of or Concurrent enrollment in PSY 106.

Supervised internship in an alcohol and other drug treatment facility. This course emphasizes advanced concepts in chemical dependency. Students refine their skills for the 12 core functions of effective clinical practice and compile a professional portfolio in preparation for the state certifying written exam. This course meets the 45-hour supervised practicum requirement for the California Certification Board of Alcohol and Drug Counselors. (CSU, AVC)

**PSY 200 INTRODUCTION TO RESEARCH METHODS IN PSYCHOLOGY****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of or Concurrent enrollment in PSY 101.**Prerequisite:** Completion of ENGL 101 and MATH 115

This course surveys the various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be examined through a review of research in a variety of the subdisciplines of psychology. (C-ID: PSY 200) (UC, CSU, AVC) (GE: IGETC Area 4I, CSU Area D)

**PSY 201 INTRODUCTION TO PHYSIOLOGICAL PSYCHOLOGY****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion PSY 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. (C-ID: PSY 150) (UC, CSU, AVC) (GE: IGETC Area 4I, CSU Area D9, AVC Area B)

**PSY 212 HUMAN SEXUALITY****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion PSY 101 and ENGL 101.

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. (C-ID: PSY 130) (UC, CSU, AVC) (GE: IGETC Area 4I, CSU Areas D8, D9, E, AVC Areas B, E)

**PSY 230 SOCIAL PSYCHOLOGY****3 Units****Total Course Lecture Hours 54****Advisory:** Eligibility for ENGL 101 or placement by multiple measures.**Prerequisite:** Completion PSY 101 or SOC 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. (C-ID: PSY 170) (UC, CSU, AVC) (GE: IGETC Area 4I, CSU Area D9, AVC Area B)

**PSY 232 THEORIES OF PERSONALITY****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of PSY 101. Eligibility for ENGL 101 or placement by multiple measures.

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. (UC, CSU, AVC) (GE: IGETC Area 4I, CSU Area D9, AVC Area B)

**PSY 233 PERSONAL AND SOCIAL ADJUSTMENT****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of PSY 101.**Prerequisite:** Completion of ENGL 101.

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. (C-ID: PSY 115) (UC, CSU, AVC) (GE: IGETC Area 4I, CSU Area D9, AVC Area B)

**PSY 234 ABNORMAL PSYCHOLOGY****3 Units****Total Course Lecture Hours 54****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. (C-ID: PSY 120) (UC, CSU, AVC) (GE: IGETC Area 4I, CSU Area D9, AVC Area B)

**PSY 235 CHILD PSYCHOLOGY****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of PSY 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. (UC, CSU, AVC) (GE: IGETC Area 4I, CSU Area D9, AVC Area B)

**PSY 236 DEVELOPMENTAL PSYCHOLOGY****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of PSY 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. (C-ID: PSY 180) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, E, AVC Area B)

**PSY 244 INTRODUCTION TO COUNSELING****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of PSY 101.

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)

**PSY 301 ORGRANIZATIONAL BEHAVIORAL PSYCHOLOGY****3 Units****Total Course Lecture Hours 54**

**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course. **Prerequisite:** Completion of PSY 101. This course offers an introduction and broad overview of the psychology of individual and group dynamics in the workplace. This course will examine topics such as organizational culture and structure, teamwork, group dynamics, managing change, conflict theory, motivation, and leadership. Emphasis is placed on applying course concepts to current workplace issues. (AVC)

This course offers an introduction and broad overview of the psychology of individual and group dynamics in the workplace. This course will examine topics such as organizational culture and structure, teamwork, group dynamics, managing change, conflict theory, motivation, and leadership. Emphasis is placed on applying course concepts to current workplace issues. (AVC)



## Department 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, 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.

## Program Learning Outcomes

1. Students will be clinically competent.
2. Students will demonstrate communication skills.
3. Students will develop critical thinking skills.
4. Students will model professionalism.

## Certificate Program

Certificate not applicable.

## Associate Degree

### Radiologic Technology AS

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.

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; 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.

The course of study leads to an Associate in Science Degree in Radiologic Technology. 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 Requirements

### Radiologic Technology AS (Total 110)

#### Complete all of the following:

	Units
BIOL101 - General Biology	3
BIOL101L - General Biology Lab	1
BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4
ENGL101 - College Reading and Composition	3
RADT101 - Introduction to Radiologic Technology	2
RADT102 - Patient Care in Radiology	2
RADT103 - Radiographic Positioning and Procedures I	10
RADT104 - Radiographic Principles I	3
RADT106 - Radiographic Clinic Practicum IA	2
RADT107 - Radiographic Positioning and Procedures II	10
RADT108 - Advanced Principles of Exposure	3
RADT109 - Radiation Physics	3
RADT201 - Radiographic Clinical Practicum III	5
RADT202 - Radiographic Pathology	11
RADT203 - Fluoroscopic Imaging and Radiation Protection	3
RADT204 - Principles and Applications of Cross-Sectional Anatomy in Imaging	2
RADT205 - Radiographic Clinical Practicum IV	2
RADT207 - Advanced Radiographic Procedures	11
RADT208 - Radiographic Certification Preparation	4
RADT210 - Principles of Venipuncture for Radiology	1
CHEM101 - Introductory Chemistry	5
MATH115 - Statistics	4
PSY101 - General Psychology	3
COMM101 - Introduction to Public Speaking	3

#### Recommended Pathway

Prerequisite for Program	Units
BIOL101 - General Biology	3
BIOL101L - General Biology Lab	1
BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4
ENGL101 - College Reading and Composition	3
CHEM101 - Introductory Chemistry	5
MATH115 - Statistics	4
<b>Total</b>	<b>24</b>

#### First Summer

RADT101 - Introduction to Radiologic Technology	2
RADT102 - Patient Care in Radiology	2
PSY101 - General Psychology	3
<b>Total</b>	<b>7</b>

#### First Fall Term

RADT103 - Radiographic Positioning and Procedures I	10
COMM101 - Introduction to Public Speaking	3
RADT104 - Radiographic Principles I	3
<b>Total</b>	<b>16</b>

#### First Intersession

RADT106 - Radiographic Clinic Practicum IA	2
GE requirement Area C	3
<b>Total</b>	<b>5</b>

**First Spring Term**

RADT107 - Radiographic Positioning and Procedures II	10
RADT108 - Advanced Principles of Exposure	3
RADT109 - Radiation Physics	3
<b>Total</b>	<b>16</b>

**Second Summer**

RADT201 - Radiographic Clinical Practicum III	5
<b>Total</b>	<b>5</b>

**Second Fall**

RADT202 - Radiographic Pathology	11
RADT203 - Fluoroscopic Imaging and Radiation Protection	3
RADT204 - Principles and Applications of Cross-Sectional Anatomy in Imaging	2
RADT210 - Principles of Venipuncture for Radiology	1
<b>Total</b>	<b>17</b>

**Term 9**

RADT205 - Radiographic Clinical Practicum IV	2
<b>Total</b>	<b>2</b>

**Second Spring Term**

RADT207 - Advanced Radiographic Procedures	11
RADT208 - Radiographic Certification Preparation	4
GE requirement Area F	3
<b>Total</b>	<b>18</b>
<b>Degree Total</b>	<b>110</b>

<b>Radiologic Technology Courses</b>
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**RADT 101 INTRODUCTION TO RADIOLOGIC TECHNOLOGY****2 Units****Total Course Lecture Hours 36****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****Total Course Lecture Hours 36****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****Total Course Lecture Hours 54****Total Course Lab Hours 378****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 completion of Intermediate Algebra or higher**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****Total Course Lecture Hours 54****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 completion of Intermediate Algebra or higher**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 CLINIC PRACTICUM IA****2 Units****Total Course Lab Hours 108****Limitation on Enrollment:** Formal admission to Radiologic Technology Program.**Prerequisite:** Completion of RADT 103 and RADT 104 with a grade of "C" or better.

This course provides supervised practice in clinical settings to improve skills in basic radiographic procedures. (CSU, AVC)

**RADT 107 RADIOGRAPHIC POSITIONING AND PROCEDURES II****10 units****Total Course Lecture Hours 54****Total Course Lab Hours 378****Limitation on Enrollment:** Formal admission to Radiologic Technology Program.**Prerequisite:** Completion of RADT 103 and RADT 104 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****Total Course Lecture Hours 54****Limitation on Enrollment:** Formal admission to Radiologic Technology Program.**Prerequisite:** Completion of RADT 103 and RADT 104 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****Total Course Lecture Hours 54****Limitation on Enrollment:** Formal admission to Radiologic Technology Program.**Prerequisite:** Completion of RADT 103 and RADT 104 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****9 Units****Total Course Lab Hours 486****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****11 Units****Total Course Lecture Hours 54****Total Course Lab Hours 432****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****Total Course Lecture Hours 54****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*

*Total Course Lecture Hours 36*

**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 205 RADIOGRAPHIC CLINICAL PRACTICUM IV**

*2 Units*

*Total Course Lab Hours 108*

**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.

**Prerequisite:** Completion of RADT 202, RADT 203, RADT 204 and RADT 210

This course provides supervised clinical practice in various clinical settings. Students will have opportunities to perfect positioning skills, image analysis and patient care techniques learned in previous theory courses. (CSU, AVC)

### **RADT 207 ADVANCED RADIOGRAPHIC PROCEDURES**

*11 Units*

*Total Course Lecture Hours 54*

*Total Course Lab Hours 432*

**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*

*Total Course Lecture Hours 72*

**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 Unit*

*Total Course Lecture Hours 18*

**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)



**Department Description**

Reading involves understanding and interpreting written material. Critical reading and thinking skills are crucial for success in college and beyond. Most forms of employment require the ability to read, and people need to be able to evaluate many written materials in all areas of society, both online and in print. Reading improvement courses will help students build their skills and prepare them for other college courses..

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**Certificate Program**

Certificate not applicable.

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**Associate Degree**

Associate degree not available.

<b>Reading Non Credit Course</b>
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**READ 990 CRITICAL READING**

*0 Units*

***Total Course Lecture Hours 36***

READ 990 provides competency and strategy-based instruction for improving reading. It involves work with literal comprehension, introductory inferential comprehension, metacognitive strategies, and vocabulary development in college-level texts. READ 990 is part of the optional College Readiness - Reading and Writing non credit certificate that students may earn. Students will receive "pass" or "no pass" only. (R unlimited)

## Department Description

The Real Estate program includes a salesperson certificate, Broker's certificate, and an associate degree. 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. An individual can meet all of the educational requirements of the Bureau 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 Bureau of Real Estate website.

## 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 19 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.

#### Real Estate Salesperson Cert (Total 19 - 21)

Complete all of the following:

#### Required Courses (Total 16 - 18)

Complete all of the following:

#### Required Courses (Total 10)

Complete all of the following:

MKTG130 - Digital Marketing	3
RE101 - Real Estate Principles	3
RE105 - Real Estate Practices	3
RE180 - Real Estate Capstone	1

#### Required Courses (Total 3 - 4)

Complete the following number of units: 3-4

BUS105 - Business Mathematics	3
MATH140 - Precalculus	4

#### Required Courses (Total 3 - 4)

Complete the following number of units: 3-4

CA103 - Introduction to Computers and Digital Technology	3
CA221 - Computer Concepts & Applications in Business	4

#### Program Electives (Total 3)

Complete the following number of units: 3

RE111 - Real Estate Finance	3
RE121 - Legal Aspects of Real Estate	3
RE131 - Real Estate Appraisal	3
RE141 - Escrow Principles	3
RE161 - Property Management	3

## Recommended Pathway

First Semester	Units
BUS105 - Business Mathematics	3
CA103 - Introduction to Computers and Digital Technology	3
RE105 - Real Estate Practices	3
RE101 - Real Estate Principles	3
<b>Total</b>	<b>12</b>
Second Semester	
MKTG130 - Digital Marketing	3
RE121 - Legal Aspects of Real Estate	3
RE180 - Real Estate Capstone	1
<b>Total</b>	<b>7</b>
<b>Certificate Total</b>	<b>19</b>

### Real Estate Broker

This certificate requires a minimum of 37 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.

#### Program Requirements

#### Real Estate Broker's Cert (Total 37 - 40)

Complete all of the following:

#### Required Courses (Total 31 - 34)

Complete all of the following:

#### Required Courses (Total 3 - 4)

Complete the following number of units: 3-4

ACCT111 - Bookkeeping	3
ACCT201 - Financial Accounting	4

#### Required Courses (Total 3 - 4)

Complete the following number of units: 3-4

BUS105 - Business Mathematics	3
MATH140 - Precalculus	4

#### Required Courses (Total 3 - 4)

Complete the following number of units: 3-4

CA103 - Introduction to Computers and Digital Technology	3
CA221 - Computer Concepts & Applications in Business	4

#### Required Courses (Total 22)

Complete all of the following:

BUS201 - Business Law	3
MKTG130 - Digital Marketing	3
RE101 - Real Estate Principles	3
RE105 - Real Estate Practices	3
RE111 - Real Estate Finance	3
RE121 - Legal Aspects of Real Estate	3
RE131 - Real Estate Appraisal	3
RE180 - Real Estate Capstone	1

#### Program Electives (Total 6)

Complete the following number of units: 6

RE141 - Escrow Principles	3
RE161 - Property Management	3
RE199 - Work Experience Education	3

Recommended Pathway	
<b>Fall Semester</b>	<b>Units</b>
BUS105 - Business Mathematics	3
CA103 - Introduction to Computers and Digital Technology	3
RE101 - Real Estate Principles	3
MKTG130 - Digital Marketing	3
<b>Total 12</b>	
<b>Spring Semester</b>	
RE105 - Real Estate Practices	3
ACCT111 - Bookkeeping	3
RE121 - Legal Aspects of Real Estate	3
RE141 - Escrow Principles	3
<b>Total 12</b>	
<b>Fall Semester</b>	
RE111 - Real Estate Finance	3
RE131 - Real Estate Appraisal	3
Program Elective (recommended RE161)	3
BUS201 - Business Law	3
RE180 - Real Estate Capstone	1
<b>Total 13</b>	
<b>Certificate Total 37</b>	

## Associate Degree

### Real Estate AS

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 and sufficient elective credits to total 60 - 61 units. (See Graduation/Associate Degree Requirements.)

### Program Requirements

#### Real Estate AS (Total 37 - 40)

Complete all of the following:

#### Required Courses (Total 25 - 26)

Complete all of the following:

#### Required Courses (Total 22)

Complete all of the following:

	Units
RE101 - Real Estate Principles	3
RE105 - Real Estate Practices	3
RE111 - Real Estate Finance	3
RE121 - Legal Aspects of Real Estate	3
RE131 - Real Estate Appraisal	3
BUS201 - Business Law	3
MKTG130 - Digital Marketing	3
RE180 - Real Estate Capstone	1

#### Required Course (Total 3 - 4)

Complete the following number of units: 3-4

CA103 - Introduction to Computers and Digital Technology	3
CA221 - Computer Concepts & Applications in Business	4

#### Required Course (Total 3 - 4)

Complete the following number of units: 3-4

ACCT111 - Bookkeeping	3
ACCT201 - Financial Accounting	4

#### Required Course (Total 3 - 4)

Complete the following number of units: 3-4

BUS105 - Business Mathematics	3
MATH140 - Precalculus	4

#### Program Electives (Total 6)

Complete the following number of units: 6

RE141 - Escrow Principles	3
RE161 - Property Management	3
RE199 - Work Experience Education	3

Recommended Pathway	
<b>Fall Semester</b>	<b>Units</b>
RE101 - Real Estate Principles	3
BUS105 - Business Mathematics	3
GE requirement D1 (ENGL101)	3
GE requirement D2	3
GE requirement Area E (recommended HD101)	3
<b>Total 15</b>	
<b>Second Semester</b>	
RE105 - Real Estate Practices	3
GE requirement Area C (recommended COMM112)	3
ACCT111 - Bookkeeping	3
RE121 - Legal Aspects of Real Estate	3
GE requirement Area B (recommended BUS101)	3
<b>Total 15</b>	

#### Third Semester

MKTG130 - Digital Marketing	3
Program Electives (recommended RE141)	3
RE111 - Real Estate Finance	3
RE131 - Real Estate Appraisal	3
General Elective	3
<b>Total 15</b>	

#### Fourth Semester

Program Electives (recommended RE161)	3
GE requirement Area A (recommended BIOL104)	3
RE180 - Real Estate Capstone	1
GE requirement Area F (recommended BUS212)	3
BUS201 - Business Law	3
General Elective	2
<b>Total 15</b>	
<b>Degree Total 60</b>	

## Real Estate Courses

### RE 101 REAL ESTATE PRINCIPLES

3 Units

Total Course Lecture Hours 54

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****Total Course Lecture Hours 54****Advisory:** Completion of RE 101.

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****Total Course Lecture Hours 54****Advisory:** Completion of RE 101.

This is 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. This course 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****Total Course Lecture Hours 54****Advisory:** Completion of RE 101.

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****Total Course Lecture Hours 54****Advisory:** Completion of RE 101.

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****Total Course Lecture Hours 54****Advisory:** Completion of RE 101.

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's license; (2) Real Estate Broker's license. (CSU, AVC)

**RE 161 PROPERTY MANAGEMENT****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of RE 101.

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)

**RE180 REAL ESTATE CAPSTONE****1 Units****Total Course Lecture Hours 18****Prerequisite:** Completion of RE 101 and RE 105

Students who complete this capstone course are revisiting terminology and topics in previous real estate courses to strengthen their understanding and to prepare them for careers in this field. Topics include property ownership and transfer, laws of agency and duties, property valuation, financing, and disclosures and activities. (CSU, AVC)

**RE 199 WORK EXPERIENCE EDUCATION****1-8 units****Total Course Lab Hours 54-432**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have the approval of a work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students with a realistic learning experience through work in the real estate industry. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as employees in various situations and jobs in the real estate field. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the real estate environment. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)



## Department Description

Recreation and Leisure Studies will provide students with the knowledge and skills needed to perform at an entry-level position in private and public agencies in various careers, including event planning, recreational program planning, sport and tournament planning, hospitality, therapeutic recreation, and tourism.

## Program Learning Outcomes

### Recreation and Leisure Studies Certificate

1. Promote the benefits and values of recreation and leisure for personal growth, improving mental and physical health and overall well-being.
2. Demonstrate an understanding of recreation and leadership skills by creating, planning, implementing, and evaluating a recreation activity program for a designated community.
3. Develop effective communication and leadership skills in working in leisure and recreation environments.

## Certificate Program

### Recreation and Leisure Studies Certificate

The Recreation and Leisure Studies certificate will provide students with the knowledge and skills needed to perform at an entry-level position in both private and public agencies in a wide variety of careers which may include event planning, recreational program planning, sport and tournament planning, hospitality, therapeutic recreation and tourism.

### Program Requirements

#### Required Courses (Total 24)

Complete all of the following:	Units
KINT100 - Introduction to Kinesiology	3
KINT114 - Athletic and Fitness Organization and Administration	3
HE100 - First Aid and Emergency Care	3
KINT105 - Active Lifestyles: Personal Wellness and Nutrition	3
KINT115 - Foundation For Fitness And Wellness	3
REC101 - Introduction to Recreation and Leisure	3
REC102 - Recreational Leadership	3
HE101 - Health Education	3

### Recommended Pathway

Term 1	Units
HE101 - Health Education	3
REC101 - Introduction to Recreation and Leisure	3
KINT100 - Introduction to Kinesiology	3
KINT115 - Foundation For Fitness And Wellness	3
<b>Total 12</b>	
Term 2	
KINT114 - Athletic and Fitness Organization and Administration	3
HE100 - First Aid and Emergency Care	3
KINT105 - Active Lifestyles: Personal Wellness and Nutrition	3
REC102 - Recreational Leadership	3
<b>Total 12</b>	
<b>Certificate Total 24</b>	

## Associate Degree

Associate degree not available.

## Recreational Leadership Courses

### REC 101 INTRODUCTION TO RECREATION AND LEISURE

3 Units

*Total Course Lecture Hours 54*

*Advisory:* Eligibility for ENGL 101 or placement by multiple measures.

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

*Total Course Lecture Hours 54*

*Advisory:* : Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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)

The Associates of Science in Respiratory Care program at Antelope Valley College is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com))

Commission on Accreditation for Respiratory Care  
1248 Hardwood Road  
Bedford, TX 76021-4244  
(817) 283-2835

CoARC outcomes data is available at the following link:  
<https://www.coarc.com/students/programmatic-outcome-data/>

## Department Description

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 Respiratory Care Board of California at <http://www.rcb.ca.gov>

## Program Learning Outcomes

### AS Respiratory Care/Therapy

1. 70% of a cohort will successfully complete the program within 2 years from admission.
2. Pass the national credentialing examinations and obtain state license to practice
3. Apply critical thinking and information technology as the foundations for clinical decision making and patient care.
4. Collaborate with the patient, significant others, and members of the health care team to develop a plan of care
5. Practice as a registered respiratory care practitioner within legal, ethical, professional, and regulatory standards of respiratory care practice.

### Bachelor of Science in Respiratory Care

1. Apply knowledge of advanced Respiratory Care concepts and functions in Neonatal, pediatric, adult critical care, and leadership.
2. Draw on multiple sources of analysis, research, and critical thinking to address a problem and construct an applicable project focused on Respiratory Care.
3. Participate as a multidisciplinary team member in patient education and disease management of acute and chronic illnesses.
4. Integrate professional and ethical behavior with enhanced communication skills required for practice within the diverse field of respiratory care.

## Certificate Program

Certificate not applicable.

## Associate Degree

### Respiratory Care/Therapy AS

The respiratory care program serves the community by preparing students for 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 national board examinations 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. After successful completion of the National Board examination, graduates will be eligible for licensure anywhere in the United States.

Respiratory care practitioners work in a wide variety of settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders. The respiratory care practitioner 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 respiratory care practitioner 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.

### Program Requirements

#### Respiratory Care/Therapy AS (Total 73)

**Complete all of the following** **Units**

#### Program Prerequisites (Total 24)

**Complete all of the following**

BIOL101 - General Biology	3
BIOL101L - General Biology Lab	1
BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4
CHEM101 - Introductory Chemistry	5
ENGL101 - College Composition	3
MATH115 - Statistics	4

#### Required Courses (Total 49)

**Complete all of the following**

RCP101 - Fundamentals of Respiratory Care	6
RCP102 - Clinical Preparation for Respiratory Care	1
RCP103 - Concepts in Respiratory Care	6
RCP104 - Respiratory Care Pharmacology	3
RCP105 - Fundamentals of Clinical Respiratory Care	5
RCP201 - Neonatal and Pediatric Respiratory Care	3
RCP202 - Fundamentals of Intensive Respiratory Care	4
RCP203 - Seminar and Practicum in Respiratory Care I	6
RCP204 - Seminar and Practicum in Respiratory Care II	9
PSY101 - General Psychology	3
COMM101 - Introduction to Public Speaking	3

### Recommended Pathway Respiratory Care/Therapy AS

Prior to Program	Units
BIOL 101 - General Biology	3
MATH 115 - Statistics	4
BIOL 101L - General Biology Lab	1
CHEM 101 - Introductory Chemistry	5

BIOL 202 - General Human Physiology	4
BIOL 201 - General Human Anatomy	4
ENGL 101 - College Composition	3
GE requirement area F (recommended SOC105)	3
COMM101 - Introduction to Public Speaking	3
PSY101 - General Psychology	3
GE requirement area C (recommended ENGL102)	3
<b>Total</b>	<b>36</b>

**First Fall In Program**

RCP 101 - Fundamentals of Respiratory Care	6
RCP 102 - Clinical Preparation for Respiratory Care	1
<b>Total</b>	<b>7</b>

**First Spring In Program**

RCP 103 - Concepts in Respiratory Care	6
RCP 104 - Respiratory Care Pharmacology	3
<b>Total</b>	<b>9</b>

**Summer In Program**

RCP 105 - Fundamentals of Clinical Respiratory Care	5
<b>Total</b>	<b>5</b>

**Second Fall In Program**

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>

**Second Spring In Program**

RCP 204 - Seminar and Practicum in Respiratory Care II	9
<b>Total</b>	<b>9</b>
<b>Degree Total</b>	<b>79</b>

**Bachelor Degree****Bachelor of Science Degree Respiratory Care**

The Bachelor of Science Degree Program in Respiratory Care allows graduates of Associate in Science (A.S.) Degree in Respiratory Care programs and licensed Respiratory Care Practitioners (RCP) a pathway to complete their four-year degree without having to transfer to a four-year college or university. The curriculum provides an advanced scope of practice education with an emphasis on advanced cardiopulmonary pathophysiology, advanced respiratory case management, advanced respiratory neonatal/pediatrics, health education in respiratory care, research methodology, quantitative principles, respiratory care sleep medicine, and respiratory care leadership and management. Increasingly, Respiratory Care Practitioners hold responsibilities formerly conducted by physicians requiring a greater level of critical thinking and analytical skills.

Completion of a minimum of 120 semester units including upper and lower-division general education coursework in alignment with the California State University General Education (CSU-GE) breadth requirements or Intersegmental General Education Transfer Curriculum (IGETC) requirements and major semester units in Respiratory Care. Completion of lower-division major coursework (or equivalent) to Antelope Valley College's accredited A.S. Degree in Respiratory Care: (43 units). Completion of upper-division major coursework in respiratory care (28 units).

**Program Requirements****Bachelor of Science in Respiratory Care (Total 120)****Complete all of the following** **Units****Program Prerequisites (Total 79)****Complete all of the following**

RCP101 - Fundamentals of Respiratory Care	6
RCP102 - Clinical Preparation for Respiratory Care	1
RCP103 - Concepts in Respiratory Care	6
RCP104 - Respiratory Care Pharmacology	3
RCP105 - Fundamentals of Clinical Respiratory Care	5
RCP201 - Neonatal and Pediatric Respiratory Care	3
RCP202 - Fundamentals of Intensive Respiratory Care	4
RCP203 - Seminar and Practicum in Respiratory Care I	6
RCP204 - Seminar and Practicum in Respiratory Care II	9
BIOL101 - General Biology	3
BIOL101L - General Biology Lab	1
BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4
CHEM101 - Introductory Chemistry	5
ENGL101 - College Reading and Composition	3
MATH115 - Statistics	4
PSY101 - General Psychology	3
COMM101 - Introduction to Public Speaking	3
CSU GE Area F Ethnic Studies	3
CSU GE Area C-2 Humanities	3

**Required Courses (Total 41)****Complete all of the following**

RCP301 - Advanced Cardiopulmonary Respiratory Care	3
RCP302 - Sleep Medicine and Respiratory Care	3
RCP303 - Advanced Respiratory Case Management	3
RCP304 - Principles of Health Education	3
RCP305 - Health Care Research Design and Methodology	3
RCP306 - Respiratory Care Leadership and Management I	3
RCP401 - Respiratory Care Leadership and Management II	3
RCP402 - Advanced Neonatal and Pediatric Respiratory Care	3
RCP403 - Respiratory Care Capstone Project 4	4
PSY301 - Organizational Behavioral Psychology	3
BIOL304 - A Survey of Emerging and Remerging Infectious Diseases	3
PHIL300 - Bioethics	4
ENGL315 - Applied Technical Writing	3

**Recommended Pathway**

<b>Program Prerequisites</b>	<b>Units</b>
RCP101 - Fundamentals of Respiratory Care	6
RCP102 - Clinical Preparation for Respiratory Care	1
RCP103 - Concepts in Respiratory Care	6
RCP104 - Respiratory Care Pharmacology	3
RCP105 - Fundamentals of Clinical Respiratory Care	5
RCP201 - Neonatal and Pediatric Respiratory Care	3
RCP202 - Fundamentals of Intensive Respiratory Care	4
RCP203 - Seminar and Practicum in Respiratory Care I	6
RCP204 - Seminar and Practicum in Respiratory Care II	9
BIOL101 - General Biology	3
BIOL101L - General Biology Lab	1
BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4

CHEM101 - Introductory Chemistry	5
ENGL101 - College Reading and Composition	3
MATH115 - Statistics	4
PSY101 - General Psychology	3
COMM101 - Introduction to Public Speaking	3
CSU GE Area F Ethnic Studies	3
CSU GE Area C-2 Humanities	3
<b>Total</b>	<b>79</b>

**Term 1 Fall**

RCP301 - Advanced Cardiopulmonary Respiratory Care	3
PSY301 - Organizational Behavioral Psychology	3
RCP302 - Sleep Medicine and Respiratory Care	3
RCP303 - Advanced Respiratory Case Management	3
<b>Total</b>	<b>12</b>

**Term 2 Intercession**

ENGL315 - Applied Technical Writing	3
<b>Total</b>	<b>3</b>

**Term 3 Spring**

PHIL300 - Bioethics	4
RCP304 - Principles of Health Education	3
RCP305 - Health Care Research Design and Methodology	3
RCP306 - Respiratory Care Leadership and Management I	3
<b>Total</b>	<b>13</b>

**Term 4 Summer**

RCP401 - Respiratory Care Leadership and Management II	3
<b>Total</b>	<b>3</b>

**Term 5 Fall**

RCP402 - Advanced Neonatal and Pediatric Respiratory Care	3
BIOL304 - A Survey of Emerging and Remerging Infectious Diseases	3
RCP403 - Respiratory Care Capstone Project 4	4
<b>Total</b>	<b>10</b>

**Degree Total 120**

<b>Respiratory Care Courses</b>
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**RCP 101 FUNDAMENTALS OF RESPIRATORY CARE****6 Units****Total Course Lecture Hours 90****Total Course Lab Hours 54****Limitation on Enrollment:** Formal admission to the Respiratory Care/Therapy Program.

**Prerequisite:** Completion of BIOL 101 with a grade of "C" or better. Completion of BIOL 201 with a grade of "C" or better. Completion of BIOL 202 with a grade of "C" or better. Completion of CHEM 101 with a grade of "C" or better. Completion of Math 115 with a grade of "C" or better. Completion of ENGL 101 with a grade of "C" or better.

**Corequisite:** Concurrent enrollment in RCP 102.

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****1 Unit****Total Course Lecture Hours 18****Total Course Lab Hours 9****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****6 Units****Total Course Lecture Hours 72****Total Course Lab Hours 108****Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Prerequisite:** Completion of RCP 101 with a grade of "C" or better. Completion of RCP 102 with a grade of "C" or better. Completion of BIOL 201 with a grade of "C" or better. Completion of BIOL 202 with a grade of "C" or better. Completion of ENGL 101 with a grade of "C" or better. Completion of Math 115 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****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** Formal admission to the Respiratory Care program.

**Prerequisite:** Completion of RCP 101 with a grade of "C" or better. Completion of RCP 102 with a grade of "C" or better. Completion of BIOL 201 with a grade of "C" or better. Completion of BIOL 202 with a grade of "C" or better. Completion of ENGL 101 with a grade of "C" or better. Completion of Math 115 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****5 Units****Total Course Lecture Hours 36****Total Course Lab Hours 162****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****3 Units****Total Course Lecture Hours 54****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****4 Units****Total Course Lecture Hours 36****Total Course Lab Hours 108****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****6 Units****Total Course Lecture Hours 36****Total Course Lab Hours 216****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****9 Units****Total Course Lecture Hours 36****Total Course Lab Hours 378****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 post-graduate credentialing examination will be included in the course. (AVC)

**RCP 301 ADVANCED CARDIOPULMONARY RESPIRATORY CARE****3 Units****Total Course Lecture Hours 54****Limitations on Enrollment:** Complete lower division Respiratory Care coursework from a CoARC accredited program. Complete a minimum of 30 CSU GE Breadth or IGETC (CSU or UC) lower division GE units from a regionally accredited program (or equivalent). Be a licensed RRT or licensure eligible.

Provides an analytical framework through which students will expand their knowledge of respiratory diseases, diagnostic procedures, and symptom management. Includes detailed assessment of cardiopulmonary and neuro respiratory diseases, the performance of diagnostic testing, medical interventions, and analysis of treatment benefits. (AVC)

**RCP 302 SLEEP MEDICINE AND RESPIRATORY CARE****3 Units****Total Course Lecture Hours 54****Limitations on Enrollment:** Formal admission to the Bachelor of Science in Respiratory Care Program

Prepares students to apply polysomnography to diagnose sleep disorders. Students will gain knowledge and skills related to the normal development of sleep patterns and demonstrate the ability to identify specific sleep disorders as well as score sleep stages and respiratory patterns. Emphasis is placed on pediatric and adult assessment, monitoring, and sleep disorders. (AVC)

## RCP 303 ADVANCED RESPIRATORY CASE MANAGEMENT

**3 Units**

**Total Course Lecture Hours 54**

**Limitations on Enrollment:** Admission to the Bachelor of Science in Respiratory Care Program.

Applied case management in Respiratory Care highlighting facilitation, integration, coordination and transition of patients through the continuum of care. Students effectively apply strategies for collaboration between the case manager, the client, the payer and appropriate service personnel, in order to optimize the outcome while maintaining client privacy and confidentiality, health, and safety through advocacy and adherence to ethical, legal, accreditation, certification and regulator standards or guidelines. (AVC)

## RCP 304 PRINCIPLES OF HEALTH EDUCATION

**3 Units**

**Total Course Lecture Hours 54**

**Limitations on Enrollment:** Admission to the Bachelor of Science in Respiratory Care Program.

Provides an analytical framework to teach adult learning theory and prepare the student to teach effectively in healthcare and classroom settings. Topics include learning styles, curriculum development, effective teaching techniques, and assessment of learning. (AVC)

## RCP 305 HEALTH CARE RESEARCH DESIGN AND METHODOLOGY

**3 Units**

**Total Course Lecture Hours 54**

**Limitations on Enrollment:** Admission to the Bachelor of Science in Respiratory Care program.

**Prerequisite:** Completion of, or concurrent enrollment in MATH 115.

Analysis of research design and methodology in health care and health sciences. Emphasis will include research evaluation and interpretation of results, design methodology, the planning and approval process, data collection and analysis, and communication and presentation of the results. (AVC)

## RCP 306 RESPIRATORY CARE LEADERSHIP AND MANAGEMENT I

**3 Units**

**Total Course Lecture Hours 54**

**Limitations on Enrollment:** Admission to the Bachelor of Science in Respiratory Care Program.

Leadership and management theories in effective practices in the healthcare setting. Focuses on introducing roles and responsibilities of a leader and manager. Emphasis is placed on development of skills in leadership, communication, and critical thinking that facilitates positive change, and growth within the Respiratory Care profession. Specific attention is focused on the role of the transformational leader in assuring value, efficiency, and continuous quality improvement. (AVC)

## RCP 401 RESPIRATORY CARE LEADERSHIP AND MANAGEMENT II

**3 Units**

**Total Course Lecture Hours 54**

**Limitations on Enrollment:** Admission to the Bachelor of Science in Respiratory Care Program.

**Prerequisite:** Completion of RCP 306 with a C or better.

Application of advanced level of skills learned in Respiratory Care Leadership and Management I through a case based model approach in various aspects of providing respiratory health care management. Students will identify and apply strategic models to analyze problems, formulate solutions, and make sound decisions. (AVC)

## RCP 402 ADVANCED NEONATAL AND PEDIATRIC RESPIRATORY CARE

**3 Units**

**Total Course Lecture Hours 54**

**Limitations on Enrollment:** Admission to the Bachelor of Science in Respiratory Care Program.

Advanced concepts of neonatal and pediatric respiratory care. Emphasis placed on neonatal and pediatric: Anatomy, cardiopulmonary disease, pathophysiology, high risk procedures, transport, inter-professional collaboration and communication, professionalism, evidence-based medicine, quality assurance and the advanced therapeutic needs of children. Students will demonstrate competence in assessment skills, formulation of patient care plans and application of specific respiratory care modalities for neonatal and pediatric patients. (AVC)

## RCP 403 RESPIRATORY CARE CAPSTONE PROJECT 4

**4 Units**

**Total Course Lecture Hours 72**

**Limitations on Enrollment:** Admission to the Bachelor of Science in Respiratory Care Program.

**Prerequisite:** Completion of RCP 305, RCP 306 and RCP 401 with a C or better.

Capstone course in Respiratory Care focuses in areas of advanced cardiopulmonary respiratory care, leadership and management, case management, research, education, or other special areas of interest. Students will identify and complete a project applying knowledge and skills learned in the program. Projects will be developed in collaboration with faculty and community members and are aligned with student areas of interest. (AVC)

**Biology Course****BIOL 304 A SURVEY OF EMERGING AND REMERGING INFECTIOUS DISEASES****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.**Prerequisite:** Completion of ENGL 101.

This is an upper division General Education course, covering a survey of selected emerging and re-emerging infectious diseases, addressing the Biological, Historical, Sociological, Geographical, and Epidemiological factors that have had an impact on the human populations worldwide throughout history. The content will cover the basic concepts of infectious disease agents (Viruses, Prions, Bacteria, Protozoa, and Helminths), human biology, and the Public Health measures used to identify, treat, and prevent these diseases. Also covered are the various human factors that have influenced the trends of these diseases, including historical events, Geopolitics, and cultural and Sociological changes affecting human populations. (AVC)

**English Course****ENGL 315 APPLIED TECHNICAL WRITING****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.**Prerequisite:** Completion of ENGL 115.

Building on skills learned in the lower division technical writing course, this course provides extended, guided practice and instruction in understanding and writing for multiple audiences and multiple purposes in a technical environment. Students will develop skills in language choice as an aid to clarity, and students will learn principles of document design in both digital and conventional communication situations. Students will learn advanced research techniques and strategies while working on extended writing projects. Learning to work on multi-staged, collaborative projects will be central to this course. (AVC)

**Philosophy Course****PHIL 300 BIOETHICS****4 Units****Total Course Lecture Hours 72****Limitations on Enrollment:** Enrollment is limited to students accepted into the Respiratory Care Baccalaureate Degree Program.

This advanced-level course, mandatory for students in the Bachelor of Science in Respiratory Care program, dives into the utilization of ethical theories and moral judgment in resolving dilemmas within healthcare settings. The curriculum emphasizes enhancing self-awareness, honing critical thinking skills, and refining the ability to express thoughtful, well-argued positions both verbally and in writing. Course topics span across the Hippocratic tradition, virtues of healthcare professionals, balance between paternalism and patient autonomy, informed consent, confidentiality, genetic and reproductive ethics, perspectives on disability, end-of-life care, considerations surrounding seriously ill newborns and medical errors, discussions on medical futility versus technological advancements, the value and sanctity of life, and ethical aspects of healthcare resource allocation. (CSU, AVC)

**Psychology Course****PSY 301 ORGANIZATIONAL BEHAVIORAL PSYCHOLOGY****3 Units****Total Course Lecture Hours 54****Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.**Prerequisite:** Completion of PSY 101.

This course offers an introduction and broad overview of the psychology of individual and group dynamics in the workplace. This course will examine topics such as organizational culture and structure, teamwork, group dynamics, managing change, conflict theory, motivation, and leadership. Emphasis is placed on applying course concepts to current workplace issues. (AVC)

Department Description

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.

Survey courses focus on basic sociological theory and analytic techniques. There are also substantive courses in marriage and the family, and social problems.

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.

Program Learning Outcomes

Associate in Arts in Sociology for Transfer

- 1. Define sociology, social structure, social stratification, race, ethnicity, gender, globalization, socialization, ethnocentrism, relativism, racism, sexism, and ageism.
- 2. Discuss and identify the social maintenance functions and dysfunctions of social inequality, global stratification, boundary maintenance systems, and the social construction of identity and group solidarity.
- 3. Compare and contrast the major theoretical perspectives of sociology, and identify the unique features of sociological analysis.
- 4. Interpret sociological research of both qualitative and quantitative empirical studies and demonstrate familiarity with the variety of sociological research methods and designs.

Certificate Program

Certificate not applicable.

Associate Degree

Associate in Arts in Sociology for Transfer

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) offers students a fundamental understanding of the field of Sociology and its various sub-fields, including social research methods, demographics, criminology, ethnic relations, family relations, the study of social problems, and the impact of drug policy on society. Additionally, students will gain knowledge through the application of the sociological perspective to their personal lives and contemporary social issues.

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) degree meets the requirements of Senate Bill 1440 for Associate in Arts Degrees for Transfer (AA-T). These degrees are intended to make it easier for students to transfer to a California State University (CSU) to complete their undergraduate degree in the designated discipline. Specifically, a student who completes an AA-T degree will be guaranteed admission to a CSU with junior status. However, CSU admission does not guarantee admission to a specific major or to a specific campus. The CSU shall grant such a student priority admission to

a local CSU campus and into a program or major that is similar to the one the student obtain his or her AA-T degree in, or to an area of emphasis determined by the CSU campus. Although the AA-T degree is specifically designed to ease transfer to a CSU, it does not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Sociology for Transfer degree (AA-T in Sociology) a student must complete the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

- (2) Obtainment of a minimum grade point average of 2 .

ADTs also require that students must earn a “C” (or "P") or better in all courses required for the major or area of emphasis.

Program Requirements

Sociology AA-T (Total 19)

Complete all of the following Units

Required Courses (Total 6)

Complete the following number of credits: 6

SOC101 - Introduction to Sociology	3
SOC112 - American Social Issues: Problems and Challenges	3

Required Courses - choose one (Total 4)

Complete the following number of credits: 4

MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4

List A (Total 6)

Complete the following number of credits: 6

AJ206 - Criminology	3
SOC200 - Research Methods for the Social Sciences	3
SOC110 - Ethnic Relations	3
SOC116 - Sociology of Gender and Sexuality	3
SOC115 - Modern Relationships and Family Life	3
PSY230 - Social Psychology	3

List B (Total 3)

Complete the following number of credits: 3

OR any course not already used from List A

SOC105 - The Mexican American in Contemporary Society	3
SOC111 - Issues and Concepts in Aging	3
SOC120 - Drugs, Society and Human Behavior	3



Recommended Pathway RPS for CSU	
<b>Term 1</b>	<b>Units</b>
MATH 115 - Statistics	4
SOC 101 - Introduction to Sociology	3
CSU GE A2 (ENGL101)	3
CSU GE E	3
General Elective	2
	<b>Total 15</b>
<b>Term 2</b>	
SOC 112 - American Social Issues: Problems and Challenges	3
CSU GE D (recommended POLS101)	3
CSU GE A1 (COMM101)	3
CSU GE C1	3
General Elective	3
	<b>Total 15</b>
<b>Term 3</b>	
List A (see list)	3
List A (see list)	3
CSU GE A3	3
CSU GE B1 (recommended ASTR101)	3
CSU GE B3 (recommended ASTR101L)	1
CSU GE C2	3
	<b>Total 16</b>
<b>Term 4</b>	
List B (see list)	3
CSU GE B2	3
CSU GE F	3
CSU GE C2 (recommended SPAN101)	5
	<b>Total 14</b>
	<b>Degree Total 60</b>

## Sociology Courses

### SOC 101 INTRODUCTION TO SOCIOLOGY

**3 Units**

**Total Course Lecture Hours 54**

This course will introduce students to the basic concepts of the discipline of sociology, and the theoretical approaches and methods of sociology. Topics will include the analysis and explanation of social structure, group dynamics, socialization, culture, the construction of self and group identity, social stratification, diversity, social change, global dynamics and globalization. Course objectives include the ability to apply sociological ideas to everyday human behavior and the appreciation of societal problem. (C-ID: SOCI 110) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

### SOC 101H INTRODUCTION TO SOCIOLOGY - HONORS

**3 Units**

**Total Course Lecture Hours 54**

**Advisory:** Eligibility in ENGL 101 or placement by multiple measures.

This honors course, intended for the students of the HONORS TRANSFER PROGRAM, is an introductory course that will introduce students to the basic concepts of the discipline of sociology, and the theoretical approaches and methods of sociology. Topics will include the analysis and explanation of social structure, group dynamics, socialization, culture, the construction of self and group identity, social stratification, diversity, social change, global dynamics and globalization. Course objectives include the ability to apply sociological ideas to everyday human behavior and the appreciation of societal problem. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either SOC 101 Introduction to Sociology or SOC 101H Introduction to Sociology - Honors. Duplicate credit will not be awarded.

### SOC 105 THE MEXICAN AMERICAN IN CONTEMPORARY SOCIETY

**3 Units**

**Total Course Lecture Hours 54**

**Advisory:** Completion of SOC 101

This course provides a broad social and historical study of the major characteristics of the second largest minority in the United States and the largest in the Southwest. Attention will be given to the ethnic, 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. (UC, CSU, AVC) (GE: IGETC Areas 4, CSU Area D, AVC Area B)

### SOC 110 ETHNIC RELATIONS

**3 Units**

**Total Course Lecture Hours 54**

**Advisory:** Completion of SOC 101.

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. (C-ID: SOCI 150) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B, F)

**SOC 111 ISSUES AND CONCEPTS IN AGING****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of SOC 101.

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, interpersonal and intergenerational relations. The course includes examination of theories explaining psychological and sociological adjustment to aging, as well as issues concerning death and dying. (UC, CSU, AVC) (GE: IGETC Areas 4J, CSU Area D0, E, AVC Area B, E)

**SOC 112 AMERICAN SOCIAL ISSUES: PROBLEMS AND CHALLENGES****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of SOC 101.

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. (C-ID: SOCI 115) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, AVC Area B)

**SOC 115 MARRIAGE AND FAMILY LIFE****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of SOC 101.

This course provides a study of the American family, both past and present from a sociological perspective. Included are the psychological, historical, economic, ethical, and legal aspects of courtship, marriage, child-rearing, and family life. The character of ethnic influence on the form and function of families will be emphasized. (C-ID: SOCI 130) (UC, CSU, AVC) (GE: IGETC Area 4J, CSU Area D0, AVC Area B)

**SOC 116 SOCIOLOGY OF GENDER AND SEXUALITY****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of SOC 101.

Sociology of Gender and Sexuality is the balanced study of the historical, political, and sociological components of gender relations in the United States; including a comparison and contrast of gender relations in other countries and the effect that this has had in regard to globalization. This course will examine the masculine, the feminine and third gender in detail utilizing sociological theory and perspectives, concepts and key terminology. The basic tools of sociological theory and analysis will be presented to increase students' understanding of the topic. (C-ID: SOCI 140) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Areas D, E, AVC Area B, E, F)

**SOC 120 DRUGS, SOCIETY AND HUMAN BEHAVIOR****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of SOC 101.

This course offers an overview of the historical and contemporary role of alcohol and other drugs in our society, with an emphasis on patterns of drug use and abuse. Course content includes a discussion of both legal and illegal drugs, research in support of theories of drug abuse and prevention, a detailed discussion of the major pharmacological classes of drugs, the connection between drug use, crime and violence, and a thorough comparison of models of drug treatment. A field trip to a recovery or rehabilitation program is an important component of this class. (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D, E, AVC Area B)

**SOC 200 RESEARCH METHODS FOR THE SOCIAL SCIENCES****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of MATH 115 and 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 human and non-human subjects as well as an overview of computer applications frequently used in social science data analysis. (C-ID: SOCI 120) (UC, CSU, AVC) (GE: IGETC Area 4, CSU Area D)

## Department Description

Spanish language studies broaden communicative skills, increase transfer options to four-year universities with foreign language requirements, and offer the ability to communicate effectively in a second language. Spanish studies further provide an understanding of the richness of Peninsular and Latin American cultural variety, while fostering an appreciation for a heritage that is also part of the larger United States culture. Professionally, it opens new job opportunities and offers salary increments in certain occupations.

In addition to classroom instruction, students engage with literature, music, videos, film, and computer programs, as well as potential cultural field trips.

## Program Learning Outcomes

### Associate in Arts in Spanish for Transfer

1. Employ with increasing mastery the use of grammatical structures, in oral and written form, with an increasing ability to communicate at an Intermediate Mid-level to Intermediate-High level.
2. Compare and contrast, in Spanish, important socio-political, historical and cultural differences between the country/ countries where Spanish is spoken and the United States.
3. Evaluate authentic texts at an Intermediate-Mid to an Intermediate-High level; analyze excerpts of Hispanic literary work using terminology such as authors' use of character, setting, description, and imagery.

## Associate Degree

### Associate in Arts in Spanish for Transfer

The knowledge and skills offered in the Associate in Arts in Spanish for Transfer (AA-T in Spanish) degree will allow students to develop a foundational understanding in the study of Spanish including grammar, composition, oral expression, culture and literary analysis. In addition, these skills will provide tools for analysis of and investigation into local, national and global topics within the discipline.

The Associate in Arts in Spanish for Transfer (AA-T in Spanish) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Spanish for Transfer (AA-T in Spanish) degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADT's also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

### Program Requirements

#### Spanish AA-T (Total 23)

##### Complete all of the following

Units

#### Required Courses (Total 20)

##### Complete all of the following

#### Required Courses (Total 10)

##### Complete all of the following

SPAN101 - Elementary Spanish 1 5

SPAN102 - Elementary Spanish 2 5

#### Required Courses - Choose one (Total 5)

##### Complete the following number of credits: 5

SPAN201 - Intermediate Spanish 1 OR 5

SPAN110SS - Spanish for Heritage Speakers I 5

#### Required Courses - Choose one (Total 5)

##### Complete the following number of credits: 5

SPAN202 - Intermediate Spanish 2 OR 5

SPAN210SS - Spanish for Heritage Speakers II 5

**Substitution courses: If a student places out of any required course(s) and is not awarded units for those courses, the student will need to take additional units to compensate for the course/unit(s) (Total 0)**

##### Complete the following number of credits: 0

ENGL256 - Latinx Literature 3

FREN101 - Elementary French 1 5

FREN102 - Elementary French 2 5

HIST115 - Cultural History of Mexico 3

HIST119 - History of Latin America and the Caribbean 3

SOC105 - The Mexican American in Contemporary Society 3

SPAN220SS - Composition and Conversation 5

### Required Elective A (Total 3)

#### Complete all of the following

SPAN203 - Introduction to Hispanic Literature 3

### Recommended Pathway

#### Heritage Learners' Track

#### Term 1

SPAN 110SS - Spanish for Heritage Speakers I 5

CSU GE A2 (ENGL101) 3

CSU GE B4 (recommended MATH115) 4

CSU GE A1 (COMM101) 3

**Total 15**

#### Term 2

SPAN 210SS - Spanish for Heritage Speakers II 5

CSU GE B1/B3 4

CSU GE D (recommended SOC105) 3

CSU GE A3 (recommended ENGL102) 3

**Total 15**

**Term 3**

SPAN 220SS - Composition and Conversation	5
CSU GE B2/B3	4
CSU GE E (recommended COMM219)	3
CSU GE F	3
<b>Total</b>	<b>15</b>

**Term 4**

Required Elective A (SPAN 203)	3
CSU GE C1 (recommended HIST115)	3
CSU GE D (recommended HIST119)	3
General Elective	3
General Elective	3
<b>Total</b>	<b>15</b>

**Degree Total 60**

<p align="center"><b>Recommended Pathway</b>  <b>Spanish as a Second Language Track</b></p>
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<b>Summer Term</b>	<b>Units</b>
SPAN 101 - Elementary Spanish 1	5
<b>Total</b>	<b>5</b>

**Term 1**

SPAN 102 - Elementary Spanish 2	5
CSU GE A2 (ENGL101)	3
CSU GE B4 (recommended MATH115)	4
<b>Total</b>	<b>12</b>

**Term 2**

SPAN 201 - Intermediate Spanish 1	5
CSU GE B1/B3	4
CSU GE D (recommended SOC105)	3
CSU GE A3 (recommended ENGL102)	3
<b>Total</b>	<b>15</b>

**Term 3**

SPAN 202 - Intermediate Spanish II	5
CSU GE A1 (COMM101)	3
CSU GE D (recommended HIST119)	3
CSU GE B2	3
<b>Total</b>	<b>14</b>

**Term 4**

CSU GE D (recommended HIST119)	3
SPAN 203 - Introduction to Hispanic Literature	3
CSU GE C1 (recommended HIST115)	3
CSU GE E	3
General Elective	2
<b>Total</b>	<b>14</b>

**Degree Total 60**

<p align="center"><b>Spanish Courses</b></p>
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**SPAN 101 ELEMENTARY SPANISH 1****5 Units****Total Course Lecture Hours 90**

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. (C-ID: SPAN 100) (CSU, UC, AVC)

**SPAN 102 ELEMENTARY SPANISH 2****5 Units****Total Course Lecture Hours 90****Prerequisite:** Completion of SPAN 101.

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. (C-ID: SPAN 110) (CSU, UC, AVC)

**SPAN 110SS SPANISH FOR HERITAGE SPEAKERS I****5 Units****Total Course Lecture Hours 90****Advisory:** Completion of SPAN 102 or the ability to communicate in Spanish.

This course is designed for heritage speakers of Spanish or other linguistically qualified students. This course will develop understanding, speaking, reading, and writing in Spanish. Heritage speakers will further develop the spoken language they have already learned, and acquire more knowledge about their language and cultural heritage. Students will also enhance their reading and writing skills using academic Spanish vocabulary, and develop their critical thinking skills by reading, analyzing, and critiquing different literary pieces, and historical and current events. This course will be conducted entirely in Spanish. Note: Students must be native speakers or heritage language speakers. A native speaker or heritage speaker is someone who was born in a Spanish speaking country and/or speaks Spanish at home. A heritage language speaker may also be an individual who has learned Spanish in a non-academic setting. (C-ID: SPAN 220) (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)



**SPAN 201 INTERMEDIATE SPANISH I****5 Units****Total Course Lecture Hours 90****Prerequisite:** Completion of SPAN 102 or SPAN 210SS.

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. (C-ID: SPAN 200) (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

**SPAN 202 INTERMEDIATE SPANISH 2****5 Units****Total Course Lecture Hours 90****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. (C-ID: SPAN 210) (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

**SPAN 203 INTRODUCTION TO HISPANIC LITERATURE****3 Units****Total Course Lecture Hours 54****Prerequisite:** Completion of or concurrent enrollment in SPAN 202 or SPAN 210SS.

Reading and discussion of literary texts. Course includes advanced vocabulary building, essay writing and critical analysis of literature. The course will be conducted entirely in Spanish. (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

**SPAN 210SS SPANISH FOR HERITAGE SPEAKERS II****5 Units****Total Course Lecture Hours 90****Prerequisite:** Completion of SPAN 110SS or SPAN 201.

This course continues the work of SPAN 110SS on developing understanding, speaking, reading, and writing in Spanish. Students will also continue enhancing their reading and writing skills using academic Spanish vocabulary and develop their critical thinking skills by reading, analyzing, and critiquing different literary pieces, historical and current events. It offers heritage speakers a more in-depth study of their language and cultural heritage and opportunities to further develop and enhance the spoken language acquired in SPAN 110SS. The course will be conducted entirely in Spanish. Note: Students must be native speakers or heritage language speaker. A native speaker or heritage speaker is someone who was born in a Spanish speaking country and/or speaks Spanish at home. A heritage language speaker may also be an individual who has learned Spanish in a non-academic setting. (C-ID: SPAN 230) (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

**SPAN 220SS COMPOSITION AND CONVERSATION****5 Units****Total Course Lecture Hours 90****Prerequisite:** Completion of SPAN 210SS or SPAN 202.

This course continues to develop Spanish language proficiency after SPAN 210SS and focuses on text analysis, general academic writing, and the refining of formal modes of presentation and the sustained study of grammar and vocabulary with emphasis on complex structures. It is intended for heritage speakers of Spanish or other linguistically qualified students who wish to increase their oral and writing skills in the context of themes, topics, and the literary and cultural production of the US Hispanic population. This course familiarizes students with authentic texts written in different styles to provide a platform from which to practice the presentational modes of writing, such as description, narration, exposition, and argumentation. (UC, CSU, AVC) (GE: IGETC Areas 3B, 6A, CSU Area C2, AVC Area C)

## Department Description

Theatre is a performance art, and classes in the Theatre Arts Program are production oriented with many opportunities for students and community members to participate in public performances of shows. Departmental productions are integrated into all course studies and are used as practical examples of the theory and practice covered in each course. A full range of courses are offered allowing the student to gain a broad-based background in all aspects of theatre, including students planning to transfer to a four-year institution, students seeking fulfillment of general education requirements, and students wishing to broaden their vision as artists.

## Program Learning Outcomes

### Associate in Arts in Theatre Arts for Transfer

1. Students will develop an understanding and analysis of theatre concepts, elements, application, and terminology.
2. Students will collaborate with others in the performance and/or production(s) of theatrical works.
3. Students will apply critical thinking skills by researching, analyzing, and interpreting theatrical literature and fundamentals of theatre arts.

## Associate Degree

### Associate in Arts in Theatre Arts for Transfer

The Associate in Arts in Theatre Arts for Transfer (AA-T in Theatre Arts) is designed to provide students with the lower-division major preparation for transfer to a four-year university with a major in theatre arts. AVC's AA-T in Theatre Arts program enriches students' aesthetic and intellectual proficiency and builds a solid foundation in the practical, artistic, and historical elements of theatre.

AVC's Theatre Arts offers a comprehensive program providing students with quality academic training which is reinforced with hands-on experience in live performances at our state-of-the-art space and Black Box Theatre venue. Theatre Arts provides a multidisciplinary approach to the study of theatre with an emphasis that includes, but not limited to, acting, directing, scenery, costuming, lighting, history, and script analysis.

Career opportunities for theatre professionals are diverse and serve people at all stages of life. Some examples include live theatrical presentations and performances; recorded mediums (including: film, television, radio, video, computer games); large public events and conventions: recreation (including amusement parks and attractions); and arts and education programming in both the private and public sectors.

The Associate in Arts in Theatre Arts for Transfer (AA-T in Theatre Arts) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn an Associate in Arts in Theatre Arts for Transfer (AA-T

in English) degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education---Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADT's also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

### Program Requirements

#### Theatre Arts AA-T (Total 18)

Complete the following number of credits: 18

Required Core (Total 9)	Units
<b>Complete the following number of credits: 9</b>	
<b>CHOOSE THA 101 INTRODUCTION TO THEATRE OR THA 111 THEATRE HISTORY I</b>	
THA101 - Introduction to Theatre OR THA111 - Theatre History I	3
and	
THA110 - Fundamentals of Acting	3
<b>[SELECT 3 UNITS MAXIMUM FROM THE LISTS BELOW]</b>	
<b>REHEARSAL AND PERFORMANCE:</b>	
THA115A - Rehearsal and Performance: Drama	1
THA115B - Rehearsal & Performance: Drama	2
THA116A - Rehearsal and Performance: Comedy	1
THA116B - Rehearsal&Performance: Comedy	2
THA117A - Rehearsal and Performance: Musical Theatre	1
THA117B - Rehearsal and Performance: Musical Theatre	2
THA118A - Rehearsal and Performance: Theatre for Young Audiences	1
THA118B - Rehearsal and Performance: Theatre for Young Audiences	2
THA119A - Rehearsal and Performance: New Works, One Acts, or Small Venue Performance	1
THA119B - Rehearsal and Performance: New Works, One Acts, or Small Venue Performance	2
<b>TECHNICAL THEATRE PRODUCTION</b>	
THA121A - Technical Theatre Production	1
THA121B - Technical Theatre Production	2

### Required Electives List A: Select three (9 units) (Total 9)

Complete the following number of credits: 9

THA102 - Introduction to Stagecraft	3
THA103 - Introduction to Stage Lighting	3
THA104 - Introduction to Stage Costume	3

**CHOOSE EITHER THA 125 INTERMEDIATE ACTING WORKSHOP OR THA 215 ACTING FOR THE CAMERA**

THA125 - Intermediate Acting Workshop OR THA215 - Acting for the Camera 3

THA133 - Makeup for the Stage 3

**CHOOSE EITHER THA 225 SCRIPT ANALYSIS OR THA 239 INTERCULTURAL AND WOMEN'S THEATRE OR THA 240 LGBTQ+ THEATRE**

THA225 - Script Analysis OR THA239 - Intercultural and Women's Theatre OR THA240 - LGBTQ+ Theatre 3

**SELECT FROM THE FOLLOWING REQUIRED CORE COURSES NOT ALREADY USED (3 UNITS MAXIMUM):****REHEARSAL AND PERFORMANCE:**

THA115A - Rehearsal and Performance: Drama 1

THA115B - Rehearsal &amp; Performance: Drama 2

THA116A - Rehearsal and Performance: Comedy 1

THA116B - Rehearsal&amp;Performance: Comedy 2

THA117A - Rehearsal and Performance: Musical Theatre 1

THA117B - Rehearsal and Performance: Musical Theatre 2

THA118A - Rehearsal and Performance: Theatre for Young Audiences 1

THA118B - Rehearsal and Performance: Theatre for Young Audiences 2

THA119A - Rehearsal and Performance: New Works, One Acts, or Small Venue Performance 1

THA119B - Rehearsal and Performance: New Works, One Acts, or Small Venue Performance 2

**TECHNICAL THEATRE PRODUCTION:**

THA121A - Technical Theatre Production 1

THA121B - Technical Theatre Production 2

**Recommended Pathway****Term 1 Units**

CSU GE A2 (ENGL101) 3

THA 101 - Introduction to Theatre 3

CSU GE B2 (recommended ANTH101) 3

CSU GE B3 (recommended ANTH101L) 1

THA116B - Rehearsal&amp;Performance: Comedy 2

THA240 - LGBTQ+ Theatre 3

**Total 15****Term 2**

THA 110, Fundamentals of Acting 3

CSU GE B4 (recommended MATH110) 3

CSU GE D (recommended ANTH102) 3

CSU GE E (recommended COMM107) 3

General Elective 2

THA115A - Rehearsal and Performance: Drama 1

**Total 15****Term 3**

THA125 - Intermediate Acting Workshop 3

THA104 - Introduction to Stage Costume 3

CSU GE C2 (recommended THA239) 3

CSU GE D (recommended PSY101) 3

CSU GE F (recommended ENGL257) 3

**Total 15****Term 4**

CSU GE A1 (COMM101) 3

CSU GE B1 (recommended GEOG101) 3

CSU GE C1 (recommended THA225) 3

CSU GE A3 3

THA121A - Technical Theatre Production 1

General Elective 2

**Total 15  
Degree Total 60****Theatre Arts Courses****THA 101 INTRODUCTION TO THEATRE****3 Units****Total Course Lecture Hours 54**

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. (C-ID: THTR 111 or THTR 112) (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**THA 101H INTRODUCTION TO THEATRE HONORS****3 Units****Total Course Lecture Hours 54**

This honors course, intended for students in the Honors Transfer Program, is 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. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either THA 101 Introduction to Theatre or THA 101H Introduction to Theatre Honors. Duplicate credit will not be awarded.

**THA 102 INTRODUCTION TO STAGECRAFT****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

A broad based introduction to technical theatre including basic principles of scenic design, construction, painting, and handling of scenery and scenic effects, prop construction, backstage organization, career opportunities and safety procedures within the operation of the stage. Also included is an introduction to the basic elements of scenic design which allows the student to develop an aesthetic understanding for theatrical productions relating to stagecraft. Additional hours may be required for AVC theatrical productions. (C-ID: THTR 171) (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**THA 103 INTRODUCTION TO STAGE LIGHTING****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

This course focuses on the study and execution of stage lighting with an emphasis on equipment, controls, color and their relationship to design. It introduces students to the fundamentals of electricity as it applies to theatrical lighting. These elements are incorporated into an introduction to the basic concepts of lighting design, which allows the student to develop an aesthetic understanding of theatrical productions through lighting. Additional hours may be required for AVC theatrical productions. (C-ID: THTR 173) (UC, CSU, AVC) (GE: AVC Area C)

**THA 104 INTRODUCTION TO STAGE COSTUME****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

*Instructional materials fee required for this course and must be paid at registration.*

Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated. Note: Additional hours may be required to work on AVC productions. (C-ID: THTR 174) (UC, CSU, AVC)

**THA 106 INTRODUCTION TO THEATRE DESIGN****3 Units****Total Course Lecture Hours 54**

Introduction to theatre design with an emphasis on the technical elements and principals of design incorporated for staging live theatrical events. Survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment and construction techniques. Students will also gain an understanding and appreciation for designers and their contribution to live performance. (CSU, AVC)

**THA 110 FUNDAMENTALS OF ACTING****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

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. (C-ID: THTR 151) (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**THA 111 THEATRE HISTORY I****3 Units****Total Course Lecture Hours 54**

The study of the history of theatre from the Origins of Theatre-East and West- through the 18th Century. The history and development of theatre are studied in relationship to cultural, political, and social conditions of the time. Plays are read for analysis of structure, plot, character, and historical relevance. (CSU, AVC)

**THA 115A REHEARSAL AND PERFORMANCE: DRAMA****1 Unit****Total Course Lab Hours 54****Limitation on Enrollment:** *Audition required.*

Students will participate in a departmental production, performing a role in a dramatic play or serving in a specific production-related function assigned by the director. (C-ID: THTR 191) (UC, CSU, AVC) (R3) (GE: AVC Area C)

**THA 115B REHEARSAL AND PERFORMANCE: DRAMA****2 Units****Total Course Lab Hours 108****Limitation on Enrollment:** *Audition required.*

Students will participate in a departmental production, performing a role in a dramatic play or serving in a specific production-related function assigned by the director. (C-ID: THTR 191) (UC, CSU, AVC) (R3) (GE: AVC Area C)

**THA 115C REHEARSAL & PERFORMANCE: DRAMA****3 Units****Total Course Lab Hours 162****Limitation on Enrollment:** *Audition required.*

Students will participate in a departmental production, performing a role in a dramatic play or serving in a specific production-related function assigned by the director. (CSU, AVC) (R3)

**THA 116A REHEARSAL AND PERFORMANCE: COMEDY****1 Unit****Total Course Lab Hours 54****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. (C-ID: THTR 191) (UC, CSU, AVC) (R3) (GE: AVC Area C)

**THA 116B REHEARSAL AND PERFORMANCE: COMEDY****2-3 Units****Total Course Lab Hours 108-162****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. (C-ID: THTR 191) (UC, CSU, AVC) (R3) (GE: AVC Area C)



**THA 116C REHEARSAL AND PERFORMANCE: COMEDY****3 Units****Total Course Lab Hours 162****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. (CSU, AVC) (R3)

**THA 117A REHEARSAL AND PERFORMANCE: MUSICAL THEATRE****1 Unit****Total Course Lab Hours 54****Limitation on Enrollment:** Audition required.

Students will participate in a departmental production, performing a role in a musical theater production or serving in a specific production-related function assigned by the director. (C-ID: THTR 191) (UC, CSU, AVC) (R3) (GE: AVC Area C)

**THA 117B REHEARSAL AND PERFORMANCE: MUSICAL THEATRE****2 Units****Total Course Lab Hours 108****Limitation on Enrollment:** Audition required.

Students will participate in a departmental production, performing a role in a musical theater performance or serving in a specific production-related function assigned by the director. (C-ID: THTR 191) (UC, CSU, AVC) (R3) (GE: AVC Area C)

**THA 117C REHEARSAL AND PERFORMANCE: MUSICAL THEATRE****3 Units****Total Course Lab Hours 162****Limitation on Enrollment:** Audition required.

Students will participate in a departmental production, performing a role in a musical theater performance or serving in a specific production-related function assigned by the director. (CSU, AVC) (R3)

**THA 118A REHEARSAL AND PERFORMANCE: THEATRE FOR YOUNG AUDIENCES****1 Unit****Total Course Lab Hours 54****Limitation on Enrollment:** Audition required.

Students will participate in a departmental production, performing a role in theatre for young audiences or serving in a specific production-related function assigned by the director. (C-ID: THTR 191) (UC, CSU, AVC) (R3) (GE: AVC Area C)

**THA 118B REHEARSAL AND PERFORMANCE: THEATRE FOR YOUNG AUDIENCES****2 Units****Total Course Lab Hours 108****Limitation on Enrollment:** Audition required.

Students will participate in a departmental production, performing a role in theatre for young audiences or serving in a specific production-related function assigned by the director. (C-ID: THTR 191) (UC, CSU, AVC) (R3) (GE: AVC Area C)

**THA 118C REHEARSAL AND PERFORMANCE: THEATRE FOR YOUNG AUDIENCES****3 Units****Total Course Lab Hours 162****Limitation on Enrollment:** Audition required.

Students will participate in a departmental production, performing a role in theatre for young audiences or serving in a specific production-related function assigned by the director. (CSU, AVC) (R3)

**THA 119A REHEARSAL AND PERFORMANCE: NEW WORKS, ONE ACTS, OR SMALL VENUE PERFORMANCE****1 Unit****Total Course Lab Hours 54****Limitation on Enrollment:** Audition required.

Students will participate in a departmental production, performing a role in a short play/new work/material created for small venue spaces or serving in a specific production-related function assigned by the director. (UC, CSU, AVC) (R3)

**THA 119B REHEARSAL AND PERFORMANCE: NEW WORKS, ONE ACTS, OR SMALL VENUE PERFORMANCE****2 Units****Total Course Lab Hours 108****Limitation on Enrollment:** Audition required.

Students will participate in a departmental production, performing a role in a short play/new work/material created for small venue spaces or serving in a specific production-related function assigned by the director. (CSU, AVC) (R3)

**THA 119C REHEARSAL AND PERFORMANCE: NEW WORKS, ONE ACTS, OR SMALL VENUE PERFORMANCE****3 Units****Total Course Lab Hours 162****Limitation on Enrollment:** Audition required.

Students will participate in a departmental production, performing a role in a short play/new work or material created for small venue spaces or serving in a specific production-related function assigned by the director. (CSU, AVC) (R3)

**THA 121A TECHNICAL THEATRE PRODUCTION****1 Unit****Total Course Lab Hours 54**

A introduction to technical theatre and the construction, painting, assembly, and movement of scenery and properties. Includes basic concepts of design, prop construction and procurement, backstage organization, and career opportunities. Also includes stage management, lighting and/or sound techniques. Required stage crew activity for departmental productions. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format. (C-ID: THTR 192) (UC, CSU, AVC) (GE: AVC Area C) (R3)

**THA 121B TECHNICAL THEATRE PRODUCTION****2 Units****Total Course Lab Hours 108**

A introduction to technical theatre and the construction, painting, assembly, and movement of scenery and properties. Includes basic concepts of design, prop construction and procurement, backstage organization, and career opportunities. Also includes stage management, lighting and/or sound techniques. Required stage crew activity for departmental productions. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format. (C-ID: THTR 192) (UC, CSU, AVC) (GE: AVC Area C) (R3)

**THA 121C TECHNICAL THEATRE PRODUCTION****3 Units****Total Course Lab Hours 162**

A introduction to technical theatre and the construction, painting, assembly, and movement of scenery and properties. Includes basic concepts of design, prop construction and procurement, backstage organization, and career opportunities. Also includes stage management, lighting and/or sound techniques. Required stage crew activity for departmental productions. This course may be scheduled using the "To Be Arranged" (TBA) scheduling format. (CSU, AVC) (R3)

**THA 125 INTERMEDIATE ACTING WORKSHOP****2.5 Units****Total Course Lecture Hours 45****Total Course Lab Hours 18****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. (C-ID: THTR 152) (CSU, UC, AVC)

**THA 130 IMPROVISATION****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

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. (UC, CSU, AVC) (GE: CSU Area C1, AVC Area C)

**THA 133 MAKEUP FOR THE STAGE****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

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. Instructional materials fee required for this course and must be paid at registration. Note: Additional hours may be required to work on AVC productions. (C-ID: THTR 175) (UC, CSU, AVC) (GE: AVC Area C)

**THA 199 WORK EXPERIENCE EDUCATION****1–8 units****Total Course Lab Hours 54–432**

**LIMITATION ON ENROLLMENT:** To participate in work experience education, students must have a paid or unpaid job or internship and have approval of work supervisor and the instructor supervising the work experience in the specific subject area. Students must also attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Work Experience Education is supervised employment extending classroom-based occupational learning in an on-the-job learning situation related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. (CSU, AVC)

**THA 215 ACTING FOR THE CAMERA****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27****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****Total Course Lecture Hours 45****Total Course Lab Hours 27**

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****Total Course Lecture Hours 45****Total Course Lab Hours 27****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 SCRIPT ANALYSIS****3 Units****Total Course Lecture Hours 54**

Students will fully explore an in-depth methodology of reading, analyzing and understanding play scripts in a variety of genres and styles intended for production. The course will further investigate techniques used to determine how to read a play for its structure, scrutinizing playwright's methods of creating theatre through plot, character and imagery, and understanding what scripts "mean" to the professional theatre artist and theatre-goer as distinct from other forms of literature. (C-ID: THTR 114) (UC, CSU, AVC) (GE: IGETC Area 3A, CSU Area C1, AVC Area C)

**THA 239 INTERCULTURAL AND WOMEN'S THEATRE****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

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. (UC, CSU, AVC) (GE: IGETC Area 3B, CSU Area C2, AVC Areas C, F)

**THA 239H INTERCULTURAL AND WOMEN'S THEATRE HONORS****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

This honors course, intended for students in the Honors Transfer Program, studies African American, Latino/a, Asian American, Native American, women, gay and lesbian works in the American theatre through selected plays and materials. This course covers the evolution of racial, ethnic, and sexual stereotypes in theatre, including the racist and sexist origins of those stereotypes, and efforts to portray sexual, racial, and ethnic diversity more accurately and fairly on the American stage. In addition, contributions from theater artists from various backgrounds are highlighted. This course utilizes representative plays, student performance, and other multimedia resources as a basis for class discourse. The honors course provides more content and requires greater intensity and depth of study than the non-honors class. (UC, CSU, AVC)

Note: Students may take either THA 239 Intercultural and Women's Theatre or THA 239H Intercultural and Women's Theatre Honors. Duplicate credit will not be awarded.

**THA 240 LGBTQ+ THEATRE****3 Units****Total Course Lecture Hours 45****Total Course Lab Hours 27**

This course will explore and examine the role and impact of the gay, lesbian, bisexual, transgender, and queer/questioning community in the theatre. By analyzing the genealogy of LGBTQ+ Theatre and Performance across political, social, and theatrical contexts, the course will cover how the works reflected society at given moments in history. While surveying the homophobic, racist, and sexist attitudes of systemic societal behavior and reactions, the course will shed light on the evolution towards inclusion, acceptance, and understanding. From archetypes vs stereotypes, to gender politics and sexual identities, to 'coming out' and the AIDS crisis, to mainstream assimilation and audience representation, the course will utilize dramatic literature, performance, and other multi-media resources. (CSU, AVC)

## Department Description

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.

Vocational Nursing is a career that provides exciting and challenging opportunities in health care agencies. The program prepares graduates to work in convalescent homes and clinics under the direction of registered nurses and physicians.

## Program Learning Outcomes

### Licensed Vocational Nursing Cert

1. Utilize critical thinking for clinical decision making for the hospitalized patient.
2. Implements nursing skills for the hospitalized patient.

## Degree Information and Requirements

The 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 meet program requirements before receiving permission to enroll in vocational nursing courses. Information about the enrollment process is available in the Health and Safety Sciences Division Nursing Department (Nursing Department) office.

The program is approved 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 (NCLEX). 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 enrollment into 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 [BVNPT's 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 given permission to enroll in 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. Students 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 prior to enrollment. 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 121.5 hours of 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 enrollment letters.

After conditional enrollment into the program, 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 and alcohol abuse 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. If the background screen reveals a criminal background the student will not be allowed to enroll in the nursing program. All students must have a valid social security number when they are sent an enrollment letter for the program. 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 the Office for Students with Disabilities (OSD). The Health and Safety Sciences Division (Nursing Department) staff 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 to be eligible 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.



A student enrolled in the nursing program may be allowed to re-enroll in the program once. 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 Requirement for Applicants:**

1. Scholastic eligibility is determined by multi-screening criteria, which considers previous academic degrees, GPA in relevant science courses, and GPA in relevant course work. Relevant work experience is also used in the multi-screening process.
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 program director. Final enrollment into the nursing program will be dependent on the results of the physical examination.
3. Request for enrollment to the supervising dean on appropriate forms.
4. Completion of BIO 100, NF 100 and PSY 101

**Enrollment Procedure**

Refer to announcements on the AVC website for updated enrollment information. Classes are admitted annually in the fall semester. All items in the enrollment process are extremely important. Students who omit any part of the required information or miss the deadline will be dropped from consideration for the Vocational Nursing Program.

Submit the completed enrollment packet by mail in February  
The packet must include:

- Verification of Prerequisites (enrollment) form.
- One set of official (unopened) high school transcripts or GED results and college transcripts (if applicable). 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. The only documents that will be accepted as proof of high school graduation are an official transcript from a high school that is approved by the State Department of Education or a nationally regional accrediting body, or an official copy of GED results, taken at an institution approved by the State Department of Education or a nationally recognized regional accrediting body.
- Submit a copy of the Educational Planning and Evaluation form for vocational nursing completed by an AVC counselor, within one year prior to the date of submitting the enrollment form.

Foreign transcripts of college work must be evaluated for equivalency by an accredited credentials evaluation service. Subject, unit and grade list are required for college course work. A copy of course descriptions will also be required. A list of credentials evaluation services is available from the Dean of Student Services.

Submission of an enrollment packet does not guarantee enrollment to the Vocational Nursing Program.

A student is responsible for notifying the Health and Safety Sciences Division (Nursing Department) office of changes in address or telephone number. After one unsuccessful attempt to contact a student by email or telephone, the student will be dropped from the enrollment pool. If this occurs, it will be necessary for the individual to reapply.

Enrollment letters are mailed approximately three months prior to the enrollment date.

All students who receive enrollment letters are required to attend a mandatory student orientation.

**Screening Procedure**

1. Scholastic eligibility is determined by multi-screening criteria, which considers previous academic degrees, GPA in relevant science courses, and GPA in relevant course work.
2. The number of students enrolled into the program is limited by the availability of faculty and clinical agencies.
3. All students who do not receive an enrollment letter or who decline enrollment must submit an enrollment packet for the program during the next enrollment cycle.
4. A physical examination and drug screening will be required after conditional notification of enrollment 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.

Students are required to have background screening for felonies, misdemeanors, fraud and abuse, sexual crimes and social security number verification. If the background screen reveals a criminal background the student will not be allowed to enroll in the nursing program. The health care facilities reserve the right to decline any student who has a criminal background. As there is only one pediatric and obstetrical unit in the Antelope Valley, a student who does not meet the background screening requirements cannot enroll in the nursing program. Information on how to obtain background screening will be given to students with enrollment packets. A student who does not meet the background screening requirements cannot enroll in the program.

Students are required to purchase personal liability insurance. Information about personal liability insurance will be sent to students with the enrollment packet.

5. The procedure for grievances can be found in the Board Policy and Administrative Procedures Manual.

**Vocational Nursing Certificate:****Required Courses (50.75 units):**

Course	Units
*BIOL 100, Elementary Human Anatomy and Physiology	3
*NF 100, Nutrition	3
*PSY 101, General Psychology	3
VN 119, Fundamentals of Patient Care for Vocational Nurses	2.25
VN 120, Self-Care Fundamentals, Pharmacology	12.25
VN 121, Medical-Surgical Nursing for the Adult and Child	15.25
VN 122, Vocational Nursing in the Child-Bearing Family and Pediatric Patient	5.25
VN 123, Nursing Leadership and Medical-Surgical Nursing	6.75
<b>Total</b>	<b>50.75</b>

\*Students must take these courses prior to applying to the program. Students who want to pursue the associate degree in registered nursing should consider completing BIOL 201 and BIOL 202.

## Certificate Program

### Vocational Nursing

The Licensed 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 meet program requirements before receiving permission to enroll in vocational nursing courses. Information about the enrollment process is available in the Health and Safety Science (Nursing Department) office. 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 enrollment into 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 given permission to enroll in 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. Students should consider their own needs relevant to work, family, health, finances, and leisure in addition to the hours needed for study in this program.

**Program Requirements****Required Courses (Total 50.75)**

**Complete all of the following** **Units**

**Prerequisites (Total 9)****Complete all of the following**

NF100 - Nutrition	3
BIOL100 - Elementary Human Anatomy and Physiology	3
PSY101 - General Psychology	3

**Core Courses (Total 41.75)****Complete all of the following**

VN119 - Fundamentals of Patient Care for Vocational Nurses	2.25
VN120 - Self-Care Fundamentals, Pharmacology	12.25
VN122 - Vocational Nursing in the Child-Bearing Family and Pediatric Patient	5.25
VN121 - Medical-Surgical Nursing for the Adult and Child	15.25
VN123 - Nursing Leadership and Medical-Surgical Nursing	6.75

Recommended Pathway	
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Prerequisites	Units
NF100 - Nutrition	3
BIOL100 - Elementary Human Anatomy and Physiology	3
PSY101 - General Psychology	3
<b>Total</b>	<b>9</b>

**Term 1**

VN119 - Fundamentals of Patient Care for Vocational Nurses	2.25
VN120 - Self-Care Fundamentals, Pharmacology	12.25
<b>Total</b>	<b>14.5</b>

**Term 2**

VN122 - Vocational Nursing in the Child-Bearing Family and Pediatric Patient	5.25
<b>Total</b>	<b>5.25</b>

**Term 3**

VN121 - Medical-Surgical Nursing for the Adult and Child	15.25
<b>Total</b>	<b>15.25</b>

**Term 4**

VN123 - Nursing Leadership and Medical Surgical Nursing	6.75
<b>Total</b>	<b>6.75</b>

**Certificate Total 50.75**

## Associate Degree

Associate degree not available.

### Vocational Nursing Courses

#### **VN 119 FUNDAMENTALS OF PATIENT CARE FOR VOCATIONAL NURSES**

**2.25 Units**

**Total Course Lab Hours 121.5**

**Limitation on Enrollment:** Formal admission to VN Program.

**Prerequisites:** Completion of BIOL 100, PSY 101, and NF 100.

**Corequisite:** Concurrent enrollment in VN 120 (formerly VN 110)

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 120 SELF CARE FUNDAMENTALS, PHARMACOLOGY**

**12.25 Units**

**Total Course Lecture Hours 148.5**

**Total Course Lab Hours 216**

**Limitation on Enrollment:** Formal admission to VN program.

**Prerequisites:** Completion of BIOL 100, PSY 101, and NF 100.

**Corequisite:** Concurrent enrollment in VN 119 (formerly known as VN 109) unless exempt.

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 121 MEDICAL-SURGICAL NURSING FOR THE ADULT AND CHILD**

**15.25 Units**

**Total Course Lecture Hours 166.5**

**Total Course Lab Hours 336.06**

**Limitation on Enrollment:** Formal admission to VN program.

**Prerequisite:** Completion of VN 122 (formerly known as VN 111) with a grade of "C" or better.

Principles of medical-surgical nursing of the adult and the child. Emphasis will be on diseases and conditions of the endocrine, respiratory, reproductive, integumentary, gastrointestinal, hematological, musculoskeletal, and renal systems. (AVC)

#### **VN 122 VOCATIONAL NURSING IN THE CHILD-BEARING FAMILY AND PEDIATRIC PATIENT**

**5.25 Units**

**Total Course Lecture Hours 54**

**Total Course Lab Hours 121.5**

**Limitation on Enrollment:** Formal admission to VN program.

**Prerequisite:** Completion of VN 120 (formerly known as VN 110) with a "C" or better.

Principles of vocational 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. (AVC)

#### **VN 123 NURSING LEADERSHIP AND MEDICAL-SURGICAL NURSING**

**6.75 Units**

**Total Course Lecture Hours 67.5**

**Total Course Lab Hours 163.44**

**Limitation on Enrollment:** Formal admission to the Vocational Nursing program.

**Prerequisite:** Completion of VN 121 (formerly known as VN 112) with a grade of "C" or better.

Principles of medical-surgical nursing of the adult and the child, with leadership integrated throughout the course. Emphasis will be on diseases and conditions of the cardiovascular and neurological systems, and mental health disorders. (AVC)

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## Department Description

These courses will help prepare students for the various grade-level water treatment and/or distribution examinations administered by the California Department of Health Services. Specific courses may also be used as secondary courses 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 the California Department of Health Services.

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## Certificate Program

Certificate not applicable.

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## Associate Degree

Associate degree not available.

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### Water Treatment Courses

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#### WDTO 101 APPLIED WATER TREATMENT AND DISTRIBUTION MATHEMATICS

*3 Units*

*Total Course Lecture Hours 54*

The course is designed to enhance the students' 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*

*Total Course Lecture Hours 54*

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. NOTE: 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*

*Total Course Lecture Hours 54*

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. NOTE: 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) (R unlimited)



## Department Description

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.

## Program Learning Outcomes

### Aerospace Welding

1. Demonstrate proper techniques for repairing, fabricating, or cutting metal components or structures using gas welding processes.
2. Demonstrate proper techniques for repairing, fabricating, welding components or structures using the Gas Tungsten Arc Welding process.
3. Inspect and evaluate welds to assure that they meet industry standards.
4. Analyze and evaluate the welding area to assure safe work practices, proper equipment usage, and proper use of personal protective equipment.
5. Read and properly interpret industry standard blueprints and architectural drawings.

### Welding Cert & AS

1. Demonstrate proper techniques for repairing, fabricating, or cutting metal components or structures using gas welding processes.
2. Demonstrate proper techniques for repairing, fabricating, or cutting metal components or structures using arc welding processes.
3. Inspect and evaluate welds to assure that they meet industry standards.
4. Analyze and evaluate the welding area to assure safe work practices, proper equipment usage, and proper use of personal protective equipment.
5. Read and properly interpret industry standard blueprints and architectural drawings.

## Certificate Program

### Aerospace Welding

The Aerospace Welding Certificate program is designed to prepare students for employment in the Aerospace Welding Industry and related areas. The curriculum provides training in manipulative skills, technical knowledge and related trade information in addition to preparing students for Aerospace Welding Certification.

### Program Requirements

#### REQUIRED COURSES (Total 3)

Complete all of the following

#### AFAB COURSE (Total 3)

Complete all of the following

AFAB110 - Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation

Units

3

### REQUIRED COURSES (Total 15)

Complete all of the following

#### WELD COURSES (Total 15)

Complete all of the following

WELD110 - Oxyacetylene Welding, Cutting and Brazing	2
WELD137 - Gas Tungsten Arc Welding Fundamentals	2
WELD142 - Aerospace Welding Processes	4
WELD200 - Advanced Aerospace Welding Processes	4
WELD230 - Weld Symbols and Print Read	3

### Recommended Pathway

#### Term 1

AFAB110 - Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation	3
WELD110 - Oxyacetylene Welding, Cutting and Brazing	2
<b>Total 5</b>	

#### Term 2

WELD137 - Gas Tungsten Arc Welding Fundamentals	2
<b>Total 2</b>	

#### Term 3

WELD142 - Aerospace Welding Processes	4
WELD230 - Weld Symbols and Print Read	3
<b>Total 7</b>	

#### Term 4

WELD200 - Advanced Aerospace Welding Processes	4
<b>Total 4</b>	

**Certificate Total 18**

### Welding

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. The welding curriculum provides training in manipulative skills, technical knowledge and related trade information.

### Program Requirements

#### Welding Cert (Total 28)

Complete all of the following

	Units
WELD110 - Oxyacetylene Welding, Cutting and Brazing	2
WELD120 - Basic Shielded Metal Arc Welding	2
WELD130 - Advanced Shielded Metal Arc Welding	2
WELD212 - Performance Welding-Arc Welding Processes	4
WELD230 - Welding Symbols and Print Reading	3
WELD240 - Welding Layout	3
WELD260 - Certification Welding-L.A. City Building Code	4
WELD135 - Gas Metal Arc Welding	2
WELD137 - Gas Tungsten Arc Welding Fundamentals	2
WELD265 - Structural Flux Cored Arc Welding	4

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
WELD110 - Oxyacetylene Welding, Cutting and Brazing	2
WELD120 - Basic Shielded Metal Arc Welding	2
<b>Total</b>	<b>4</b>
<b>Term 2</b>	
WELD130 - Advanced Shielded Metal Arc Welding	2
WELD230 - Welding Symbols and Print Reading	3
WELD135 - Gas Metal Arc Welding	2
<b>Total</b>	<b>7</b>
<b>Term 3</b>	
WELD212 - Performance Welding-Arc Welding Processes	4
WELD240 - Welding Layout	3
WELD137 - Gas Tungsten Arc Welding Fundamentals	2
<b>Total</b>	<b>9</b>
<b>Term 4</b>	
WELD260 - Certification Welding-L.A. City Building Code	4
WELD265 - Structural Flux Cored Arc Welding	4
<b>Total</b>	<b>8</b>
<b>Degree Total</b>	<b>28</b>

## Associate Degree Welding

The requirements for an associate degree in Welding may be satisfied by completing 32 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"). 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.

### Program Requirements

#### Welding AS (Total 28)

<b>Complete all of the following</b>	<b>Units</b>
WELD110 - Oxyacetylene Welding, Cutting and Brazing	2
WELD120 - Basic Shielded Metal Arc Welding	2
WELD130 - Advanced Shielded Metal Arc Welding	2
WELD212 - Performance Welding-Arc Welding Processes	4
WELD230 - Welding Symbols and Print Reading	3
WELD240 - Welding Layout	3
WELD260 - Certification Welding-L.A. City Building Code	4
WELD135 - Gas Metal Arc Welding	2
WELD137 - Gas Tungsten Arc Welding Fundamentals	2
WELD265 - Structural Flux Cored Arc Welding	4

Recommended Pathway	
<b>Term 1</b>	<b>Units</b>
WELD110 - Oxyacetylene Welding, Cutting and Brazing	2
WELD120 - Basic Shielded Metal Arc Welding	2
GE requirement area A	3
GE requirement area B	3-4
GE requirement area D1 (ENGL101)	3
General Elective	2
<b>Total</b>	<b>15-16</b>
<b>Term 2</b>	
WELD130 - Advanced Shielded Metal Arc Welding	2
WELD230 - Welding Symbols and Print Reading	3
WELD135 - Gas Metal Arc Welding	2
GE requirement area C	3
GE requirement area D2	4
General Elective	2
<b>Total</b>	<b>16</b>
<b>Term 3</b>	
WELD137 - Gas Tungsten Arc Welding Fundamentals	2
WELD212 - Performance Welding-Arc Welding Processes	4
WELD240 - Welding Layout	3
GE requirement area E	3
GE requirement area F	3
<b>Total</b>	<b>15</b>
<b>Term 4</b>	
WELD260 - Certification Welding-L.A. City Building Code	4
WELD265 - Structural Flux Cored Arc Welding	4
General Elective	3
General Elective	3
<b>Total</b>	<b>14</b>
<b>Degree Total</b>	<b>60</b>

## Welding Courses

### WELD 101 WELDING FUNDAMENTALS

2 Units

**Total Course Lecture Hours 18**

**Total Course Lab Hours 54**

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. (CSU, AVC)

**WELD 110 OXYACETYLENE WELDING, CUTTING AND BRAZING****2 Units****Total Course Lecture Hours 18****Total Course Lab Hours 54**

Designed for the student who seeks employment in the welding industry. Instruction 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. (CSU, AVC)

**WELD 120 BASIC SHIELDED METAL ARC WELDING****2 Units****Total Course Lecture Hours 18****Total Course Lab Hours 54****Advisory:** Completion of WELD 110.

Designed for the student who seeks employment in the welding industry. Instruction 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. (C-ID: WELD 101 X) (CSU, AVC)

**WELD 130 ADVANCED SHIELDED METAL ARC WELDING****2 Units****Total Course Lecture Hours 18****Total Course Lab Hours 54****Advisory:** Completion of WELD 110.**Prerequisite:** Completion of 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. (CSU, AVC)

**WELD 135 GAS METAL ARC WELDING****2 Units****4 hours weekly [1 lecture, 3 lab]****Total Course Lecture Hours 18****Total Course Lab Hours 54****Prerequisite:** Completion of WELD 110.

Designed for the student who seeks employment in the welding industry. Instruction given in technical and practical fundamental welding skills on ferrous and non-ferrous metals in the five American Welding Society defined joint configurations using the gas metal arc welding process (GMAW), commonly known as MIG. Included is the selection and use of alloy welding wires. (AVC)

**WELD 137 GAS TUNGSTEN ARC WELDING FUNDAMENTALS****2 Units****4 hours weekly [1 lecture, 3 lab]****Total Course Lecture Hours 18****Total Course Lab Hours 54****Prerequisite:** Completion of WELD 110.

Designed for the student who seeks employment in the welding industry. Instruction given in technical and practical fundamental welding skills on ferrous and non-ferrous metals in the five American Welding Society defined joint configurations using the gas tungsten arc welding process (GTAW), commonly known as TIG. Included is the selection and use of Tungsten Electrodes. (AVC)

**WELD 142 AEROSPACE WELDING PROCESSES****4 Units****8 hours weekly [2 lecture, 6 lab]****Total Course Lecture Hours 36****Total Course Lab Hours 108****Prerequisite:** Completion of WELD 137.

Designed for the student who seeks employment in the Aerospace Welding Industry. Instruction given in technical and practical welding skills on ferrous and non-ferrous metals according to AWS D17.1, and related technical drawings and prints. Using the gas tungsten arc welding process (GTAW), commonly known as TIG. Included is the selection and use of Tungsten Electrodes. (AVC)

**WELD 200 ADVANCED AEROSPACE WELDING PROCESSES****4 Units****8 hours weekly [2 lecture, 6 lab]****Total Course Lecture Hours 36****Total Course Lab Hours 108****Prerequisite:** Completion of WELD 142.

Designed for the student who seeks employment in the Aerospace Welding Industry. Provides preparation of the D17.1 Welder Certification Test. The students' welding skills are tested in the same manner as when they take the welding performance test for the D17.1 certification. (AVC)

**WELD 212 PERFORMANCE  
WELDING—ARC WELDING PROCESSES****4.0 Units****Total Course Lecture Hours 36****Total Course Lab Hours 108****Prerequisite:** Completion of WELD 120, WELD 130, and WELD 135.

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). (CSU, AVC)

**WELD 230 WELDING SYMBOLS AND PRINT  
READING****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of WELD 120.**Prerequisite:** Completion of WELD 110

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. (CSU, AVC)

**WELD 240 WELDING LAYOUT****3 Units****Total Course Lecture Hours 54****Advisory:** Completion of WELD 120.**Prerequisite:** Completion of WELD 110

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 their application is included. (CSU, AVC)

**WELD 260 CERTIFICATION WELDING—L.A.  
CITY BUILDING CODE****4 Units****Total Course Lecture Hours 36****Total Course Lab Hours 108****Advisory:** Completion of WELD 130.

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. (CSU, AVC)

**WELD 265 STRUCTURAL FLUX CORED ARC  
WELDING****4 Units****8 hours weekly [ 2 lecture, 6 lab]****Total Course Lecture Hours 36****Total Course Lab Hours 108****Prerequisite:** Completion of WELD 130.

Designed for students who seek employment in the welding industry as an L.A. City certified structural steel welder. Provides preparation for the Semi-automatic portion of the Welder Certification Test administered by the L.A. City Department of Building and Safety. The student's welding skills are tested in the same manner as when they take the welding performance test for the L.A. City certification. (AVC)



<b>Bakhit, Kathy</b> 2023 Assistant Superintendent/Vice-President Academic Affairs B.S. California State Polytechnic University, Pomona M.S. California State Polytechnic University, Pomona Ed.D. University of La Verne	<b>Conner, Daniel</b> 2018 Director, Enterprise Applications and Data Protection B.S. DeVry University	<b>Heasley, Rosie</b> 2008 Project Supervisor, Career Technical Education A.A. Southern California International College
<b>Benedetti, Ron</b> 2018 Director, Capital Projects	<b>Cook, Bridget</b> 2020 General Counsel J.D. Whittier Law School B.A. University of California, Los Angeles	<b>Jones, Jamie</b> 2007 Director, Mathematics, Engineering & Science Achievement (MESA)
<b>Bormann, Gregory</b> 2017 Dean, Career Technical Education B.A. California State University, Long Beach M.S. Texas A&M University - Kingsville	<b>Dillon, Nate</b> 2004 Dean, Social & Behavioral Sciences A.A. Antelope Valley College B.A. California State University, Northridge M.B.A. California State University, Northridge	<b>Knippel, Dianne</b> 2015 Executive Director, Foundation B.A. University of South Florida
<b>Brar, Shaminder S.</b> 2021 Assistant Superintendent/Vice-President, Administrative Services B.S. University of California, Los Angeles M.B.A. University of Illinois Urbana- Champaign	<b>Dioquino, Michael</b> 2021 Director, Technology Operations B.S. Western Governors University M.B.A. Western Governors University	<b>Lobos, Jedidiah</b> 2017 Dean, Math, Sciences & Engineering A.A. Antelope Valley College A.S. Antelope Valley College B.S. California State University, Northridge M.S. California State University, Northridge Ed.D. University of Southern California
<b>Brown, Rosalind</b> 2014 Director, Dual Enrollment B.S. University of Phoenix M.S. University of Phoenix	<b>Dumas, Wendy</b> 2014 Director of Budget, Reporting and Compliance B.S. Auburn University	<b>Maher, Michael</b> 2015 Supervisor, Maintenance and Operations Local 30 Operating Engineers HVACR
<b>Brown-Elize, Rashitta</b> 2017 Dean, Counseling and Matriculation B.A. California State University, Northridge M.A. California State University, Northridge Ed.D. University of Southern California	<b>Elan Helsper, Lauren</b> 2023 Assistant Superintendent/Vice-President of People, Culture, Talent & Title IX Coordinator B.A. University of California, Los Angeles M.Ed. University of Southern California Ed.D. University of Southern California	<b>McClure, Patty</b> 2014 Director, Board and Executive Services
<b>Burgess, Rhonda</b> 2013 Project Supervisor, President's Office	<b>Firth, Jim</b> 2020 Interim Director, Risk Management and Benefits A.A. Antelope Valley College B.S. University of California, Riverside M.B.A. University of California, Riverside	<b>Mendoza Gonzalez Larreynaga, Alberto</b> 2024 Interim Director, Student Equity B.A. California State University, Northridge M.A. California State University, Los Angeles
<b>Carbajal Perez, Irene</b> 2023 Director, STAR/TRIO/SSS B.S. California State University, Northridge M.Ed. California State University, Northridge	<b>Flores, Noe</b> 2023 Director, Facilities Planning & Logistics A.S. Antelope Valley College B.A. California State University, Fullerton MBA-PM, Chico State University	<b>Miller, Harmony</b> 2018 Director, Human Resources B.S. University of Phoenix
<b>Carlson, Bill</b> 2016 Manager, Instructional & Support Services	<b>Goel, Meeta</b> 2013 Dean, Institutional Effectiveness, Research and Planning / Library Services B.A. Queen's University, Canada M.A. McGill University, Quebec Ph.D. Texas Women's University	<b>Miranda, Keina</b> 2013 Director, Enrollment Services A.A. Antelope Valley College A.S. Antelope Valley College B.S. Los Angeles Pacific University, San Dimas M.S. National University, San Diego
<b>Carter, Paige</b> 2021 Project Supervisor, Student Services B.A. University of San Diego	<b>Guzmán, Alejandro</b> 2023 Executive Director, Marketing & Public Information B.A. California State University, Northridge M.A. University of Southern California	<b>Mitchell, Kathryn</b> 1996 Dean, Arts & Humanities B.A. California State University, San Bernardino M.A. California State Polytechnic University, Pomona
<b>Castillejo, Ramón</b> 2023 Director, CalWORKs B.A. California State University, Long Beach M.A. Woodbury University	<b>Hawkins, Ashley</b> 2014 Director, Learning Center B.S. University of Phoenix M.B.A. California State University, Bakersfield	<b>Musial, Angela</b> 2018 Director, Purchasing & Contracts A.S. Antelope Valley College
<b>Chung, David</b> 2012 Custodial Supervisor, Facilities Services		<b>Nasipak, James</b> 2017 Director, Auxiliary Services B.A. Azusa Pacific University M.A. Azusa Pacific University
<b>Clark-Hackenberg, Debby</b> 2011 Director, Payroll A.A. Antelope Valley College B.S. California State University, Northridge		<b>Nowak, Lisa</b> 2017 Manager, Financial & Fiscal Services

<b>Padron, Idania</b> Assistant Superintendent/Vice-President, Administrative Services M.P.A. George Mason University	<b>2023</b>	<b>Valiotis, Christos</b> Interim Director, Innovation & Grants B.S. University of Thessaloniki, Greece M.S. California State University, Long Beach	<b>1997</b>
<b>Parisky, Alex</b> Director, Director Online Education and Instructional Support A.S. Santa Barbara City College B.S. California Lutheran University M.A. California State University, Los Angeles Ph.D. University of Hawai'i at Mānoa	<b>2019</b>	<b>Williams, Nichelle</b> Director, Financial Aid A.A. Antelope Valley College A.S. Antelope Valley College B.S. University of Phoenix M.M. University of Phoenix	<b>2014</b>
<b>Partee, Benjamin</b> Interim Dean, Kinesiology & Athletics B.A. University of California, Berkeley M.A. San Francisco State University Ed.D. Argosy University	<b>2023</b>	<b>Zellet, Jennifer</b> Superintendent/President B.S. Cascade College M.Litt. University of Aberdeen Ph.D. University of Aberdeen	<b>2022</b>
<b>Planellas, Philip</b> Custodial Supervisor, Facilities Services	<b>2016</b>	<b>Zimmerman, Jill</b> Dean, Student Services B.S. Eastern Michigan University M.S. Western Michigan University Ph.D. University of New Orleans	<b>2000</b>
<b>Rider, Van</b> Dean, Workforce Development & Community Engagement B.A. Brigham Young University M.L.S. Indiana University M.A. Gonzaga University	<b>2008</b>		
<b>Rosas, Carlos</b> Director, Office for Students with Disabilities Certificate California State University, Northridge B.A. California State University, Los Angeles M.S. California State University, Los Angeles	<b>2024</b>		
<b>Ruff, Kendra</b> Director, EOPS A.A. Antelope Valley College B.A. California State University, Bakersfield M.A. The University of Arizona Global Campus	<b>2019</b>		
<b>Schneider, Sarah</b> Project Supervisor, Student Services FYE/SYE	<b>2024</b>		
<b>Stanton, Robert</b> Supervisor, Grounds	<b>2016</b>		
<b>Steans, Ty</b> Project Supervisor, NextUp	<b>2018</b>		
<b>Steffes, Tammara</b> Director, Financial & Fiscal Services A.A. Antelope Valley College	<b>2015</b>		
<b>Trice, Cassandra</b> Supervisor, Food Services A.A. Charter College B.A. Grand Canyon University	<b>2023</b>		
<b>Trimble, LaDonna</b> Dean, Enrollment Services B.A. California State University, Chico M.A. University of California, Santa Barbara	<b>2007</b>		

<b>Adams, David L.</b> Assistant Professor, Business B.S. California Polytechnic State University, San Luis Obispo J.D. Pepperdine University	<b>2015</b>	<b>Barker, Kimberly</b> Assistant Professor, Child Development B.A. California State University, Bakersfield M.Ed. Brandman University	<b>2018</b>	<b>Burd, Aurora</b> Associate Professor, Earth Science B.S. Harvey Mudd College M.S. University of Washington Ph.D. University of Washington	<b>2014</b>
<b>Adams, Stacey</b> Professor, Accounting B.S. California Lutheran University MBA Benedictine University	<b>2007</b>	<b>Berube, Melissa</b> Instructor, Biology B.S. University of Guelph M.S. Loma Linda University	<b>2023</b>	<b>Burgos, Reina</b> Assistant Professor, Counselor A.A. Antelope Valley College B.A. Biola University M.S. University of La Verne	<b>2014</b>
<b>Adebayo-Ige, Morenike V.</b> Assistant Professor, Reading and English B.A. University of Ilorin M.Sc. Lincoln University Ed. D. California State University, Fullerton	<b>2015</b>	<b>Bessinger, Kaitlin</b> Instructor, Biology B.S. University of California, San Diego M.S. University of California, San Diego	<b>2022</b>	<b>Burke, Charles</b> Assistant Professor, Respiratory Care B.S.H.A. Southern New Hampshire University	<b>2020</b>
<b>Agahari, Rae</b> Associate Professor, Art B.A. University of Sydney, Australia M.A. University of California, Los Angeles	<b>2005</b>	<b>Biritwum, Richard</b> Assistant Professor, Computer Information Science B.A. Pomona College M.Sc. Claremont Graduate University	<b>2016</b>	<b>Butterworth, Patricia</b> Instructor, Biology Ph.D. National University of Mexico	<b>2022</b>
<b>Ahad, Paul</b> Assistant Professor, Mathematics B.S. University of Mustansiriyah, Iraq M.S. University of Surrey, England Ph.D. University of Surrey, England	<b>2007</b>	<b>Bowen, Jason</b> Assistant Professor, Physics B.S. University of California, Riverside M.A. University of California, Berkeley Ph.D. University of California, Berkeley	<b>2012</b>	<b>Carey, Michael</b> Instructor, Automotive Technology B.A. DeVry University M.A. DeVry University	<b>2024</b>
<b>Andrada, Amy</b> Instructor, Sociology A.A. Antelope Valley College B.A. California State University, Bakersfield M.A. California State University, Bakersfield Ph.D. University of Edinburgh	<b>2022</b>	<b>Bowen, Jimmie</b> Assistant Professor, Computer Applications A.S. Antelope Valley College B.S. University of Phoenix	<b>2014</b>	<b>Catley, Towana</b> Assistant Professor, Counselor B.A. University of California, Los Angeles M.S. California State University, Northridge	<b>2017</b>
<b>Arellano, Yadira</b> Instructor, Child and Family Education A.A. East Los Angeles College B.S. La Verne University M.A. Pacific Oaks College Ed.D.(ABD) Walden University	<b>2023</b>	<b>Bowers, Snizhana (Jane)</b> Assistant Professor, Mathematics B.S. Telecommunication University, Ukraine M.S. Telecommunication University, Ukraine	<b>2015</b>	<b>Cheewawisuttichai, Thamrongsak</b> Instructor, Chemistry B.S. Chulalongkorn University, Bangkok, Thailand Ph.D. University of Maine, Orono	<b>2022</b>
<b>Arora, Balbir</b> Instructor, Business B.A. University of Gorakhpur M.A. University of Gorakhpur Ph.D. University of Gorakhpur	<b>2023</b>	<b>Boyd, Maurice</b> Assistant Professor, Deaf Studies A.A. Antelope Valley College	<b>2017</b>	<b>Clinton, Elaine</b> Instructor, Aeronautics A.S. Antelope Valley College B.S. Antelope Valley College	<b>2023</b>
<b>Ascencio, Bianca</b> Instructor, English B.A. California State University, Los Angeles M.A. National University	<b>2023</b>	<b>Briggs, Walter R., III</b> Counselor, TRIO Assistant Professor B.A. University of Hawaii M.A. National University, La Jolla M.S. University of La Verne	<b>2016</b>	<b>Clinton-Houck, Maria</b> Professor, Aeronautics A.A. Antelope Valley College B.V.E. California State University, Los Angeles M.A. California State University, Los Angeles Ed.D. University of California, Los Angeles A&P/IA Certifications	<b>2004</b>
<b>Aviles, Fredy</b> Professor, Psychology B.A. University of California, Riverside M.A. University of Southern California Ph.D. University of Southern California	<b>2005</b>	<b>Brubaker, Alfred</b> Assistant Professor, Aeronautics B.S. Penn State University M.S. University of Scranton	<b>2018</b>	<b>Coleman, Lena</b> Assistant Professor, Biology B.S. California State University, Fullerton M.S. California State University, Northridge	<b>2020</b>
<b>Babb, David</b> Associate Professor, Art A.A. College of Southern Idaho B.F.A. Boise State University M.F.A. University of Idaho	<b>2002</b>	<b>Brubaker, Carolyn</b> Instructor, Aeronautics A.A. New Mexico State University B.S. Embry Riddle Aeronautical University	<b>2023</b>	<b>Coleman-Carew, De'Nea</b> 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	<b>2000</b>
		<b>Brynin, Rona</b> Professor, Nutritional Science/Dietetics B.A. State University of Purchase M.S. University of New Haven D.C. Los Angeles College of Chiropractic	<b>2005</b>		

<b>Compton, Jonathan</b> Assistant Professor, Engineering A.S. Antelope Valley College B.S. University of California, Santa Barbara M.S. University of California, Irvine Ph.D. University of California, Irvine	<b>2015</b>	<b>Eaton, Maria (Jessica)</b> Professor, Counselor B.S. California State University, Bakersfield M.S. California State University, Bakersfield Ph.D. California State University, Fresno	<b>2001</b>	<b>Giorgi, Carina</b> Assistant Professor, Sociology B.A. University of California, Riverside M.A. University of Manchester, United Kingdom Ph.D. University of Manchester, United Kingdom	<b>2017</b>
<b>Conroy, Lauren</b> Assistant Professor, Biological Sciences B.A. Occidental College M.S. California State University, Northridge Ph.D. University of California, Riverside	<b>2020</b>	<b>Engelen, Katherine</b> Assistant Professor, Mathematics B.S. University of Central Arkansas M.S. University of Houston-Clear Lake	<b>2016</b>	<b>Gonzalez, Amina</b> Instructor, Counselor A.A. Antelope Valley College B.A. California State University, Northridge M.A. California State University, Northridge M.S. University of La Verne	<b>2022</b>
<b>Cooper, Jeffery</b> Professor, Chemistry B.S. University of California, Riverside M.S. University of Missouri Ph.D. University of Missouri	<b>2007</b>	<b>Enriquez, Luis</b> Associate Professor, Mathematics B.S. Universidad de Lima, Peru M.S. California State University, Northridge	<b>2004</b>	<b>Gordi, Tooraj</b> Assistant Professor, Mathematics B.A. California State University, Los Angeles M.S. California State University, Los Angeles	<b>2001</b>
<b>Corona, Carla</b> Instructor, Theatre Arts B.A. University of California, Berkeley M.A. New York University, Tisch School of the Arts	<b>2023</b>	<b>Esdin, Joseph</b> Professor, Biological Sciences M.S. University of California, Los Angeles Ph.D. University of California, Los Angeles	<b>2005</b>	<b>Gordon, Charles</b> Assistant Professor, Kinesiology Head Soccer Coach A.A. Antelope Valley College B.A. California State University, Northridge M.A. Concordia State University	<b>2020</b>
<b>Cota, Yesenia C.</b> Assistant Professor, Registered Nursing A.S. Antelope Valley College B.S. University of Phoenix M.S. University of Phoenix	<b>2015</b>	<b>Espinoza-Schrock, Maria</b> Instructor, History A.A. College of the Redwoods B.A. Humboldt State University M.A. New Mexico State University Ph.D.(ABD) University of Texas at El Paso	<b>2022</b>	<b>Gratton, Claude</b> Professor, Philosophy B.A. University of Toronto M.A. University of Toronto Ph.D. University of Toronto	<b>2004</b>
<b>Cruz, Mark</b> Assistant Professor, Kinesiology B.A. Masters College, Cleveland Chiropractic College M.A. Fresno Pacific University M.A. University of Pheonix	<b>2016</b>	<b>Fuentes, Francisco</b> Instructor, Ethnic Studies B.A. University of California, Santa Barbara M.A. University of California, Santa Barbara Ph.D. University of California, Santa Barbara	<b>2023</b>	<b>Graves, Thomas</b> Assistant Professor, Communication Studies B.A. San Diego State University M.A. Southern Illinois University	<b>2006</b>
<b>Desch, Robert</b> Assistant Professor, Radiologic Technology A.S. Fresno City College B.A. California State University, Fresno M.A. California State University, Fresno	<b>2014</b>	<b>Fuller, Rosa</b> Professor, Counselor B.A. Yale University M.S. University of La Verne	<b>2007</b>	<b>Green, J. Barry</b> Assistant Professor, Kinesiology B.S. Eastern Montana College M.Ed. Azusa Pacific University	<b>2000</b>
<b>Diaz, Roberto</b> Professor, Mathematics B.A. University of California, Santa Cruz B.A. University of California, Santa Cruz M.S. University of Colorado, Boulder	<b>2004</b>	<b>Ganley, Ibrahim</b> Assistant Professor, Economics B.A. University of Istanbul, Turkey M.A. University of Colorado, Denver Ph.D. Claremont Graduate University	<b>2014</b>	<b>Groveman, Aharon</b> Instructor, Registered Nursing A.A. Antelope Valley College A.S. Antelope Valley College B.S.N. South University M.S.N. South University	<b>2021</b>
<b>Dickinson, Debra</b> Professor, Registered 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>1992</b>	<b>Gilman, Mark</b> Instructor, Fire Technology	<b>2021</b>	<b>Hallak, Nouha</b> Instructor, Psychology A.S. Los Angeles Mission College A.A. College of the Canyons B.A. California State University, Northridge M.A. California State University, Northridge M.S. Azusa Pacific University Ph.D. Azusa Pacific University	<b>2021</b>
<b>Dorn, James</b> Assistant Professor, Mathematics B.S. Western Oregon University M.S. Oregon State University	<b>2015</b>	<b>Gilroy, Lori</b> Instructor, Fire Technology Certificate of Achievement Antelope Valley College A.S. Antelope Valley College A.S. Antelope Valley College	<b>2021</b>	<b>Halliday, Jack B.</b> Instructor, Aeronautics A.S. Antelope Valley College B.S. Embry Riddle Aeronautical University A&P Certification	<b>2016</b>
		<b>Ginosian, Dezdemonia</b> Assistant Professor, Mathematics B.A. Armenian Agricultural Institute M.A. Engineering Agricultural Institute	<b>2012</b>		



<b>Halliday, Jack</b> Assistant Professor, Aeronautics A.A. Antelope Valley College A&P, IA, DME/FAA Certifications	<b>1983</b>	<b>Humphrey, Daniel</b> Assistant Professor, American Sign Language English Interpreting B.A. California State University, Northridge	<b>2002</b>	<b>Kaseforth, Nari</b> Assistant Professor, Communication Studies B.A. University of California, Los Angeles M.A. California State University, Northridge	<b>2018</b>
<b>Hao, Richie Neil</b> Associate Professor, Communication Studies A.A. Pasadena City College B.A. California State University, Los Angeles M.A. California State University, Los Angeles Ph.D. Southern Illinois University, Carbondale	<b>2016</b>	<b>Huntsman, Steven</b> Instructor, Mathematics B.A. University of Colorado M.A. University of Colorado M.S. California State University, East Bay	<b>2019</b>	<b>Kilayko, Maria</b> Instructor, Registered Nursing B.A. Grand Canyon University M.A. San Jose University	<b>2019</b>
<b>Harano, Sarah</b> Instructor, Learning Center B.A. University of California, Los Angeles M.A. California State Polytechnic University, Pomona Ed.D. California State University, Fullerton	<b>2023</b>	<b>Ibrahim, Kristal</b> Instructor, Counselor A.A. Antelope Valley College B.A. California State University, Bakersfield M.S. University of La Verne M.S.W. University of Southern California	<b>2023</b>	<b>Kincaid, Cynthia</b> Professor, Multimedia B.A. San Diego State University	<b>1990</b>
<b>Harper, Jessica</b> Associate Professor, Chemistry B.S. Yale University M.S. University of California, San Diego Ph.D. University of California, San Diego	<b>2001</b>	<b>Jackson, Dietra</b> Professor, Counselor A.A. Antelope Valley College B.A. University of California, Santa Barbara M.A. University of California, Santa Barbara	<b>1989</b>	<b>Kludt, Tiesha</b> Assistant Professor, Counselor A.A. El Camino College B.S. Florida International University M.S. University of La Verne Ph.D. Grand Canyon University	<b>2017</b>
<b>Healey, Caleb</b> Instructor, Welding A.S. Antelope Valley College L.A. City Certified Welder	<b>2023</b>	<b>Jacobs, Mary</b> Assistant Professor, Registered Nursing B.S.N. University of Phoenix M.S.N.Ed. University of Phoenix	<b>2018</b>	<b>Knowles, Glen</b> Associate Professor, Art B.F.A. Art Center College of Design, Los Angeles M.F.A. Vermont College	<b>2000</b>
<b>Heaton-Smith, Gary</b> Assistant Professor, Music B.A. California State University, Fresno B.S. California State University, Fresno M.A. California State University, Fresno Ph.D. University of California, Los Angeles	<b>2017</b>	<b>Jaffe, Matthew</b> Professor, History B.A. University of California, Los Angeles M.A. University of California, Los Angeles Ph.D. University of California, Los Angeles	<b>1990</b>	<b>Koritsoglou, Angela</b> Assistant Professor, English B.A. San Diego State University M.A. Long Island University	<b>2005</b>
<b>Heinzman, Karen</b> Associate Professor, English B.A. California State University, Northridge M.A. California State University, Northridge	<b>2001</b>	<b>Jehlicka, Perry</b> Assistant Professor, Kinesiology Head Football Coach B.S. University of Nevada, Las Vegas M.S. Eastern Kentucky University	<b>2007</b>	<b>Kyriakides, Chrysanthos</b> Assistant Professor, Physics B.S. Rutgers University M.S. University of Arizona Ph.D. University of Nevada, Las Vegas	<b>2020</b>
<b>Hemker, Frederick M., IV</b> Instructor, Political Science B.A. Kenyon College M.A. Fordham University	<b>2019</b>	<b>Jennings-Tafarella, Rachel</b> 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	<b>2002</b>	<b>Langner, Greg</b> Assistant Professor, Communication Studies B.A. California State University, Los Angeles M.A. California State University, Los Angeles Ph.D. Louisiana State University	<b>2020</b>
<b>Hernandez, Carlos</b> Assistant Professor, Chemistry B.S. University of Texas at El Paso M.S. University of Texas at El Paso	<b>1985</b>	<b>Jennings, Vejia</b> Assistant Professor, English B.A. University of California, San Diego M.F.A. California Institute of the Arts, Valencia	<b>2008</b>	<b>Larios-Perez, Osvaldo</b> Instructor, Biological Sciences B.A. California State University, Northridge M.S. California State University, Northridge	<b>2021</b>
<b>Hodge, Lance</b> Assistant Professor, Emergency Medical Technology A.A. Pierce College	<b>2000</b>	<b>Jones, Norma</b> Instructor, Communication Studies B.A. University of California, Santa Barbara M.S. University of North Texas Ph.D. Kent State University	<b>2022</b>	<b>Latuno, Maria Luisa</b> Assistant Professor, Registered Nursing A.S. College of the Canyons B.S. University of the Philippines Juris Doctor Ateneo de Manila University School of Law M.S. Chicago-Kent College of Law Illinois Institute of Technology M.S.N. California State University, Dominguez Hills	<b>2018</b>
<b>Hoffer, Mark</b> Assistant Professor, English B.A. California State University, Northridge M.A. California State University, Northridge	<b>2004</b>	<b>Jordan-King, Robin</b> Instructor, Medical Office Assisting A.A. Antelope Valley College	<b>2023</b>		

<b>Lee, Kyu</b> Instructor, Computer Science B.S. Hankook University of Foreign Studies, South Korea M.S. Sogang University, South Korea Ph.D. Sogang University, South Korea	<b>2023</b>	<b>McGovern, Mark</b> Professor, Physics/Astronomy B.S. California State Polytechnic University, Pomona M.S. University of California, Los Angeles Ph.D. University of California, Los Angeles	<b>2005</b>	<b>Nikolaychuk, Alexander</b> Assistant Professor, Mathematics B.S. Portland State University M.S. Portland State University	<b>2017</b>
<b>Lee, Scott</b> 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	<b>2001</b>	<b>McLoughlin, Peter</b> Assistant Professor, Mathematics B.A. California State University, Santa Barbara Ph.D. University of California, Riverside	<b>2017</b>	<b>Nisani, Zia</b> Professor, Biological Sciences B.S. San Jose State University M.S. San Jose State University Ph. D. Loma Linda University	<b>2008</b>
<b>Lee, Travis</b> Instructor, Welding A.S. Antelope Valley College AWS Qualifications & L.A. City Certified Welder	<b>2019</b>	<b>Memmer, Scott</b> Assistant Professor, English B.A. California State University, Northridge M.A. University of Southern California	<b>2006</b>	<b>North, Kevin</b> Assistant Professor, Film and Television A.A. Antelope Valley College B.A. California State University, Northridge M.A. California State University, Northridge	<b>2020</b>
<b>Lehman, Cynthia</b> Professor, History B.A. Shippensburg University M.A. Temple University Ph.D. Temple University	<b>2004</b>	<b>Meyer, Timothy</b> Instructor, Photography B.A. California State University, Fullerton M.A. California State University, Fullerton M.F.A. Brooks Institute of Photography	<b>2022</b>	<b>Oliveira, Kristine</b> Assistant Professor, English B.A. California State University, Sacramento M.A. California State University, Fresno	<b>2006</b>
<b>Littlefield, Cynthia</b> Assistant Professor, Kinesiology A.A. Antelope Valley College B.F.A. California Institute of the Arts M.A. Azuza Pacific University	<b>2000</b>	<b>Moore, Audrey</b> Professor, Counselor B.A. University of Redlands M.S. California State University, Fullerton M.S. California State University, Northridge	<b>1998</b>	<b>Orellana, Stephanie</b> Instructor, Library Science/Librarian A.A. Antelope Valley College B.A. University of California, Irvine M.L.I.S. Simmons University	<b>2024</b>
<b>Mahfuzur Rahman, Abu Taher</b> Assistant Professor, Radiologic Technologies R.T. (R) A.R.R.T. Los Angeles City College R.T. (CT) A.R.R.T. Loma Linda University R.T. (MRI) A.R.R.T. Loma Linda University M.B.B.S. Dhaka University, Bangladesh M.S.c Dhaka University, Bangladesh	<b>2014</b>	<b>Moser, Kent</b> Instructor, Business, Management, and Computer Applications B.S. Brigham Young University M.B.A. University of La Verne Ph.D.(ABD) Walden University	<b>2019</b>	<b>Osawa, Ryoichi</b> Assistant Professor, Mathematics B.S. University of Kansas Ph.D. Purdue University	<b>2014</b>
<b>Marder, Igor</b> Professor, Mathematics M.S. Kiev University, Ukraine Ph.D. Moscow University, Russia	<b>2001</b>	<b>Moses, Bryan</b> Instructor, Kinesiology B.A. Sonoma State University M.A. West Kentucky University Ph.D. Concordia University of Chicago	<b>2021</b>	<b>Osburn, Kathy G.</b> Assistant Professor, Business B.S. University of Redlands M.A. Regent University	<b>2015</b>
<b>Mashhour, Andrew</b> Assistant Professor, Mathematics B.S. University of California, Los Angeles M.S. California State University, Los Angeles	<b>2018</b>	<b>Motawakel, Rick</b> Associate Professor, Electronic Technology A.S. DeVry University B.A. University of La Verne M.B.A. University of La Verne	<b>2005</b>	<b>Owens, Megan</b> Instructor, Accounting B.S. Western Governors University M.B.A. Western Governors University	<b>2023</b>
<b>McDermott, Tina L.</b> Assistant Professor, Communication Studies B.A. California State University, Los Angeles M.A. California State University, Los Angeles	<b>2007</b>	<b>Mugnolo, Christina</b> 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	<b>2006</b>	<b>Padilla, Samuel</b> Assistant Professor, Aeronautics A.S. Antelope Valley College A&P Certification	<b>2020</b>
<b>McGinnis, Tanya</b> Assistant Professor, Counselor B.A. California State University, Northridge M.A. California State University, Northridge M.S. University of La Verne	<b>2017</b>	<b>Newby, David</b> Professor, Music B.M. Illinois State University M.M. Indiana University Ph.D. Indiana University	<b>1989</b>	<b>Palagallo, Brian</b> Assistant Professor, English B.A. San Diego State University M.A. California State University, Northridge	<b>2014</b>
				<b>Palavecino, Patricia</b> Instructor, Biology B.A. Instituto Santa Catalina de Bolonia Ph.D. Universidad Nacional de Tucuman	<b>2019</b>
				<b>Palmetto Despain, Tamira</b> Assistant Professor, Disability Services Specialist B.A. University of Albany M.S. University of Albany	<b>2012</b>

<b>Parker, Linda</b> Instructor, Librarian A.A. Antelope Valley College B.A. Chapman University M.L.I.S. San Jose State University	<b>2019</b>	<b>Razook, Alexandra</b> Instructor, Communication Studies B.A. University of La Verne M.A. California State University, Fullerton	<b>2024</b>	<b>Schroer, Alexandra</b> Professor, Physical Science and Chemistry (IERF) Equivalency B.S. Bucharest University, Romania (IERF) Equivalency Ph.D. Ruhr University, Bochum	<b>2008</b>
<b>Parkinson, Elinda</b> Instructor, Licensed Vocational Nursing A.A. Antelope Valley College B.A. Chamberlain University	<b>2019</b>	<b>Rider, Wendy</b> Instructor, Learning Center B.A. Brigham Young University M.A. Brigham Young University	<b>2022</b>	<b>Seekamp, Jacqueline</b> Instructor, Library Science/Librarian B.A. University of Florida M.L.I.S. Florida State University	<b>2023</b>
<b>Peoples, Stephanie</b> Instructor, Child and Family Education A.A. Fullerton College B.A. University of California, Los Angeles Multiple Subject Teaching Credential Chapman University M.S. University of Southern California Ed.D. Fresno State University	<b>2022</b>	<b>Riley, Nikki</b> 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	<b>2005</b>	<b>Shafer, Ken</b> Assistant Professor, History B.A. Oregon State University M.A. Portland State University Ph.D. Claremont Graduate University	<b>2007</b>
<b>Pesses, Michael</b> Associate Professor, Geography B.A. University of California, Los Angeles M.A. California State University, Northridge Ph.D. Claremont Graduate University	<b>2008</b>	<b>Rios, Michael</b> Assistant Professor, Counseling B.S. California State University, Los Angeles M.S. California State University, Los Angeles	<b>2007</b>	<b>Shahla, George</b> Professor, Biological Sciences B.A. Damascus University, Syria Ph.D. Leningrad University, Russia	<b>2000</b>
<b>Pinho, Carlos</b> Instructor, Administration of Justice A.A. Los Angeles Community College B.A. California State University, Northridge	<b>2019</b>	<b>Rock, Jennifer</b> Instructor, Registered Nursing A.S. Antelope Valley College B.S.N. California State University, Bakersfield M.S.N. California State University, Dominguez Hills	<b>2022</b>	<b>Shahla, Kenan</b> Professor, Mathematics B.S. University of California, Los Angeles M.A. University of California, Los Angeles	<b>2005</b>
<b>Poorman, Gabrielle</b> Instructor, Business B.S. West Texas A&M University B.S. West Texas A&M University M.B.A. West Texas A&M University	<b>2021</b>	<b>Rodriguez, Miguel</b> Instructor, Electrical Technology Certificate of Achievement Antelope Valley College A.S. Antelope Valley College	<b>2023</b>	<b>Shimizu, Mariko</b> Assistant Professor, Mathematics B.S. Miyagi University of Education, Japan M.A. University of Mississippi M.A. University of Alabama	<b>2018</b>
<b>Price, Hank</b> Instructor, Administration of Justice B.S. United States Naval Academy M.B.A. University of New Orleans	<b>2023</b>	<b>Rumsey, Duane</b> Professor, Deaf Studies/Interpreter Training and Alcohol and Other Drugs Studies A.S. El Camino College B.S. SUNY Empire State College M.Ed. Northcentral University	<b>2005</b>	<b>Shipp, Joshua</b> Instructor, Biology B.S. University of Guelph M.S. California State University, Northridge	<b>2021</b>
<b>Quesada, Katherine</b> Counselor, Counseling and Matriculation Assistant Professor, Human Development A.A. Rio Hondo Community College B.A. California State University, Dominguez Hills M.S. California State University, Bakersfield M.S. University of La Verne	<b>2018</b>	<b>Salameh, Bassam</b> Assistant Professor, Biological Sciences B.S. Baylor University M.S. University of the Pacific D.P.H. University of Texas, Health Science Center at Houston	<b>2008</b>	<b>Smith, Kimberly</b> Instructor, Registered Nursing M.A. California State University, Dominguez Hills	<b>2019</b>
<b>Rainbow, Matthew</b> Assistant Professor, Biological Sciences B.A. University of California, Santa Barbara M.A. Claremont Graduate School Ph.D. University of California, Irvine	<b>1991</b>	<b>Sanicolas, May</b> Assistant Professor, Counselor A.A. Mesa College B.A. University of California, San Diego M.E. University of Nevada, Las Vegas	<b>2016</b>	<b>Snyder, Susan</b> Professor, Registered Nursing B.A. Colorado Christian University B.S.N. California State University, San Bernardino M.A. Azusa Pacific University	<b>2005</b>
<b>Rao, Harish</b> Assistant Professor, Communication Studies B.A. Eastern Michigan University M.A. California State University, Chico	<b>2005</b>	<b>Schilling, Rodney</b> Associate Professor, Counselor B.A. California State University, Chico M.S. California State University, Sacramento	<b>2007</b>	<b>Stout, Wendy</b> Assistant Professor, Respiratory Care B.S. California State University, Northridge M.A. University of Phoenix Ed.D. University of Phoenix	<b>2011</b>
		<b>Strong, Joshua</b> Instructor, Mathematics B.A. California State University, Fullerton M.A. University of California, Riverside Ph.D. University of Arizona			<b>2019</b>

<b>Sturm, Timothy</b> 2008 Assistant Professor, Automotive Collision Repair I-CAR Certified	<b>Vento, John</b> 2004 Professor, Political Science A.A. Orange Coast College B.A. University of California, Los Angeles M.A. California State University, Fullerton	<b>Zhu, Sherri Xiaoyu</b> 2005 Professor, Philosophy B.E. Tianjin University, China M.A. Jilin University, China M.A. Concordia University, Canada Ph.D. University of Southern California
<b>Suarez, Salvador</b> 2004 Professor, Counselor, EOP&S B.A. University of California, Riverside M.A. University of California, Riverside Ed.D. Argosy University	<b>Vichot, Rhea</b> 2024 Instructor, Communication Studies B.S. Massachusetts Institute of Technology M.A. New York University M.S. Georgia Institute of Technology Ph.D. University of Southern California	
<b>Taglianetti, Paul</b> 2022 Instructor, Digital Media CA Teaching Certificate University of San Diego Fine Arts Certificate Otis Art College B.S. Emerson College M.A. Quinnipiac University	<b>Villapando, Pavinee</b> 2005 Professor, Mathematics B.S. College of Charleston M.S. California State University, Northridge	
<b>Taylor, Jennifer</b> 2024 Instructor, Licensed Vocational Nursing A.A. West Valley College A.S. West Valley College L.V.N. Certificate WestMed College A.S. De Anza College B.S.N. Western Governors University M.S.N. Western Governors University	<b>Volk, Ann</b> 2004 Assistant Professor, Nutritional Science Dietetics B.S. California Polytechnic State University, San Luis Obispo M.S. California State University, Northridge	
<b>Taylor, John</b> 2002 Assistant Professor, Kinesiology B.A. California State University, Northridge M.A. Chapman University	<b>Wanko, John</b> 2016 Assistant Professor, Counselor A.A. Union County College B.A. Kean University M.A. Kean University	
<b>Toth, John</b> 2001 Assistant Professor, English B.A. California State University, Fullerton M.A. California State University, Fullerton	<b>Watters, Darren</b> 2023 Instructor/Director, Emergency Medical Technology A.S. Antelope Valley College A.S. Antelope Valley College B.S. California State University, Northridge M.A. Fresno Pacific University	
<b>Tran, Michael</b> 1999 Assistant Professor, Mathematics B.S. California Polytechnic State University, San Luis Obispo M.A. San Diego State University	<b>Wiewall, Darcy</b> 2007 Professor, Anthropology/Archaeology B.S. University of California, Riverside M.A. University of California, Riverside Ph.D. University of California, Riverside	
<b>Tumbaga, Ariel</b> 2017 Assistant Professor, Spanish B.A. University of California, San Diego M.A. University of California, San Diego Ph.D. University of California, Los Angeles	<b>Williams, Heidi</b> 2017 Assistant Professor, English B.A. Brigham Young University M.A. California State University, Chico	
<b>Vargas, Cindy</b> 2005 Assistant Professor, Kinesiology B.A. California State University, Bakersfield M.Ed. Azusa Pacific University	<b>Wishka, Cynthia</b> 2014 Assistant Professor, Counselor A.S. Antelope Valley College B.S. University of Southern California M.S. University of La Verne	
<b>Vaughn, William</b> 1985 Assistant Professor, English A.S. Antelope Valley College B.A. California State University, San Bernardino M.A. California State University, Northridge	<b>Wolf, Cole</b> 2017 Assistant Professor, Deaf Studies A.A. Antelope Valley College A.A. Antelope Valley College A.A. Antelope Valley College A.A. Antelope Valley College B.A. California State University, Northridge M.A. California State University Northridge	



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)

Burrell, Caroyne  
2001-2019, Library Sciences (2013)

Charlie, Deborah  
1984-2012, English (2013)

Capriou, Magdalena  
1993-2019, Instructional Resources &  
Extended Services (2020)

Eastin, Carol  
1986-2017, Counseling (2019)

Grishman, Lee, Dr.  
1995-2016, Counseling (2019)

Halcrow, Ron  
1984-2012, Economics (2013)

Hall, Janice Philbin  
1972-2008, English (2008)

Hall, John H.  
1975-2008, English, Latin, Journalism  
(2008)

Hinds, Patricia Crosby  
1975-2002, Art (2006)

Hood, Charles  
1989- 2022, English (2024)

Leighton, Jonet  
1987-2023, Theatre Arts (2024)

Kelso, Mary L.  
1977-2004, Foods/Nutrition (2007)

Knapp, John  
1975-2008, Automotive Technology (2011)

Manley, Richard  
1988-2008, Counseling, Psychology (2008)

Marquez, Patricia  
1976-2012, Psychology, Counselor  
(2013)

McMahan, Robert  
1970-2003, Photography and Art (2006)

Mettler, Ty  
2001-2022, Aeronautics (2024)

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)

Williams, Dorothy  
1981-2013, Instructional Resources  
Learning Center (2013)

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2024-2025 Scholar In Residence**Dr. Richie Neil Hao**

## PAST RECIPIENTS

Kathy Osburn	2023-2024
Dr. Darcy Wiewall	2022-2023
Dr. Jason Bowen	2021-2022
Dr. Glenn Haller	2020-2021
Dr. Zia Nisani	2019-2020
Dr. Maria Clinton	2018-2019
Dr. Scott Lee	2017-2018
Tina McDermott	2016-2017
Christos Valiotis	2015-2016
Elizabeth Sundberg	2014-2015
Dr. Edward Beyer	2013-2014
Dr. David Newby	2012-2013
Dr. Matthew Jaffe	2011-2012
Carol Eastin	2010-2011
Carolyn Burrell	2009-2010
Dr. Susan Lowry	2008-2009
Kathy Bingham	2007-2008
Dr. 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
Dr. Leslie Uhazy	1996-1997
Dr. Martha Wengert	1995-1996
Richard Balogh	1994-1995
Charles Ferrari	1993-1994
Marian Olson	1992-1993
Dr. Glen Horspool	1991-1992
Loren Shuck	1990-1991
Revier Palmer	1989-1990
Nelda Pugh	1988-1989
Dr. Selma Minet	1987-1988
Steve Langjahr	1986-1987
Richard Sim	1985-1986
Roger Robinson	1984-1985
Warren Houghton	1983-1984

- Aceves, Megan** Paralegal, President's Office
- Alanis Romualdo, Raul** Program Specialist, Outreach
- Alluri, Sumanth** Programmer Analyst, Information Technology Services
- Alvarado, Roxanna** Financial Aid Technician I
- Alvarado Frausto, Lorenzo** Grounds Maintenance Worker, Facilities Services
- Alvarez, Angelica** Program Specialist, Child Development Center
- Alvarez, Asia** Clerical Assistant III, Financial Aid
- Arceneaux, Burton** Web Developer, Information Technology Services
- Arlette, Arlette** Administrative Coordinator, Palmdale Center & Extended Learning
- Asher, Julian** Clerical Assistant III, EOPS
- Aslam, Ashna** Clerical Assistant III, Outreach
- Astorga, Paloma** Program Specialist, Outreach
- Avalos, Teresa** Accounting Assistant II, Financial & Fiscal Services
- Azevedo, Amanda** Sr. Administrative Assistant, Administrative Services
- Azimianaraki, Ryan** Clerical Assistant III, Enrollment Services
- Bautista, Richard** Custodian I, Maintenance and Operations
- Bayers, Denise** Graphic Artist, Marketing & Public Information
- Becerra, Anna** Records Technician, Enrollment Services
- Bennett, Marisol** Food Service Assistant II, Auxiliary Services
- Bermea, David** Laboratory Technician, Physical Sciences
- Berry, Shannette** Evaluations Coordinator, Enrollment Services
- Betancourt, Ray** Job Placement Specialist
- Blanco Jr., Jose** Clerical Assistant III, Palmdale Center & Extended Learning
- Braverman, Lori** Payroll Specialist
- Bravo, Vincent** Custodian I, Facilities Services
- Broaden, Ernie** Plumber Lead, Maintenance and Operations
- Brogan, Kelly** Evaluations Coordinator, Enrollment Services
- Broussard, Quran** Custodian I, Facilities
- Brown, Andrea** EOPS Technician II
- Brown, Jamaal** Technical Analyst, CalWORKs
- Brown, Tyrone** Grounds Irrigation Technician, Maintenance and Operations
- Burke, Laura** Early Childhood Instructional Specialist, Child Development Center
- Burkholder, Sherri** Human Resources Technician, Human Resources and Employee Relations
- Burleson, Cheryl** Instructional Multimedia Technical Specialist, Instructional Multimedia Center
- Cabrera, Paola** Accountant, Financial & Fiscal Services
- Canilang, Baltazar** Custodian I, Facilities Services
- Carey, Fanny** Custodian I, Maintenance and Operations
- Carreon, Monica** Education Advisor, Counseling & Matriculation
- Cartwright, Jacqueline** Financial Aid Technician II
- Castro, Sylvia** Payroll Specialist
- Caton, Rich** Web Developer, Marketing & Public Information
- Cerano, Mike** Lab Technician, Information Technology Services
- Chambers, MarRieund** Payroll Technician
- Champieux, David** Instructional Assistant, Aeronautical and Aviation Technology
- Chavez, Ashley** Veterans Program Coordinator, Student Services
- Chavez, Melissa** Administrative Assistant, Arts & Humanities
- Chereshkoff, Christy** Clerical Assistant III, Enrollment Services
- Collins, Bryan** Laboratory Technician, Information Technology Services
- Collins, Glenn** Laboratory Technician, Biology
- Colosimo, Kyle** Custodian I, Facilities
- Colvin, Cliff** Instructional Assistant, Auto Body
- Combs, Darin** Electrician Lead, Maintenance and Operations
- Contreras, Jaime** Laboratory Technician, Biology
- Cooper, John** Grounds Maintenance Worker, Maintenance and Operations
- Cooper, Teresa** Warehouse Assistant, Financial & Fiscal Services
- Cordova, Robert** System Administrator, Information Technology Services
- Corona, Marisela** CalWORKs Technician I
- Correa, Kim** Sr. Administrative Assistant, Human Resources and Employee Relations
- Covell, Kim** Programmer Analyst, Information Technology Services
- Cruz, Christopher** Skilled Maintenance Worker, Maintenance and Operations
- Cruz, Graciela** Custodian I, Facilities Services
- Cruz Camacho, David** Clerical Assistant II, Counseling & Matriculation
- Darby, Mayke "Sam"** Academic Affairs Specialist
- Davidson, Anita** Early Childhood Instructional Specialist, Child Development Center
- Davis, Elayne** Clerical Assistant III, Palmdale Center & Extended Learning
- Davis, Mariah** Clerical Assistant III, Human Resources and Employee Relations
- Devers, Byron** Sports Information Director, Kinesiology & Athletics
- Diaz, Anthony** Instructional Assistant, Welding
- Doss, Kendra** Financial Aid Technician II
- Duarte, Naiby** Financial Aid Technician I
- Duckett III, Norris** Laboratory Technician, Digital Media
- Dunlap, Bryan** Painter, Maintenance and Operations
- Duszynski, Darryl** HVAC Technician, Maintenance and Operations
- Eason, Juan** Financial Aid Specialist
- Ebersbacher, Mark** Transportation Driver, Facilities Services
- Edmondson, LaTara** Administrative Assistant, Enrollment Services
- Elliott, Jan** Clerical Assistant III, Facilities
- Escobar, Vanessa** Research Analyst, Institutional Research & Planning
- Farris, Casey** Administrative Coordinator, Palmdale Center & Extended Learning
- Feldman, Joshua** Tutoring Specialist, Learning Center
- Fernandez, Sheri** Senior Accounting Technician, Financial & Fiscal Services
- Fiske, Rebecca** Early Childhood Instructional Specialist, Child Development Center

<b>Ford, Pamela</b> Program Coordinator, CalWORKs	<b>Hall, Cherice</b> Tutoring Specialist, Learning Center	<b>Kirkendall, Jason</b> Laboratory Technician, Math
<b>Fregozo, Ernest</b> Grounds Maintenance Worker, Facilities Services	<b>Hanstad, Sherilyn</b> Custodian, Maintenance and Operations	<b>Koss, Danielle</b> Student Accounts Technician, Financial & Fiscal Services
<b>Freitas, Denilson</b> Laboratory Technician, Physical Sciences	<b>Harris, Danielle</b> Women's Athletic Equipment Assistant, Kinesiology & Athletics	<b>Krynen, Gregory</b> Technical Trainer, Information Technology Services
<b>Fuentes, Walter</b> Accounting Assistant II, Student Life and Services	<b>Harris, Michael</b> Coordinator of Warehouse and Inventory, Financial & Fiscal Services	<b>Landreth, Cephus "Jim"</b> Instructional Assistant, ACRV/Electrical
<b>Garcia, Alexia</b> Clerical Assistant II, Counseling & Matriculation	<b>Haynes, Taylor</b> Human Resources Technician, Human Resources and Employee Relations	<b>Langaman, Sheri</b> Administrative Assistant, Kinesiology & Athletics
<b>Garcia, Crystal</b> Program Specialist, Student Equity	<b>Hernandez, Isai</b> Clerical Assistant II, Counseling & Matriculation	<b>Lathrop, Michele</b> Technical Analyst, Information Technology Services
<b>Garcia, Daniel</b> Technical Analyst, Financial Aid	<b>Hernandez, Rosa</b> Switchboard Operator, Marketing & Public Information	<b>Lawson, Elizabeth</b> Payroll Specialist
<b>Garcia, Ian</b> Maintenance Assistant, Facilities Services	<b>Hernandez III, Uriel</b> Grounds Maintenance Worker, Facilities Services	<b>Linares, Giovanni</b> Computer Service Technician, Information Technology Services
<b>Garcia, Randy</b> Custodian I, Maintenance and Operations	<b>Hicks, Golden</b> Program Specialist, Student Equity	<b>Logan-Butler, Robin</b> Clerical Assistant II, Information Technology Services
<b>Garcia, Tanya</b> Evaluations Coordinator, Enrollment Services	<b>Hightower, Richelle</b> Learning Center Specialist	<b>Lohrman, Nicole</b> Library Technician
<b>Gayeta, Analiza</b> Accounting Technician, Financial & Fiscal Services	<b>Hinesley, Ann</b> Telecommunications System Specialist, Information Technology Services	<b>Loi, Ann</b> Laboratory Technician, LD/High-Tech Center, Office for Students with Disabilities (OSD)
<b>Giron, Javier</b> Grounds Maintenance Worker Landscaper, Facilities Services	<b>Holton, Joseph</b> Custodian I, Facilities Services	<b>Lopez, Trisha</b> Administrative Assistant, Language and Communication Arts
<b>Godinez, Araseli</b> Accounting Technician, Financial & Fiscal Services	<b>Hudson, Scott</b> Warehouse Assistant, Financial & Fiscal Services	<b>Lubos, Arnold</b> Custodian I, Maintenance and Operations
<b>Goff, Una</b> Senior Accountant, Financial & Fiscal Services	<b>Hughes, Shane</b> Payroll Specialist	<b>Luna, Michelle</b> Senior Accounting Technician, Financial & Fiscal Services
<b>Gomez, Jacqueline</b> Facilities Planning Coordinator, Facilities Services	<b>Ibarrola, Estephania</b> Human Resources Assistant, Human Resources and Employee Relations	<b>MacConnell, Samantha</b> Administrative Assistant, Foundation
<b>Gonzales, Gabriela</b> Clerical Assistant III, Innovation & Grants	<b>Ingram, Carla</b> Clerical Assistant III, Counseling & Matriculation	<b>MacMillan, Jamie</b> Clerical Assistant III, Arts & Humanities
<b>Gonzalez, Angie</b> Education Advisor, Counseling & Matriculation	<b>Ingrassi, Joe</b> Skilled Maintenance Worker Lead, Maintenance and Operations	<b>Maher, Sean</b> Custodian I, Facilities Services
<b>Gordon, Russell</b> Men's Athletic Equipment Assistant, Kinesiology & Athletics	<b>Jacobsen, Kyle</b> Academic Affairs Specialist	<b>Maldonado, Joshua</b> Computer Services Technician, Information Technology Services
<b>Groth, Maria</b> Laboratory Technician, Chemistry	<b>Jacobson, Jenna</b> Laboratory Technician, Biology	<b>Mardirossian, Evan</b> Theatre Technician
<b>Guardado, Catherine</b> Clerical Assistant III, Maintenance and Operations	<b>Janiszewski, Karen</b> Budget Analyst, Financial & Fiscal Services	<b>Martinez, Diane</b> CalWORKs Technician I
<b>Gudino, Maria</b> Clerical Assistant III, Counseling & Matriculation	<b>Jones, Antonio</b> Custodian I, Facilities Services	<b>Martinez, Katia</b> Computer Services Technician, Information Technology Services
<b>Guerrero, Gabriela</b> Senior Accounting Technician, Financial & Fiscal Services	<b>Jones-Ukagba, LaShonda</b> Clerical Assistant II-Bond, Facilities	<b>Martirosyan, Zarine</b> Cashier, Financial & Fiscal Services
<b>Guillermo, Marvin</b> Custodian I, Facilities Services	<b>Jordan, Ernestine</b> Financial Aid Technician II	<b>Masters, Nancy</b> Administrative Coordinator, Marketing & Public Information
<b>Guillermo, Rodolfo</b> Custodian I, Maintenance and Operations	<b>Kelly, Jerene</b> Administrative Coordinator, Institutional Effectiveness, Research, Planning and Library Services	<b>McCord, Maisha</b> Administrative Assistant, Counseling & Matriculation
<b>Gutierrez, Jefe</b> Campus Events Worker, Facilities Services	<b>Kinison, Lisa</b> Accounting Technician, Financial & Fiscal Services	<b>McKinstry, Olivia</b> Clerical Assistant III, Job Placement Center
<b>Guzman, Marvin</b> Auto Equipment Mechanic Lead, Facilities Services		<b>Medina, Rudy</b> Maintenance Worker, Facilities



- Mejia, Pedro** Instructional Assistant, Auto Body
- Metcalf, Nicole** Accounting Assistant II-Bond, Financial & Fiscal Services
- Middleton, Maria** Accountant-Bond, Financial & Fiscal Services
- Molina, Yolanda** Library Technician
- Morris, Glenn** Grounds Maintenance Worker, Facilities Services
- Moulton, Emily** Foundation Coordinator
- Negrete, Bettie** Clerical Assistant III, Social and Behavioral Sciences
- Nuckolls, Doug** Instructional Assistant, Aeronautical and Aviation Technology
- O'Brien, Eileen** Buyer, Financial & Fiscal Services
- O'Keeffe, Darlene** Academic Senate Coordinator
- O'Leary, Lisa** Foundation Coordinator
- Ojeda, Jose** Custodian I, Facilities Services
- Ojeda, Veronica** Clerical Assistant III, Financial & Fiscal Services
- Olson, Suzanne** Administrative Assistant, Math, Science and Engineering
- Orosco, Joe** Plumber, Facilities Services
- Otis, Susanna** Instructional Assistant, Aeronautics
- Palacios Lopez, Yoselin** Program Specialist FYE, Student Life and Services
- Parks, Carisha** Financial Aid Technician II
- Patin, Anairma** Human Resources Technician, Human Resources and Employee Relations
- Paul, Jenell** EOPS Technician II
- Paul, Ricana** Clerical Assistant I, Child Development Center
- Perez, Esperanza** Evaluations Coordinator, Enrollment Services
- Perez, Yecenia** Women's Senior Athletic Trainer, Kinesiology & Athletics
- Petrin, Yvette** EOPS Specialist
- Pinedo, Jose** Skilled Maintenance Worker, Facilities Services
- Pleer, Harry** Deaf Services Coordinator/Interpreter, Office for Students with Disabilities (OSD)
- Preston, Gwennette** Clerical Assistant III, Counseling & Matriculation
- Ramirez, Ramon** Clerical Assistant III, Information Technology Services
- Ramirez Giraldo, Pablo** Custodian I, Maintenance and Operations
- Ramos, Juan** Athletic Turf Maintenance Specialist, Facilities
- Rasmussen, Timothy** Men's Senior Athletic Trainer, Kinesiology & Athletics
- Recinos, Leyla** Administrative Assistant, Career Technical Education
- Remp, Maria "Vicky"** Human Resources Technician, Human Resources and Employee Relations
- Reyes, Erica** Education Advisor, Counseling & Matriculation
- Rincon Barragan, Julia** Education Advisor, Counseling & Matriculation
- Ritchie, Karl** Skilled Maintenance Worker, Maintenance and Operations
- Ritchie, Kenneth** Electrician, Maintenance and Operations
- Rivas, Susette** Attendance Accounting Technician, Enrollment Services
- Roberts, Shane** HVAC Technician, Facilities Services
- Rodriguez, Blanca** Human Resources Assistant, Title IX & Compliance
- Rosales, Victoria** Clerical Assistant III, Child Development Center
- Ruvalcaba, Maricela** Learning Disabilities Testing Technician, Office for Students with Disabilities (OSD)
- Saari, Wade** Assessment Coordinator, Enrollment Services
- Salazar, Debbie** Clerical Assistant III, President's Office
- Sales, Pablo** Early Childhood Instructional Specialist, Child Development Center
- Sanchez, Linda** Financial Aid Technician II
- Sandoval, Erika** Library Assistant
- Santiago, Sammy** Custodian I, Maintenance and Operations
- Santos, Marlene** Financial Aid Technician I
- Schottelkorb, Michele** Administrative Assistant, Social and Behavioral Science
- Scoppetta, Filomena** Custodian I, Facilities
- Scribner, Alma** Clerical Assistant III, Math, Science and Engineering
- Serrano, Robyn** Academic Affairs Specialist
- Serrata, Jose** Campus Events Technician, Facilities Services
- Severs, Debora** Clerical Assistant II, Counseling & Matriculation
- Sheppard, Timothy** Instructional Assistant, Automotive
- Sirotzki, Veronica** Custodian II Lead, Maintenance and Operations
- Skipper, Mary** Attendance Accounting Technician, Enrollment Services
- Smethurst, Paul** Grounds Irrigation Equipment Technician Lead, Maintenance and Operations
- Smolenski, Tyson** Programmer Analyst, Information Technology Services
- Solis-Garcia, Parris** Program Specialist, Student Life and Services
- Soriano, Jose** Automotive Equipment Mechanic, Facilities Services
- Stanton, Sara** Administrative Coordinator, S.T.A.R.
- Star, Jayme** Technician, Instructional Multimedia Center
- Stewart, Raychel** Marketing Specialist, Marketing & Public Information
- Stinson, Amanda** Research Technician, Institutional Research & Planning
- Stone, Nancy** Mailroom/Duplication Technician, Financial & Fiscal Services
- Sumner-Gonzales, Cheryl** Administrative Assistant, CalWORKs
- Tague, Ryan** Custodian Lead, Maintenance and Operations
- Taksony, Carter** Campus Events Worker, Facilities Services
- Tami, Craig** Grounds Maintenance Worker, Facilities Services
- Tapia, Robert** Skilled Maintenance Worker, Facilities Services
- Thomas, Toulonne** Clerical Assistant III, Health & Safety Science
- Thompson, Adam** Security Systems Administrator, Information Technology Services
- Thompson, Hilda** EOPS Technician
- Thompson, Jacklyn** Tutoring Specialist, Learning Center
- Traynor, Erin** Career Center Coordinator
- Urbanoski, Angela** Sr. Administrative Assistant, Student Services
- Vargas, Dawn** Library Technician
- Vasquez, Felix** Clerical Assistant III, Office for Students with Disabilities (OSD)
- Vazquez, Raul** Custodian I, Maintenance and Operations

**Ventura, Elsa** Food Service Assistant I,  
Auxiliary Services

**Vidana, Chloe** Tutoring Specialist, Learning  
Center

**Villa, Theresa** Clerical Assistant III,  
Enrollment Services

**Villarreal, Eduardo** Grounds Maintenance  
Worker, Maintenance and Operations

**Villarreal, Wendy** Cashier, Financial &  
Fiscal Services

**Virgil, Porsche** Buyer, Financial & Fiscal  
Services

**Walden, Robert** Programmer Analyst,  
Information Technology Services

**Wallace, Andre** Grounds Maintenance  
Worker, Facilities

**Waller, Sylvia** Coordinator of Health and  
Safety Sciences

**Weber, John** Computer Services Technician,  
Information Technology Services

**West, Maria** Library Operations & Services  
Specialist

**Whitaker, Kimberly** Instructional  
Multimedia Technical Assistant,  
Instructional Multimedia Center

**Wiley, Sharmaine** Records Technician,  
Enrollment Services

**Williams, Cedric** Custodian I, Facilities  
Services

**Williams, Sheryl** Sr. Administrative  
Assistant, Academic Affairs

**Wilmes, Michael** Senior Systems  
Administrator, Information Technology  
Services

**Winn, Jennifer** Clerical Assistant III, Career  
Technical Education

**Wisdom, Cristine** Administrative Assistant,  
Student Life

**YingLing, John** Custodian I, Facilities  
Services

**Youkhana, Anet** Technical Analyst,  
Enrollment Services

**Zahnter, Richard** Mailroom/Duplication  
Technician, Financial & Fiscal Services

**Zinner, Tiffani** Instructional Assistant,  
Aeronautics

**Zitella, Shannon** Job Placement Specialist

## Humanitarian Award

This award is presented to an individual who embodies being a humanitarian as it relates to unconditional support of our classified employees.  
Unconditional with respect to assuring what is right, what is fair, and what is best for the classified.

### 2024-2025 Humanitarian Award Recipient Casey Farris

Casey Farris became a Classified employee with Antelope Valley College (AVC) on April 4, 2016, and has been employed for 8 years.

Casey began her career at AVC as a Mailroom Duplication Technician, then she advanced to the position of Administrative Assistant for the Social and Behavioral Sciences Department, and then promoted to the position she currently holds as Administrative Coordinator for the Palmdale Campus.

Since arriving at AVC, Casey has pursued her education and has attained her master's degree.

What is inspiring about Casey is her can-do spirit, the smile she has for everyone, and her unwavering positivity. She is a very neutral individual and is not as interested in who was responsible for a problem or mistake, as she does what she can do to find a solution. Whatever challenge Casey may be faced with, she addresses head on looking for a positive resolution.

Casey has been a champion and advocate for the union. She is always available to serve on hiring committees even if it means answering a last-minute plea to serve.

Casey is a champion and advocate for the Federation and that is what makes Casey the most outstanding recipient of the Humanitarian Award this year.

Thank you, Casey.

Wini Brunston	1996
Tami Murakami	1997
Stan Beach	1998
Rochelle Dowdell	1999
Elaine Sterling	2000
Shirlene Thatcher	2001
Pamela Ford	2002
Chris Garcia	2003
Mary Kelsay	2004
Tina Wilson	2005
Jill Kitley	2006
Deb Lose	2007
Margie Chavez	2008
Michael Vasquez	2009
Amber Dwinell	2010
Scott Tuss	2011
Brenda Sewell	2012
Ernie Broaden	2013
Kim Fite	2014
Jenell Paul	2015
Suzanne Olson	2016
Jaime Contreras	2017
Maria Valenzuela West	2018
Ryan Tague	2019
Anna Marie Becerra	2020
Geary Cook	2021
Kendra Doss	2022
Veronica Sirotzki	2022
Desiree Lee	2023

## Bill Montamble Award

The Bill Montamble Award honors the contributions of our excellent classified staff at Antelope Valley College in providing support services to our students and to the institution. All college personnel is invited to submit nominations for consideration by the Classified Recognition Committee. Nominations are accepted on the basis of involvement in district activities and persistent dedication to excellence in his/her/their job performance.

### 2024 Bill Montamble Award Recipient Rosa Hernandez

Rosa brings recognition to Antelope Valley College, for she is the first person that many students, staff, and community members encounter as they contact AVC by phone or in person.

Rosa has served AVC for over 30 years and she is always quick, courteous, knowledgeable, and a joy to talk to over the phone. She helps maintain the portrait of the friendly nature of AVC.

Rosa demonstrates her dedication to excellence every time she answers the phone and tries to resolve situation she encounters. As simple or complicated as these may be, she is always ready to go the extra step to help those she serves. Rosa can quickly identify the appropriate office or division that can help resolve any questions from the community.

The work that Rosa provides here at AVC goes beyond her phone duties as the main switchboard operator. She is a very helpful contributor to many other duties which directly affect the way AVC is looked upon. Some of these are: the toy drive which she started in 1996, and in 2006 she received the 10-year commendation from the County of Los Angeles in recognition of dedicated services to the community, the yearly Christmas celebration, the staff and faculty Christmas luncheon, the Classified recognition, and countless others.

Overall, Rosa is an excellent classified employee. Congratulations on this honor!

Jim Reddish	1995-1996
Shirlene Thatch	1996-1997
Stan Moore	1997-1998
Debra Smith	1998-1999
Greg Drossel	1999-2000
Nancy Jo Hatfield	2000-2001
Susan Weitz	2001-2002
James Yoakum	2002-2003
Elaine Sterling	2003-2004
Margie Chavez	2004-2005
Germaine Ulrich	2005-2006
Joseph West	2006-2007
Linda Geist	2007-2008
Kim Covell	2008-2009
Pamela Ford	2008-2009
Terry Schultz	2009-2010
Yvonne Morris	2010-2011
Wilda Wallace	2011-2012
Aeron Zentner	2012-2013
Karen Smith	2013-2014
Wendy Cios	2014-2015
Christi Crosby	2015-2016
Tina Wilson	2016-2017
Glenn Collins	2017-2018
Tracy Fernandez	2018-2019
Terry Shultz	2018-2019
Yvonne Morris	2019-2020
Wilda Wallace	2020-2021
IN HONOR of Frank O'Dell	1978-2022
Michele Schottelkorb	2022-2023



## Beacon For Excellence Award

This award, crafted exclusively for confidential employees, is a beacon of inspiration, illuminating the path for others through outstanding dedication, leadership, and service. At AVC, we recognize that our confidential employees play a pivotal role in the success and advancement of our institution.

Often working behind the scenes, these individuals contribute in ways that may not always be visible but are crucial to our collective success.

The Beacon For Excellence Award seeks to shine a spotlight on these remarkable individuals who excel in their specific roles and significantly contribute to the enrichment and advancement of our college as a whole. Whether through their exemplary work ethic, innovative problem-solving, or unwavering commitment to excellence, recipients of this award embody the highest standards of professionalism and service. As we present the Beacon for Excellence Award, we celebrate the exceptional contributions of those who illuminate our path forward, guiding us toward a brighter and more prosperous future. This individual is a role model, inspiring others to strive for greatness and fostering a culture of excellence within our college community.

## 2024 Beacon For Excellence Award Recipient Sherri Burkholder

Sherri Burkholder is an exceptional individual whose dedication and commitment have left an indelible mark on our institution. Her outstanding knowledge and unwavering support has been a cornerstone of our campus and a major resource for employees and supervisors alike.

In a world where navigating leave processes and understanding legal requirements can be daunting, Sherri is a beacon of clarity and assistance. Her expertise in handling various leave situations and her deep understanding of the relevant laws have been invaluable assets. She has repeatedly provided timely and accurate guidance, ensuring that our employees receive the support they need.

Yet, what truly sets Sherri apart is her empathy and compassion. She is one person on campus who deals with every person in every department, sometimes in times of celebration, sometimes in grief. She demonstrates genuine care for others in every interaction, addressing their concerns with patience and understanding. The campus consistently relies on her professionalism, positive attitude, and willingness to go above and beyond to help others.

So, today, as we acknowledge Sherri's outstanding contributions, let us also celebrate the spirit of teamwork and collaboration, compassion and empathy that she embodies. Let us be inspired by her example to strive for excellence in everything we do.

Sherri, your impact on our entire institution is immeasurable, and we are profoundly grateful for your dedication and service. Thank you for being a shining example of excellence and making a difference daily. Congratulations on this well-deserved recognition.

## Seniority Award

The Seniority Award acknowledges the classified employee with the greatest length of employment. It was started by Mr. Bill Montamble, Vice President of Student Activities, on the occasion of his retirement. The Seniority Award recognizes the contributions made by our excellent classified staff at Antelope Valley College in providing support services to our students and to the institution.

## 2024 Seniority Award Recipient Rebecca Fiske

Rebecca Fiske has served in the Childhood Development Center as an esteemed Classified employee for over 27 years. She has played a pivotal role in fostering a collaborative, supportive and caring learning environment families have come to trust. Throughout her tenure, Rebecca has made a profound difference in the education and lives of hundreds of preschoolers, families, and college students.

In addition to her invaluable work in the classroom and as a colleague, she extends her knowledge and expertise serving college students as a mentor teacher and guide in the Teacher Credentialing process. Rebecca is renowned for her ability to form lasting connections with the diverse populations she serves, some of whom have returned to the Child Development Center with a new generation of preschoolers.

Rebecca's unwavering dedication to the Child Development Center has made a lasting impact on our community. Her contributions to this institution are truly remarkable, making her an invaluable asset to Antelope Valley College. Thank you, Rebecca, for all of your service.

Betty Wienke	1992
Betty Craton	1993
Donna Dinger	1994
Becky Derrick	1995
Dave Pruitt	1996
Bonnie Steen	1997
Wini Brunston	1998
Mary Schilling	1999
Shirlene Thatch	2000
Becky Hoerner	2001
Nancy Caselli	2002
Frank O'Dell	2003
Don Sly	2004
Ken Mercado	2005
Stan Moore	2006
Germaine Ulrich	2007
Barbara McLaughlin	2008
Brenda Sewell	2009
Pete Soos	2010
Steve Standerfer	2011
Kenneth Miller	2012
Fred Halls	2013
Yvette Petrin	2014
Wendy Cios	2015
Karen Smith	2016
Debra Smith	2017
Rosa Hernandez	2018
Ryan Tague	2019
Shannon Knab	2020
Glen Collins	2021
Ernie Broaden	2022
Pamela Ford	2023