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 2010.
Additional information about accreditation, including the filing of complaints against member institutions, can be found at: 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

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: Title IX, Discrimination, Sexual Harassment
Americans with Disabilities Act (ADA), Section 504
Equal Employment Opportunity
Contact: Mark Bryant, District Compliance Officer
Human Resources Office, Administration Building
3041 West Avenue K, Lancaster, California 93536-5426
(661) 722-6300 ext. 6311

Re: Limited English Proficiency
Contact: Yvette Cruzalegui, Counselor
Counseling Department, Student Services Building
3041 West Avenue K, Lancaster, California 93536-5426
(661) 722-6300 ext. 6338

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
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 2010.

Información adicional acerca de la acreditación, incluyendo la presentación de quejas en contra de las instituciones miembros, se puede encontrar en: www.accjc.org

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

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 Agravios
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 laDiscriminación de empleo por Motivos de Edad de 1967, el Título IX de las Enmiendas Educativas de 1972, el Artículo 504 de la ley de Rehabilitación de 1990, la ley para Estadounidenses con Discapacidades de 1990, la ley de Equidad en el Empleo y la Vivienda, y el Código Educacional de California.

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

Re: Dominio Limitado del Idioma Inglés
Contáctese con:
Yvette Cruzalegui – Consejera
Departamento de Consejería, Edificio de Servicios Estudiantiles 3041 West Avenue K, Lancaster, California 93536-5426 (661) 722-6300 ext. 6338

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

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

Si tiene preguntas, inquietudes, quejas, o solicitudes de adaptación razonable o información adicional, puede comunicarse con el Oficial de Conformidad del Distrito. Su oficina se encuentra en el edificio de Administración, está abierta de Lunes a Viernes de 8:00 a.m. hasta las 4:30 p.m., y el número de teléfono es (661) 722-6300 ext. 6311 (voz) o 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
President’s Welcome
2017-2018

From its humble beginnings in a single classroom at Antelope Valley Joint Union High School in 1929 with an enrollment of 20 students, Antelope Valley College has grown to a campus of over 135 acres, serving an annual total of over 18,000 students at its main campus in Lancaster, satellite locations, and a full academic center in Palmdale. Through its 88 years, the college has gained a national and international reputation for its service to the community and industry. Today the college offers comprehensive offerings for degrees and certificates, training opportunities for career enhancement, basic skills instruction and lifelong learning opportunities.

In addition to the wide array of course and program offerings, the college is one of fifteen community colleges across the state of California to offer a baccalaureate degree program. The college began enrolling students in the Airframe Manufacturing Technology program in the fall of 2016. Further, the college boasts of being one of twenty-four community colleges in the state to offer a 2+2+3 articulated law school initiative; one of just four colleges to pilot inmate education programs; an AVC2CSU two-year guarantee transfer program; and an Honors Program in conjunction with a transfer alliance with University of California Los Angeles (UCLA). These programs are in addition to the twenty-two associate degrees for transfer that are articulated with the entire California State University (CSU) system. Moreover, our graduates are transferring to prestigious universities across the country.

Further, throughout its history, the college has maintained strong partnerships with business and industry in the Antelope Valley, developing programs of study to ensure entry into professional careers and fields such as public safety, health sciences, aviation, business and engineering. These strong ties to local industry also ensure workplace opportunities for our graduates in the technical trades.

With the passage of Measure AV, a $350 million bond measure, the college will pursue the build out of its ten-year Facilities Master Plan which will replace many original buildings on main campus and lay the foundation for the long-term future of the college. Additionally, the college is moving its Palmdale Center to a new location to expand course offerings and provide better service the southeastern portion of the college service area. This newly renovated facility will be open for classes in Fall 2017.

Antelope Valley College is a very special place that prides itself on the professionalism and expertise of its administration, faculty and staff. Every employee is dedicated to your success as a student at the college, and as a citizen in your community. I have every confidence you will find your time at Antelope Valley College to be wellspent and enriching.

On behalf of the Board of Trustees of the Antelope Valley Community College District, and the entire college community: Welcome. Thank you for choosing to share your collegiate experience with us. We stand ready to support your personal journey to achieving your goals.

Ed Knudson
Superintendent/President
Board of Trustees

Mr. Michael Adams
President

Mrs. Barbara Gaines
Vice-President

Mr. Lew Stults
Clerk

Mr. Steve Buffalo
Member

Dr. Laura Herman
Member

Ms. Michelle Arvizu Garcia
Student Representative

Administration

Mr. Ed Knudson
Superintendent/President

Dr. Bonnie Suderman
Assistant Superintendent/Vice-President Academic Affairs

Dr. Erin Vines
Assistant Superintendent/Vice-President Student Services

Mr. Mark Bryant
Assistant Superintendent/Vice-President Human Resources and Employee Relations

Mr. Duane Rumsey
Dean Arts & Humanities

Mr. Laureano Flores
Dean Career Technical Education

position vacant
Dean Health & Safety Sciences

Dr. Leslie Uhazy
Dean Math, Science, & Engineering

Ms. Catherine Hart
Dean Palmdale & Extended Services

Ms. Riley Dwyer
Dean Rhetoric & Literacy

Dr. L. Tom O’Neil
Dean Social & Behavioral Sciences

Mr. Gary Roggenstein
Dean Counseling and Matriculation

Ms. LaDonna Trimble
Dean Enrollment Services

Dr. Meeta Goel
Dean Institutional Effectiveness, Research and Planning / Library Services

Dr. Jill Zimmerman
Dean Student Life

Ms. Diana Keelen
Executive Director Business Services

Mr. Doug Jensen
Executive Director Facilities Services

Mr. Richard Shaw
Executive Director Information Technology Services

Ms. Diane Knippel
Interim Executive Director Institutional Advancement and Foundation

Ms. Elizabeth Diachun
Executive Director Marketing and Public Information

Ms. Dawn McIntosh
Director Auxiliary Services

Mr. Tim Wiley
Director CalWORKs

Dr. Katarina Orlic-Babic
Director Child Development Center

Mr. Gary Roggenstein
Interim Director Extended Opportunity Programs & Services

Ms. Nichelle Williams
Director Financial Aid

Ms. Michelle Hernandez
Director First Year Experience

Ms. Maxine Griffin
Director Human Resources and Employee Relations

Ms. Ann Steinberg
Director Job Placement

Dr. Louis Lucero
Director Office for Students with Disabilities

position vacant
Director Palmdale Center

Mr. Terry Cleveland
Director Risk Management and Environmental Health

Ms. Kenya Johnson
Director Student Activities and Community Outreach

Ms. Rashall Hightower-Stickel
Director Student Equity

Ms. Saundra Cooley
Director STAR Program

Ms. Katherine Mergliano
Manager Computer Systems

position vacant
Manager Fiscal Services

Mr. William Carlson
Manager Instructional and Support Services

Mr. Jared Simmons
Manager Maintenance and Operations

position vacant
Manager Performing Arts Theater

position vacant
Manager Purchasing

position vacant
Supervisor Accounting/Budget

Ms. Tamara Steffes
Supervisor Auxiliary Services

Mr. Alan Gold
Supervisor Campus Events and Operations

position vacant
Supervisor Custodial

Ms. Debra Smith
Supervisor Food Service

Mr. Robert Stanton
Supervisor Grounds Maintenance

Mr. Michael Maher
Supervisor Maintenance and Operations

Ms. Debbie Clark-Hackenberg
Supervisor Payroll
## ACADEMIC AFFAIRS - DR. BONNIE SUDERMAN, VICE-PRESIDENT

### MR. DUANE RUMSEY, DEAN ARTS & HUMANITIES

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<thead>
<tr>
<th>Art</th>
<th>Chinese</th>
<th>Dance</th>
<th>Deaf Studies/Interpreting</th>
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<th>Film and Television</th>
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<td>German</td>
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<td>Photography/Commercial Photography</td>
<td>Spanish</td>
<td>Theatre Arts</td>
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### MR. LAUREANO FLORES, DEAN CAREER TECHNICAL EDUCATION

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<tr>
<th>Accounting</th>
<th>Aeronautical and Aviation Technology</th>
<th>Air Conditioning and Refrigeration</th>
<th>Aircraft Fabrication and Assembly</th>
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<td>Automotive Technology</td>
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<td>Computer Information Science</td>
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<td>Management</td>
<td>Marketing</td>
<td>Office Technology</td>
<td>Real Estate</td>
<td>Welding</td>
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### POSITION VACANT, DEAN HEALTH & SAFETY SCIENCES

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<tr>
<th>Athletic Training</th>
<th>Emergency Medical Technology</th>
<th>Fire Technology</th>
<th>Health Education</th>
<th>Intercollegiate Athletic</th>
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<td>Medical Office Assisting</td>
<td>Nutrition and Foods</td>
<td>Radiologic Technology</td>
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<td>Recreational Leadership</td>
<td>Registered Nursing</td>
<td>Respiratory Care</td>
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### DR. LESLIE UHAYZ, DEAN MATH, SCIENCE, & ENGINEERING

<table>
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<tr>
<th>Agriculture/Park Landscape Mgt.</th>
<th>Anatomy</th>
<th>Astronomy</th>
<th>Biology</th>
<th>Botany</th>
<th>Chemistry</th>
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<td>Geology</td>
<td>Mathematics</td>
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<td>Microbiology</td>
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### MS. CATHERINE HART, DEAN PALMDALE & EXTENDED SERVICES

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<tr>
<th>Cooperative Work Experience</th>
<th>Corporate and Community Services</th>
<th>Distance Education</th>
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<td>Palmdale Center</td>
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<td>Off Site Campuses</td>
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### MS. RILEY DWYER, DEAN RHETORIC & LITERACY

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<th>Academic Development</th>
<th>Communication Studies</th>
<th>English</th>
<th>English as a Second Language</th>
<th>Journalism</th>
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### DR. L. TOM O’NEIL, DEAN SOCIAL & BEHAVIORAL SCIENCES

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<tr>
<th>Administration of Justice</th>
<th>Anthropology</th>
<th>Child and Family Education</th>
<th>Child Development Center</th>
<th>Clothing and Textiles - Fashion Design</th>
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<td>Economics</td>
<td>Education</td>
<td>Family and Consumer Science</td>
<td>History</td>
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<td>Interior Design</td>
<td>Political Science</td>
<td>Psychology</td>
<td>Sociology</td>
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</table>
# Student Services - Dr. Erin Vines, Vice-President

**Mr. Gary Roggenstein, Dean Counseling & Matriculation**
- CalWORKs
- Career/Transfer Center
- Counseling Services

**Ms. LaDonna Trimble, Dean Enrollment Services**
- Academic Records
- Admissions and Records
- Assessment
- Athletic Verification
- Audit/Credit by Examination
- Enrollment Management
- Enrollment Services

**Dr. Jill Zimmerman, Dean Student Life**
- Associated Student Organization
- Commencement
- Financial Aid
- First Year Experience
- International Student Program
- Job Placement
- Outreach/Information and Welcome Center
- SOAR High School
- Student Activities

**Office for Students with Disabilities (OSD)**
- Counseling Services
- Matriculation
- S.T.A.R.

**Extenuating Circumstances Petition**
- Graduation
- Transcripts

**Student Equity**
- Student Health Services
- Study Abroad
- Veterans Resource Center
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 (Not included in the District’s Mission):

Associate Degree Programs
Associate degree programs comprised of general education courses, proficiency requirements, designated courses in a specific major or area of emphasis. Associate degrees provide students with “the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.”

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

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

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

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

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

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

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.

Values

To provide quality education that transforms lives.

Governance

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

History

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

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


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

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

A VC responded to the needs of south valley residents by establishing a Palmdale site, currently at 1529 E. Palmdale Blvd., Palmdale. Approximately 2,000 students are served at the Palmdale Center in 2002.

 Officials continue 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, Health and Science Building followed in 2012.

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, Little Rock, 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 a median age of 22. Women make up the majority of the student body with 59 percent of the population. In fall 2015, 14,530 students attended AVC.

Degrees and Programs

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

Instructional Programming

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

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

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

**Evening and Saturday Classes:** Many of the same college-level classes that are offered during the day are also offered in the evening and on Saturdays in all academic fields, business, technical, vocational and semiprofessional areas. Also offered are courses and programs other than those available in the weekly, daytime schedule: namely, offerings of a community service nature, courses for adults, and classes designed to provide training for persons employed during daytime hours. The college is committed to the same high quality of instruction in the evening and Saturday courses as those that are offered during the day. Evening classes are courses scheduled to begin at or later than 4:30 p.m.
Fall 2017 Academic Calendar

Registration ................................................................................................................................. Consult enrollment dates at www.avc.edu
Semester begins............................................................................................................................ August 21
*Last day to Add (full-term courses) .......................................................................................... In Person - September 1, On Web - September 4
*Last day to drop with refund (full-term courses) ...................................................................... In Person - September 1, On Web - September 4
Labor Day (College closed) ......................................................................................................... September 4
Last day to drop without a “W” (full-term courses) .................................................................. In Person - September 1, September 4
Last day to submit Petition for Credit by Exam ........................................................................... September 15
Last day to elect pass/no pass (credit/no credit) option .................................................................. September 1
Last day to drop with a “W” (full-term courses) ......................................................................... November 9
Veteran’s Day (College closed) ................................................................................................... November 10
Priority filing date for Spring 2018 Graduation ......................................................................... October 14
Priority filing date for Summer 2018 Graduation application ...................................................... October 14
Thanksgiving (College closed) .................................................................................................... November 23
Local Holiday ........................................................................................................................... November 24-25
Semester ends ............................................................................................................................ December 9

Intersession 2018 Academic Calendar

Registration ................................................................................................................................. Consult enrollment dates at www.avc.edu
Semester begins............................................................................................................................ January 2
*Last day to Add ........................................................................................................................ To be determined
*Last day to drop with refund (full-term courses) ........................................................................... To be determined
Last day to submit Petition for Credit by Exam ........................................................................... No challenge exams available during intersession
Last day to elect pass/no pass (credit/no credit) option ................................................................. To be determined
Last day to drop without a “W” (full-term courses) ................................................................. To be determined
Dr. Martin Luther King Jr. Day (College closed) ......................................................................... January 15
Last day to drop with a “W” (full-term courses) ....................................................................... To be determined
Semester ends ............................................................................................................................ February 3

Spring 2018 Academic Calendar

Registration ................................................................................................................................. Consult enrollment dates at www.avc.edu
Semester begins............................................................................................................................ February 5
Lincoln’s Day (College closed) ................................................................................................... February 16
Local Holiday ............................................................................................................................. February 17
Washington’s Day (College closed) ............................................................................................ February 19
*Last day to Add ........................................................................................................................ In Person - February 15, On Web - February 19
*Last day to drop with refund (full-term courses) ......................................................................... In Person - February 15, On Web - February 19
Last day to drop without a “W” (full-term courses) .................................................................... In Person - February 15, February 19
Last day to submit Petition for Credit by Exam .......................................................................... February 19
Last day to elect pass/no pass (credit/no credit) option ............................................................ March 2
Spring Break (No classes) ........................................................................................................... April 2-7
Priority filing date for Fall 2018 Graduation ............................................................................ April 14
Last day to drop with a “W” (full-term courses) ........................................................................ May 4
Memorial Day (College closed) .................................................................................................. May 28
Semester ends ............................................................................................................................ June 1
Graduation ..................................................................................................................................... June 1

Summer 2018 Academic Calendar

Registration ................................................................................................................................. Consult enrollment dates at www.avc.edu
Semester begins............................................................................................................................ June 11
*Last day to Add ........................................................................................................................ In Person - To be determined, On Web - To be determined
*Last day to drop with refund (full-term courses) ......................................................................... In Person - To be determined, On Web - To be determined
Last day to submit Petition for Credit by Exam ........................................................................ No challenge exams available during summer
Last day to elect pass/no pass (credit/no credit) option ............................................................. To be determined
Last day to drop without a “W” (full-term courses) .................................................................... To be determined
Independence Day (College closed) .......................................................................................... July 4
Last day to drop with a “W” (full-term courses) ...................................................................... To be determined
Semester ends ............................................................................................................................ August 4

*Some course dates differ from date posted
WELCOME TO
ANTELOPE VALLEY COLLEGE

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

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

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

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

Admissions applications are submitted through the web using OpenCCC. Apply online admissions application at 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.

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. State and Federal law states that parents of community college students do not have a right of access to their children’s student records, regardless of age. Board of Governors Fee Waivers (BOGFW) are available to students, but no other form of financial aid is available for students who are specially enrolled.

Eligibility for International Students

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

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

Residence Eligibility

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

You are considered a California resident for tuition purposes if:

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

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 $211 per unit nonresident tuition plus a Capital Outlay Fee of $13 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 they enter 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.

(See pages 20–21 for Glossary of Terms.)
Class Schedule
A copy of the class schedule is available online at the college’s website at www.avc.edu prior to the beginning of the term. The class schedule will include: summer, fall, intersession, and spring. NOTE: The online schedule is subject to change.

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

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

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

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

Drop/Withdrawal Policy
(Title 5, Section 55023, 55024, 51861)
It is the student’s responsibility to withdraw from any classes for which he/she registers, regardless of whether the student has attended the class. Semester drop deadlines are posted on the Admissions and Records web page. Since course drop dates differ, individual course drop deadlines may be found in the schedule of classes.
For fall and spring full-term classes, students that drop by the end of the second week will not receive a notation on their academic record. For summer, intersession and short-term classes, see the online schedule of classes for course drop deadlines since the last day to drop without a notation may differ. Students also have the responsibility of officially withdrawing from college and for observing established deadlines. Otherwise “F” grades may be assigned.
Students are permitted to have three enrollments for non-repeatable courses. An enrollment occurs when a student receives an evaluative or nonevaluative symbol on an academic record.

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

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

Nonresident Tuition: Tuition will be charged to students who qualify as nonresidents including out-of-state students and international students. The tuition rate for the 2017–18 school year is $211 per unit nonresident tuition plus a Capital Outlay Fee of $13 per unit, payable at the time of registration. Nonresidents are also required to pay the enrollment fee. (The tuition rate is recalculated each year based on cost per student and is therefore subject to change.) Additional information regarding residency requirements may be obtained from the Admissions and Records Office.

Instructional Materials Fees: Materials fees will be charged to students in certain credit and non-credit courses when such materials are necessary to achieve the required objectives of a course and will be of continuing value to the student outside of the classroom. The instructional materials fee must be paid at the same time as enrollment.

Parking Fee: A parking permit is required to park a vehicle anywhere on campus. A semester permit can be purchased for $20 or a permit can be purchased in combination with the Associated Student Organization sticker for a total of $20, fall and spring semester only. Parking permits for the summer session are $7.50. In lieu of a semester permit, students may purchase daily permits from vending machines located in each parking lot. These permits are $1.00 and are good only on the day they are purchased. Parking without a permit or with a permit improperly displayed may result in a $33 parking citation. Parking at the Palmdale location does require a parking permit. Student will be responsible for replacing lost parking permits.

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

Students can purchase an ASO sticker for $10 each semester ($5.00 during the summer and intersession) and receive

(See pages 20–21 for Glossary of Terms.)
a number of benefits such as free admission to all home athletics events (except post season, tournaments, and playoffs), discounts at local restaurants and businesses, plus much more. One of the great advantages of the ASO sticker is students can buy a combined parking permit and ASO sticker for $20 for fall and spring semester. This purchase must be made at the Cashier’s Office.

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

Students may, for religious, political, financial, or moral reasons, request a refund of the student representation fee by completing the Student Representation Waiver form from the Student Life and College Activities Office. (SSV 180)

**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 each winter intersession and summer term. Physical and mental health services are available for students as well as health education and prevention activities held throughout the year. Students are required to pay the Student Health Services Fee except for religious reasons. Students must come to the Student Life and College Activities office to complete the waiver each semester and term prior to paying fees.

Make appointments for physical health services by contacting CSUB-AV at (661) 952-5064. Physical health services are located in Building 200 on the CSUB-AV satellite campus. For mental health/counseling services, contact CSUB-AV at (661) 952-5099. Mental Health/counseling services are located in Building 400, Room 413-A. For dental services, contact Western Dental Center at (800) 992-3366. Dental services are available at any Western Dental Center in California. Further information is available by calling Student Health Services (661) 722-6300 ext. 6683 or stop by the Student Life and College Activities office in SSV 180.

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

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

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

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Student living at home</td>
<td>$10,934</td>
</tr>
<tr>
<td>Student living away from home</td>
<td>$17,702</td>
</tr>
<tr>
<td>Add $200 per semester unit for tuition plus enrollment fee if you are not a California resident.</td>
<td></td>
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</tbody>
</table>

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

**Refund of Fees and Expenses**

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

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

<table>
<thead>
<tr>
<th>Regular Semesters:</th>
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</thead>
<tbody>
<tr>
<td>1st week of instruction</td>
<td>90% of the original fee paid</td>
<td></td>
</tr>
<tr>
<td>2nd week of instruction</td>
<td>75% of the original fee paid</td>
<td></td>
</tr>
<tr>
<td>3rd week of instruction</td>
<td>50% of the original fee paid</td>
<td></td>
</tr>
<tr>
<td>4th week of instruction</td>
<td>25% of the original fee paid</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Sessions:</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1st week of instruction</td>
<td>90% of the original fee paid</td>
<td></td>
</tr>
<tr>
<td>2nd week of instruction</td>
<td>50% of the original fee paid</td>
<td></td>
</tr>
<tr>
<td>3rd week of instruction</td>
<td>25% of the original fee paid</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

**Associated Student Organization Refund Policy:** The ASO sticker will be refunded in full to those students who totally withdraw from all classes within the first two weeks of instruction and request a refund in writing. Request for refund must be accompanied by the student’s Associated Student Organization sticker, the receipt and drop slip. Refund checks

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

will be mailed to the address on file with Admissions and Records.

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

Federal Refund Policy

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


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.

ROTC Program

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

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

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

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

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

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

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

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

Matriculation: 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, 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

(See pages 20–21 for Glossary of Terms.)
Assessment matriculation activities based on the following criteria.

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

**Assessment Exemptions**
1. Students who have completed an associate degree or higher from an accredited college or university.
2. Students who enroll in less than 12 units and have one of the following educational goals:
   a. Advancement in current job/career (upgrade job skills).
   b. Maintain a certificate or license (e.g., nursing, real estate).
   c. Personal development (intellectual, cultural, recreational).
3. Students who meet one of the alternative assessments for writing placement, reading placement, mathematics placement, and English as a second language placement listed below.

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

**Writing**
1. College Board Advanced Placement English Test score of 3 or higher (results in credit for ENGL 101 or ENGL 101, 102 depending on exam taken).
2. Satisfactory completion of reading, ESL, English and/or mathematics courses at other regionally accredited colleges or universities.
3. Completion of ACT Compass reading writing skills placement tests at other colleges or universities taken within last 3 years.
4. Passing of the CSU English Equivalency Exam (results in credit for ENGL 101, 102).

**Reading**
1. Satisfactory completion of reading courses at other regionally accredited colleges or universities.
2. Completion of ACT Compass reading placement tests at other colleges or universities taken within last 3 years.

**Mathematics**
1. College Board Advanced Placement Calculus Test score of 3 or higher (results in credit for MATH 150 or MATH 150, 160 depending on test taken).
2. Satisfactory completion of math courses at other regionally accredited colleges or universities.
3. Completion of the MDTP (Math) placement tests at other colleges or universities.
4. California State University System Early Assessment Program (EAP): “Standard Exceeded: Ready for CSU or participating CCC College-level math courses.”

**English as a Second Language (ESL)**
1. Satisfactory completion of ESL courses at other colleges or universities.
2. Completion of the ACT Compass ESL placement tests at other colleges or universities taken within last 3 years.

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

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

**Assessment**

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

Students may retake each section of the assessment test one time prior to enrolling in their initial basic skills course sequences. Retesting to exit a basic skills course is not allowed. Placement is valid for three years. Any retesting appeals must be made through the Dean of Enrollment Services. Petition to repeat assessment form can be requested in the Assessment Center.

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

**Prerequisites, Corequisites, Advisories on Recommended Preparation, and Limitations on Enrollment**

**Definitions**

**Prerequisite** – A condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A prerequisite will assure that a student has the skills, concepts and/or information necessary for success in the course; on the other hand, a student who has not met the prerequisite is 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

(See pages 20–21 for Glossary of Terms.)
enroll in another course. Corequisites are enforced and a student will be blocked from enrolling if the student does not meet the stated prerequisite (see below for challenge procedure).

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

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

**Satisfactory Completion of Prerequisites**

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

**Challenge Procedure**

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

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

**It is the responsibility of the student to provide compelling evidence and documentation to support a prerequisite challenge. If there is no documentation provided, the challenge will automatically be denied.** Contact the Counseling Center in the lobby of the Student Services building to initiate a prerequisite challenge. NOTE: If space is available in the course when a student files a challenge, the district will allow the student to register in that course and resolve the challenge within five working days from the time the challenge was submitted and date stamped. If the challenge is upheld or the district fails to resolve the challenge within the five working-day period, the student shall be allowed to remain in the course. If the challenge is denied, the student will be automatically withdrawn from the course.

**English as a Second Language Assessment**

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

The results of the assessment will be used to assist students in choosing the appropriate level 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.

(See pages 20–21 for Glossary of Terms.)
Academic Honesty Policy
Dishonesty, including but not limited to cheating or plagiarism. Plagiarism—from the Latin word for “kidnap”—involves using another’s work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. The complete Academic Honesty Policy is on Page 35 of this catalog.

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

Academic Year
(Title 5, Section 55001)
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, 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, intersession, and spring.

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

Corequisite
A condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. Additional information about corequisites is detailed on Page 19 of this catalog.

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

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

Disqualification
The procedure of dismissing a student from AVC for poor academic and/or progress achievement for three consecutive semesters. Details for dismissal are listed on Page 34 of this catalog.

Distance Education
Title 5, Section 55000 defines Distance Education as a means of instruction in which the instructor and student are separated by distance and interact through the assistance of communication technologies. Antelope Valley College currently offers Online courses.

Online Courses
Certain courses are offered online 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. Classes may occasionally meet on campus in the traditional classroom to insure that students are familiar and competent with the technologies being utilized, or for testing purposes. These courses will assist students with nontraditional work schedules and/or home responsibilities in the pursuit of their education. The class schedule provides a listing of the courses being offered online each semester.

Educational Program
(Title 5, Section 55000 (g))
An Educational Program is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education. All Educational
Programs must be approved by Academic Policies & Procedures Committee (AP&P), the Board of Trustees, and the Chancellor’s Office.

**General Education**

**(Breadth Requirements)**

A specific group of course requirements, usually outside 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 or intersession 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.

**Limitation on Enrollment**

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

**Pass/No Pass Option**

(*“P”/“NP”*) (Title 5, Section 55022)

Type of class grading in which the student is given the grade of “P” (pass) or “NP” (no pass) rather than a letter grade of an “A,” “B,” “C,” “D” or “F.” A “P” grade indicates that the work was equivalent to “A,” “B” or “C” and unit credit is given. An “NP” grade indicates that the work was less than satisfactory and no units are awarded. “P” and “NP” grades are not counted toward the student’s grade point average. Some classes are offered on a “P/NP” basis only, while others may be taken as “P/NP” at the student’s option. Additional details for “P/NP” are listed on Page 29 of this catalog.

**Prerequisite**

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

**Probation, Academic**

Student is placed on academic probation 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 34 of this catalog.

**Probation, Progress**

After enrolling in at least 12 units of AVC credit, a student shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of “W,” “I” and “NP” are recorded reaches or exceeds 50 percent. Additional information on progress probation is detailed on Page 34 of this catalog.

**Program Change**

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

**Registration**

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

**Residence Determination Date**

The residence determination date is the day immediately preceding the opening day of instruction of the semester as set by the district governing board. Additional information on residency is listed on Page 13 of this catalog.

**Satisfactory Grade**

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

**Subject to Dismissal**

Severest form of warning as a result of poor grades or lack of progress.

**Transcript**

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

**Transfer Courses**

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

**Transfer General Education Certification**

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

**Unit (or Credit)**

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

**Waitlist**

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

**Withdrawal**

Process by which the student officially drops any class or all classes in a semester. Additional information on withdrawal is detailed on Page 34 of this catalog.
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 placement exams in the areas of math, English, reading and English as a Second Language.

Basic Skills Programs  722-6300 ext. 6844

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

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

Bookstore  722-6300 ext. 6185

The Marauder Bookstore is here to support the needs of our students, staff, instructors and our community. The responsibility for its operation is under the Director, Auxiliary Services. The bookstore is located in the Student Center.

The bookstore offers text books, trade books, study aids, spirit wear, supplies, electronics, gifts, snacks, drinks and more. Online orders can be placed at www.marauderbookstore.com.

All bookstore policies and procedures can be viewed online at www.marauderbookstore.com.

For bookstore events please visit us on Facebook.

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:

- Academic counseling
- Career 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 / Transfer Center  722-6300 ext. 6340

The Career/Transfer Center, located in the Student Services Building, houses two services. The career 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.

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

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

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

Child Development Center  722-6300 ext. 6500

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

- Provide a comprehensive program of services for children two to five years of age.
- Serve as a model center for the education and care of young...
children.

• Demonstrate family-centered early childhood education practices through home/school collaboration and parent education.

• Serve as a professional development site for Early Childhood Education Certificate preparation.

The CDC is open 7:45 a.m.-4:45 p.m. Monday through Friday, with morning 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

Academic and Career Counseling
For academic or career counseling, counselors are available to:

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

• Assist students in their consideration of life goals by relating interests, skills, abilities and values to careers, the world of work and the nature and purpose of higher education.

• Assist students in developing educational and career plans consistent with life goals and objectives (alternative courses of action, alternative career considerations and selection of courses).

• Assist students in developing decision making skills.

• Provide accurate information about institutional policies, procedures, resources and programs.

• Make referrals to other institutional or community support services.

• Assist students in evaluation or reevaluation of progress toward established goals and educational plans.

ESL Counseling
For persons whose native language is not English, Antelope Valley College offers classes in English as a Second Language (ESL). Students who need assistance for ESL assessment and selecting appropriate ESL courses should contact the Counseling Center. For assistance in Spanish, call 722-6300 ext. 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)
Antelope Valley College ofrece clases de Inglés como Segundo Idioma (ESL) para personas cuyo idioma nativo no es el Inglés. Los estudiantes que necesiten asistencia para nuestra evaluación de ESL y para seleccionar los cursos apropiados de ESL pueden llamar al Centro de Consejería. Para asistencia en Español, llame al 722-6300 ext. 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.

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 under the age of 14 and single head-of-household may also be eligible to receive additional grants and services.

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

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 2nd preceding the next academic year of enrollment. Students may continue to apply for financial aid after the priority deadline. Go to www.fafsa.ed.gov to apply online.

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

1. A student must be a United States citizen or an eligible noncitizen.

2. A student must demonstrate financial need.

3. A male born after December 31, 1959, must be registered with Selective Service. Applications can be obtained at the local post office.

4. A student must be enrolled in an eligible program which leads to an A.A./A.S. degree or a one to two-year program leading to a certificate.
5. A student may not owe a refund on any grant received from any college or be in default on a federal loan.
6. A student must maintain satisfactory academic progress as defined by the Financial Aid Office.

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

Federal Student Financial Aid Programs

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

State Programs

1. Board of Governors Fee Waiver (BOGFW) - This waives the mandatory college enrollment fee required by the State of California. The fee waiver can be processed quickly and students can register immediately for classes. To be eligible for the BOGFW, a student must be a California resident or AB 540 student according to Admission and Records, and have completed the Application for Federal Student Aid (FAFSA). Students who have not completed the FAFSA may qualify for a fee waiver by completing the Board of Governors Enrollment Fee Waiver Application. Eligibility criteria for the BOGFW Application include the following: students or their families must be receiving TANF (Temporary Aid to Needy Families)/CalWORKs, SSI (Supplemental Security Income), or General Assistance, or the student must meet the income limit based on family size. For example, a family of four must have had a total income for last year of less than $36,450. Students should come to the Financial Aid Office in the month prior to registration to apply for this fee waiver or apply online at http://www.avc.edu/student-services/fee-waivers.

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 BOGFW 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, EOPS, OSD and Veteran students. Fee Waiver Appeals that apply to both Enrollment Priority and the BOG Fee Waiver 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 BOG Waiver under the above sections).

2. Dream Act Application - AVC students may complete the 2017-18 Dream Act application starting January 2017 to receive Cal Grants, Chafee Grants and some scholarships beginning with the Fall 2017 semester at all CSU, UC, California Community Colleges, and private four year colleges/universities. More information on the California Dream Act can be accessed at www.CalDreamAct.org. To access the California Dream Act application, go to the following link: https://dream.csac.ca.gov

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.

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.

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.

First Year Experience (FYE) 722-6300 ext 6331

The First Year Experience program is designed to assist first-year, first-generation college students with successfully transitioning from high school to college. The program provides orientation, registration events, educational advising, AVID for Higher Education strategies, designated courses, peer mentors and on-going workshops all aimed at giving first-year students the tools they need to successfully advance through to graduation and beyond. Students must apply to be included in this program. The online application is available at http://www.avc.edu/student-services/firstyear/.

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 http://www.avc.edu/studentstudies/intl/#.VXxgm_lVjkc, 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 TOEFL score of 54 (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**

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, MiraCosta 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 http://www.avc.edu/studentstudies/studyabroad/

**Instructional Multimedia Center (IMC)**

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. [http://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. [http://www.avc.edu/](http://www.avc.edu/)
- Telephone and telecommunications services.
- Network print services (over 800 printers) and shared file services.

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**

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**

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

The Learning Center also offers courses in Managing Writing Anxiety, Dosage Calculations, Math Anxiety, Math Study Strategies, and Math for Nursing, in addition to three transfer-level courses—Introduction to Tutoring, Advanced Tutoring, and Master Tutor—that are nationally certified.

The Learning Center is not an open computer lab, but students can use a computer for word processing and Internet access for support of a class when space is available. In addition, students can check out math software, videos, DVDs and Web-based materials for all math classes. The Math Learning Specialist assists students by offering individual conferences and workshops. The Math Learning Specialist teaches classes regarding Managing Math Anxiety, Math Study Strategies, Math for Nursing, Dosage Calculation and Beginning and Advanced Tutoring.

Supplemental Instruction (SI) is the Learning Center program that addresses the needs of students in historically difficult classes. It focuses on integrating study strategies with course content. Supplemental Instruction Leaders attend class and meet outside the class in the Learning Center with groups of students to discuss difficult concepts, review notes, develop study aids, develop testing skills and prepare for upcoming tests. Students are expected to attend these sessions weekly. Students who miss two scheduled appointments may be dropped from the tutorial center.

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

The Academic Skills Program helps students learn to “study smarter, not harder” by providing individual consultation with a faculty Learning Specialist who uses a series of diagnostic techniques to evaluate the student’s study skills and weaknesses and assists the student with the development of a study strategy tailored to the individual learner. Additionally, workshops on a variety of study techniques are offered throughout the semester. Flyers announcing these topics are available in the Learning Center and on the Learning Center’s Website at www.avc.edu located under Student Services. Unscheduled (Fast Track) workshops are available by request. Handouts, videos and DVDs on various study skills are also available. The Learning Specialist also provides academic support for students on academic or financial aid probation as well as early intervention for students at risk. Call the Academic Skills Learning Specialist to make an appointment.

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

Math Center

The Math Center provides tutoring for all levels of math and math related classes. Tutoring is offered on a drop-in basis for all students who are enrolled in classes at AVC. Group tutoring is available for students who are enrolled in Math 65, 70, 80 and 102. Students can check out math software, videos, DVDs and Web-based materials for all math classes. The Math Learning Specialist assists students by offering individual conferences and workshops. The Math Learning Specialist teaches classes regarding Managing Math Anxiety, Math Study Strategies, Math for Nursing, Dosage Calculation and Beginning and Advanced Tutoring.

The Math Learning Specialist and the Tutorial Specialist offer class visits, tours, and 4 by 4 sessions.

Reading Center

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

Academic Skills Center

722-6300 ext. 6485

The Success Center, located in the Northeast section of the Learning Center building, has two classrooms that can be opened up into one, depending on the event. Students and teachers can interact using state of the art technology, diverse resources, and friendly peer assistance from student learning assistants, in a contemporary cafe type of environment. The rooms are open daily for student use, including computer usage and tablets for small group meetings.

Academic Skills Center

722-6300 ext. 6461

The Academic Skills Program helps students learn to “study smarter, not harder” by providing individual consultation with a faculty Learning Specialist who uses a series of diagnostic techniques to evaluate the student’s study skills and weaknesses and assists the student with the development of a study strategy tailored to the individual learner. Additionally, workshops on a variety of study techniques are offered throughout the semester. Flyers announcing these topics are available in the Learning Center and on the Learning Center’s Website at www.avc.edu located under Student Services. Unscheduled (Fast Track) workshops are available by request. Handouts, videos and DVDs on various study skills are also available. The Learning Specialist also provides academic support for students on academic or financial aid probation as well as early intervention for students at risk. Call the Academic Skills Learning Specialist to make an appointment.

ESL Study Center

722-6300 ext. 6574

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

Writing Center

722-6300 ext. 6228

Trained tutors assist writers (beginning through advanced) in planning and preparing writing assignments across the curriculum, revising for clarity, and building writing skills. Instructor-led workshops on a variety of topics such as essay planning and organization, reducing writing anxiety, MLA and APA formats, research paper, grammar and punctuation, and essay test-taking are offered throughout the semester. Handouts, computer programs, instructional videos, and Web-based materials are available to help students polish their writing skills. Access to writing handbooks and dictionaries is also provided.

Other Learning Center Services

The Learning Center is not an open computer lab, but students can use a computer for word processing and Internet access for support of a class when space is available. In addition, students can check out videos and DVDs on academic support related topics. Computer-assisted instructional materials, handouts and other self-study materials are also available.
Another service located in the Learning Center is the DSS High-Tech Center. 722-6300 ext. 6231, which provides specialized adaptive computerized hardware and software, including screen reading programs, dictation programs and cognitive retraining programs, etc.

**Learning Disabilities Program** 722-6300 ext. 6162

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

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

**Library** 722-6300 ext. 6455

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 Blackboard.

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/

**Office for Students with Disabilities (OSD)** 722-6300 ext. 6360

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

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

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

The OSD 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.

**Scholarships** 722-6300 ext. 6337

(Title 5, Section 55750)

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

**SOAR** 722-6300 ext. 6509

SOAR (Students On the Academic Rise) is a 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 Student Support Services** 722-6300 ext. 6084

S.T.A.R. (Student Transfer and Academic Retention) is a federally funded TRIO Student Support Services Program designed to identify promising students and help them to excel in college. The program provides academic and instructional encouragement through the use of Peer Mentors who monitor, support, and tutor these students. A full time counselor provides educational plans, career advisement, and personal counseling. The goal of S.T.A.R. is to help students do well in college so they can obtain their Associates degree and/or transfer to a 4-year university.

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

Services provided:

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

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/studentservices/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.

Veterans Resource Center 722-6300 ext. 6342

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

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

Antelope Valley College, under the purview of the California State Approving Agency for Veterans Education, does not certify enrollment for certificate programs. Veterans receiving VA education benefits must be enrolled in a program that leads to an Associate’s degree.

Student Life and College Activities 722-6300 ext. 6354

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

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 College Activities Office.

Associated Student Organization

Associated Student Organization (ASO) has an elected Executive Board and Senators. Students can also become involved by serving on ASO and AVC committees or joining a club. ASO provides a number of services for students with the purchase of an ASO sticker such as free admission to all home athletic events (except post season, tournaments and playoffs), discounts to local 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 College Activities Office assists all clubs in processing paperwork and in maintaining all the club’s financial records and banking needs.

Student Activities

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

Additional questions or information about eligibility and qualifications for any of the services listed may be obtained in the Student Life and College Activities Office located in SSV 180.
Additional policies can be found at www.avc.edu

Open Enrollment of Classes
(Title 5, Section 51006)
Antelope Valley College maintains that all courses are open to any person who has been admitted to the college and who meets the course prerequisites. The governing board of the District has adopted a resolution to this effect, as follows:
“Be it resolved, that the policy of this District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Section 55003 of Division 6 of Title 5 of the California Code of Regulations.” Title 5 of the California Code of Regulations is available at http://ccr.oal.ca.gov and in the AVC Library.

Grading Policy
(Title 5, Section 55021)
Each course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem-solving exercises or skills demonstrations by students. Title 5 of the California Code of Regulations is available at http://ccr.oal.ca.gov and in the AVC Library.

Grading System
(Title 5, Section 55021 and 55023)

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).

Students who withdraw 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
1 (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 or intersession 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 grade “A,” “B,” “C,” “D” or “F.” Students exercising the Pass/No Pass option must fulfill all course requirements. Classes in which this option is available are indicated with an asterisk (*) before the title of the course in the class schedule and catalog.

The following policies govern Pass/No Pass courses at AVC:
• A maximum of 12 Pass/No Pass units may be applied toward fulfillment of requirements for the A.A. or A.S. degree.
• A maximum of 6 Pass/No Pass units may be applied toward requirements for a certificate.
• A maximum of 6 units per semester may be taken for Pass/No Pass.
• A grade of “A,” “B” or “C” earned for a class will be posted to the transcript as a grade of “Pass.” A grade of “D” or “F” will be posted as a grade of “No Pass.” The unit value of the class will be listed as “F” 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 http://ccr.oal.ca.gov and in the AVC Library.

Dean’s and President’s Lists
Antelope Valley College publishes a Dean’s List and President’s List each fall and spring semester to recognize those of its students who excel academically. Students who earn between a 3.5 and 3.74 grade point average (GPA) are recognized on the Dean’s List; those earning between a 3.75 and 4.0 GPA are recognized on the President’s List. To be eligible for either list, students must complete at least 12 units in a given semester. Courses taken on a pass/no pass basis will not be used in computing GPA.

Graduation with College Honors
There are three levels of graduation with honors based solely on the student’s graduating grade point average.

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

Students who earn this honor may purchase a gold tassel.

Honors Transfer Alliance Program (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 within 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 six 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 six Honors courses (three must be Honors classes), and earn an Associate Degree (AS-T, AA-T, AA, or AS) with a 3.25 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
   - 3.25 in 12 or more academic units.
3. Establish eligibility for ENGL 101 and MATH 102.
4. Secure approval from the Honors Coordinator.

Independent Study (Title 5, Sections 55230 et seq.)
A college level course which is accepted for completion of an appropriate educational sequence leading toward an associate degree and which is recognized upon transfer by an institution of the University of California or the California State University system as meeting either elective or major requirements for a baccalaureate degree may be offered as independent study. Independent study of up to five units can be taken and must be approved by the instructor, dean and Vice President of Academic Affairs.

Acceptance of Credits from Regionally Accredited Colleges and Universities
Institutions accredited by the following agencies will be automatically accepted by Antelope Valley College (AVC): MSA, NWCCU, NCA-HLC, NCA-CASLI, NEASC-CHE, NEASC-CTCI, SACS, WASC-AACJC & WASC-ACSCU.

Transferring College Work to AVC
College work acceptable toward the associate degree includes those courses that have 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.

In order for classes to transfer, official transcripts from another school must be submitted to AVC. After these have been submitted, students are encouraged to make an appointment with a counselor who will evaluate which courses are transferable to AVC and what specific areas they meet.

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

Sources of Nontraditional Credit

1. Military Programs and Experience
   a. Community College of the Air Force
   b. DANTES Subject Standardized Tests
   c. Military Service Schools
   d. Military Service-Basic Training (DD 214 required for verification)

2. Non-Regionally Accredited Institutions
   Transfer credits from non-regionally accredited institutions or other professional/vocational institutions will be considered if:
   a. The institution from which the credits were earned was authorized as a degree granting institution by the state in which it resided at the time the credits were earned and
   b. The institution generated a transcript of student performance that listed course titles and units of credit in either semester or quarter units and
   c. The course description of record/syllabus is determined to be equivalent to the course description of record of a similar course at Antelope Valley College or as a course fitting the General Education pattern of CSU Breadth or IGETC.

3. Law Enforcement Training
   a. California "Post" Academy
   b. California Highway Patrol
   c. L.A. Police Department Academy

4. Registered Nursing - LVN Advanced Placement

5. Federal Aviation Administration (FAA)
   a. FAA Academy—Airway Systems Specialist
   b. ASE Auto Body/Automotive Certification
   c. Airframe and Powerplant License
   d. SpaceTEC Aerospace Technology Certification

6. Cal State University English Equivalency Exam

7. Corporate Training Programs

8. Foreign Colleges or Universities

Note: Evaluation must be completed by an approved foreign credentials evaluation service - the list of approved agencies is available in the Counseling Center.

9. Advanced Placement Exams of the College Entrance Examination Board (AP) (See Page 45)
10. College-level Examination Program (CLEP) (See Page 46)
11. International Baccalaureate (IB)

See Pages 45-46 for charts of approved courses for Credit for Advanced Placement Exams and for the College Level Examinations Program (CLEP).

Credit by Articulation (2+2)

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

The College currently has articulation agreements in many courses with several local public and private schools and organizations. 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: Credit by Articulation is not transferable to other colleges or universities.

Credit by Examination


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

It is the responsibility of the faculty in the discipline who normally teach the course to determine the nature and content of the examination based upon the policies and procedures approved by the curriculum committee (AP&P). The examination must clearly measure the students’ mastery of the course content as listed in the Course Outline of Record. A separate examination must be given for each course for which credit by examination is granted. Faculty may accept an examination conducted at a location other than the college if prior arrangements have been made. (Credit may be awarded for prior experience or learning only if a course has been designated as such.) Credit received is not applicable for financial aid, veteran’s pay, or athletic eligibility.

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

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

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

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

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

In the event that a student does not complete the challenge examination, a student may submit a petition for extenuating circumstances for a refund. This form is available in Admissions and Records.
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 course” 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 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 which should be stated in writing in the syllabus. At the instructor’s discretion, tardies and/or leaving class early may be equated to absence(s). While it is the responsibility of the instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of the students to know the policy in each of their classes and to be aware of their current attendance status.

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

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

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

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

**Attendance Information**

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

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

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

**Dropping Classes (Title 5, Section 55024)**
Following registration, students may withdraw from any course by using the Web registration system or in person registration through the last day to drop with a “W” date. However, non-attendance does not release the student from his/her responsibility to drop. Failure to drop will result in a failing grade.
Inactively enrolled students must be dropped before the census day (usually the 3rd week for full term courses) in accordance with Title 5, Section 58004. “Districts shall clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

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

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

“A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The drop date shall be the end of business on the day immediately preceding the census day.”

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

**Withdrawal From a Class**

**(Title 5, Section 55024)**

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

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

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

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

Students should refer to www.avc.edu and click the look-up classes link. Select the appropriate subject and click the specific CRN for withdrawal deadlines and other critical dates.

**Remedial Coursework Limit**

**(Title 5, Section 55035)**

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

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

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

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

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

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

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

**Academic Progress/Probation and Dismissal**

**Placement on Probation:**

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

A student who has been placed on probation shall be notified via their AVC email of the probation status. 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 http://www.avc.edu/studentservices/counseling/probworkshop/. A student with a status of Academic /Progress Probation II will be required to attend the “Mastering Academic Success” workshop. Contact the Counseling Department by calling (661) 722-6300 extension 6338 to schedule a workshop.

**Removal from Probation:**

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

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

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

3. A combination of (1) and (2) above occurs for three consecutive semesters. Students will be notified of their dismissal from the college by their AVC email. Dismissal students are required to attend a dismissal workshop. Contact the Counseling Department by calling (661) 722-6300 extension 6338 to schedule a workshop.

Students who believe they have been dismissed in error or have an unusual circumstance they believe warrants an exception to the dismissal may file an Appeal for Readmission.

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 units attempted at AVC are computed using a form of the grading system. A grade of 2.0 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.

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.

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 telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of the college.

.3 Computer Usage Violations

Thief 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
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 Suspension** – 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/allowed 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 1: 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.

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

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

   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):

   a) An instructor may order a student removed from his/her class for the day of suspension and the next class meeting.

   b) The instructor shall immediately report the suspension (verbally and subsequently in writing) to the appropriate dean and to the vice president of student services.

   c) A conference will be initiated between the student, the instructor and division dean regarding the removal.

   d) 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.

   e) 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.

f) 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.

g) 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 decision of 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 days 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.

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

Questions or concerns should be directed to:

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

**Sex Discrimination**

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

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

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

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

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

**Sexual Harassment**

**Purpose of Policy**

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

1. Prohibit and discourage any person in the work or education setting from sexually harassing any other person including students in the work or educational setting;
2. Provide a harassment-free work and educational environment;
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
contact 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, recommenda-
tions, 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
detail, including dates, times and places; identify the remedy
sought; and describe the informal efforts made to correct the
situation.
3. Review and Disclosure of Charge/Complaint
   The district compliance officer or designee shall review the
charge/complaint. As soon as reasonably possible after receipt of
the charge/complaint, the student, employee, or other person who
is accused of sexual harassment will be informed of the contents
of the charge/complaint.
4. Time Limits
   A charge/complaint shall be filed within one year of the date of the
alleged unlawful discrimination or within one year of the date on
which the complainant knew or should have known of the facts
underlying the allegation of unlawful discrimination*.
Reference: Education Code Sections 66250, et seq.; 87100, et seq.
Title 5, Section 53000, et seq.

Drug-Free Campus Policy
(Board Policy 3550)
Be it resolved, that it is the policy of the Antelope Valley
Community College District to maintain a drug-free campus. The
unlawful manufacture, distribution, dispensation, possession, or
use of a controlled substance is prohibited in all buildings, property,
facilities, service areas and satellite centers of the District.
Further, all students are required to comply with this policy as
a condition of their continued enrollment and any student violating
this policy will be subject to disciplinary action which may include
suspension.
Students who need drug counseling or rehabilitation are
encouraged to seek assistance for personal counseling in the
Counseling Center.

Campus Crime Awareness and Safety
Colleges and universities that receive federal funding are
required by the Jeanne Clery Act to disclose information about
crime occurring on and in the immediate vicinity of campus. Find
Clery Act information at http://ope.ed.gov/security/ or 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.

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-
up 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 http://www.avc.edu and in the Antelope Valley College Library.

English as a Second Language Courses:
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

Learning Assistance Courses:
LAC 900, Supervised Tutoring
LAC 901, Supervised Learning Assistance

Reading Courses:
READ 095, Basic Reading Strategies for College Success

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:
title (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.

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

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

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

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Credit Granted</th>
<th>*AVC Course Equivalency</th>
<th>AVC GE Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3, 4, 5</td>
<td>3 / 3</td>
<td>ART 101 / 102</td>
<td>Humanities</td>
</tr>
<tr>
<td>Art, Studio (2-D Design, 3-D Design, Drawing)</td>
<td>3, 4, 5</td>
<td>3</td>
<td>Not Applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Biology</td>
<td>3, 4, 5</td>
<td>4</td>
<td>BIOL 101 / 101L</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3, 4, 5</td>
<td>5 / 5</td>
<td>CHEM 110 / 120</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>3, 4, 5</td>
<td>5 / 5</td>
<td>CHIN 101 / 102</td>
<td>Humanities</td>
</tr>
<tr>
<td>Computer Science:</td>
<td></td>
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</tr>
<tr>
<td>Computer Science A</td>
<td>3, 4, 5</td>
<td>3</td>
<td>CIS 111</td>
<td>Language and Rationality</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>3, 4, 5</td>
<td>3 / 3</td>
<td>CIS 111 / 113</td>
<td>Language and Rationality</td>
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<tr>
<td>Computer Science Principles</td>
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<td>3 / 3</td>
<td>CIS 111 / 113</td>
<td>Language and Rationality</td>
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<td>Economics:</td>
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<tr>
<td>Macroeconomics</td>
<td>3, 4, 5</td>
<td>3</td>
<td>ECON 101</td>
<td>Social/Behavioral Sciences</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3, 4, 5</td>
<td>3</td>
<td>ECON 102</td>
<td>Social/Behavioral Sciences</td>
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<tr>
<td>English:</td>
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<tr>
<td>English Language and Composition</td>
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<td>ENGL 101</td>
<td>Language and Rationality</td>
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<tr>
<td>English Literature and Composition</td>
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<td>3 / 3</td>
<td>ENGL 101 / ENGL 102</td>
<td>Language and Rationality or Humanities</td>
</tr>
<tr>
<td>French Language and Culture</td>
<td>3, 4, 5</td>
<td>5 / 5</td>
<td>FREN 101 / 102</td>
<td>Humanities</td>
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<tr>
<td>French Literature</td>
<td>3, 4, 5</td>
<td>5 / 5</td>
<td>FREN 201 / 202</td>
<td>Humanities</td>
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<tr>
<td>German Language and Culture</td>
<td>3, 4, 5</td>
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<td>GER 101 / 102</td>
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<td>German Literature</td>
<td>3, 4, 5</td>
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<td>GER 201 / 202</td>
<td>Humanities</td>
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<tr>
<td>Government &amp; Politics:</td>
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<td>United States</td>
<td>3, 4, 5</td>
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<td>Social/Behavioral Sciences</td>
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<tr>
<td>Comparative Government</td>
<td>3, 4, 5</td>
<td>3</td>
<td>POLS 103</td>
<td>Social/Behavioral Sciences</td>
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<td>History:</td>
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<tr>
<td>United States</td>
<td>3, 4, 5</td>
<td>3 / 3</td>
<td>HIST 107 / 108</td>
<td>Social/Behavioral Sciences</td>
</tr>
<tr>
<td>European History</td>
<td>3, 4, 5</td>
<td>3 / 3</td>
<td>HIST 101 / 102</td>
<td>Social/Behavioral Sciences</td>
</tr>
<tr>
<td>World History</td>
<td>3, 4, 5</td>
<td>3 / 3</td>
<td>HIST 104 / 105</td>
<td>Social/Behavioral Sciences</td>
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<tr>
<td>Human Geography</td>
<td>3, 4, 5</td>
<td>3</td>
<td>GEOG 105</td>
<td>Social/Behavioral Sciences</td>
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<tr>
<td>Italian Language and Culture</td>
<td>3, 4, 5</td>
<td>5 / 5</td>
<td>Not applicable</td>
<td>Humanities</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>3, 4, 5</td>
<td>5 / 5</td>
<td>Not applicable</td>
<td>Humanities</td>
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<tr>
<td>Latin</td>
<td>3, 4, 5</td>
<td>5 / 5</td>
<td>LATN 101 / 102</td>
<td>Humanities</td>
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<tr>
<td>Mathematics:</td>
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<tr>
<td>Calculus AB</td>
<td>3, 4, 5</td>
<td>5</td>
<td>MATH 150</td>
<td>Language and Rationality</td>
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<tr>
<td>Calculus BC (AB subscore may be used)</td>
<td>3, 4, 5</td>
<td>5 / 4</td>
<td>MATH 150 / 160</td>
<td>Language and Rationality</td>
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<tr>
<td>Statistics</td>
<td>3, 4, 5</td>
<td>4</td>
<td>MATH 115</td>
<td>Language and Rationality</td>
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<tr>
<td>Music Theory</td>
<td>3, 4, 5</td>
<td>3 / 2</td>
<td>MUS 151 / 251A</td>
<td>Humanities</td>
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<tr>
<td>Physics:</td>
<td></td>
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</tr>
<tr>
<td>Physics 1</td>
<td>3, 4, 5</td>
<td>4</td>
<td>PHYS 101</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Physics 2</td>
<td>3, 4, 5</td>
<td>4</td>
<td>PHYS 102</td>
<td>Natural Sciences</td>
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<tr>
<td>Physics C (Mechanics)</td>
<td>3, 4, 5</td>
<td>4</td>
<td>PHYS 110</td>
<td>Natural Sciences</td>
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<tr>
<td>Physics C (Electricity &amp; Magnetism)</td>
<td>3, 4, 5</td>
<td>4</td>
<td>PHYS 120</td>
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<tr>
<td>Psychology</td>
<td>3, 4, 5</td>
<td>3</td>
<td>PSY 101</td>
<td>Social/Behavioral Sciences</td>
</tr>
<tr>
<td>Spanish:</td>
<td></td>
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<tr>
<td>Language and Culture</td>
<td>3, 4, 5</td>
<td>5 / 5</td>
<td>SPAN 101 / 102</td>
<td>Humanities</td>
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<tr>
<td>Literature and Culture</td>
<td>3, 4, 5</td>
<td>5 / 5</td>
<td>SPAN 201 / 202</td>
<td>Humanities</td>
</tr>
</tbody>
</table>

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

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

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

*Successful completion of United States History and U.S. Government and Politics (Score of 3 or higher) does not fully satisfy the American Institutions requirement. An additional course will be needed at CSU transfer campus.

(This information is subject to change. Please check with a counselor for most current requirements.)
### College Level Examination Program (CLEP)

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Minimum Score For Credit</th>
<th>Credits Awarded (Semester)</th>
<th>AVC Course Equivalency**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject Examinations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting, Introductory</td>
<td>50</td>
<td>4</td>
<td>ACCT 201</td>
</tr>
<tr>
<td>American Government*</td>
<td>50</td>
<td>3</td>
<td>POLS 101</td>
</tr>
<tr>
<td>Business Law, Introductory</td>
<td>50</td>
<td>3</td>
<td>BUS 201</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>5</td>
<td>MATH 150</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>5 / 5</td>
<td>CHEM 110 / 120</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td>MATH 128</td>
</tr>
<tr>
<td>College Composition Modular</td>
<td>50</td>
<td>3</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>College French, Levels 1 &amp; 2</td>
<td></td>
<td></td>
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<tr>
<td>Level 1, Second Semester</td>
<td>50</td>
<td>5 / 5</td>
<td>FREN 101 / 102</td>
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<tr>
<td>Level 2, Fourth Semester</td>
<td>62</td>
<td>5 / 5</td>
<td>FREN 201 / 202</td>
</tr>
<tr>
<td>College German, Levels 1 &amp; 2</td>
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<td></td>
<td></td>
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<tr>
<td>Level 1, Second Semester</td>
<td>50</td>
<td>5 / 5</td>
<td>GER 101 / 102</td>
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<tr>
<td>Level 2, Fourth Semester</td>
<td>63</td>
<td>4 / 4</td>
<td>GER 201 / 202</td>
</tr>
<tr>
<td>College Spanish, Levels 1 &amp; 2</td>
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<td></td>
<td></td>
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<tr>
<td>Level 1, Second Semester</td>
<td>50</td>
<td>5 / 5</td>
<td>SPAN 101 / 102</td>
</tr>
<tr>
<td>Level 2, Fourth Semester</td>
<td>66</td>
<td>5 / 5</td>
<td>SPAN 201 / 202</td>
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<tr>
<td>General Biology</td>
<td>50</td>
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<tr>
<td>History of the United States I</td>
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<td>HIST 107</td>
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<tr>
<td>History of the United States II</td>
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<td>3</td>
<td>HIST 108</td>
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<tr>
<td>Human Growth Development*</td>
<td>50</td>
<td>3</td>
<td>PSY 235</td>
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<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>50</td>
<td>3</td>
<td>CIS 141</td>
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<td>Macroeconomics, Principles of*</td>
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<td>3</td>
<td>ECON 101</td>
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<tr>
<td>Microeconomics, Principles of*</td>
<td>50</td>
<td>3</td>
<td>ECON 102</td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>50</td>
<td>3</td>
<td>MGT 101</td>
</tr>
<tr>
<td>Marketing, Introductory</td>
<td>50</td>
<td>3</td>
<td>MKTG 101</td>
</tr>
<tr>
<td>Psychology, General*</td>
<td>50</td>
<td>3</td>
<td>PSY 101</td>
</tr>
<tr>
<td>Sociology, Introductory*</td>
<td>50</td>
<td>3</td>
<td>SOC 101</td>
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<tr>
<td>Western Civilization I:</td>
<td>50</td>
<td>3</td>
<td>HIST 101</td>
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<tr>
<td>Western Civilization II:</td>
<td>50</td>
<td>3</td>
<td>HIST 102</td>
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<tr>
<td><strong>General Examinations</strong></td>
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<tr>
<td>Analyzing and Interpreting Literature</td>
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<td>AVC/C</td>
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<tr>
<td>Biological</td>
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<td>3</td>
<td>AVC/A</td>
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<tr>
<td>Humanities</td>
<td>50</td>
<td>6</td>
<td>AVC/C</td>
</tr>
<tr>
<td>Mathematics</td>
<td>50</td>
<td>6</td>
<td>AVC/D2</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>6</td>
<td>AVC/A</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>50</td>
<td>6</td>
<td>AVC/B</td>
</tr>
</tbody>
</table>

* Essay required for credit at Antelope Valley College.

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

(This information is subject to change. Please check with a counselor for most current requirements.)
CALIFORNIA STATE UNIVERSITY
1 California Polytechnic State University, San Luis Obispo
2 California State Polytechnic University, Pomona
3 California State University, Bakersfield
4 California State University, Channel Islands
5 California State University, Chico
6 California State University, Dominguez Hills
7 California State University, Fresno
8 California State University, Fullerton
9 California State University, Hayward
10 California State University, Long Beach
11 California State University, Los Angeles
12 California State University, Monterey Bay
13 California State University, Northridge
14 California State University, Sacramento
15 California State University, San Bernardino
16 California State University, San Marcos
17 California State University, Stanislaus
18 California Maritime Academy
19 Humboldt State University
20 San Diego State University
21 San Francisco State University
22 San Jose State University
23 Sonoma State University

UNIVERSITY OF CALIFORNIA
A University of California, Berkeley
B University of California, Davis
C University of California, Irvine
D University of California, Los Angeles
E University of California, Riverside
F University of California, San Diego
G University of California, San Francisco
H University of California, Santa Barbara
I University of California, Santa Cruz
J University of California, Merced
Postsecondary Education in California

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

The State of California publicly and financially supports three segments of education which include:
1. Ten University of California campuses (UC),
2. Twenty-three California State University campuses (CSU) and,
3. One hundred and twelve Community Colleges.

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

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

Credit Certificates
(Title 5, Section 55070)
A Certificate of Achievement is a designated sequence of courses that are oriented to an occupational career or general education. Most certificates are designed to be completed in two years or less.

Associate Degree
(Title 5, Section 55063)
An Associate Degree consists of a designated sequence of courses in a specified major or area of emphasis, plus courses identified for general education and electives. Degrees are either A.A. or A.S. (Associate in Arts or Science) and require two years or four semesters of full-time college study.

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

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

Doctorate Degree
Master’s degree plus advanced graduate courses in specialized area. Units vary, depending on field of study. Usually referred to as Ph.D. or Ed.D. (Doctor of Philosophy or Doctor of Education). Normally requires three to five additional years of full-time work after completion of master’s degree. Dissertation required.
Associate Degree Requirements
(Title 5, Section 55063)

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

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

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

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

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an Associate Degree for Transfer (ADT), a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn an AA-T or AS-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.

*For those students who select the IGETC pattern, they are required to complete the CSU path.

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, AS-T
- Chemistry, AS-T
- Communication Studies, AA-T
- Early Childhood Education, AS-T
- Economics, AA-T
- English, AA-T
- Geography, AA-T
- Geology, AS-T
- History, AA-T
- Kinesiology, AA-T
- Mathematics, AS-T
- Music, AA-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 see a counselor and www.avc.edu for more information.

Application for Graduation

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

1. General Education Requirements

General Education (GE) is designed to introduce the students to the variety of means through which people comprehend the changing world. It reflects the conviction of AVC that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, GE should lead to better self understanding.

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

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

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

Courses which emphasize occupational competency do not meet GE objectives.

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, 101L
- ASTR 101, 101L
- BIOL 100, 101, 102, 103, 104, 110, 120, 201, 202, 204, 205
- CHEM 101, 102, 110
- ELTE 101
- ERSC 101
- GEOG 101, 101L, 102, 102L
- GEOL 101, 101L, 102, 102L
- PHYS 101, 102, 110, 120, 211
- PSCI 101

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

Select at least 3 units
- AJ 201, 204, 206
- ANTH 102, 103, 112, 140
- BUS 101
- CFE 102
- COMM 217
- ECON 100, 101, 102, 110
- GEOG 105, 106, 110
- POLS 101, 103, 200, 201, 202, 203
- PSY 101, 201, 212, 230, 232, 233, 234, 235, 236
- SOC 101, 105, 110, 111, 112, 115, 116, 120

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
- CHIN 101, 102, 201, 202
- COMM 103, 112, 114, 214
- DA 101
- DFST 101, 102, 205, 202
- FREN 101, 102, 201, 202, 203
- FTV 101, 103, 107, 108, 201, 203, 251, 261
- GER 101, 102, 201, 202
- HIST 115
- ID 150, 201
- LATN 101, 102, 201
- MUSC 102, 103, 107
- PHIL 105, 106, 108, 109
- PHOT 107
- PHTC 101, 150, 201
- SPAN 101, 102, 201, 202, 210, 220, 220SS

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, 101SL

2. **Communication and Analytical Thinking**
   Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.
   
   BUS 113
   CA 103
   CIS 101, 111, 141, 157
   COMM 101, 103, 107, 109, 112, 114, 115, 217, 219
   ENGL 102, 103
   GEOG 201, 205
   PHIL 101, 106, 110, 201

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

   Select at least 3 units
   From areas A, B, C, D2 or CFE 102
   COMM 103, 107, 219
   HD 100, 101, 102, 103, 105
   HE 101, 120, 201
   ID 100, 120
   LIB 105, 107
   MUSC 107
   PSY 212
   SOC 111, 116
   Any DA activity course(s) from DA 102-205, except DA 107A-C, 108, 109 and 111
   Any KIN activity course(s) from KIN 101-180, or up to 4 units for military experience

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

   Select 3 units
   ANTH 112
   BUS 212
   CFE 116
   COMM 114, 217, 219
   ECON 110
   ENGL 250, 253, 256, 257, 259
   FTV 201, 203
   HE 201
   HIST 110, 111, 113
   MGT 212

   MUSC 107
   POLS 202
   SOC 105, 110, 116
   THA 239

2. **Proficiency Requirements**
   Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.
   
   **A. READING**
   Eligibility for College Level Reading (AVC assessment) or Completion of READ 099 with a minimum grade of “P” (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education.

   **B. WRITING**
   Completion of ENGL 101 or ENGL 101SL 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.

   **C. MATHEMATICS**
   Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by AVC assessment into a math course higher than MATH 102.

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 [http://ccr.oal.ca.gov](http://ccr.oal.ca.gov) and in the Antelope Valley College Library.

7. **Requirements for Two or More Associate Degrees**
   To be eligible for multiple associate degrees, a student must complete all graduation requirements for each degree.
## DEGREES AND CERTIFICATES

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

Effective Fall 1988, selected credit courses shall not apply to the degree or certificate.

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

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

- **Basic Skills Courses:**
  - ENGL 095, Composition Skills
  - ENGL 097, Composition Portfolio A
  - ENGL 099, Composition Portfolio B
  - ESL 050P, ESL Vocab & Pronunciation 5
  - ESL 053, ESL Grammar 5
  - ESL 058, ESL Reading and Writing 5
  - ESL 099, Advanced Composition
  - MATH 065, Basic Math
  - MATH 070, Elementary Algebra
  - READ 097, Reading Strategies
  - READ 099, Critical Reading and Study Skills

- **Academic Support Courses:**
  - ENGL 090, Grammar and Mechanics
  - LAC 020, Managing Writing Anxiety
  - LAC 098, Math for Nursing
  - LAC 099, Dosage Calculation
  - MATH 020, Managing Math Anxiety
  - MATH 021, Math Study Strategies

- **Certificate Programs**
  (Title 5, Section 55070, 55072)
  At Antelope Valley College there are two types of educational programs which lead to certificates of achievement.

  1. There are programs that lead to certification or licensing by agencies other than AVC, usually state or federal agencies, after an examination or further training. Such programs at AVC usually lead to the associate degree as well.

  2. 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 18 or more semester units (or 27 or more quarter units) of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain capabilities that may be oriented to career or general education, or 2) a designated sequence of courses consisting of 12 or more semester units (or 18 or more quarter units) of degree-applicable credit coursework. These certificate programs will be consistent with the mission of the college, meet a demonstrated need, be feasible, and adhere to guidelines on academic integrity which may be developed by the Chancellor, the Academic Senate for California Community Colleges, or other appropriate statewide bodies. Such programs are usually less than two years in length and may or may not lead to an associate in arts or science degree. Courses taken in these programs at AVC will apply toward an associate degree.

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

- **Filing for Certificate Programs:**
  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 October 15 for spring/summer graduates and by April 15 for fall graduates. Applications can be completed online, or students can print the application from the AVC website at www.avc.edu and mail in. After review, a preliminary evaluation will be sent to the students' myAVC e-mail account showing the progress toward the degree. Students will receive information on participating in the annual commencement ceremony from Student Development during spring term. While participation in the commencement ceremony is encouraged, it is not mandatory and does not indicate the completion of a degree or certificate.
Graduation / Associate Degree and Certificate Requirements

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

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

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 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 55-59)

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 55-59)

NOTE: Earning a Certificate of Achievement for IGETC for UC, IGETC for CSU, 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:
• Geographic Information Systems
• Wildland Fire Technology
• Yoga Instructor

Noncredit Certificates: Certificate of Competency
Noncredit certificate of competency programs are Chancellor Office approved and can appear on a student’s transcript. Noncredit certificate of competency may be earned in the following area:
• High Intermediate ESL

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

These locally approved certificate programs do not require Chancellor Office approval, nor can they appear on a student’s transcript. Locally approved certificates are:
• Blueprints and Structures
• Grounds Maintenance
• Office Support Award

Catalog Rights Policy
Provided that continuous attendance is maintained, AVC students may elect the degree requirements in effect at:
1. The time they entered AVC; or
2. The time they graduate from AVC.

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

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

The “Catalog Rights Policy” sets forth the criteria used for determining the degree requirements under which students may graduate. New students should check AVC’s online catalog (www.avc.edu) 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; catalogs are available in the Transfer Center.
5. Review application booklets for information about the application process and deadlines for prospective transfers.

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

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

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

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 CSUMentor.edu for individual campus openings for the Spring term.

University of California (UC)
- Fall: November 1-30 (Students can begin to fill out the online application beginning August 1)
- Spring:

Note: Not all UC’s will be open for Winter/Spring term admission. Check with individual campus for Winter/Spring term openings and application deadlines.

Transferability of AVC Courses
Many courses are designated as transferable to either the CSU or UC Systems. The designation for UC transferable courses is based on the most current UC transferable course list. Students are cautioned that many of these courses will only transfer as elective credit. Students desiring to continue at a four-year school should follow the requirements listed in the four-year school’s catalog and work closely with a counselor to ensure that courses will meet major and general education requirements upon transfer.

Intersegmental General Education Transfer Curriculum (IGETC)
The IGETC is a series of courses that community college students can use to satisfy lower division general education requirements at any CSU or UC campus for most majors. The IGETC will provide an option to the California State University General Education Requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, GE requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU’s general education requirements or those of a particular UC campus.

Completion of all of the requirements in the IGETC will permit a student to transfer from a community college to a campus in either the California State University or University of California system without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education requirements.

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.

The course requirements for all areas must be completed before the IGETC can be certified. All courses must be completed with grades of “C” or better. Additionally, the IGETC must be completed and certified before the student enrolls at a CSU or UC campus. Requirements for the IGETC cannot be completed once the student enrolls at a CSU or UC campus.

IGETC for STEM Majors
Students preparing for a major in science, technology, engineering, or mathematics are eligible to complete IGETC for STEM Majors, a separate IGETC track designed specifically for these disciplines. For certification under IGETC for STEM Majors, students must complete the following:

- All courses in Areas 1, 2, and 5 of the traditional IGETC; and
- Two courses in Area 3 and two courses in Area 4, as well as one course for UC-bound students who have not satisfied 6A through proficiency

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. These deferred lower division general education courses must be replaced in coursework before transfer with calculus and/or major science courses required by the major. Students are eligible to complete the IGETC for STEM Majors option only if it would be impossible for them to complete both major/major preparation coursework and either IGETC and/or the CSU GE Breadth plan within 60 units prior to transfer. The following programs are approved to use IGETC for STEM:

- Biology, AS-T
- Chemistry, AS-T

The following information is based on the 2017–18 IGETC list. Consult with a counselor for the most current requirements, which are subject to change.

AREA 1 – English Communication
CSU: Three courses required, minimum of one from Group A, B and C.
UC: Two courses required, minimum of one from Group A and B.
Group A: English Composition
One course, 3 semester units/4–5 quarter units.
ENGL 101, 101SL

Group B: Critical Thinking–English Composition
One course, 3 semester units/4–5 quarter units. Course selected must have English Composition as a prerequisite.
ENGL 102, 103
PHIL 201

Group C: Oral Communication (CSU only)
One course, 3 semester units/4–5 quarter units.
COMM 101, 103

AREA 2 – Mathematical Concepts and Quantitative Reasoning
One course, 3 semester units/4–5 quarter units.

AREA 3 – Arts and Humanities
At least three courses, 9 semester units/12–15 quarter units. At least one course from the Arts and one from the Humanities.

A: Arts:
ART 100, 101, 102, 103, 104
DA 101
ENGL 235, 236, 246
FTV 101, 107, 108, 203
MUS 101, 105
MUSC 102, 103, 107
THA 101, 110

B: Humanities:
CHIN 201, 202
ENGL 221, 222, 225, 227, 230, 231, 235, 236, 240, 242, 246, 250, 253, 256,
257, 259, 265, 279
FREN 201, 202, 203
FTV 201, 203
GER 102, 201, 202
HIST 115
LATN 102
PHIL 105, 106, 108, 109
PHOT 107
SPAN 110SS, 201, 202, 203, 210SS, 220SS
THA 239

AREA 4 – Social and Behavioral Sciences
At least three courses, 9 semester units/12–15 quarter units. Courses from at least two disciplines or an interdisciplinary sequence.
AJ 206
ANTH 102, 103, 112
ECON 100, 101, 102, 110
GEOG 105, 110
POLS 101, 103, 200, 202, 203
PSY 101, 201, 212, 230, 232, 233, 234, 235, 236
SOC 101, 105, 110, 111, 112, 115, 116

AREA 5 – Physical and Biological Sciences
At least two courses required, 7–9 semester/quarter units. One Physical Science course and one Biological Science course; at least one must include a lab.

A: Physical Sciences:
ASTR 101, 101L#
CHEM 101#, 102#, 110#, 120#, 210#, 220#
ERSC 101#
GEOG 101, 101L#
GEOL 101, 101L#, 102, 102L#
PHYS 101#, 102#, 110#, 120#, 211#

PSCI 101#

B: Biological Sciences:
ANTH 101, 101L#
BIOL 101, 101L# 103#, 104, 110#, 120#, 201#, 202#, 204#, 205#
# Meets laboratory requirement.

AREA 6 – Language Other Than English (UC Requirement ONLY)
Proficiency equivalent to two years of high school in the same language with a grade of “C,” OR earn a score of 3 or higher on the AP Foreign Language test, OR 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

CSU Graduation Requirement in U.S. History, Constitution and American Ideals 6 units
(Not part of IGETC; may be completed prior to transfer.)
HIST 107 and POLS 101
HIST 108 and POLS 101
HIST 110 and POLS 101
HIST 111 and POLS 101

The California State University System (CSU)
The CSU system is composed of 23 campuses which serve more than 315,000 students. CSU has more than 1,400 bachelor’s and master’s degree programs in over 200 different subject areas and a variety of teaching and school service credential programs. CSU campuses offer undergraduate and graduate programs providing liberal arts education as well as preparation for occupations such as business, engineering, the arts, and science and health professions.

A community college student may transfer a maximum of 70 semester units to a campus of the CSU. Courses that are transferable to the CSU are designated as (CSU) in the description of courses in this catalog. Please be cautioned that some of these courses will only transfer as elective credit.

Eligibility for Admission to the CSU System
All CSU campuses have the same admission requirements for transfer students. Some exceptions occur at campuses or in programs where there are more applicants than can be admitted. In general, however, a student will qualify for most campuses and programs if the student has a 2.0 GPA or better in all transferable units and meets one of the following standards:

1. If a student was eligible for admission to the CSU from high school—i.e., had satisfied the subject requirements and achieved the required scores on the eligibility index—a student is eligible to transfer at any time, provided that a 2.0 GPA is maintained in transferable college courses.

   NOTE: Consult the CSU Application Packet for information on required high school subjects and eligibility index.

2. If a student earned the required scores on the eligibility index, but had not satisfied the required college preparatory high school subjects, a student may take college courses in the subjects that were missing and be eligible to transfer upon their completion, provided the student maintains a 2.0 GPA in transferable
courses.

3. If a student was ineligible for admission from high school because the student lacked required subjects and did not achieve the required scores on the eligibility index, the student must do three things:
   a. Complete 56-60 transferable semester units at AVC (depending on the campus selected);
   b. Establish a minimum 2.0 GPA at AVC; and,
   c. Complete a minimum of 39 semester units from the CSU General Ed. Requirements. Of these 39 units a student must include courses from A-1, A-2, A-3 and B-4 with a minimum evaluative grade of "C" before he/she matriculates to a CSU campus.

General Education Requirements for the CSU System
A candidate for a bachelor’s degree from the California State University system shall complete a minimum of 48 semester units in general education courses. A student may complete 39 of the 48 required units at Antelope Valley College. In addition to these 39 units of lower division general education courses, students must complete 9 units of upper division course work at a California State University campus. AVC will certify general education for students. No more than 30 units may be certified by AVC. A VC will certify general education for students.

Students pursuing certain Associate Degrees for Transfer may be used to satisfy requirements in more than one of the five general areas. Courses taken at other institutions can be certified by Antelope Valley College.

CSU GE Breadth for STEM Majors
Students pursuing certain Associate Degrees for Transfer may be eligible to take GE Breadth for STEM, deferring two lower-division GE courses until after transfer. GE Breadth for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. California Colleges preparing a “CSU GE Breadth for STEM” certification as part of an Associate Degree for Transfer should ensure that the student has completed:

   a. All courses in Areas A, B, and E of the traditional GE Breadth curriculum; and
   b. One course in Area C1 Arts and one course in Area C2 Humanities; and
   c. Two courses in Area D from two different disciplines.

The following programs are approved to use CSU GE Breadth for STEM:
   - Biology, AS-T

   The following information is based on the 2017–18 CSU GE list. Consult with a counselor for the most current requirements, which are subject to change.

A. English Language Communication and Critical Thinking
(9 units)
Select at least 3 units from each of the following sub-categories.
A-1 **Oral Communication
   - COMM 101, 103

A-2 **Written Communication
   - ENGL 101, 101SL

A-3 **Critical Thinking
   - COMM 115
   - ENGL 102, 103
   - PHIL 101, 106, 110, 201

   ** Courses in this area must be completed with a grade of “C” or better to be certified.

B. Scientific Inquiry and Quantitative Reasoning
(9–12 units)
Select at least one course from physical sciences, one course from life sciences, and one course from mathematics/quantitative reasoning. One science course shall include a laboratory component/activity.

B-1 Physical Science
   - ASTR 101
   - CHEM 101*, 102*, 110*, 120*, 210*, 220*
   - ERSC 101*
   - GEOG 101, 102
   - GEOL 101, 102
   - MATH 101*, 102*, 120*, 121*
   - PSCI 101*

B-2 Life Science
   - ANTH 101
   - BIOL 101, 102*, 103*, 104, 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
   - CIS 121

   * Class includes a laboratory component. Credit will also be granted for Area B-3.

   ** Courses in this area must be completed with a grade of “C” or better to be certified.

C. Arts and Humanities (9 units)
Select one course from the arts and one course from the humanities. Select the remaining units from C-1 or C-2. No more than 4 units of performance or art activity classes shall be chosen. Performance/activities are indicated in bold & italics.

C-1 Arts (Art, Dance, Music, Theatre)
   - COMM 103, 112, 114
   - DA 101
   - FTW 101, 107, 108, 201, 203
   - HIST 115
   - MUSC 102, 103, 107
   - PHOT 107
   - PHTC 101, 150, 201
   - THA 101, 102, 110, 130, 225

C-2 Humanities (Literature, Philosophy, Foreign Languages)
   - CHIN 101, 102, 201, 202
   - COMM 112
   - DFST 101, 102, 201, 202
Transfer Information

FREN 101, 102, 201, 202, 203
FTV 203
GER 101, 102, 201
LATN 101, 102, 201
PHIL 105, 106, 108, 109
PHOT 107
SPAN 101, 102, 110SS, 201, 202, 210SS, 220SS
THA 239

D. Social Sciences (9 units)
Select from at least two different disciplines.
AJ 206, 210
ANTH 102, 103, 112, 140
CFE 102
COMM 217
ECON 100, 101, 102, 110
GEOG 105, 106, 110
POLS 101, 103, 200, 201, 202, 203
PSY 101, 201, 212, 230, 232, 233, 234, 235, 236
SOC 101, 105, 110, 111, 112, 115, 116, 120

E. Lifelong Learning and Self-Development (3 units)
Select 3 units, or DD 214 for 4 units
CFE 102
COMM 103, 107, 219
HD 101, 102, 105
HE 101, 120
NF 100, 103
PSY 212, 236
SOC 111, 116

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

Major Requirements at CSU Campuses
Refer to CSU catalogs and consult a counselor. CSU catalogs are available in the Transfer Center, Room SSV 101, Student Services Building.

The University of California System (UC)
The University of California system is made up of ten campuses located throughout California—in Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara and Santa Cruz. All of these campuses have certain features in common—uniform admission requirements, highly qualified faculty and excellent libraries. All maintain the same high academic standards. Nine of the campuses offer comprehensive undergraduate programs with a variety of individual specialties. The San Francisco campus is unique because all of its programs are in the health sciences. Each campus has its own character and distinctive features which contribute to the diversity of the University as a whole.

A community college student may transfer a maximum of 70 semester units to a campus of the UC. Courses that are transferable to the UC are designated as (UC) in the description of courses in this catalog. The designation for UC transferable courses is based on the most current UC transferable course list. Please be cautioned that some of these courses will only transfer as elective credit.

Eligibility for Admission to the UC System
All UC campuses have the same admission requirements for transfer students. Some exceptions occur at campuses or in programs where there are more applicants than can be admitted. The way a transfer student can meet the UC’s admission requirements is:
If a student was ineligible for admission from high school due to lack of required subjects and did not achieve the required scores on the eligibility index, the student must do three things:
1. complete 60 transferable semester units at AVC;
2. establish a minimum 2.4 GPA* at AVC; and,
3. complete college courses to make up any high school subject deficiencies (refer to the UC application packet for options to clear subject deficiencies).

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

Major Requirements at UC Campuses
Refer to the UC catalogs and consult a counselor. UC catalogs are available in the Transfer Center, Room SSV 101, Student Services Building.

Independent Colleges and Universities
Admission and graduation requirements for independent schools vary according to the institution. To determine specific requirements, check the catalog of the school of your choice. Antelope Valley College’s Transfer Center has a catalog file of many independent institutions.
COURSE IDENTIFICATION NUMBERING SYSTEM

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 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 for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

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http://www.avc.edu (661) 722-6300
## Course Identification Numbering System Cont.

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Definition

Accounting and bookkeeping are the “language of business” and involve the dollars and cents of financial information used to help managers make decisions within their organizations. Accounting and bookkeeping information is also used by bankers, investors, regulatory bodies, the IRS, and auditors.

Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Laureano Flores ext. 6327

Administrative Assistant:
Rosie Heasley ext. 6327

Clerical Assistant III:
Leyla Barber ext. 6327

Department Chair:
Stacey Adams ext. 6377

Faculty:
Stacey Adams ext. 6377
Richard Fleishman ext. 6235

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.
Wayne Lynch 2611
Shannon Macias 2277
Yvette Marquez-Smith 2237
Austin Rice 2800
Stephanie Romero 2184
Ken Scott 2163
Dr. Martin Telezing 2966
Dr. Tatiana Verren 2400

Program Description

Accounting courses are offered for two separate career goals based on the level of formal education. Freshman-level courses (100 series) are available for those seeking to earn the professional bookkeeping certificate or other business-related certificate and also for an associate degree. Sophomore-level courses (200 series) are offered as transferable courses for the student preparing for a four-year degree primarily in accounting, business, or economics.

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

Career Options

Accountant
Accounting Clerk
Accounting Technician
Auditing Clerk
Bookkeeping Clerk

Program Learning Outcomes

1. Understand and apply ethics in a bookkeeping environment.
2. Analyze, compute and record bookkeeping transactions in the form of journal entries.
3. Prepare and analyze basic financial statements, financial ratios and tax forms.
4. Demonstrate communication, presentation, math and computer skills needed to function effectively as a team member in a diverse business environment.

Certificate Program

Professional Bookkeeping

This certificate requires a minimum of 31-32 units. This program provides entry-level bookkeeping skills to those considering the bookkeeping/accounting field and will enhance the skills of currently employed individuals to facilitate advancement opportunities.

A maximum of 6 pass/no pass units will be accepted for a Professional Bookkeeping certificate.

Required Courses:  

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Total 31-32

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.
Program Electives:  
Select three units from the following program electives.
ACCT 199, Occupational Work Experience  1-8  
BUS 101, Intro. to Business  3  
BUS 201, Business Law  3  
CA 131, Relational Database Management and Design  3  
MGT 115, Human Behavior in Organizations  3  
OT 101, Beginning Computer Keyboarding  3  
CA 111, Word Processing-Microsoft Word  3  
NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Associate Degree
Professional Bookkeeping
This major is primarily intended for those 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.

Recommended Plan of Study

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<table>
<thead>
<tr>
<th>Second Semester</th>
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<tbody>
<tr>
<td>ACCT 113, Bookkeeping II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 115, Payroll Bookkeeping</td>
<td>2</td>
</tr>
<tr>
<td>BUS 113, Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CA 121, Microcomputer Spreadsheets</td>
<td>3</td>
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<tr>
<td>Course from GE requirement Area C</td>
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<tr>
<td>Course from GE requirement Area D2</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>ACCT 121, Microcomputer Accounting</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 131, Introduction to Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
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<tr>
<td>Course from GE requirement Area F</td>
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<table>
<thead>
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<th>Fourth Semester</th>
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<tbody>
<tr>
<td>BUS 121, Fundamentals of Investment and Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
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<td>Electives</td>
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</tr>
</tbody>
</table>

Degree Total 60

Program Electives:
Please refer to the Program Electives listed under the certificate program.

Transfer
Students planning to transfer to a four-year college or university after AVC are strongly advised to follow the Business Administration degree and should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
Accounting Courses

ACCT 111  *BOOKKEEPING
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Students will learn introductory theory and application of the double-entry accounting cycle for service and merchandising sole-proprietorships, payroll, and banking procedures. For many students, completing ACCT 111 will help their transition into ACCT 201. (AVC)

ACCT 113  *BOOKKEEPING II
3 units
3 hours weekly
Prerequisite: Completion of ACCT 201 or ACCT 111.
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070.
In this continuation course in bookkeeping, students will learn specifics on receivables and payables, inventory, plus fixed and intangible assets. Accounting for partnerships and corporations will also be studied along with the statement of cash flows, analysis of financial statements, and segmented and manufacturing accounting. NOTE: This course is mainly intended for those seeking to earn the Professional Bookkeeping certificate and it should not be used by business or economics majors transferring to a four-year institution. Please refer to ACCT 201 course description. (CSU, AVC)

ACCT 115  *PAYROLL BOOKKEEPING
2 units
36 hours total
Advisory: Completion of ACCT 111, and Eligibility for READ 099.
Students will learn the specific human resource and payroll accounting required under the Fair Labor Standards Act, Social Security Administration, plus Federal and State withholding tax systems. The actual tasks that payroll clerks and payroll accountants perform are practiced so that students can explore potential payroll and bookkeeping employment opportunities. NOTE: This course counts toward the Professional Bookkeeping certificate. (AVC)

ACCT 121  *COMPUTERIZED ACCOUNTING
(formerly Microcomputer Accounting)
2 units
3 hours weekly
Prerequisite: Completion of ACCT 201 or ACCT 111 within the past five years.
Advisory: Basic keyboarding skills, and Eligibility for READ 099.
This course involves the study of concepts and skills of 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 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
3 hours weekly
Advisory: Eligibility for College Level Reading, ENGL 099, and MATH 070.
This course presents the principles of federal and California taxation relating to individual income taxes with an emphasis on preparation of personal tax returns. (CSU, AVC)

ACCT 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
Hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

ACCT 201  *FINANCIAL ACCOUNTING
4 units
4 hours weekly
Advisory: Completion of ENGL 101/ENGL 101SL, and Eligibility for 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) (CSU, UC, AVC)

**ACCT 205 *MANAGERIAL ACCOUNTING***

4 units
4 hours weekly

*Prerequisite:* Completion of ACCT 201 within the past five years.

Students will learn how to process, report, and communicate managerial accounting information both in written and oral format. They will be able to identify, explain, calculate, and use accounting information to make managerial decisions. **BEFORE ENROLLING,** students should have a basic knowledge of spreadsheets and know how to use word processing. This course is primarily targeted for transfer students. Business or economics majors should take this class the next term after successfully completing ACCT 201. (C-ID: ACCT 120) (CSU, UC, AVC)
Definition
The Administration of Justice Program involves the study of the theory and practice of law enforcement, police work, the court and corrections systems.

Law enforcement, whether as a line police officer, deputy sheriff, marshal, or state traffic officer, offers a rewarding opportunity to serve society. Specialized officers such as game wardens, forest rangers, or criminal investigators make unique contributions throughout our state and nation. They investigate crime, present cases in court and render other service to the justice system and the people.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean: Dr. L. Tom O’Neil ext. 6482
Administrative Assistant: Christi Crosby ext. 6482
Clerical Assistant III: Bettie Negrete ext. 6482
Department Chair: Dr. Irit Gat ext. 6493
Faculty: M. Dexter Cummins ext. 6558
Timothy Lynskey ext. 6955
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M. Ryan Anthony 2475
Laura Bettencourt 2415
Tom Campbell 2123
Robert “Marc” Evans 2043
David Harrison 2031
Samer Issa 2049
Watson Lee 2472
Corinne Malinka 2104
Carlos Pinho 2426
Brian Shreves 2516
Ronald Shreves 2109
Eugene Siegel 2456
Nicholas Titiriga 2432
Cynthia Ware 2338

Career Options
Animal Control Officer
Border Patrol Officer
Correctional Officer
Criminal Investigator
Customs Agent
Drug Enforcement Agent
Evidence Technician
FBI Agent
Fingerprint Classifier
Forest Ranger
Highway Patrol Officer
Industrial Security Officer
Insurance Investigator
Lawyer
Legal Secretary
Paralegal
Park Ranger
Parole Agent
Police Clerk
Police Dispatcher
Police Officer
Polygraph Operator
Private Detective
Probation Officer
Security Specialist
Sheriff
Warden
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes

Associate in Arts in Administration of Justice
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.

Associate in Science in Administration of Justice for Transfer
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.

Program Description
The administration of justice courses provide the student with a broad base of knowledge and proficiencies in the general area.

Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.
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:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   - 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.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>units</th>
</tr>
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<tbody>
<tr>
<td>AJ 101, Intro. to Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJ 102, Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJ 103, Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>AJ 205, Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>6</td>
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<td><strong>Total</strong></td>
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<thead>
<tr>
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<td>Select 6 units from the following:</td>
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<tr>
<td>AJ 104, Intro. to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>AJ 109, Crime Analysis</td>
<td>3</td>
</tr>
<tr>
<td>AJ 110, Terrorism Investigation</td>
<td>3</td>
</tr>
<tr>
<td>AJ 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>AJ 201, Police in Society</td>
<td>3</td>
</tr>
<tr>
<td>AJ 203, Narcotics Control</td>
<td>3</td>
</tr>
<tr>
<td>AJ 204, Juvenile Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJ 206, Criminology</td>
<td>3</td>
</tr>
<tr>
<td>AJ 207, Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>AJ 208, Intro. to Forensic Science</td>
<td>3</td>
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</table>

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

<table>
<thead>
<tr>
<th>Recommended Plan of Study</th>
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<tr>
<td>First Semester</td>
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<td>AJ 101, Introduction to Administration of Justice</td>
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<tr>
<td>Required Elective B</td>
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<tr>
<td>CSU GE requirement Area A2</td>
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</tr>
<tr>
<td>CSU GE requirement Area C1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area E</td>
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<tr>
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<table>
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<th>Second Semester</th>
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<tbody>
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<td>AJ 102, Criminal Law</td>
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</tr>
<tr>
<td>Required Elective B</td>
<td>3-4</td>
</tr>
<tr>
<td>CSU GE requirement Area A1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area C2</td>
<td>3</td>
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</table>
Administration of Justice Courses

AJ 101  INTRODUCTION TO ADMINISTRATION OF JUSTICE  
3 units  
3 hours weekly  
Advisory: Eligibility for ENGL 099 and READ 099.
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) (CSU, AVC)

AJ 102  CRIMINAL LAW  
3 units  
3 hours weekly  
Advisory: Eligibility for ENGL 099 and READ 099.  
An examination of criminal law, both substantive and procedural, as found in the various California State Codes and as interpreted by our courts. The course will cover the origin and development of law, including English Common Law, the U.S. and California Constitutions, California State statutes and Appellate Court decisions. The distinction between torts and crimes, felonies and misdemeanors, and venue and jurisdiction will be examined. Crimes against persons and property and crimes popularly deemed to be victimless will be discussed. (C-ID: AJ 120) (CSU, UC, AVC)

AJ 103  CRIMINAL EVIDENCE  
3 units  
3 hours weekly  
Advisory: Eligibility for ENGL 099 and READ 099.  
This course presents the origin, development, philosophy, and legal basis of evidence; types and ways of presenting evidence; judicial decisions and statutory rules of evidence governing the admissibility of testimony, writings, and material objects at motions and trial; constitutional and procedural considerations affecting searches and seizures and admissions and confessions. (C-ID: AJ 124) (CSU, AVC)

AJ 104  INTRODUCTION TO CORRECTIONS  
3 units  
3 hours weekly  
Advisory: Eligibility for ENGL 099 and READ 099.  
This course is designed to help the student develop an understanding of the concepts of criminal parole, probation and the corrections system. Students will examine these areas of criminal justice from a historical, theoretical, and practical viewpoint, to understand how these different types of convicted offender supervisions overlap. Students will also study the political and economic ramifications for juvenile delinquents and their rights of Due Process. This will be discussed along with the special problems these offenders pose, including the issues of public safety and juvenile parole. (C-ID: AJ 200) (CSU, AVC)
AJ 109  CRIME ANALYSIS
3 units
3 hours weekly
Advisory: Completion of AJ 101, and Eligibility for College Level Reading. ENGL 101/ENGL 101SL, and MATH 070.
An introduction to the field of crime analysis and its role in law enforcement, crime prevention and public safety. Topics will include the history and current functions of crime analysis, along with its changing roles and future applications. Students will explore each of the major types of crime analysis: administrative, strategic, tactical, and investigative. This class is intended for those students who wish to work in a nontraditional role in law enforcement and for sworn personnel who want to have a better understanding how crime analysis can optimize their law enforcement efforts. (CSU, AVC)

AJ 110  TERRORISM INVESTIGATION
3 units
3 hours weekly
Advisory: Completion of AJ 101, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
This course will examine the phenomenon known as terrorism. A historical perspective will trace its origin from at least the first century through present times. This course will study the ideologies and philosophies of terrorist groups on both an international as well as national scale. Identification of terrorist groups as well as terrorist tactics will be examined. Emphasis will be on exploring the law enforcement/intelligence methods used to prevent and respond to terrorist-related crimes. (CSU, AVC)

AJ 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

AJ 201  POLICE IN SOCIETY
(formerly Police-Community Relations)
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
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) (CSU, UC, AVC)

AJ 203  NARCOTICS CONTROL
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
History and impact of drugs on society, law enforcement, the courts, corrections, and treatment programs. Students will learn legal classifications for drugs, criminal codes, how drug cases are handled in the judicial system, drug use detection, and drug testing systems. (CSU, AVC)

AJ 204  JUVENILE PROCEDURES
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course is 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) (CSU, AVC)

AJ 205  CRIMINAL INVESTIGATION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course is designed to give the student an understanding of the field of criminal investigation. Emphasis will be placed on basic criminal investigative techniques and areas of importance to working police officers in their regular duties. The study of identifying and collecting evidence, development of informants, interview and interrogation techniques, courtroom testimony, and the utilization of scientific laboratory analysis will be covered. In this course, those mistakes made by officers during criminal investigations, which sometimes lead to criminal trial dismissals, will be examined. Insight into the rules of evidence, basic criminal law and the tactics used in criminal prosecutions will also be discussed. (C-ID: AJ 140) (CSU, AVC)
AJ 206 CRIMINOLOGY
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course is designed to help the student develop an understanding of the nature, organization and consequences of the American criminal justice system. Topics explored include the myths and realities about crime and criminal behavior, definitions of crime and its measurement, and the varieties of criminal behavior. Criminological theories of criminal activity are examined and an effort is made to find relevance and meaning of these theoretical constructs with the actual patterns of criminality. The prison system is examined, including problems of overcrowding and the use of criminal rehabilitation. The role of law enforcement is also explored. Lastly, an examination and evaluation of the changing nature of criminal patterns in America is made with an attempt to ascertain the meaning and implications of these changes for the future of American society. (C-ID: SOCI 160) (CSU, AVC)

AJ 207 PROBATION AND PAROLE
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course is designed to help the student develop an understanding of the concepts of criminal parole and probation. Students will examine this area of criminal justice from a historical, theoretical, and practical viewpoint, to understand how these different types of convicted offender supervisions overlap. Students will also study the political and economic ramifications of juvenile delinquents and their rights of Due Process. This will be discussed along with the special problems these offenders pose, including the issues of public safety and juvenile parole. (CSU, AVC)

AJ 208 INTRODUCTION TO FORENSIC SCIENCE
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, AVC)

AJ 210 POLICE IN SOCIETY
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099.
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. (CSU, AVC)
Definition
This program is designed to prepare students for careers in the Aeronautical and Aviation industry.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Laureano Flores ext. 6327
Administrative Assistant: Rosie Heasley ext. 6327
Clerical Assistant III: Leyla Barber ext. 6327
Department Chair: Dr. Maria Clinton ext. 6577
Faculty: Jack Halliday ext. 6736
Tyrone Mettler ext. 6772
Instructional Assistant: Patti Browne ext. 6286

Program Description
The certificate and associate degree programs include course work to help students prepare for the Airframe and Powerplant (A&P) license exams.

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

Career Options
Aircraft Dispatcher
Aircraft Operator
Airframe and Powerplant Repair
Airport Management (General Aviation and Airline Related Operator)
Structural Assembler
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes
1. Analyze and evaluate critical aspects of the aerospace industry related to safe work practices, standards and tolerances, standard shop practices, proper use of tools, power equipment, and personal protective equipment.
2. Analyze, evaluate, troubleshoot, and repair structural, propulsion, electrical, and guidance systems to meet air worthy standards.
3. Evaluate and apply Federal Aviation Regulations, technical maintenance data, and acceptable industry standards pertinent to proper maintenance and safety standards.

Certificate Programs
Three A&P certificates (General Aircraft Maintenance, Aircraft Airframe, and Aircraft Powerplant) are designed for those individuals seeking an Aircraft License. After earning these certificates a student may seek permission from the Federal Aviation Administration to take the necessary exams for an Airframe and Powerplant license.

General Aircraft Maintenance
This program provides the basic understanding and principles of basic electricity, basic physics, math, fluid lines and fittings, materials and processes, cleaning and corrosion control, maintenance publications, mechanics privileges and limitations, maintenance forms and records, weight and balance, ground handling and aircraft drawings.

Required Courses: units
The following courses (18 units minimum) are required for the certificate:
AERO 120, Aircraft General I* 7.5
AERO 121, Aircraft General II* 7.5
Program Elective 3
Total 18

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: 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
ELTE 252, Intro. to Avionics 3
ELTE 254, Radio Telephone License 3

* Offered during Summer Semester only. Students may begin with either AERO 120 or AERO 121.

NOTE: Students may begin the program at any point in the certificate plan.

Aircraft Airframe
This program provides in-depth understanding and principles along with “hands-on” experience to aircraft airframe structures. It entails the following subjects: sheet metal structures, wood structures, dope and fabric, aircraft airframe inspection, assembly and rigging, hydraulic and pneumatic systems, aircraft electrical systems, cabin atmosphere controls, fuel systems, ice and rain systems, fire protection systems, instrument systems, position and warning systems, landing gear systems, and navigation and communication systems. Depending on the individuals’ aircraft experience and previous licenses, some individuals will have to qualify for the General Aircraft Maintenance certificate in order to receive the FAA Aircraft Airframe Certificate of completion.
Contact instructor for further information.

**Required Courses:**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AERO 230</td>
<td>Aircraft Airframe I</td>
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</tr>
<tr>
<td>AERO 231</td>
<td>Aircraft Airframe II</td>
<td>15</td>
</tr>
</tbody>
</table>

**Total 30**

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Aircraft Powerplant**

This program provides an in-depth understanding, “hands-on” experience and principles in powerplant operation. This course entails the following subjects: reciprocating engines, turbines, lubrication systems, engine fuel systems, fuel metering systems, induction systems, ignition systems, engine electrical systems, engine cooling systems, engine exhaust system, engine instrument systems, engine fire protection systems and propellers. Depending on the individuals’ aircraft experience and previous licenses, some individuals will have to qualify for the General Aircraft Maintenance certificate in order to receive the FAA Aircraft Powerplant Certificate of completion. Contact instructor for further information.

**Required Courses:**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>AERO 240</td>
<td>Aircraft Powerplant I</td>
<td>15</td>
</tr>
<tr>
<td>AERO 241</td>
<td>Aircraft Powerplant II</td>
<td>15</td>
</tr>
</tbody>
</table>

**Total 30**

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Airframe and Powerplant License**

Students who wish to obtain an FAA Airframe and Powerplant license should complete the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AERO 120</td>
<td>Aircraft General I</td>
<td>7.5</td>
</tr>
<tr>
<td>AERO 121</td>
<td>Aircraft General II</td>
<td>7.5</td>
</tr>
<tr>
<td>AERO 230</td>
<td>Aircraft Airframe I</td>
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<td>AERO 231</td>
<td>Aircraft Airframe II</td>
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</tr>
<tr>
<td>AERO 240</td>
<td>Aircraft Powerplant I</td>
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<tr>
<td>AERO 241</td>
<td>Aircraft Powerplant II</td>
<td>15</td>
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</tbody>
</table>

Students who complete the associate degree have enhanced employability in the field of aviation maintenance. They have enhanced promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

**First Semester**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Course from GE requirement Area A</td>
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<td>Course from GE requirement Area B</td>
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<tr>
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**Total 12**

**Second Semester**  

<table>
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<tr>
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**Total 12**

**Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
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<td>Aircraft General I* or</td>
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<td>Aircraft General II*</td>
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**Total 7.5**

**Third Semester**

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<tr>
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<tr>
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**Total 12**

**Fourth Semester**

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**Total 9**

**Summer**

<table>
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<tbody>
<tr>
<td>AERO 120</td>
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<td>7.5</td>
</tr>
<tr>
<td>AERO 121</td>
<td>Aircraft General II*</td>
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</tbody>
</table>

**Total 7.5**

**Degree Total 60**

**Associate Degrees**

**General Aircraft Maintenance**

The requirements for an associate degree in General Aircraft Maintenance may be satisfied by completing the 15 units of required courses from the certificate, selecting an additional 3 units from the restricted list of program electives, 21 units of general education requirements, and sufficient electives to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of aviation maintenance. They have enhanced promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

**First Semester**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>Course from GE requirement Area B</td>
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**Total 12**

**Second Semester**  

<table>
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<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>Course from GE requirement Area C</td>
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<td>Course from GE requirement Area D2</td>
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<td>Course from GE requirement Area E</td>
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<td></td>
</tr>
<tr>
<td>Elective</td>
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**Total 12**

**Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>AERO 120</td>
<td>Aircraft General I* or</td>
<td>5</td>
</tr>
<tr>
<td>AERO 121</td>
<td>Aircraft General II*</td>
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**Total 7.5**

**Third Semester**

<table>
<thead>
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**Total 12**

**Fourth Semester**

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<tr>
<th>Course Code</th>
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**Total 9**

**Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>AERO 120</td>
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<td>7.5</td>
</tr>
<tr>
<td>AERO 121</td>
<td>Aircraft General II*</td>
<td></td>
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</table>

**Total 7.5**

**Degree Total 60**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

* Offered during Summer semester only. Students may begin with either AERO 120 or AERO 121.

**NOTE:** Semester order for courses and time to complete may vary for night students.
Aircraft Airframe
The requirements for an associate degree in Aircraft Airframe Maintenance may be satisfied by completing the 30 units of required courses from the certificate, 21 units of general education requirements, and sufficient electives to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of aviation maintenance. They have enhanced promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course (Title)</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
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<td>15</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>Second Semester</td>
<td>AERO 231, Aircraft Airframe II</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>Third Semester</td>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Course from GE requirement Area D1</td>
<td>3</td>
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<td>Course from GE requirement Area E</td>
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<tr>
<td></td>
<td>Course from GE requirement Area F</td>
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<td></td>
<td>Elective</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<tr>
<td>Fourth Semester</td>
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<tr>
<td></td>
<td>Course from GE requirement Area C</td>
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<tr>
<td></td>
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<tr>
<td></td>
<td><strong>Degree Total</strong></td>
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</tr>
</tbody>
</table>

**NOTE:** Semester order for courses and time to complete may vary for night students.

Aircraft Powerplant
The requirements for an associate degree in Aircraft Powerplant maintenance may be satisfied by completing the 30 units of required courses from the certificate, 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.

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Recommended Plan of Study

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course (Title)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>AERO 240, Aircraft Powerplant I</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<tr>
<td>Second Semester</td>
<td>AERO 241, Aircraft Powerplant II</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>Third Semester</td>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Course from GE requirement Area D1</td>
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</tr>
<tr>
<td></td>
<td>Course from GE requirement Area E</td>
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</tr>
<tr>
<td></td>
<td>Course from GE requirement Area F</td>
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</tr>
<tr>
<td></td>
<td>Elective</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>Fourth Semester</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>Course from GE requirement Area C</td>
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<tr>
<td></td>
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<tr>
<td></td>
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<td><strong>15</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Degree Total</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**Transfer**
The Airframe and Powerplant Certificate courses are transferable to most four-year institutions offering an Aviation Mechanics Degree. Requirements may vary, so check the appropriate catalog(s) and consult with a counselor.

**Prerequisite Completion**
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
Airframe and Powerplant Courses

AERO 120  *AIRCRAFT GENERAL I
7.5 units
225 hours total
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Fundamental concepts of aircraft maintenance. Topics include aircraft mathematics, basic electricity, fluid lines and fittings, materials, and processes. Intended for students who wish to attain FAA General Mechanic Certificate. (AVC)

AERO 121  *AIRCRAFT GENERAL II
7.5 units
225 hours total
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Provides training in the processes involving cleaning and corrosion control, maintenance publications, mechanic privileges/limitations, maintenance forms and records, ground operation, weight and balance, and aircraft drawings. The student will meet qualifying standards for the FAA comprehensive testing leading to a General Mechanic Certificate. (AVC)

AERO 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

AERO 230  *AIRCRAFT AIRFRAME I
15 units
25 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Inform and train students to become familiar with the techniques and operations involved with aircraft wood structures, finishes, covering, sheet metal and non-metallic structures, welding, assembly and rigging, aircraft inspection, and aircraft fuel systems. Students will meet qualifying standards for the FAA comprehensive testing leading to an Airframe Mechanic Certificate. (AVC)

AERO 231  *AIRCRAFT AIRFRAME II
15 units
25 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Inform and train students to become familiar with the techniques and operations involved with aircraft instruments, communication and navigation, position and warning, cabin atmosphere, ice and rain, fire protection, aircraft electrical, hydraulic and pneumatic, and landing gear systems. Students will meet qualifying standards for the FAA comprehensive testing leading to an Airframe Mechanic Certificate. (AVC)

AERO 240  *AIRCRAFT POWERPLANT I
15 units
25 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Provides instruction related to aircraft reciprocating and turbine engines. Topics include inspection, fuel systems, unducted fans and auxiliary power units. Intended for students who wish to attain FAA Powerplant Mechanic Certificate. (AVC)

AERO 241  *AIRCRAFT POWERPLANT II
15 units
25 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Provides instruction related to aircraft reciprocating and turbine engines. Topics include lubrication systems, induction systems, cooling systems, exhaust systems, electrical and instruments systems, fire systems and propellers. Intended for students who wish to attain FAA Powerplant Mechanic Certificate. (AVC)
Definition
The courses offered are designed to prepare students for occupations in either the landscape or nursery business.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:  
Dr. Leslie Uhazy ext. 6415
Administrative Assistant:  
Wendy Cios ext. 6415
Clerical Assistant III:  
Suzanne Olson ext. 6415
Department Chair:  
Dr. Zia Nisani ext. 6916
Faculty:  
Neal Weisenberger ext. 6512
Lab Technician:  
Kristoffer Chaisson ext. 6254
Adjunct Faculty:  
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M.
Sharon Weisenberger 2072

Program Description
The two-year certificate program is designed to prepare students for occupations in a field of horticulture such as landscape construction, landscape maintenance, and nursery operations. Completion of this program is one of the first steps toward obtaining a landscape contractor’s license.

Students enrolled in the Park and Landscape Management certificate program receive “hands-on” experience in all phases of landscape construction. The program also includes computer-aided instruction.

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

Career Options
Grounds Maintenance
Landscape Architect
Landscape Construction Worker
Landscape Contractor
Landscape Designer
Landscape Gardener
Nursery Worker
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes

Environmental Horticulture
1. Identify, install and maintain various fruit trees that grow in the Antelope Valley.
2. Identify and create a method to legally control weeds, diseases, vertebrate, and insects pest in a California Landscape.
3. Determine a method to propagate and develop the skills to propagate various indoor and outdoor plants.
4. Create a functional landscape plan applying the principles, client needs, and elements of design.
5. Determine the best method to install and maintain a landscape according to the needs of the plant, landscape situation and to have the skills need to install and maintain a landscape.
6. Identify and select plants used in California landscapes.
7. Identify soil problems and determine a plan to maintain or correct the soil problem.
8. Demonstrate the understanding of plant anatomy and physiology.
9. Plan, design and construct wood, fencing and electrical features in a Landscape.

Landscape Construction
1. Identify, install and maintain various fruit trees that grow in the Antelope Valley.
2. Identify and create a method to legally control weeds, diseases, vertebrate, and insects pest in a California Landscape.
3. Determine a method to propagate and develop the skills to propagate various indoor and outdoor plants.
4. Create a functional landscape plan applying the principles, client needs, and elements of design.
5. Determine the best method to install and maintain a landscape according to the needs of the plant, landscape situation and to have the skills need to install and maintain a landscape.
6. Identify and select plants used in California landscapes.
7. Identify soil problems and determine a plan to maintain or correct the soil problem.
8. Demonstrate the understanding of plant anatomy and physiology.
9. Plan, design and construct wood, fencing and electrical features in a Landscape.
10. Plan, design and construct concrete, brick or block features in a Landscape.
11. Plan, design, construct and maintain various landscape irrigation systems.
12. Demonstrate an understanding of Federal, State and local contractor licenses, laws, regulations and permits pertaining to landscape businesses.
13. Use, read and interpret and landscape plans and specifications.

Ground Maintenance
1. Determine a method to propagate and develop the skills to propagate various indoor and outdoor plants.
2. Determine the best method to install and maintain a landscape according to the needs of the plant, landscape situation and to have the skills needed to install and maintain a landscape.

Certificate Programs

Environmental Horticulture
The following courses (31 units) are required for the certificate.

Required Courses:  
- AGRI 100, Fruit and Nut Production 3 units  
- AGRI 102, Plant Pest Control 3 units  
- AGRI 104, Nursery Practices 2 units  
- AGRI 110, Basic Landscape Design 2 units  
- AGRI 112, Plant and Landscape Maintenance 2 units  
- AGRI 130, Environmental Gardening 2 units  
- AGRI 132, Turf and Landscape Maintenance 2 units  
- AGRI 134, Plant Identification I 3 units  
- AGRI 212, Interior Plantscape 2 units  
- AGRI 230, Soils and Plant Nutrition 3 units  
- AGRI 234, Plant Identification II 3 units  
- BIOL 103, Introduction to Botany 4 units  

Total 31 units

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Landscape Construction
The following courses (51 units) are required for the certificate.

Required Courses:  
- AGRI 100, Fruit and Nut Production 3 units  
- AGRI 102, Plant Pest Control 3 units  
- AGRI 104, Nursery Practices 2 units  
- AGRI 110, Basic Landscape Design 2 units  
- AGRI 112, Plant and Landscape Maintenance 2 units  
- AGRI 130, Environmental Gardening 2 units  
- AGRI 132, Turf and Landscape Maintenance 2 units  
- AGRI 134, Plant Identification I 3 units  
- AGRI 153, Landscape Construction - Concrete & Masonry 3 units  
- AGRI 155, Landscape Construction - Wood & Lighting 3 units  
- AGRI 210, Advanced Landscape Design 3 units  
- AGRI 212, Interior Plantscape 2 units  
- AGRI 220, Landscape Irrigation 3 units  
- AGRI 230, Soil and Plant Nutrition 3 units  
- AGRI 234, Plant Identification II 3 units  
- AGRI 250, Landscape Management 2 units  
- BIOL 103, Introduction to Botany 4 units  
- BUS 111, Business English 3 units  
- MGT 201, Small Business Mgt. 3 units  

Total 51 units

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Locally Approved Certificate

Grounds Maintenance
The following courses (8 units) are required for the certificate.

Required Courses:  
- AGRI 104, Nursery Practices 2 units  
- AGRI 112, Plant and Landscape Maintenance 2 units  
- AGRI 130, Environmental Gardening 2 units  
- AGRI 132, Turf and Landscape Maintenance 2 units  

Associate Degree

Environmental Horticulture
The requirements for an associate degree in Environmental Horticulture may be satisfied by completing 31 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of Environmental Horticulture, including nursery sales, landscape design, landscape technician, city and county park’s worker and other similar career fields. They have enhanced promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

*First Semester (Fall)  
- AGRI 100, Fruit and Nut Production 3 units  
- AGRI 102, Plant Pest Control 3 units  
- AGRI 104, Nursery Practices 2 units  
- AGRI 110, Basic Landscape Design 2 units  
- AGRI 112, Plant and Landscape Maintenance 2 units  
- AGRI 130, Environmental Gardening 2 units  
- AGRI 132, Turf and Landscape Maintenance 2 units  
- AGRI 134, Plant Identification I 3 units  
- AGRI 153, Landscape Construction - Concrete & Masonry 3 units  
- AGRI 155, Landscape Construction - Wood & Lighting 3 units  
- AGRI 210, Advanced Landscape Design 3 units  
- AGRI 212, Interior Plantscape 2 units  
- AGRI 220, Landscape Irrigation 3 units  
- AGRI 230, Soil and Plant Nutrition 3 units  
- AGRI 234, Plant Identification II 3 units  
- AGRI 250, Landscape Management 2 units  
- BIOL 103, Introduction to Botany 4 units  
- BUS 111, Business English 3 units  
- MGT 201, Small Business Mgt. 3 units  

Total 15 units

*Second Semester (Spring)  
- AGRI 104, Nursery Practices 2 units  
- AGRI 110, Basic Landscape Design 2 units  
- AGRI 112, Plant and Landscape Maintenance 2 units  
- AGRI 130, Environmental Gardening 2 units  
- AGRI 132, Turf and Landscape Maintenance 2 units  
- AGRI 134, Plant Identification I 3 units  
- AGRI 153, Landscape Construction - Concrete & Masonry 3 units  
- AGRI 155, Landscape Construction - Wood & Lighting 3 units  
- AGRI 210, Advanced Landscape Design 3 units  
- AGRI 212, Interior Plantscape 2 units  
- AGRI 220, Landscape Irrigation 3 units  
- AGRI 230, Soil and Plant Nutrition 3 units  
- AGRI 234, Plant Identification II 3 units  
- AGRI 250, Landscape Management 2 units  
- BIOL 103, Introduction to Botany 4 units  
- BUS 111, Business English 3 units  
- Course from GE requirement Area D2 3 units  

Total 14 units

*Third Semester (Fall)  
- AGRI 212, Interior Plantscape 2 units  
- Course from GE requirement Area A 3 units  
- Course from GE requirement Area B 3 units  

Total 51 units
### Agriculture/Park and Landscape Management

| Course from GE requirement Area E | 3 |
| Course from GE requirement Area F | 3 |
| Elective | 3 |
| **Total** | **14** |

**Fourth Semester (Spring)**

| AGRI 230, Soils and Plant Nutrition | 3 |
| AGRI 234, Plant Identification II | 3 |
| Course from GE requirement Area C | 3 |
| Electives | 8 |
| **Total** | **17** |

*Students may begin the program at any point in the degree plan.*

### Landscape Construction

The requirements for an associate degree in Landscape Construction may be satisfied by completing 51 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 69 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of Landscape Construction with emphasis in obtaining a Contractor’s License, other occupational careers including nursery sales, landscape design, landscape technicians, city and county park’s worker and other similar career fields. They have enhanced promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

#### Recommended Plan of Study

**First Semester (Fall)**

| AGRI 100, Fruit and Nut Production | 3 |
| AGRI 102, Plant Pest Control | 3 |
| AGRI 104, Nursery Practices | 2 |
| AGRI 110, Basic Landscape Design | 2 |
| AGRI 112, Plant and Landscape Maintenance | 2 |
| AGRI 130, Environmental Gardening | 2 |
| Course from GE requirement Area D1 | 3 |
| **Total** | **17** |

**Second Semester (Spring)**

| AGRI 132, Turf and Landscape Maintenance | 2 |
| AGRI 134, Plant Identification I | 3 |
| AGRI 153, Landscape Construction - Concrete & Masonry | 3 |
| BIOL 103, Introduction to Botany | 4 |
| **Course from GE requirement Area D2** | **3** |
| **Total** | **15** |

*Students may begin the program at any point in the certificate/degree plan.*

### Transfer

A bachelor’s degree in Landscape Architecture is available at Cal State Polytechnic Univ., Pomona and Cal Polytechnic State Univ., San Luis Obispo. Check the schools’ catalogs and consult with a counselor regarding transfer requirements.

A bachelor’s degree in Ornamental Horticulture is available from Cal State Polytechnic Univ., Pomona and Cal Polytechnic State Univ., San Luis Obispo, and Cal State Univ., Fresno.

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
### Agriculture/Park and Landscape Management Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours Weekly</th>
<th>(Lecture, Lab)</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 100</td>
<td><em>FRUIT AND NUT PRODUCTION</em></td>
<td>3</td>
<td>5</td>
<td>2 lecture, 3 lab</td>
<td>Eligibility for ENGL 099, READ 099 and MATH 070. This course covers the botany, taxonomy, and development of major fruit, vine, and nut crops in California. Variety selection, production practices including site selection establishment, fertilization, pollination, irrigation, harvest, storage, processing, marketing, pest management and pruning are explored in this course. (CSU, UC, AVC)</td>
</tr>
<tr>
<td>AGRI 102</td>
<td><em>PLANT PEST CONTROL</em></td>
<td>3</td>
<td>5</td>
<td>2 lecture, 3 lab</td>
<td>Eligibility for ENGL 099, READ 099 and MATH 070. Focuses on the exploration, identification, and control of major horticultural pests, including insects, weeds, and diseases. The impact of pests on commercial nursery crops and the landscape is also discussed. Integrated pest management including cultural, biological, mechanical/physical and chemical control methods is emphasized. Course is designed to assist students in preparing for California licensing examinations in pest management. (CSU, AVC)</td>
</tr>
<tr>
<td>AGRI 104</td>
<td><em>NURSERY PRACTICES</em></td>
<td>3</td>
<td>5</td>
<td>2 lecture, 3 lab</td>
<td>Eligibility for READ 099. Course involves plant propagation and production practices with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control, structures and site layout. Preparation and use of propagating and planting mediums. Use and maintenance of common tools and equipment. Regulations pertaining to plant production will be included. (CSU, AVC)</td>
</tr>
<tr>
<td>AGRI 110</td>
<td><em>BASIC LANDSCAPE DESIGN</em></td>
<td>2</td>
<td>3</td>
<td></td>
<td>Eligibility for READ 099 and MATH 070. This course involves the study and implementation of the art and science of landscape design, including principles of design and the design process. Project emphasis is placed upon residential and small commercial sites. A home landscape design project is required. (CSU, UC, AVC)</td>
</tr>
<tr>
<td>AGRI 112</td>
<td><em>PLANT AND LANDSCAPE MAINTENANCE</em></td>
<td>2</td>
<td>4</td>
<td></td>
<td>Eligibility for READ 099 and MATH 070. Skills used in a typical landscape maintenance program with emphasis on the plants in the landscape, including, but not limited to, planting, pruning and care of shrubs and trees. Care of turf areas will also be covered. (CSU, AVC)</td>
</tr>
<tr>
<td>AGRI 130</td>
<td><em>ENVIRONMENTAL GARDENING</em></td>
<td>2</td>
<td>3</td>
<td></td>
<td>Eligibility for READ 099. A general course in environmental horticulture with emphasis on nursery operations, landscaping and turf management. Topics include basic botany, propagation, soils, fertilization, pest management, planting, container gardening, vegetable and fruit gardening, houseplants, turf grass installation and care. (CSU, AVC)</td>
</tr>
<tr>
<td>AGRI 132</td>
<td><em>TURF AND LANDSCAPE MAINTENANCE</em></td>
<td>2</td>
<td>4</td>
<td></td>
<td>Eligibility for READ 099 and MATH 070. Skills used in a typical landscape maintenance program with emphasis on turf and ground covers in the landscape, including, but not limited to, planting and care of turf. Care and pruning of shrubs and trees will also be covered. (CSU, AVC)</td>
</tr>
<tr>
<td>AGRI 134</td>
<td><em>PLANT IDENTIFICATION I</em></td>
<td>3</td>
<td>5</td>
<td>2 lecture, 3 lab</td>
<td>Eligibility for READ 099. This course involves identification, growth habits, culture and ornamental use of landscape plants adapted to climates of California. Plants emphasized will come from the current California Association of Nurserymen &amp; Garden Centers (CANGC) and Professional Landcare Network (PLANET) Certification Tests Plant Lists. Approximately 200 plants will be covered. A leaf collection will be required. The plants covered in this class differ from AGRI 234. (C-ID: AG-EH 108L) (CSU, UC, AVC)</td>
</tr>
<tr>
<td>AGRI 153</td>
<td><em>LANDSCAPE CONSTRUCTION - CONCRETE AND MASONRY</em></td>
<td>3</td>
<td>5</td>
<td></td>
<td>Eligibility for ENGL 099, READ 099 and MATH 070. Construction and repair of concrete and masonry projects using materials and methods used in landscape construction. Discussion, as well as demonstrated manual skills needed to construct various concrete and masonry projects in a landscape, including ponds and waterfalls. (CSU, AVC)</td>
</tr>
</tbody>
</table>
AGRI 155 *LANDSCAPE CONSTRUCTION - WOOD AND LIGHTING  
3 units  
5 hours weekly  
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.  
Construction and repair of wood, lighting and drainage projects using materials and methods used in landscape construction. Discussion, as well as demonstrated manual skills needed to construct various wood, lighting, and drainage projects in a landscape. (CSU, AVC)

AGRI 199 *OCCUPATIONAL WORK EXPERIENCE  
1–8 units  
hours vary  
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.  
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

AGRI 210 *ADVANCED LANDSCAPE DESIGN  
3 units  
7 hours weekly  
Advisory: Completion of AGRI 110, and Eligibility for READ 099 and MATH 070.  
This advanced course involves the implementation of landscape design, including principles of design, the design process, drafting, graphics and presentation methods. Project emphasis is placed upon residential and small commercial sites. Course includes the use of computer landscape design programs. (CSU, AVC)

AGRI 220 *LANDSCAPE IRRIGATION  
3 units  
5 hours weekly  
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.  
This course prepares students to design, install, and maintain a water-efficient landscape irrigation system. Topics include water supply, basic hydraulics, component identification and terminology, system layout, pipe sizing’ types of heads, valves, controllers and practices related to appropriate horticulture for California. (CSU, AVC)

AGRI 230 *SOILS AND PLANT NUTRITION  
3 units  
5 hours weekly  
(2 hours lecture, 3 hours lab)  
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.  
This course involves a study of soil derivation, classification and characteristics. Soil use and management including erosion, moisture retention, structure, cultivation, organic matter, and microbiology. Laboratory topics include soil type, classification, soil reaction, soil fertility, and physical properties of soil. (CSU, UC, AVC)

AGRI 234 *PLANT IDENTIFICATION II  
3 units  
5 hours weekly  
(2 hours lecture, 3 hours lab)  
Advisory: Eligibility for READ 099.  
This course involves identification, growth habits, culture, and ornamental use of landscape plants adapted to climates of California. Plants emphasized will come from the current California Association of Nurserymen & Garden Centers (CANGC) and Professional Landcare Network (PLANET) Certification Tests Plant Lists. Approximately 200 plants will be covered. A leaf collection will be required. The plants covered in this class differ from AGRI 134. (CSU, UC, AVC)

AGRI 250 *LANDSCAPE MANAGEMENT  
2 units  
4 hours weekly  
Advisory: Eligibility for READ 099 and MATH 070.  
This course is an introduction to professional landscape management practices, including bidding, estimating, contracts and various business management practices. (CSU, AVC)
Definition
Air Conditioning and Refrigeration is a constantly changing, self gratifying program designed to satisfy the mechanically oriented person. The goal of the AC&R program is to provide entry level skills in the rapidly growing service industry. A student may specialize in either air conditioning or refrigeration. A combination of both is recommended.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Laureano Flores ext. 6327
Administrative Assistant: Rosie Heasley ext. 6327
Clerical Assistant III: Leyla Barber ext. 6327
Department Chair: Rick Motawakel ext. 6097
Faculty: Joseph Owens ext. 6508
Instructional Assistant: Charles Gordon ext. 6277
Adjunct Faculty: To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
Earnest Bridges 2308
Angelo Galiano 2340
Stanley Goldstein 2959
Ken Hymen 2360

Program Description
The program is built on the block principle with refrigeration divided into domestic and commercial, and air conditioning divided into residential and commercial. Alternate energy concepts are included in the commercial refrigeration and residential air conditioning courses. State of the art electronics, as used in this industry, is included in the commercial air conditioning course. Students perform tests and repairs on actual equipment as well as built-up trainers. Field trips to various course-related installations are taken, familiarizing students with actual application.

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

Career Options
AC&R Contractor
Dispatcher
Manufacturers Service Representative
Sales Engineer
Service Engineer
Service Manager

Service Technician
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes
Refrigeration Specialist
1. Install, analyze, diagnose and repair refrigeration equipment using proper hand-tools, 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 Specialist
1. Install, analyze, diagnose and repair refrigeration equipment using proper hand-tools, meters, gauges and test instruments.
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5. Diagnose and facilitate repair to the smallest repairable unit on a refrigeration unit.

Certificate Programs
The air conditioning and refrigeration curriculum is designed to provide pre-employment instruction in the manipulative skills, technical knowledge, and related trade information which will prepare the student for employment in the air conditioning and refrigeration industry.

Refrigeration Specialist
The following courses (20 units) are required for the certificate.

Required Courses: units
ACRV 115, Basic Refrigeration Systems and Controls or
ACRV 112, Basic Refrigeration Systems and ACRV 113,
Basic Refrigeration Controls** 10
ACRV 212, Commercial Refrigeration Systems and
ACRV 213, Commercial Refrigeration Controls** 10
Total 20

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**These courses intended for night students.
Air Conditioning Specialist

The following courses (20 units) are required for the certificate.

Required Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRV 125, Residential Air Conditioning Systems and Controls or ACRV 122, Residential Air Conditioning Systems and ACRV 123, Residential Air Conditioning Controls**</td>
<td>10</td>
</tr>
<tr>
<td>ACRV 222, Commercial Air Conditioning Controls and ACRV 223, Commercial Air Conditioning Systems**</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>20</td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Air Conditioning–Refrigeration Specialist

A certificate in Air Conditioning-Refrigeration Specialist may be earned by completing the requirements for the Air Conditioning Specialist and the Refrigeration Specialist. Duplicate courses need only be taken once. The requirements for an associate degree may be satisfied by completing the certificate requirements in addition to the associate degree requirements.

Associate Degrees

Refrigeration

The requirements for an associate degree in Refrigeration may be satisfied by completing 20 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree in Refrigeration have enhanced employability in the field of Refrigeration. They are well prepared for entry level service positions with eventual leadership roles. Additionally, they have shown that they are capable of advanced training, and able to comprehend and apply complex theory. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the diverse field of opportunity in the Refrigeration Industry.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRV 115, Basic Refrigeration Systems and Controls or ACRV 112, Basic Refrigeration Systems and ACRV 113, Basic Refrigeration Controls**</td>
<td>10</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
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Second Semester  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRV 212, Commercial Refrigeration Systems and ACRV 213, Commercial Refrigeration Controls**</td>
<td>10</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
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<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
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</table>

Third Semester  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
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<tr>
<td>Total</td>
<td>15</td>
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</table>

Fourth Semester  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>

Degree Total 60

Air Conditioning

The requirements for an associate degree in Air Conditioning may be satisfied by completing 20 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree in Air Conditioning have enhanced employability in the field of Air Conditioning. They are well prepared for entry level service positions with eventual leadership roles. Additionally, they have shown that they are capable of advanced training, and able to comprehend and apply complex theory. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the diverse field of opportunity in the HVAC Industry.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRV 125, Residential Air Conditioning Systems and Controls or ACRV 122, Residential Air Conditioning Systems and ACRV 123, Residential Air Conditioning Controls**</td>
<td>10</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
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Second Semester  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRV 222, Commercial Air Conditioning Controls and ACRV 223, Commercial Air Conditioning Systems**</td>
<td>10</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>
Air Conditioning and Refrigeration

*Third Semester
Course from GE requirement Area A 3
Course from GE requirement Area E 3
Course from GE requirement Area F 3
Electives 6
Total 15

*Fourth Semester
Course from GE requirement Area B 3
Course from GE requirement Area C 3
Electives 10
Total 16

Degree Total 60

* Students may begin the program at any point in the degree plan.

**Semester order for classes and time to complete may vary for night students.

Air Conditioning and Refrigeration
The requirements for an associate degree in Air Conditioning and Refrigeration may be satisfied by completing 40 units of required courses and 21 units of general education requirements to total 61 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree in Air Conditioning and Refrigeration have increased employability with firms that work in both Air Conditioning and Refrigeration Industries. They are well prepared for entry level service positions with eventual leadership roles. Additionally, they have shown that they are capable of advanced training, and able to comprehend and apply complex theory. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the diverse field of opportunity in the HVAC/R Industry.

Transfer
Not a transfer major.

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
ACRV 122  RESIDENTIAL AIR CONDITIONING SYSTEMS
5 units
10 hours weekly
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070.
Study of air conditioning fundamentals including methods of heating, cooling and humidification. Topics include: repair and replacement of components along with maintenance on residential air conditioning equipment. Environmental controls are introduced with basic electrical schematics using temperature and humidity controls. (AVC)

ACRV 123  RESIDENTIAL AIR CONDITIONING CONTROLS
5 units
10 hours weekly
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070.
Study of air conditioning fundamentals including methods of heating, cooling and humidification. Load calculations along with air flow, duct design, air quality and air handling are covered. The characteristics of air and psychrometrics are introduced. A residential system is designed from calculating load to laying out the air handling system (blower and ducts). Also includes system evaluation and diagnostics of the air side of the system. Recommended for students entering the air conditioning industry. (AVC)

ACRV 125  RESIDENTIAL AIR CONDITIONING SYSTEMS AND CONTROLS
10 units
20 hours weekly
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070.
Study of air conditioning fundamentals including methods of heating, cooling and humidification. Topics include: repair and replacement of components along with maintenance on residential air conditioning equipment. Environmental controls are introduced with basic electrical schematics using temperature and humidity controls and the characteristics of air and psychrometrics. Load calculations along with air flow, duct design, air quality and air handling are also covered. A residential system is designed from calculating load to laying out the air handling system (blower and ducts). Course also includes system evaluation and diagnostics of the air side of the system. Recommended for students entering the air conditioning industry. (AVC)

ACRV 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

ACRV 212  COMMERCIAL REFRIGERATION SYSTEMS
5 units
10 hours weekly
Prerequisite: Completion of ACRV 112 and 113 or ACRV 115.
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070.
Study of commercial refrigeration applications and design concerns including calculating of heat loads and equipment sizing. Installation and service procedures including maintenance practices are covered in the “hands-on” lab portion of class. Emphasis on the refrigerant handling and recovery practices used in the repair and replacement of components. Recommended for students desiring to enter the refrigeration industry. (AVC)

ACRV 213  COMMERCIAL REFRIGERATION CONTROLS
5 units
10 hours weekly
Prerequisite: Completion of ACRV 112 and 113 or ACRV 115.
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070.
Equipment specific refrigeration principles and applications are studied. Commercial refrigeration applications and design concerns including analyzing efficiency and optimizing performance. Diagnostics, service and repair are covered in the “hands-on” lab portion of class. Emphasis on the refrigerant handling and recovery practices used in the repair and replacement of components. Recommended for students desiring to enter the refrigeration industry. (AVC)

ACRV 222  COMMERCIAL AIR CONDITIONING CONTROLS
5 units
10 hours weekly
Prerequisite: Completion of ACRV 122 and 123 or ACRV 125.
Advisory: Eligibility for ENGL 099, READ 099, and MATH 102.
Study of commercial air conditioning covering electricity and controls. Reviews basic electrical theory and takes the student through electrical schematics and controls as they apply to the light commercial air conditioning industry. Topics include: motors, magnetic line starters, transformers, solid-state devices.
and programmable logic controllers. ATL and pictorial schematic wiring diagrams for commercial single and three-phase systems are also covered. Recommended for students desiring to enter the air conditioning industry. (AVC)

ACRV 223 COMMERCIAL AIR CONDITIONING SYSTEMS
5 units
10 hours weekly

Prerequisite: Completion of ACRV 122 and 123 or ACRV 125. Advisory: Eligibility for ENGL 099, READ 099, and MATH 070.

Study of commercial air conditioning covering building environments. Course covers the commercial facility and its systems management and control. Energy conservation, occupant comfort and productivity are issues considered in system design and control. Equipment types to include boilers, heat recovery equipment, cooling towers and hydronic systems along with air handling and filtration are introduced. Control strategies for occupant comfort, and facility control management are discussed. (AVC)
Definition
This program is designed to prepare students for careers in aircraft structures and composites fabrication and assembly. In addition, this program is designed to prepare students for the Aircraft Manufacturing Technology (AFMT) Bachelor’s Degree of Science.

NOTE: These courses are not intended to prepare students to work as licensed aircraft maintenance mechanics. Students must complete the General Aircraft Maintenance, Aircraft Airframe and the Aircraft Powerplant Certificates to be eligible to sit for the FAA aircraft maintenance license exam.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Laureano Flores ext. 6327
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Faculty:
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Elaine Blewett 5261
Harold Bloemendaal 2241
Richard Bohn 2281
Jeffrey Bryant 2003
Nicolas Cadavieco 2334
Ronald Coleman 2302
Daniel Gleason 2312
Jennifer Livingston 2565
Dedra Mays 2315
Jacob Parkes 2175
Douis Patillo 2513
Aaron Ramirez 2240
Kaitlin Rydell 2240

Program Description
The certificate and associate degree programs include course work to help prepare students for entry-level employment in the aerospace industry. Students who complete this program will have the necessary skills to be employed by aircraft manufacturers and subcontractors in a variety of positions.

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

Certificate Program
Aircraft Fabrication and Assembly Technician
The following courses (26 units) are required for the certificate.

Required Courses: units
AFAB 110, 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
Total 26

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Locally Approved Certificate
Blueprints and Structures
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 as well as the
ethics dynamics of the workplace.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFAB 110, Introduction to Aircraft Structures, Blueprint and Manufacturing Documentation</td>
<td>3</td>
</tr>
<tr>
<td>AFAB 115, Aircraft Structures</td>
<td>8</td>
</tr>
<tr>
<td>AFAB 130, Aerospace Workplace Issues and Ethics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Associate Degree**

**Aircraft Fabrication and Assembly Technician**

The requirements for an associate degree in Aircraft Fabrication and Assembly Technician may be satisfied by completing 26 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of aerospace technology. They have enhanced promotional opportunities into supervisory and/or management positions as they gain experience and training within this career field. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

*The requirements for an associate degree in Aircraft Fabrication and Assembly Technician that leads into the AFMT Bachelor’s degree may be satisfied by completing 26 units of required courses, including:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 101, Introductory Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>COMM 101, Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101, Academic Composition <strong>or</strong> ENGL 101SL, Academic Composition for ESL</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 115, Introduction to Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>HIST 107, US History, 1607-1877 <strong>or</strong> HIST 108, US History, 1607-1877 <strong>or</strong> HIST 110, African American History, 1450-1877 <strong>or</strong> HIST 111, African American History, 1877-Present (CSU GE D)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101, Academic Composition <strong>or</strong> ENGL 101SL, Academic Composition for ESL (CSU GE A2)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

**Third Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFAB 210, Aircraft Production Systems</td>
<td>4</td>
</tr>
<tr>
<td>COMM 101, Introduction to Public Speaking (CSU GE A1)</td>
<td>3</td>
</tr>
<tr>
<td>Course from CSU GE Area C</td>
<td>3</td>
</tr>
<tr>
<td>Course from CSU GE Area E</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**Fourth Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 115, Introduction to Technical Communication (CSU GE A3)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 135, Plane Trigonometry (CSU GE)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101, General Psychology (CSU GE D)</td>
<td>3</td>
</tr>
<tr>
<td>Course from CSU GE Area C</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Degree Total** 60

**Transfer**

Not a transfer major.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
Aircraft Fabrication and Assembly

Courses

AFAB 110 *INTRODUCTION TO AIRCRAFT STRUCTURES, BLUEPRINT AND MANUFACTURING DOCUMENTATION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
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. Classroom lecture and hands-on practice in reading and interpreting actual blueprints and manufacturing documentation. (AVC)

AFAB 115 *AIRCRAFT STRUCTURES
8 units
10 hours weekly
Prerequisite: Completion of or concurrent enrollment in AFAB 110.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Designed to give students the necessary skills to perform journeyman aerospace structures assembly and repair. Classroom lecture and hands-on practice 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
9 hours weekly
Prerequisite: Completion of or concurrent enrollment in AFAB 110.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
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 surface tapes, 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
4 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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
3 hours weekly
Prerequisite: Completion of AFAB 110 and 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 210 *AIRCRAFT PRODUCTION SYSTEMS
4 units
4 hours weekly
Prerequisite: Completion of AERO 230 or AFAB 115.
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 070.
The course is designed to give students with basic aircraft fabrication skills the necessary knowledge and practical experience to perform effectively and grow professionally in an aircraft production organization. The course will introduce the student to the many functional groups that manage, design, plan, schedule, supply, and oversee aircraft production operations. Students will gain experience with production and quality standards, process controls, and documentation requirements through participation in hands-on laboratory fabrication projects. (AVC)
**Definition**
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.

**Staff**
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Dean:**
Laureano Flores  
ext. 6327

**Administrative Assistant:**
Rosie Heasley  
ext. 6327

**Clerical Assistant III:**
Leyla Barber  
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**Department Chair:**
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Dr. Maria Clinton  
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Jack B. Halliday  
ext. 6289

**Adjunct Faculty:**
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

- V.M. Jeffrey Bryant  
  2281
- Daniel Gleason  
  2302
- Joseph Green  
  2312
- Jennifer Livingston  
  2312
- Dedra Mays  
  2565
- Christopher Neis  
  2315
- Douis Patillo  
  2175

**Career Options**
- Aircraft Assembler
- Airframe/Systems Technician
- Composite Fabricator
- General Mechanic/Electrical Technician
- Industrial Engineer
- Manufacturing Engineer
- Multi-skilled Composite/Low Observable Technician

**Program Learning Outcomes**
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.

**Certificate Program**
Certificate not applicable.

**Associate Degree**
Associate degree not applicable

**Bachelor Degree**

**Baccalaureate in Science in Airframe Manufacturing Technology**
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.

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.

**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 3
   - ENGL 101, Academic Composition or ENGL 101SL, Academic Composition for ESL 3
   - ENGL 115, Introduction to Technical Communication 3
   - PSY 101, General Psychology 3
   - PHYS 101, Introductory Physics 4
   - MATH 135, Plane Trigonometry 3

**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).

**Enrollment Procedures:**
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. Submit the completed Application for Enrollment packet by mail or walk-in by the deadline. NOTE: You are responsible for notifying the Career Technical Education Division office when you change your address or telephone number. Please call 661-722-6300, extension 6327, to do this.

2. Attach unopened official college transcripts (including Antelope Valley College) that show completion of the prerequisite courses. One set of college transcripts must also be on file in the Admissions and Records Office. NOTE: “Official” college transcripts must be submitted in sealed envelopes that have not been opened by the student.

3. Attach a copy of the Educational Planning and Evaluation Form completed by an AVC counselor. Call 661-722-6300, extension 6338, to schedule an appointment with the appropriate BS degree counselor. Be sure you inform the information desk that you are requesting an appointment regarding the BS Degree. The form should be completed no more than one semester prior to submitting the application packet. All students must see an AVC counselor before they submit an admission packet. Counselors complete Educational Planning and Evaluation Forms by appointment only.

4. Submit the items listed in numbers 1 through 3 to the Career Technical Education Division office (TE7-129, Technology Building). Please call the division office at (661) 722-6300 ext. 6327 for drop off hours. Application packets may also be mailed.

**Screening Procedures:**
Application packets are accepted during the designated application period only. Students who meet the minimum requirements of the program will be randomly selected for enrollment. Students who have not completed 2-3 baccalaureate prerequisite courses or are currently in the process of completing them are encouraged to apply for admission. Students will be advised of acceptance or non-acceptance by mail. INCOMPLETE PACKETS WILL NOT BE CONSIDERED.

**Program Prerequisites:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFAB 110, Introduction to Aircraft Structures, Blueprint and Manufacturing Documentation or AERO 121, Aircraft General II</td>
<td>3-7.5</td>
</tr>
<tr>
<td>AFAB 115, Aircraft Structures and AFAB 120, Composite Fabrication and Repair or AERO 230, Airframe I</td>
<td>15</td>
</tr>
<tr>
<td>AFAB 130, Aerospace Ethics and Issues (CSU GE Area C2)</td>
<td>4</td>
</tr>
</tbody>
</table>

| AFAB 210, Aircraft Production Systems | 4               |
| CHEM 101, Introductory Chemistry     | 5               |
| COMM 101, Introduction to Public Speaking | 3             |
| ENGL 101, Academic Composition or ENGL 101SL, Academic Composition for ESL | 3               |
| ENGL 115, Introduction to Technical Communication | 3             |
| PSY 101, General Psychology          | 3               |
| PHYS 101, Introductory Physics       | 4               |
| MATH 135, Plane Trigonometry         | 3               |

| Total 50                            |                 |

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFAB 130, Aerospace Ethics and Issues (CSU GE Area C2)</td>
<td>4</td>
</tr>
<tr>
<td>AFAB 110, Introduction to Aircraft Structures, Blueprint and Manufacturing Documentation or AERO 121, Aircraft General II</td>
<td>3-7.5</td>
</tr>
<tr>
<td>AFAB 115, Aircraft Structures and AFAB 120, Composite Fabrication and Repair or AERO 230, Airframe I</td>
<td>15</td>
</tr>
<tr>
<td>AFAB 210, Aircraft Production Systems</td>
<td>4</td>
</tr>
<tr>
<td>AFMT 310, Safety in Aviation</td>
<td>3</td>
</tr>
<tr>
<td>AFMT 320, Lean Management (Six Sigma &amp; 5S)</td>
<td>3</td>
</tr>
<tr>
<td>AFMT 330, Airframe Manufacturing Productibility</td>
<td>3</td>
</tr>
<tr>
<td>AFMT 340, Theory of Low Observables</td>
<td>3</td>
</tr>
<tr>
<td>AFMT 341, Manufacturing Testing &amp; Inspection</td>
<td>6</td>
</tr>
<tr>
<td>AFMT 345, Airframe Composite Manufacturing I</td>
<td>6</td>
</tr>
<tr>
<td>AFMT 350, Airframe Manufacturing Capstone I</td>
<td>2</td>
</tr>
<tr>
<td>AFMT 442, Foreign Object Elimination (FOE)</td>
<td>3</td>
</tr>
<tr>
<td>and Migration Paths</td>
<td></td>
</tr>
<tr>
<td>AFMT 446, Airframe Composite Manufacturing II</td>
<td>6</td>
</tr>
<tr>
<td>AFMT 451, Airframe Manufacturing Capstone II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 304, A Survey of Emerging and Re-emerging Infectious Diseases (CSU GE Area B2)</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 101, Introductory Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>COMM 101, Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ELTE 105, Introduction to Robotics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101, Academic Composition or ENGL 101SL, Academic Composition for ESL (CSU GE Area A2)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 115, Introduction to Technical Writing (CSU GE Area A3)</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 315, Applied Technical Writing (Upper Division GE)</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 140, Engineering 3-D Graphics</td>
<td>3</td>
</tr>
<tr>
<td>HIST 107, US History, 1607-1877 or HIST 108, US History, 1607-1877 or HIST 110, African American History, 1450-1877 or HIST 111, African American History, 1877-Present (CSU GE Area D)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 135, Plan Trigonometry (CSU GE Area B4)</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 101, Introductory Physics (CSU GE Area B1)</td>
<td>4</td>
</tr>
<tr>
<td>POLS 101, American Political Institutions (CSU GE Area D)</td>
<td>3</td>
</tr>
<tr>
<td>PSCI 302, Introduction to Quantitative Atmospheric Dynamics and Thermodynamics (Upper Division GE)</td>
<td>3</td>
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<tr>
<td>PSY 101, General Psychology (CSU GE Area D)</td>
<td>3</td>
</tr>
<tr>
<td>PSY 301, Organizational Behavioral Psychology (Upper Division GE)</td>
<td>3</td>
</tr>
</tbody>
</table>
CSU GE Area E 3
CSU GE Area C 6
**Total Units 122-128.5**

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

### Recommended Plan of Study

#### First Semester
- AFAB 110, Introduction to Aircraft Structures, Blueprint and Manufacturing Documentation **or** AERO 121, Aircraft General II 3-7.5
- AFAB 130, Aerospace Workplace Issues and Ethics 4
- COMM 101, Introduction to Public Speaking (CSU GE Area A1) 3
- ENGL 101, Academic Composition **or** ENGL 101SL, Academic Composition for ESL (CSU GE Area A2) 3
- POLS 101, American Political Institutions (CSU GE Area D) 3
**Total 16-20.5**

#### Second Semester
- AFAB 115, Aircraft Structures **and** AFAB 120, Composite Fabrication and Repair **or** AERO 230, Airframe I 15
- PSY 101, General Psychology (CSU GE Area A3) 3
- CSU GE Area C1 or C2 3
**Total 21**

#### Third Semester
- AFAB 210, Aircraft Production Systems 4
- MATH 135, Plane Trigonometry (CSU GE Area B4) 3
- PHYS 101, Introductory Physics (CSU GE Area B1) 4
- CSU GE Area C1 3
**Total 14**

#### Fourth Semester
- CHEM 101, Introductory Chemistry 5
- ENGL 115, Introduction to Technical Writing (CSU GE Area A3) 3
- HIST 107, US History, 1607-1877 **or** HIST 108, US History From 1865 **or** HIST 110, African American History, 1450-1877 **or** HIST 111, African American History, 1877-Present (CSU GE Area D) 3
- CSU GE Area E 3
**Total 14**

#### Fifth Semester
- BIOL 304, A Survey of Emerging and Re-emerging Infectious Diseases (CSU GE Area B2) 3
- ENGL 315, Applied Technical Writing (Upper Division GE) 3
- PSCI 302, Introduction to Quantitative Atmospheric Dynamics and Thermodynamics (Upper Division GE) 3
- PSY 301, Organizational Behavioral Psychology (Upper Division GE) 3
**Total 12**

#### Sixth Semester
- AFMT 310, Safety in Aviation 3
- AFMT 320, Lean Management (Six Sigma & 5S) 3
- AFMT 330, Airframe Manufacturing Productivity 3
- ELT 105, Introduction to Robotics 3
- ENGR 140, Engineering 3-D Graphics 3
**Total 15**

#### Seventh Semester
- AFMT 340, Theory of Low Observables 3
- AFMT 341, Manufacturing Testing & Inspection 6
- AFMT 345, Airframe Composite Manufacturing I 6
- AFMT 350, Airframe Manufacturing Capstone I 2
**Total 17**

#### Eighth Semester
- AFMT 442, Foreign Object Elimination (FOE) and Migration Paths 3
- AFMT 446, Airframe Composite Manufacturing II 6
- AFMT 451, Airframe Manufacturing Capstone II 4
**Total 13**

**Degree Total 122-128.5**

### Transfer
Not a transfer major.

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

### Airframe Manufacturing Technology Courses

**AFMT 310  SAFETY IN AVIATION**

3 units 3 hours weekly

**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. (AVC)

**AFMT 320  LEAN MANAGEMENT**
**(SIX SIGMA & 5S)**
3 units
3 hours weekly
**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.

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. (AVC)

**AFMT 330  AIRFRAME MANUFACTURING PRODUCIBILITY**
3 units
3 hours weekly
**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.

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. (AVC)

**AFMT 340  THEORY OF LOW OBSERVABLES**
3 units
3 hours weekly
**Limitation on Enrollment:** Must be selected as part of the AFMT BS Degree cohort to take this course.
**Prerequisite:** Completion of AFAB 120 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. (AVC)

**AFMT 341 MANUFACTURING TESTING & INSPECTION**
6 units
8 hours weekly
(5 hours lecture, 3 hours lab)
**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. (AVC)

**AFMT 345 AIRFRAME COMPOSITE MANUFACTURING I**
6 units
8 hours weekly
(5 hours lecture, 3 hours lab)
**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. (AVC)

**AFMT 350 AIRFRAME MANUFACTURING CAPSTONE I**
2 units
2 hours weekly
**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. (AVC)
AFMT 442 FOREIGN OBJECT ELIMINATION (FOE) AND MIGRATION PATHS
3 units
3 hours weekly
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. (AVC)

AFMT 446 AIRFRAME COMPOSITE MANUFACTURING II
6 units
8 hours weekly
(5 hours lecture, 3 hours lab)
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. (AVC)

AFMT 451 AIRFRAME MANUFACTURING CAPSTONE II
4 units
4 hours weekly
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. (AVC)

Biology Course

BIOL 304 A SURVEY OF EMERGING AND RE-EMERGING INFECTIOUS DISEASES
3 units
3 hours weekly
Limitation on Enrollment: Must be selected as part of the AFMT BS Degree cohort to take this course.
Prerequisite: Completion of ENGL 101/ENGL 101SL.
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
3 hours weekly
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
3 hours weekly
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)

Psychology Course

PSY 301 ORGANIZATIONAL BEHAVIORAL PSYCHOLOGY
3 units
3 hours weekly
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)
Definition
Anthropology is a science of humankind, both past and present. It is a holistic discipline, which means that anthropologists study the similarities and differences in biological and cultural adaptations and features across the globe throughout all of human history. The field of Anthropology has been broken up into four main sub-fields: Archaeology, Cultural Anthropology, Physical Anthropology, and Linguistics. Archaeology is the study of our past, focused specifically on reconstructing past behavior by looking at objects used by past people. Cultural Anthropology is concerned with the study of human culture and its variations across time and space. Physical Anthropologists aim to study our species from a biological perspective - examining our DNA, relationship to our closest animal relatives, the primates and the fossil evidence of our earliest human ancestors. Linguistic Anthropologists study human language and communication. From this wide perspective anthropology helps us to understand other peoples and thereby enables us to better understand ourselves.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Dr. L. Tom O’Neil ext. 6482
Administrative Assistant: Christi Crosby ext. 6482
Clerical Assistant III: Bettie Negrete ext. 6482
Department Chair: Dr. Irit Gat ext. 6493
Faculty: Dr. Darcy Wiewall ext. 6902
Adjunct Faculty: To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M. Sean Cranley 2205
David Earle 2170
Lisa Salvi 2380
Laurie Solis 2022

Program Description
The anthropology program has been developed to provide the student with a holistic perspective of human biological and cultural origins, evolution and variations. The program emphasizes a solid foundation in anthropology as well as the standard prerequisites for upper division coursework for those intending to pursue a baccalaureate degree.

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

Distinctive Features
Anthropology teaches distinctive skills, such as applying theories, employing research methodologies, participant observation, and formulating and testing hypotheses. Students are exposed to many different teaching techniques and a variety of learning opportunities, both theoretical and practical. Real-world research opportunities, extra curricular activities, and field trips, are regular components of classes. Fossil skeleton and archaeological artifact collections are used to illustrate the topics being discussed.

Career Options
Anthropology serves as a basic springboard for understanding and working within the global arena. Anthropology graduates find opportunities in colleges, universities, and museums as teachers and researchers, in federal and state governments as community planners, social science and public health analysts, archaeologists, and education officers. There are also employment possibilities with the United Nations, UNESCO, and World Health organizations. International corporations with offices and plants overseas need anthropologists as do consulting firms that deal with both private corporations and governments.

Program Learning Outcomes
Associate in Arts in Anthropology for Transfer
1. Demonstrate understanding of the processes of science, the scientific method, and the relationship between scientific
research and established knowledge.

2. Clearly express self when writing or speaking about anthropology demonstrating knowledge of basic anthropological terminology and understanding major anthropological concepts.

3. Evaluate anthropological data, draw reasonable conclusions, recognize ethical implications of these conclusions and apply these conclusions to personal, community and scientific problems.

4. Recognize and appreciate what it means to be human and how ethnographic, archaeological, and biological knowledge contribute to that understanding.

5. Utilize appropriate fieldwork techniques for anthropology.

Certificate Program
Certificate not applicable.

Associate Degree

Associate in Arts in Anthropology for Transfer

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: Cultural Anthropology, Physical Anthropology, Archaeology and Linguistics. Anthropology is the study of humans, 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 peoples 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. ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ANTH 101, Introduction to Biological Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>*ANTH 102, Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 140, Introduction to Archaeology</td>
<td>4</td>
</tr>
</tbody>
</table>

Required Electives A

Select 4 units from the following:

* MATH 115, Statistics 4

Required Electives B

Select 3-5 units from the following:

* BIOL 201, 201L, General Human Anatomy 4
* GEOG 205, Introduction to Geographic Information Systems 3
* GEOL 101, Physical Geology and GEOL 101L, Physical Geology Lab 4

Required Electives C

Any course from Required Electives A or B not already used or select 3 units from the following:

* ANTH 101L, Biological Anthropology Lab 1
* ANTH 103, Archaeology and World Prehistory 3
* ANTH 112, Native North Americans 3

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101, Introduction to Biological Anthropology (CSU GE B2)</td>
<td>3</td>
</tr>
<tr>
<td>Required Elective C: ANTH 101L, Biological Anthropology Lab (CSU GE B3)</td>
<td>1</td>
</tr>
<tr>
<td>CSU GE requirement Area A1</td>
<td>3</td>
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<tr>
<td>CSU GE requirement Area C1</td>
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<td>CSU GE requirement Area E</td>
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<td>*Electives</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102, Introduction to Cultural Anthropology (CSU GE D1)</td>
<td>3</td>
</tr>
<tr>
<td>Required Elective B</td>
<td>3-5</td>
</tr>
<tr>
<td>CSU GE requirement Area A2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area C2</td>
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<td><strong>Total 15-17</strong></td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 115, Statistics (CSU GE B4)</td>
<td>4</td>
</tr>
<tr>
<td>Required Elective C: ANTH 103, Introduction to Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>*Electives: ANTH 112, Native North Americans</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area A3</td>
<td>3</td>
</tr>
<tr>
<td>*Electives</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total 15</strong></td>
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</table>
### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 140, Introduction to Archaeology (CSU GE D1)</td>
<td>4</td>
</tr>
<tr>
<td>CSU GE requirement Area B1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area D</td>
<td>3</td>
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<tr>
<td>CSU GE requirement Area D</td>
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<tr>
<td>*CSU Transferable Electives</td>
<td>2</td>
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<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

CSU GE or IGETC Pattern 37-39

CSU Transferable Elective Units to reach Degree Total 60

*Electives should be taken from other courses within the major or foreign language.

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### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

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### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

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### Anthropology Courses

#### ANTH 101 *INTRODUCTION TO BIOLOGICAL ANTHROPOLOGY

3 units  
3 hours weekly  
*Advisory: Eligibility for College Level Reading and ENGL 099.

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) (CSU, UC, AVC)

#### ANTH 102 *INTRODUCTION TO CULTURAL ANTHROPOLOGY

3 units  
3 hours weekly  
*Advisory: Eligibility for College Level Reading and ENGL 099.

This course provides an introduction to 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. (CSU, UC, AVC)

#### ANTH 103 *ARCHAEOLOGY AND WORLD PREHISTORY

3 units  
3 hours weekly  
*Advisory: Eligibility for College Level Reading and ENGL 099.

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. Cultures from around the world will be studied including Mexico, China, the Andes, Mesopotamia, Sub-Saharan Africa, and North America among others. Topics that are 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. (CSU, UC, AVC)

**ANTH 112 *NATIVE NORTH AMERICANS***

3 units 3 hours weekly

*Advisory:* Eligibility for College Level Reading and ENGL 099.

This course is a general survey of the origins and development of Native American culture in North America from prehistoric times to the present. Archaeology, indigenous histories, language studies, ethnology and cultural ethnographies are used to understand the rich and diverse cultural systems encountered by Europeans in the sixteenth century. Emphasis is placed on understanding the nature of Native American and European contact and the impact of the contact on both Native and Euroamerican cultures. Students are expected to develop a substantial general knowledge of Native American peoples and their cultural history and diversity. (CSU, UC, AVC)

**ANTH 130 *FIELD ARCHAEOLOGY IN LATIN AMERICA***

5 units 168 hours total

*Advisory:* Eligibility for College Level Reading and ENGL 099.

This course is a summer archaeology field school course held at an archaeological field site in Latin America. The Latin American archaeological field site may be located in the south coast of Peru, Belize, or another Latin American location. Students travel to the field site for the duration of the field school, during which they participate in the archaeological mapping, excavation, and cataloguing of artifacts from prehistoric and/or historic archaeological sites. The field school program includes archaeological training in recording environmental context, field mapping, site survey, excavation techniques, use of survey and excavation forms, cataloguing, and photography. Lecture topics covered during the field school include regional prehistory and the archaeology and history of the field site area. Students will also have the opportunity to experience local Latin American culture and to interact with members of local communities in the field school region. Students will consult with the instructor regarding costs and requirements. (CSU, AVC)

**ANTH 140 *INTRODUCTION TO ARCHAEOLOGY***

4 units 6 hours weekly

*Advisory:* Eligibility for College Level Reading and ENGL 099.

This course provides an introduction to archaeological field work and laboratory analysis, and involves student field work at off-campus archaeological sites. It also provides an introduction to the theoretical basis of archaeological field research, in which artifacts and archaeological sites are examined in order to understand how culture has changed over time. Students will gain practical experience in field and laboratory research and methods. They will be exposed to a variety of real research situations in archaeology and will be taught to recognize and solve problems commonly arising in such situations. (C-ID: ANTH 150) (CSU, AVC)
Definition
The Art programs are directed toward individual artistic development with an emphasis on developing the students ability to create independent artistic works as well as the ability to gain an enhanced comprehension, appreciation, and personal enjoyment of art works.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Duane Rumsey ext. 6385

Administrative Assistant:
Tangie Hunter ext. 6385

Clerical Assistant III:
Desiree Lee ext. 6385

Department Chair:
Lisa Karlstein ext. 6534

Faculty:
Rae Agahari ext. 6005
David Babb ext. 6395
Glen Knowles ext. 6687
Christine Mugnolo ext. 6798
Rich Sim ext. 6397

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V .M.
Frank Dixon 2081
Sarah Donaldson 2232
Lauren Evans 2053
Jim Laiben 2323
Bruce McAllister 2036
Katie McGuire 2101
Laurence McNamara 2168
Larissa Nickel 2044
Devora Orantes 2374
Lisa Vath 2265

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

Career Options
Art Critic
Art Dealer
Art Education
Art Historian
Arts Administrator
Advertising Specialist
Ceramist
Commercial Ceramist
Community Artist
Computer Artist
Computer Graphics Illustrator
Computer Publishing
Design Consultant
Display Designer
Gallery Director
Graphic Artist
Illustrator
Multimedia Production
Muralist
Painter
Printmaker
Sculptor
Visual Information Specialist
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes

Associate in Arts in Art History for Transfer
1. Student will recognize major monuments and understand characteristics of art from various time periods and cultures in 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. 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.
2. Develop an understanding of the theoretical, cultural, and historical contexts of art from pre-history to the contemporary.
3. Develop an appreciation for diverse perspectives dealing with art and culture and become ethically involved in both individual and collaborative art experiences.
4. Apply critical thinking skills by analyzing and interpreting

Program Description
The program includes concentrations in art history, art appreciation, ceramics, color and design, computer for publishing, computer graphics, drawing, film, illustration, digital video production, painting, and sculpture. The studio courses are at the beginning and intermediate levels. The art appreciation and art history courses present a survey of artistic creations from the Paleolithic period to today’s contemporary art forms. Individuals have the opportunity to develop artistic expertise in two and three dimensional media, criticism, and evaluation skills through individual exploration as well as through the exploration of a rich range of gallery exhibits. Among the activities students are involved with are: field trips to regional exhibits, guest lectures, portfolio presentations, and student shows.
Art concepts and methodologies; demonstrate effective verbal, written, and visual communication.

**Certificate Program**
Certificate not applicable.

**Associate Degree**
Art courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

**Associate in Arts in Art History for Transfer**
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 a 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. ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis.

**Required Courses (9 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>History of Art, Prehistoric to Gothic</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>History of Art, Renaissance to Modern</td>
<td>3</td>
</tr>
<tr>
<td>ART 110</td>
<td>Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Electives A**
Select 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 103</td>
<td>History of Art: Africa, Oceania, and the Americas</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Electives B**
Select 3 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 145</td>
<td>Design and Color</td>
<td>3</td>
</tr>
<tr>
<td>ART 150</td>
<td>3-D Design Basics</td>
<td>3</td>
</tr>
<tr>
<td>ART 216</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 121</td>
<td>Introduction to Computerized Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 135</td>
<td>Beginning Wheel-Thrown Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 137</td>
<td>Advanced Wheel-Thrown Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 213</td>
<td>Advanced Painting</td>
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**Required Electives C**
Select 3-5 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>*ANTH 102</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ART 104</td>
<td>History of Modern and Contemporary Art in the 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>*COMM 217</td>
<td>Gender and Communication</td>
<td>3</td>
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<tr>
<td>DA 101</td>
<td>Dance Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>*FREN 101</td>
<td>Elementary French 1</td>
<td>5</td>
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<tr>
<td>*FTV 203</td>
<td>African-American Cinema</td>
<td>3</td>
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<tr>
<td>*GER 101</td>
<td>Elementary German 1</td>
<td>5</td>
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<tr>
<td>*HIST 101</td>
<td>Western Civilization, From Human Beginnings Until 1750</td>
<td>3</td>
</tr>
<tr>
<td>*HIST 115</td>
<td>Cultural History of Mexico</td>
<td>3</td>
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<tr>
<td>MUS 101</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>*PHIL 108</td>
<td>Philosophy of Religion</td>
<td>3</td>
</tr>
<tr>
<td>*PHOT 107</td>
<td>History of Photography</td>
<td>3</td>
</tr>
<tr>
<td>*POLS 202</td>
<td>Ethnic Politics in America</td>
<td>3</td>
</tr>
<tr>
<td>THA 101</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education. Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART 101, History of Art, Prehistoric to Gothic (CSU GE C1)</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area A1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area A2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area B4</td>
<td>3</td>
</tr>
</tbody>
</table>
| CSU GE Course requirement Area E  | 3     | **Total 15**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART 102, History of Art, Renaissance to Modern (CSU GE C1)</td>
<td>3</td>
</tr>
<tr>
<td>ART 110, Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Required Electives Group A</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area A3</td>
<td>3</td>
</tr>
</tbody>
</table>
| CSU GE Course requirement Area B1 | 3     | **Total 15**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ART 103, History of Art: Africa, Oceania, and the Americas</td>
<td>3</td>
</tr>
<tr>
<td>Required Electives Group B</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area D</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area B2</td>
<td>3</td>
</tr>
</tbody>
</table>
*CSU Transferable Elective

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Electives Group C</td>
<td>3-5</td>
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<tr>
<td>CSU GE American Institutions req</td>
<td>3</td>
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<td>CSU GE American Institutions req</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area C2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area E</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**CSU GE or IGETC Pattern 37-39**

CSU Transferable Elective Units to reach Degree Total 60

*Electives should be taken from other courses within the major.

**Associate in Arts in Studio Art for Transfer**

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 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.

**Required Courses (12 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ART 102, History of Art, Renaissance Modern</td>
<td>3</td>
</tr>
<tr>
<td>ART 110, Drawing</td>
<td>3</td>
</tr>
<tr>
<td>*ART 145, 2-D Design Basics</td>
<td>3</td>
</tr>
<tr>
<td>ART 150, 3-D Design Basics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Electives A**

Select 3 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ART 101, History of Art, Prehistoric to Gothic</td>
<td>3</td>
</tr>
<tr>
<td>*ART 103, History of Art: Africa, Oceania, and the Americas</td>
<td>3</td>
</tr>
<tr>
<td>*ART 104, History of Modern and Contemporary Art in the 20th Century</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Electives B**

Select 9-10 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 113, Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 116, Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ART 121, Introduction to Computerized Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 132, Introduction to Ceramics: Hand-Building</td>
<td>3</td>
</tr>
<tr>
<td>ART 135, Beginning Wheel-Thrown Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 137, Advanced Wheel-Thrown Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>ART 210, Advanced Drawing or ART 216, Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 213, Advanced Painting</td>
<td>3</td>
</tr>
<tr>
<td>PHTC 101/101L, Beginning Black and White Photography/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>PHTC 125/125L, Beginning Digital Photography/Lab</td>
<td>3.5</td>
</tr>
</tbody>
</table>

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

**First Semester**

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 102, History of Art, Renaissance Modern (CSU/GE C1)</td>
<td>3</td>
</tr>
<tr>
<td>ART 110, Drawing</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area A1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area B1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE American Institutions req. (CSU Area D)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 145, 2-D Design Basics</td>
<td>3</td>
</tr>
<tr>
<td>Required Electives Group A</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area A2</td>
<td>3</td>
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<td>CSU GE Course requirement Area B2</td>
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<td><strong>Total</strong></td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 150, 3-D Design Basics</td>
<td>3</td>
</tr>
<tr>
<td>Required Electives Group B</td>
<td>3-3.5</td>
</tr>
<tr>
<td>CSU GE Course requirement Area A3</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area B4</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<tr>
<td>CSU GE Course requirement Area C2</td>
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<tr>
<td>CSU GE Course requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>*CSU Transferable Elective</td>
<td>2-3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**CSU GE or IGETC Pattern 37-39**

CSU Transferable Elective Units to reach Degree Total 60

*Electives should be taken from other courses within the major.
Transfer
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Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Art Courses

ART 100 *ART APPRECIATION
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

ART 101 *HISTORY OF ART, PREHISTORIC TO GOTHIC
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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. (CSU, UC, AVC)

ART 102 *HISTORY OF ART, RENAISSANCE TO MODERN
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
A survey of Western paintings, sculptures and architecture from 14th to 20th century encompassing artistic periods such as the Renaissance, Baroque, Rococo, Neoclassicism, Romanticism, Realism, Impressionism to early movements of Modern Art. Slide lectures and class discussions examine functions and meanings of artworks within historical, social, cultural and philosophical contexts. (CSU, UC, AVC)

ART 103 *HISTORY OF ART: AFRICA, OCEANIA, AND THE AMERICAS
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
A survey of art created in the non-Western traditions including Africa, the Americas, Australia, and the Pacific regions. Through slide lectures and class discussions, the course examines functions and meanings of visual art and architecture within their religious, social, historical, and cultural contexts. Students will develop visual, analytical, and critical thinking skills by examining the arts of these cultures individually as well as comparatively. (CSU, UC, AVC)

ART 104 *HISTORY OF MODERN AND CONTEMPORARY ART IN THE 20th CENTURY
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

ART 110 *DRAWING
3 units
6 hours weekly
Instructional materials fee required for this course and must be paid at registration.
Introduction to the basic principles, theories, and techniques of 2-dimensional drawing. Projects emphasize the organization of subject matter in terms of composition and skill development as well as individual interpretation. To give students an understanding of the principles of art and elements of design that
Art are essential to all art forms from the earliest of cultures to the arts of today. Students may have to purchase additional supplies not provided by the college. (C-ID: ARTS 110) (CSU, UC, AVC)

**ART 113 *PAINTING I***

3 units
6 hours weekly
**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) (CSU, UC, AVC)

**ART 116 *ILLUSTRATION***

3 units
6 hours weekly
**Prerequisite:** Completion of ART 110 or ART 145.
**Instructional materials fee** required for this course and must be paid at registration.

Introduction to basic principles, theories, and techniques of traditional illustration for commercial art applications. Projects emphasize the application of design elements, art principles, conceptual development, and effective visual communication using a variety of illustration media. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

**ART 121 *INTRODUCTION TO COMPUTERIZED DRAWING***

3 units
6 hours weekly
**Prerequisite:** Completion of ART 110.
**Advisory:** Completion of DM 101.
**Instructional materials fee** required for this course and must be paid at registration.

This course provides the student with an introduction to the basic principles, theories, and techniques in digital drawing by using the computer as an artistic tool. Projects emphasize composition, skill and conceptual development, and individual interpretation. Students further their knowledge and application of the elements of design and the principles of art that are essential to all art forms. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

**ART 132 *INTRODUCTION TO CERAMICS: HAND-BUILDING***

3 units
6 hours weekly
**Prerequisite:** Completion of ART 110.
**Advisory:** Eligibility for READ 099.
**Instructional materials fee** required for this course and must be paid at registration.

Students are introduced to ceramic hand building techniques. Lecture/discussion covers the history and background of hand building techniques, such as pinch pots, coil and slab construction, extruding and glazing with clay. The history and construction techniques will be discussed. Develops student’s understanding and application of the principles of art and the elements of design as demonstrated in ceramic art forms from both a historical and contemporary perspective. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

**ART 135 *BEGINNING WHEEL-THROWN CERAMICS***

(formerly ART 130, Ceramics)
3 units
6 hours weekly
**Advisory:** Eligibility for READ 099.
**Instructional materials fee** required for this course and must be paid at registration.

Students are introduced to ceramic hand building techniques. Lecture/discussion covers the history and background of hand building techniques, such as pinch pots, coil and slab construction, extruding and glazing with clay. The history and construction techniques will be discussed. Develops student’s understanding and application of the principles of art and the elements of design as demonstrated in ceramic art forms from both a historical and contemporary perspective. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

**ART 136 *INTERMEDIATE WHEEL-THROWN CERAMICS***

3 units
6 hours weekly
**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, AVC)

**ART 137 *ADVANCED WHEEL-THROWN CERAMICS***

(formerly ART 131, Advanced Ceramics)
3 units
6 hours weekly
**Prerequisite:** Completion of ART 135.
**Advisory:** Eligibility for READ 099.
**Instructional materials fee** required for this course and must be paid at registration.

This course is designed to advance students’ skills in hand-building techniques, the potter’s wheel, the technology of clay, glazing, and firing. Provides students with an understanding of
the principles of art and elements of design from past and present cultures within the context of the ceramic art form. Develops students’ design of functional wheel-thrown forms and study of ceramic materials for use in clay and glaze experimentation. Introduction to firing procedures. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

ART 140 *WATERCOLOR
3 units
6 hours weekly
**Instructional materials fee** required for this course and must be paid at registration.
An introductory course in the techniques, tools and materials used to create watercolor paintings. Emphasis is placed on using watercolor media to create clearly conceived and designed visual statements. This course also explores the history of watercolor and its uses in different cultures. Students may have to purchase additional supplies not provided by the college. (CSU, UC, AVC)

ART 145 *2-D DESIGN BASICS
(formerly Design and Color)
3 units
6 hours weekly
**Advisory:** Eligibility for ENGL 099 and READ 099.
**Instructional materials fee** required for this course and must be paid at registration.
An introduction to the 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. (CSU, UC, AVC)

ART 150 *3-D DESIGN BASICS
3 units
6 hours weekly
**Instructional materials fee** required for this course and must be paid at registration.
**Advisory:** Eligibility for ENGL 099 and READ 099.
An introduction to the application and theory of design elements and art principles common to all visual art forms. Students will solve 3-dimensional visual problems using a variety of mixed-media. The course will explore composition from the beginning of Art History to contemporary trends. Students may have to purchase additional supplies not provided by the college. (C-ID: ARTS 100) (CSU, UC, AVC)

ART 210 *ADVANCED DRAWING
3 units
6 hours weekly
**Prerequisite:** Completion of ART 110.
**Instructional materials fee** required for this course and must be paid at registration.
This course is designed to advance students’ drawing skills and abilities. Projects emphasize advanced rendering techniques, conceptual development, individual interpretation and composition. Students may have to purchase additional supplies not provided by the college. (C-ID: ARTS 205) (CSU, UC, AVC)

ART 213 *PAINTING III
3 units
6 hours weekly
**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. (CSU, UC, AVC)

ART 216 *LIFE DRAWING
3 units
6 hours weekly
Introduction to the basic principles, theories and techniques of drawing the human figure using draped and undraped models. Projects emphasize the organization of the human figure in terms of anatomy, composition and skill development as well as individual interpretation. Students may have to purchase additional supplies not provided by the college. (C-ID: ARTS 200) (CSU, UC, AVC)

ART 230 *HUMAN FIGURE PAINTING
3 units
6 hours weekly
**Prerequisite:** Completion of ART 113 or ART 140 or ART 216.
**Instructional materials fee** required for this course and must be paid at registration.
An introduction to the basic principles, theories and techniques of painting the nude and costumed human figure. Projects emphasize the organization of the human figure in terms of skill development, color mixing, anatomy, design and composition, as well as individual interpretation. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

ART 298 SPECIAL STUDIES IN ART
1-3 units
2-6 hours weekly
**Limitation on Enrollment:** Instructor approval of portfolio/study plan/interview prior to enrollment only.
Individual study or visual research projects in techniques, styles, genres, skills development, or other issues relating to the field of visual arts. Attendance and periodic student/instructor conferences required. Content and unit credit to be determined by student/instructor conferences and/or department. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)
Definition
Astronomy is perhaps the oldest science that investigates the fundamental physical and chemical laws that govern our solar system, universe and all of nature.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Dr. Leslie Uhazy ext. 6415
Administrative Assistant: Wendy Cios ext. 6415
Clerical Assistant III: Suzanne Olson ext. 6415
Department Chair: Christos Valiotis ext. 6422
Lab Technician: position vacant ext. 6415
Faculty: Dr. Mark McGovern ext. 6006

Program Description
The astronomy courses are designed to meet the general education and major transfer requirements for the physical sciences.

Distinctive Features
Traditional teaching may be supplemented with computer and Internet-based instruction. Laboratory activities provide “hands-on” experimentation and discovery into the natural, physical and chemical characteristics of the earth and our universe. Computer-based data acquisition and analysis may assist in some lab instruction.

Career Options
Astrobiology
Astronomer
Astrophysicist
(These careers require education beyond the two-year college level.)

Certificate Program
Certificate not applicable.

Associate Degree
An associate degree with a major in Astronomy is not available. Astronomy courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
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Astronomy Courses

ASTR 101 *ASTRONOMY
3 units
3 hours weekly
Prerequisite: Completion of MATH 102.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
This course is designed as an introduction into the study of planetary, stellar, galactic and cosmological systems. Emphasis is placed on astronomical observations and the use of physical laws and principles to investigate the properties and dynamics of these systems. Topics include understanding celestial motion as a function of the motion of the Earth and the Moon, the development of modern astronomy, telescopes and imaging technology, the properties of light and atoms, the formation of spectra, stellar structure and evolution, galactic structure and evolution, cosmology, comparative planetology, and search for extraterrestrial life. (CSU, UC, AVC)

ASTR 101L *ASTRONOMY LABORATORY
1 unit
3 hours weekly
Prerequisite: Completion of MATH 102, and Completion of or concurrent enrollment in ASTR 101.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Laboratory applications of principles discussed in ASTR 101. Classroom activities and topics include the use of star charts, cause of the seasons, telescope observations of the Moon, planets, and stars; the laws of optics as related to telescopes, how light is analyzed to deduce the physical properties of stars and galaxies, Kepler’s laws of planetary motion, constructing Hertzsprung-Russell diagrams to organize stellar data, cosmic distances, and the Hubble Law as it relates to the age and size of the Universe. (CSU, UC, AVC)
# Definition
Athletic training includes the study of prevention and management of athletic injuries. Athletic trainers work directly with athletes and coaches to design and implement training and rehabilitation.

# Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

**Dean:** position vacant  
**Administrative Assistant:** LaQuenta Reynolds  ext. 6440  
**Clerical Assistant III:** Sheri Langaman  ext. 6440  
**Department Chair:**  
- Dr. Glenn Haller  ext. 6445  
- Senior Athletic Trainer:  
  - Elliot Siler  ext. 6707  
  - Brienna Simpson  ext. 6294  
**Athletic Trainer:**  
- Kevin Simpson  ext. 2566  
**Faculty:**  
- position vacant  ext. 6402

# Program Description
The athletic training program provides course work that emphasizes prevention, management and treatment of sports injuries. Rehabilitation and fitness are also addressed in the program. The program prepares students for transfer to a four-year college program to prepare for employment as an athletic trainer.

# Distinctive Features
Students in the athletic training program participate in practical applications of classroom learning. Students should expect to perform procedures that involve physical activity such as bending, lifting, twisting, squatting, pulling, pushing and walking. Manual dexterity of the hands and fingers is necessary for activities such as taping and bandaging. Emotional stability and ability to cope with stress during a crisis situation are important when performing infrequent procedures related to cardiopulmonary resuscitation (CPR).

# Career Options
- Fitness Instructor (personal or clinical)  
- Athletic Trainer Assistant  
- Camp Counselor  
(These careers require education beyond the two-year college level.)

# Certificate Program
Certificate not applicable.

## Associate Degree
Associate degree not available.

## Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

## Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

## Athletic Training Courses

**ATH 100  *INTRODUCTION TO ATHLETIC TRAINING***  
3 units  
3 hours weekly  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
The course introduces the role of the athletic trainer and concepts of sports medicine. Students will learn prevention, evaluation and treatment for athletic injuries. The course 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  
3 hours weekly  
**Prerequisite:** Completion of ATH 100.  
**Corequisite:** Concurrent enrollment in ATH 102L.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
The course includes practice as an athletic 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
12 hours weekly
Prerequisite: Completion of ATH 100, and Completion of or concurrent enrollment in ATH 102.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
The course includes practice as an athletic trainer trainee under the supervision of a certified athletic trainer. Students learn to assess, evaluate, treat and rehabilitate common sports injuries in realistic settings for fall sports. Safety, legal and ethical issues are addressed. The course provides hours for a Certified Athletic Trainer to fulfill requirements toward certification by a nationally recognized association. (CSU, AVC) (R3)

ATH 103 *PRACTICAL APPLICATIONS OF ATHLETIC TRAINING II
3 units
3 hours weekly
Prerequisite: Completion of ATH 100.
Corequisite: Concurrent enrollment in ATH 103L.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
The course includes the theoretical basis for practice as an athletic 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
12 hours weekly
Prerequisite: Completion of ATH 100, and Completion of or concurrent enrollment in ATH 103.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
The course includes practice as an athletic trainer trainee under the supervision of a certified athletic trainer. Students learn to assess, evaluate, treat and rehabilitate common sports injuries in realistic settings for spring sports. Safety, legal and ethical issues are addressed. (CSU, AVC) (R3)
Definition
Auto Body is a vocational program designed to provide pre-employment instruction in the manipulative skills and technical knowledge of modern auto body shop procedures.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Laureano Flores ext. 6327
Administrative Assistant:
Rosie Heasley ext. 6327
Clerical Assistant III:
Leyla Barber ext. 6327
Department Chair:
Rick Motawakel ext. 6097
Faculty:
Timothy Sturm ext. 6146
Instructional Assistant:
Marvin Guzman ext. 6911
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M.
Alan Finch 2309
Tony Pustizzi 2034

Program Description
The program has three main components:
1) auto collision repair; 2) automotive refinishing; and 3) a combination of both, which is highly recommended.

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

Distinctive Features
In a facility and with equipment closely resembling today’s modern auto body repair shop, students are trained on actual collision-damaged vehicles and engage in industry-like procedures that range from estimating damage through collision repair, refinishing, and detail for delivery.

I-CAR Certified Program
AVC has been certified as an Inter-Industry Conference on Automotive Collision Repair (I-CAR) alliance school. Students who successfully complete the program will be able to carry industry certifications.

Career Options
Auto body assistant
Auto paint assistant
Estimator
Shop management
Small auto body repair shop owner

Program Learning Outcomes
Automotive Collision Repair Specialist
1. Analyze, evaluate, and apply critical aspects of the collision repair industry related to safe work practices, standards and tolerances, standard employer practices. Proper use of tools, power equipment, hazardous materials and personal protective equipment.
2. Use oxyacetylene, MIG (metal inert gas) and plasma arc welding/cutting equipment to join automotive sheet metal/structural panels in a variety of joints/configurations common to automobile body construction.
3. Evaluate, analyze and repair damaged automotive body panels/structures using body solder, fiberglass and plastic composite materials.

Automotive Refinishing Specialist
1. Analyze, evaluate, and apply critical aspects of the collision repair industry related to safe work practices, standards and tolerances, standard employer practices. Proper use of tools, power equipment, hazardous materials and personal protective equipment.
2. Use, read and properly interpret standard specifications for production-type spray equipment, coating materials, masking materials and color matching procedures.
3. Evaluate, analyze, and prepare, mask and spray automotive panel(s) using current technology paint coatings to industry standards.
4. Evaluate, analyze, color-sand and final detail a vehicle for customer delivery to industry standard.

Certificate Programs
Automotive Collision Repair Specialist
The following courses (30 units) are required for the certificate.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDY 115, Basic Auto Body Repair or</td>
<td>10</td>
</tr>
<tr>
<td>ABDY 112 and 113, Basic Auto Body Repair**</td>
<td></td>
</tr>
<tr>
<td>ABDY 125, Basic Automotive Refinishing or ABDY 122 and 123, Basic Automotive Refinishing and Automotive Refinishing**</td>
<td>10</td>
</tr>
<tr>
<td>ABDY 215, Advanced Collision Repair or ABDY 212 and 213, Advanced Collision Repair I and II**</td>
<td>10</td>
</tr>
<tr>
<td><strong>These courses are intended for night students.</strong></td>
<td></td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.
**Automotive Refinishing Specialist**
The following courses (30 units) are required for the certificate.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDY 115, Basic Auto Body Repair or ABDY 112 and 113, Basic Auto Body Repair</td>
<td>10</td>
</tr>
<tr>
<td>ABDY 125, Basic Automotive Refinishing or ABDY 122 and 123, Basic Automotive Refinishing**</td>
<td>10</td>
</tr>
<tr>
<td>ABDY 225, Adv. Automotive Refinishing or ABDY 222 and 223, Advanced Automotive Refinishing I and II**</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**These courses are intended for night students.**

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Automotive Collision Repair and Refinishing Specialist**
A certificate in Automotive Collision Repair and Refinishing Specialist may be earned by completing the requirements for the Automotive Collision Repair Specialist and the Automotive Refinishing Specialist. Duplicate courses need only be taken once. The requirements for an associate degree may be satisfied by completing the certificate requirements in addition to the associate degree requirements.

**ASE Certification**
Two years of work experience as a technician in auto body repair or painting are required for the National Institute for Automotive Service Excellence (ASE) certificate. Completion of the Automotive Collision Repair and Refinishing Specialist certificate may be counted as one year of work experience.

**Associate Degree**
The requirements for an associate degree in Auto Body may be satisfied by completing 30 units of required courses in any of the certificate programs, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of the auto collision industry. They have enhanced promotional opportunities as a cost estimator, insurance 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.

**Automotive Collision Repair Specialist**
Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

<table>
<thead>
<tr>
<th>Recommended Plan of Study</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ABDY 115, Basic Auto Body Repair or ABDY 112 and 113, Basic Auto Body Repair**</td>
<td>10</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

| **Second Semester**       |       |
| ABDY 125, Basic Automotive Refinishing or ABDY 122 and 123, Basic Automotive Refinishing and Automotive Refinishing** | 10 |
| Course from GE requirement Area D2 | 3 |
| Course from GE requirement Area E | 3 |
| **Total**                 | **16**|

| **Third Semester**        |       |
| Course from GE requirement Area B | 3 |
| Electives                  | 3 |
| **Total**                 | **16**|

| **Fourth Semester**       |       |
| Course from GE requirement Area C | 3 |
| Course from GE requirement Area F | 3 |
| Electives                  | 6 |
| **Total**                 | **12**|

**Degree Total 60**

* Students may begin the program with either first or second semester classes.

** Semester order for classes and time to complete may vary for night students.

**Automotive Refinishing Specialist**
Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

<table>
<thead>
<tr>
<th>Recommended Plan of Study</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ABDY 125, Basic Automotive Refinishing or ABDY 122 and 123, Basic Automotive Refinishing and Automotive Refinishing**</td>
<td>10</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

| **Second Semester**       |       |
| ABDY 115, Basic Auto Body Repair or ABDY 112 and 113, Basic Auto Body Repair** | 10 |
| Course from GE requirement Area B | 3 |
| Course from GE requirement Area D2 | 3 |
| **Total**                 | **16**|
### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABDY 225, Adv. Automotive Refinishing or ABDY 222 and ABDY 223, Advanced Automotive Refinishing I and II**</td>
<td>10</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

**Degree Total**: 60

* Students may begin the program with either first or second semester classes.

** Semester order for classes and time to complete may vary for night students.

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

### Auto Body Courses

#### ABDY 112 *BASIC AUTO BODY REPAIR*

5 units  
10 hours weekly  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070. Intended for students interested in the collision repair industry. Introductory to intermediate topics will be covered. Topics will include: Safety, auto body equipment, basic auto body techniques, corrosion protection, and proper use of tools and equipment. (AVC)

#### ABDY 113 *BASIC AUTO BODY REPAIR*

5 units  
10 hours weekly  
**Prerequisite:** Completion of ABDY 112.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070. A continuation of ABDY 112 with instruction and practice in resistance and Metal Inert Gas (MIG) welding on automotive panels; panel replacement and alignment; servicing vehicle doors and door glass; modern auto body construction. (AVC)

#### ABDY 115 *BASIC AUTO BODY REPAIR*

10 units  
20 hours weekly  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070. Intended for students interested in the collision repair industry. Introductory to intermediate topics will be covered. Topics will include: Safety, auto body equipment, basic auto body techniques, corrosion protection, proper use of tools and equipment. Completion of ABDY 115 is equivalent to the completion of both ABDY 112 and ABDY 113. (AVC)

#### ABDY 122 *BASIC AUTOMOTIVE REFINISHING*

5 units  
10 hours weekly  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070. Intended for students interested in automotive refinishing techniques. Introductory to intermediate topics will be covered. Topics will include: safety, refinishing equipment, basic preparation and painting techniques, corrosion protection, and proper use of tools and equipment. (AVC)

#### ABDY 123 *AUTOMOTIVE REFINISHING*

5 units  
10 hours weekly  
**Prerequisite:** Completion of ABDY 122.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070. Intended for students interested in automotive refinishing techniques. Introductory to intermediate topics will be covered. Topics will include: safety, refinishing equipment, basic preparation and painting techniques, corrosion protection, and proper use of tools and equipment. (AVC)

#### ABDY 125 *BASIC AUTOMOTIVE REFINISHING*

10 units  
20 hours weekly  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070. Intended for students interested in automotive refinishing techniques. Introductory to intermediate topics will be covered. Topics will include: safety, refinishing equipment, basic preparation and painting techniques, corrosion protection, proper use of tools and equipment. Completion of ABDY 125 is equivalent to the completion of both ABDY 122 and ABDY 123. (AVC)

#### ABDY 199 *OCCUPATIONAL WORK EXPERIENCE*

1–8 units  
**Advisory:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) 

**ABDY 212  *ADVANCED AUTOMOTIVE COLLISION REPAIR I***

5 units
10 hours weekly  
**Prerequisite:** Completion of ABDY 113 or ABDY 115.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
An advanced course in the theory and techniques of automotive collision repair. Course of study includes: resistance and Metal Inert Gas (MIG) welding of automotive sheet metals and structural members and an introduction to the repair of major collision damage. (AVC) 

**ABDY 213  *ADVANCED AUTOMOTIVE COLLISION REPAIR II***

5 units
10 hours weekly  
**Prerequisite:** Completion of ABDY 212.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
An advanced course in the theory and techniques of automotive collision repair. Course of study includes: conventional and unitized frame repair and repair systems; replacement of automotive glass, trim, and moldings, and repair of major collision damage. (AVC) 

**ABDY 215  *ADVANCED AUTOMOTIVE COLLISION REPAIR***

10 units 
20 hours weekly  
**Prerequisite:** Completion of ABDY 115.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
A continuation of ABDY 115. Intermediate to advanced automotive collision repair techniques will be covered. Topics will include: shop safety, Metal Inert Gas (MIG) welding, vehicle designs, frame designs, measuring structural damage, and suspension alignment. Completion of ABDY 215 is equivalent to the completion of both ABDY 212 and ABDY 213. (AVC) 

**ABDY 222  *ADVANCED AUTOMOTIVE REFINISHING I***

5 units
10 hours weekly  
**Prerequisite:** Completion of ABDY 123 or ABDY 125.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
An advanced course in the theories and techniques of automotive refinishing. Course of study to include: shop equipment, estimating collision damage, spot panel, and sectional refinishing of automotive surfaces; color tinting, color matching and blending of automotive paints. (AVC) 

**ABDY 223  *ADVANCED AUTOMOTIVE REFINISHING II***

5 units
10 hours weekly  
**Prerequisite:** Completion of ABDY 222.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
Intended for students who are continuing their studies in automotive refinishing techniques. Intermediate to advanced topics will be covered. Topics will include: spot, panel, and complete refinishing of automotive surfaces; color tinting and color matching of automotive paints; prevention and cure of paint problems; final detailing of vehicle paint finishes. (AVC) 

**ABDY 225  *ADVANCED AUTOMOTIVE REFINISHING***

10 units 
20 hours weekly  
**Prerequisite:** Completion of ABDY 125.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
Intended for students who are continuing their studies in automotive refinishing techniques. Intermediate to advanced topics will be covered. Topics will include: spot, panel, and complete refinishing of automotive surfaces; color tinting and color matching of automotive paints; prevention and cure of paint problems; final detailing of vehicle paint finishes. Completion of ABDY 225 is equivalent to the completion of both ABDY 222 and ABDY 223. (AVC)
Definition
Automotive Technology is designed to provide the future and working technician with a strong foundation in automotive repair, including knowledge of and skills in the most up-to-date and advanced technology. The goal of the Automotive Technology program is to provide pre-employment instruction in the manipulative skills, technical knowledge, and related trade information which will prepare the student for employment in the automotive industry. Class offerings allow students with any experience level the opportunity to prepare for entry into the current automotive job market. Improvement and upgrading of technicians is another goal of the program.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Laureano Flores ext. 6327
Administrative Assistant: Rosie Heasley ext. 6327
Clerical Assistant III: Leyla Barber ext. 6327
Department Chair: Rick Motawakel ext. 6097
Faculty:
   Rod Sproule ext. 6227
Instructional Assistant:
   Kevin Haproff ext. 6891
   Donald Jackson ext. 6539
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
   Leo McConnell 2257
   John Mawhorter 2107
   Richard Norman 2140
   Richard Ramirez 2206

Program Description
The Automotive Technology program is in a constant state of development and expansion into new technology. The two-year program is offered in four major sections: engine, electrical, fuel, and chassis. Normally the two-year vocational program may be taken during both day and evenings. Classes vary from entry level to advanced training in specialized topics.

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

Distinctive Features
Students have direct access to specialized and up-to-date automotive repair equipment. They are able to run equipment and perform automotive repairs in the automotive shop. The program features both lecture and “hands-on” instruction, covers both domestic and imported vehicles, and emphasizes the latest in high-technology.

Career Options
Two-year application:
Entry-level training for automotive service outlets such as new car dealerships, independent garages, mass merchandisers, local, state and federal motor pools.

Advanced specialization and upgrading:
California clean air car course, ASE A-6, A-8, and L-1 California equivalence courses, fuel injection, computer controls, automatic transmissions, air conditioning, and air conditioning certification.

Program Learning Outcomes
Engine and Drive Trains
1. Rebuild and assemble an automotive engine to factory specifications.
2. Troubleshoot, repair and align suspension and steering systems to factory specifications.
3. Perform manual transmission overhaul and repair to factory specifications.
4. Perform automatic transmission overhaul and repair to factory specifications.
5. Diagnose and overhaul brake systems to factory specifications.

Driveability, Emissions, and Electrical
1. Perform basic automotive electrical and electronic system repairs to factory standards.
2. Troubleshoot and repair fuel and carburetor systems to factory standards.
3. Troubleshoot and repair fuel injection systems to factory standards.
4. Perform a “Smog Check” in accordance with California Bureau of Automotive Repair (BAR) Standards.

Certificate Programs
Engine and Drive Trains
The following courses (26 units) are required for the certificate.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 110, Automotive Engines or AUTO 111 and 112</td>
<td>Automotive Engine Rebuilding**</td>
<td>8-10</td>
</tr>
<tr>
<td>AUTO 125, Automotive Chassis or AUTO 126, Automotive Brakes and AUTO 127, Automotive Suspension, Steering and Alignment and AUTO 128, Automotive Power Trains**</td>
<td>10-13</td>
<td></td>
</tr>
<tr>
<td>AUTO 130, Basic Automatic Transmissions and Transaxles</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Program Electives</td>
<td></td>
<td>3-8</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>26</td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.
Program Electives: units
AUTO 113, Automotive Engine Rebuilding (Advanced) 4
AUTO 151, Automotive Chassis and Body Electrical Systems 4
AUTO 231, Automatic Transmissions (General Motors) 2
AUTO 232, Automatic Transmissions (Ford and Chrysler) 2
WELD 101, Welding Fundamentals 2

**These courses are intended for night students.

Driveability, Emissions, and Electrical
The following courses (26 units) are required for the certificate.

Required Courses: units
AUTO 150, Automotive Electrical Systems or AUTO 151,
Automotive Chassis and Body Electrical Systems and
AUTO 152, Automotive Ignition Systems and AUTO 153,
Automotive Starting and Charging Systems** 8-10
AUTO 175, Automotive Fuel, Emission Systems, and Calif.
Clean Air Car Course or AUTO 276, Calif. Clean Air Car
Course and AUTO 176, Automotive Carburetor Fuel
Systems and AUTO 177, Elect. Fuel Injection** 10-14
Program Electives 2-8
Total 26

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units
AUTO 277, Elect. Engine Controls-General Motors Systems 4
AUTO 278, Elect. Engine Controls-Ford/Chrysler Systems 4
WELD 101, Welding Fundamentals 2

**These courses are intended for night students.

Antelope Valley College is not an Automotive Service Excellence General Auto Mechanic certification testing site. The following courses are suggested for students who are preparing to take the *Automotive Service Excellence General Auto Mechanic Certification (ASE) test:

AUTO 110, Automotive Engines 10
AUTO 125, Automotive Chassis 10
AUTO 128, Auto. Power Trains 4
AUTO 150, Auto. Electrical Systems 10
AUTO 152, Auto. Ignition Systems 2
AUTO 175, Auto. Fuel, Emission Systems, and Calif. Clean Air Car Course 10
AUTO 231, Automatic Transmissions (General Motors) 2
AUTO 232, Automatic Transmissions (Ford and Chrysler) 2

* Two years experience as a mechanic are required for the ASE certificate. A two-year full-time college program will suffice for one year of experience.

Associate Degree
The requirements for an associate degree in Automotive Technology may be satisfied by completing 26 units of required courses in any of the certificate programs, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree will enhance their knowledge and skills needed to compete for employment in the automotive field. They will be better prepared and qualified for a full time position as an automotive technician as they gain valuable experience in the various disciplines. The associate degree will further enhance their opportunity for promotion into supervisory and management positions. The associate degree will help the student excel in the automotive field by broadening their thinking and communication skills needed along with their mechanical skills.

Engine and Drive Trains
Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester units
AUTO 110, Automotive Engines or AUTO 111 and 112,
Automotive Engine Rebuilding** 8-10
Course from GE requirement Area A 3
Course from GE requirement Area D1 3
Total 14-16

Second Semester units
AUTO 125, Automotive Chassis or AUTO 126, Automotive
Brakes and AUTO 127, Automotive Suspension,
Steering and Alignment and AUTO 128, Automotive
Power Trains** 8-10
Course from GE requirement Area B 3
Course from GE requirement Area D2 3
Total 14-16

Third Semester units
AUTO 130, Basic Automatic Transmissions and Transaxles 4
Course from GE requirement Area E 3
Course from GE requirement Area F 3
Program Electives 2-6
Elective 3
Total 15-19

Fourth Semester units
Course from GE requirement Area C 3
Electives 6-14
Total 9-17
Degree Total 60

Program Electives:
Please refer to the Program Electives listed under the certificate program.

**Semester order for classes and time to complete may vary for night students.
Driveability, Emissions, and Electrical
Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 150, Automotive Electrical Systems or AUTO 151, Automotive Chassis and Body Electrical Systems and AUTO 152, Automotive Ignition Systems and AUTO 153, Automotive Starting and Charging Systems**</td>
<td>8-10</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>14-16</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>units</th>
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<tbody>
<tr>
<td>AUTO 175, Automotive Fuel, Emission Systems, and Calif. Clean Air Car Course or AUTO 276, Calif. Clean Air Car Course and AUTO 176, Automotive Carburetor Fuel Systems and AUTO 177, Elect. Fuel Injection**</td>
<td>10-14</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>13-17</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>units</th>
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<tbody>
<tr>
<td>Course from GE requirement Area E</td>
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<tr>
<td>Course from GE requirement Area F</td>
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<tr>
<td>Program Electives</td>
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<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>16-18</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>5-9</td>
</tr>
<tr>
<td>Total</td>
<td>11-15</td>
</tr>
</tbody>
</table>

Program Electives:
Please refer to the Program Electives listed under the certificate program.

**Semester order for classes and time to complete may vary for night students.

Transfer
Not a transfer major.

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Automotive Technology Courses

AUTO 100 *BASIC AUTOMOTIVE
2 units
2 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
A basic course in automotive principles of operation designed for the entry-level person. NOTE: This class is lecture only on the basic operation of automotive systems. It is highly recommended that students desiring to learn proper maintenance and perform “live” work on their own cars take AUTO 101 concurrently. (AVC)

AUTO 101 *BASIC AUTOMOTIVE PRACTICUM
1 unit
3 hours weekly
Advisory: Completion of or concurrent enrollment in AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A basic “hands-on” course in automotive preventive maintenance and minor repair. Students must furnish own work clothes and safety glasses. (AVC)

AUTO 102 *BASIC AUTOMOTIVE PRACTICUM
1 unit
3 hours weekly
Prerequisite: Completion of AUTO 101.
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course in automotive preventative servicing, and simple repairs. Students repeat some of the same operations as required in AUTO 101, this time with greater proficiency; as well as tackle additional repairs and service. Consult with the instructor for individual instruction on more complex jobs. (AVC)

AUTO 110 *AUTOMOTIVE ENGINES
10 units
20 hours weekly
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course in the fundamentals of automotive engine repair. Includes laboratory experience in modern techniques of engine diagnosis, overhaul, maintenance, and rebuilding. (AVC)

AUTO 111 *AUTOMOTIVE ENGINE REBUILDING (LOWER END)
4 units
8 hours weekly
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course in the fundamentals of automotive engine repair and rebuilding includes laboratory experience in modern techniques of engine diagnosis, overhaul, maintenance and rebuilding. This
AUTO 112 *AUTOMOTIVE ENGINE REBUILDING (UPPER END)
4 units
8 hours weekly
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course in the fundamentals of automotive engine repair and rebuilding primarily with cylinder head, cooling system, valve train, and related parts. Included is laboratory experience in modern techniques of engine diagnosis, overhaul, maintenance, and rebuilding. (AVC)

AUTO 113 *AUTOMOTIVE ENGINE REBUILDING (ADVANCED)
4 units
8 hours weekly
Prerequisite: Completion of AUTO 110, or completion of both AUTO 111 and AUTO 112.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
A course in the repair and rebuilding of automotive engines. The student will already have completed AUTO 110 or completed both AUTO 111 and 112. The student will complete projects at his/her own rate. (AVC)

AUTO 125 *AUTOMOTIVE CHASSIS
10 units
20 hours weekly
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course designed to help prepare students for a career in the automotive industry. Topics covered include fundamentals, maintenance, service, and repair of automotive braking systems, steering systems, suspension systems, wheel alignment, and manual power trains. Students who successfully complete the course are prepared for entry level job positions in the area of steering and suspension. Required course for Automotive Engine and Drive Train Certificate. (AVC)

AUTO 126 *AUTOMOTIVE BRAKES
4.5 units
6 hours weekly
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course designed to help prepare students for a career in the automotive industry. Course will cover fundamentals, maintenance, service, and repair of automotive braking systems, both conventional and anti-lock brakes. Required course for Automotive Engine and Drive Train Certificate. (AVC)

AUTO 127 *AUTOMOTIVE SUSPENSION, STEERING AND ALIGNMENT
4.5 units
6 hours weekly
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course designed for students preparing for a career in the automotive profession. Course will cover fundamentals, maintenance, service and repair of automobiles steering and suspension systems. Special emphasis will be placed on wheel alignment procedures. Required course for Automotive Engine and Drive Train Certificate. (AVC)

AUTO 128 *AUTOMOTIVE POWER TRAINS
4 units
72 hours total
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course designed for students interested in a career in the automotive discipline. Course will cover fundamentals, maintenance, service and repair of manual transmissions, manual transaxles, drive shafts, constant velocity joints and rear differentials. Required course for Automotive Engine and Drive Train Certificate. (AVC)

AUTO 130 *BASIC AUTOMATIC TRANSMISSIONS AND TRANSAXLES
4 units
6 hours weekly
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course designed to help prepare students for a career in the automotive industry. Course will cover fundamentals, maintenance, service, and repair of automotive automatic transmissions and transaxles. Required course for automotive certificate in automotive engines and drive trains. (AVC)

AUTO 150 *AUTOMOTIVE ELECTRICAL SYSTEMS
10 units
20 hours weekly
Advisory: Completion of AUTO 100 and AUTO 101, and Eligibility for ENGL 099, READ 099 and MATH 070.
Fundamentals, maintenance, diagnosis, repair, and service of starting, charging, ignition, lighting, safety, accessories and computer systems associated with automotive technology. (AVC)

AUTO 151 *AUTOMOTIVE CHASSIS AND BODY ELECTRICAL SYSTEMS
4 units
8 hours weekly
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course in automotive electrical systems. Includes laboratory
experiences in accessory circuitry, dash instruments, lighting, safety, and related control circuits. Emphasis is placed on the correct use of the ohmmeter, voltmeter, ammeter, digital storage oscilloscope, test light, jumperwire, wiring diagrams, and modern techniques of electrical diagnosis. (AVC)

**AUTO 152 *AUTOMOTIVE IGNITION SYSTEMS***  
2 units  
4 hours weekly  
*Advisory:* Completion of AUTO 100, AUTO 101 and AUTO 151, and Eligibility for ENGL 099, READ 099 and MATH 070.  
A course in automotive electrical tune-up, includes fundamentals of electricity, electronics, service, repair and adjustment of components dealing with various automotive starting and ignition systems. (AVC)

**AUTO 153 *AUTOMOTIVE STARTING AND CHARGING SYSTEMS***  
2 units  
4 hours weekly  
*Advisory:* Completion of AUTO 100, AUTO 101 and AUTO 151, and Eligibility for ENGL 099, READ 099 and MATH 070.  
This course is to familiarize the student with the principles of automotive starting and charging systems on an advanced level. Operation of the different electrical components, diagnosis and service are stressed. (AVC)

**AUTO 175 *AUTOMOTIVE FUEL, EMISSIONS SYSTEMS, AND CALIFORNIA CLEAN AIR CAR COURSE***  
10 units  
20 hours weekly  
*Advisory:* Completion of AUTO 100, AUTO 101 and AUTO 150, and Eligibility for ENGL 099, READ 099 and MATH 070.  
A course developed to prepare the automotive technician to diagnose and repair carburetor and electronic fuel injection, electronic engine control systems, emission systems, and pass the California Bureau of Automotive Repair Smog Check Mechanic Qualified Unlimited examination. (AVC)

**AUTO 176 *AUTOMOTIVE CARBURETOR FUEL SYSTEMS***  
2 units  
64 hours total  
*Advisory:* Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.  
A course in automotive carburetor fuel systems. Includes fundamentals in fuel delivery, internal and external carburetor adjustments on computer and non-computer controlled carburetors. (AVC)

**AUTO 177 *ELECTRONIC FUEL INJECTION***  
4 units  
72 hours total  
*Advisory:* Completion of AUTO 100 and AUTO 151, and Eligibility for ENGL 099, READ 099 and MATH 070.  
A course in understanding, diagnosis, and testing electronic fuel injection systems. This course will cover systems used on Chrysler, Ford, GM, and selected imports. (AVC)

**AUTO 198H ADVANCED EMISSIONS DIAGNOSTICS TRAINING SEMINAR (BAR “20” HOUR UPDATE)**  
1.5 units  
27 hours total  
*Advisory:* Eligibility for ENGL 099 and READ 099.  
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 199 *OCCUPATIONAL WORK EXPERIENCE***  
1–8 units  
Hours vary  
*Prerequisite:* To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.  
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours.  
(CSU, AV) (R3)
AUTO 231  *AUTOMATIC TRANSMISSIONS (GENERAL MOTORS)
2 units
64 hours total
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course intended to prepare students for an entry level position in automatic transmission diagnosis and repair. Course will cover fundamentals, maintenance, service, and repair of late model General Motors transmissions and transaxles. Required course for automotive certificate in automotive engines and drive trains. (AVC)

AUTO 232  *AUTOMATIC TRANSMISSIONS (FORD AND CHRYSLER)
2 units
64 hours total
Advisory: Completion of AUTO 100, and Eligibility for ENGL 099, READ 099 and MATH 070.
A course intended to prepare students for an entry level position in automatic transmission diagnosis and repair. Course will cover fundamentals, maintenance, service, and repair of late model Ford and Chrysler transmissions and transaxles. Required course for automotive certificate in automotive engines and drive trains. (AVC)

AUTO 276  *CALIFORNIA CLEAN AIR CAR COURSE
8 units
140 hours total
Advisory: Completion of AUTO 150, AUTO 176 and AUTO 177, and Eligibility for ENGL 099, READ 099 and MATH 070.
Designed to prepare students and technicians wishing to become state of California licensed smog inspection technicians. Covers both the basic and advanced California Clean Air Car Courses. Both courses are needed to partially satisfy the education prerequisite required to become a licensed “Advanced Emission Specialist”. Students wishing to take the exam must have one year of experience or education in the automotive engine performance area prior to taking the exam. Other interested parties are allowed to take the course, but will not be certified as eligible to take the state licensing examination given by the Bureau of Automotive Repair (BAR). (AVC)

AUTO 277  *ELECTRONIC ENGINE CONTROLS–GENERAL MOTORS SYSTEMS
4 units
72 hours total
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
A course designed for students preparing for a career in the automotive profession. Course will cover General Motors microprocessor controlled ignition and fuel systems. Subjects covered include microprocessor operation, sensors, actuators, and closed loop operation. Special emphasis will be placed on diagnosis and testing of electronic components. Students who successfully complete course are prepared for entry level job position in the area of engine performance. BEFORE ENROLLING, it is advised that students should have a background in engine performance and electrical systems. (AVC)

AUTO 278  *ELECTRONIC ENGINE CONTROLS–FORD/CHRYSLER SYSTEMS
4 units
72 hours total
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
A course designed for students preparing for a career in the automotive profession. Course will cover Ford and Chrysler microprocessor controlled ignition and fuel systems. Subjects covered include microprocessor operation, sensors, actuators, and closed loop operation. Special emphasis will be placed on diagnosis and testing of electronic components. Students who successfully complete course are prepared for entry level job position in the area of engine performance. BEFORE ENROLLING, it is advised that students should have a background in engine performance and electrical systems. (AVC)
**Definition**
Biology is the study of life. Biological and Environmental Sciences covers all aspects of the study of life and emphasizes both the unity and diversity of living things. Special emphasis is placed on the relationship between structure and function, progressing through molecular, cellular, organismic and ecological levels of complexity. Evolutionary relationships are explained and illustrated.

Branches of biology such as anatomy, physiology, microbiology, zoology, botany, and ecology are concerned with the application of biological principles to human affairs.

**Staff**
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:  
Dr. Leslie Uhazy ext. 6415

Administrative Assistant:  
Wendy Cios ext. 6415

Clerical Assistant III:  
Suzanne Olson ext. 6415

Department Chair:  
Dr. Zia Nisani ext. 6916

Lab Technician:  
Kenechukwu Chime ext. 6738  
Glenn Collins ext. 6272  
Jaime Contreras ext. 6944

Faculty:  
Dr. Joseph Esdin ext. 6075  
Debra Feickert ext. 6174  
Dr. Barbara Fredette ext. 6921  
Dr. Anne Hemsley ext. 6436  
Stephen Langjahr ext. 6432  
Jedidiah Lobos ext. 6198  
Dr. Zia Nisani ext. 6916  
Dr. Matthew Rainbow ext. 6369  
Dr. Nikki Riley ext. 6758  
Dr. Bassam Salameh ext. 6920  
Dr. George Shahla ext. 6625  
Neal Weizenberger ext. 6512  
Dr. Callyn Yorke ext. 6437

Adjunct Faculty:  
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.  
Suda Anunta 2204  
Melissa Berube 2288  
Dr. Patricia Butterworth 2232  
Lena Coleman 2227  
Diana Doan 2638  
Dr. Eric Gren 2350  
Osvaldo Larios-Perez 2487  
Barbara Leonard 2290  
Patricia Medina 2490  
Rebecca Miller 2379

**Program Description**
Various courses within the biology program satisfy general education requirements, transfer level requirements and nursing/health occupations requirements. The program also meets the needs of students interested in improving their knowledge in biologically related fields such as agriculture and athletics. The biological sciences program includes: anatomy, biology, microbiology, and physiology.

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

**Distinctive Features**
The biology and environmental sciences discipline stresses both theoretical and applied aspects of the life sciences. Extracurricular projects and field trips are regular features of some courses. Well-equipped labs are used to provide excellent training in practical biological techniques.

**Career Options**
Agricultural Biologist  
Bacteriologist  
Biologist  
Biotechnologist  
Botanist  
Clinical Lab Technologist  
Curator  
Dental Hygienist  
Dentist  
Ecologist  
Environmental Scientist  
Fish/Game Warden  
Food/Drug Inspector  
Geneticist  
Horticulturist  
Industrial Hygienist  
Marine Biologist  
Medical Technologist  
Medical Technologist  
Parasitologist  
Physician  
Physician’s Assistant  
Pharmaceutical Sales  
Physical Therapist  
Physiologist  
Public Health Technician  
Registered Nurse  
Teacher  
Veterinarian
Wildlife Biologist
Zoologist
(Most of these careers require education beyond the two-year college level.)

Program Learning Outcomes

Associate in Science in Biology for Transfer
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.

Biology
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.

Certificate Program
Certificate not applicable.

Associate Degree

Associate in Science in Biology for Transfer
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 in 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 better in all courses required for the major or area of emphasis.

*This 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.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOL 110, General Molecular Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 120, General Organismal, Ecological and Evolutionary Biology</td>
<td>5</td>
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</tbody>
</table>

Required Electives A

Select 23 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CHEM 110, General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 120, General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>*MATH 150, Calculus and Analytic Geometry</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 101, Introductory Physics and PHYS 102, Introductory Physics</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PHYS 110, General Physics and PHYS 120, General Physics</td>
<td>8</td>
</tr>
</tbody>
</table>

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Biology

An associate in science degree with a major in Biological Sciences is available. In addition to the GE requirements, the student should complete 18 units of required biology course work, and sufficient elective credits to total 60 units. Students who intend to transfer are strongly encouraged to complete either the Intersegmental General Education Transfer Curriculum
(IGETC) or the California State University General Education – Breadth (CSU GE) requirements. (See Graduation/Associate Degree Requirements and Transfer Information.)

**Required Courses** (10 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110, General Molecular Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL 120, General Organismal, Ecological and Evolutionary Biology</td>
<td>5</td>
</tr>
<tr>
<td>Elective</td>
<td>8</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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</table>

**Program Electives** (8 or more units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201, General Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 202, General Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 204, General Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 110, 120, General Chemistry</td>
<td>10</td>
</tr>
</tbody>
</table>

Specific areas of study, e.g., Environmental Science, Anatomy, Physiology, Microbiology, etc. should be arranged with the assistance of the biology faculty. The faculty suggests that appropriate courses in chemistry, physics, and mathematics be taken concurrently with the biology courses.

**Suggested Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 140, Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 101, 102, Introductory Physics</td>
<td>8</td>
</tr>
</tbody>
</table>

Completion of this degree is only a partial fulfillment of the requirements for transfer as a Biology major to an institution granting a baccalaureate degree. (See Graduation/Associate Degree Requirements.)

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
knowledge of biology in general and their bodies in particular. Topics discussed include the scientific method, cell biology, genetics, evolution, aging, major concepts of structure, function and pathology of most organ systems, as well as how humans interact with their internal and external environment. (CSU, UC, AVC)

BIOL 103 INTRODUCTION TO BOTANY
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
This is an introduction course in the study of plants. This course deals with the structure of plants, how plants grow and function and types of plants. Plant ecology and geography will also be discussed. (CSU, UC, AVC)

BIOL 104 ENVIRONMENTAL BIOLOGY
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL and MATH 070.
A general education biology course dealing with current environmental issues. Topics include environmental sustainability, ecological principles, human population impact, energy, climate change, species extinction, pollution and toxic wastes. (CSU, UC, AVC)

BIOL 110 GENERAL MOLECULAR CELL BIOLOGY
5 units
7 hours weekly
(4 hours lecture, 3 hours lab)
Prerequisite: Completion of MATH 102 and CHEM 110.
Advisory: Completion of a general biology course is recommended, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

BIOL 120 GENERAL ORGANISMAL, ECOLOGICAL AND EVOLUTIONARY BIOLOGY
5 units
7 hours weekly
(4 hours lecture, 3 hours lab)
Prerequisite: Completion of MATH 102.
Advisory: Completion of a general biology course and/or BIOL 110, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

BIOL 201 GENERAL HUMAN ANATOMY
4 units
8 hours weekly
(2 hours lecture, 6 hours lab)
Prerequisite: Completion of BIOL 100 or 101 or 102 or 110 or 120.
Advisory: Eligibility for College Level Reading and MATH 070.
Introduction to the structure and function of the human body. Included are lectures and demonstrations using models, isolated specimens and multimedia images of human anatomy. Laboratory study includes demonstrations and dissections of a cat and other animal and human material, including the cadaver. Completion of this class requires full participation and use of all lab materials. NOTE: This course is taken by students who wish to enter the Associate Degree Nursing Program, students who plan to combine their education in various healthcare fields, and students who plan to transfer to four-year institutions to major in biology. (C-ID: BIOL 110B) (CSU, UC, AVC)

BIOL 202 GENERAL HUMAN PHYSIOLOGY
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
Prerequisite: Completion of BIOL 201 and CHEM 101.
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 070.
An analysis of basic processes of the human body, emphasizing the coordinated physical and chemical mechanisms of cell biology, neuromuscular, cardiovascular, respiratory, digestive, skeletal, integumentary, immune, renal, endocrine and reproductive systems. Includes work with computerized instrumentation and living animals. Completion of this course requires full participation and use of all laboratory materials. NOTE: This course is necessary for students entering many healthcare professions including the Associate Degree Nursing
Biology and Environmental Sciences

Program. It is also applicable for transfer students in the biological sciences. (C-ID: BIOL 120B) (CSU, UC, AVC)

BIOL 204 GENERAL MICROBIOLOGY
5 units
9 hours weekly
(3 hours lecture, 6 hours lab)
Prerequisite: Completion of BIOL 101 or 110 or 120, and CHEM 101.
Advisory: Completion of BIOL 201, BIOL 202, CHEM 102, COMM 103 and ENGL 101/ENGL 101SL.
This course is designed to present an overview of the biology of microorganisms including bacteria, viruses, protozoa, fungi and helminths. Information is directed towards students in preprofessional programs for nursing, dental hygiene, surgical technology, physicians assistant, food science, environmental monitoring, animal and crop sciences as well as biological science majors. Wherever possible, new development in Biotechnology, Virology and Immunology are discussed to provide students with current knowledge in this important field of science. The laboratory introduces a broad spectrum of microorganisms and the concepts and techniques required to identify and classify unknown bacteria. (CSU, UC, AVC)

BIOL 205 INTRODUCTION TO BIOTECHNOLOGY
3 units
5 hours weekly
(2 hours lecture, 3 hours lab)
Prerequisite: Completion of BIOL 110 or higher, and CHEM 101 or higher.
Advisory: Completion of BIOL 204, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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. (CSU, UC, AVC)
Definition
A wide variety of business courses are offered for both the transfer and non-transfer student. First- and second-year transferable courses are available for the student who is preparing for a four-year degree. Certificate and associate degree programs are offered for all students who desire to upgrade their business skills.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:            ext. 6327
Laureano Flores  ext. 6327
Administrative Assistant: Rosie Heasley ext. 6327
Clerical Assistant III: Leyla Barber ext. 6327
Department Chair: Stacey Adams ext. 6377
Faculty:         ext. 6901
David Adams     ext. 6374
Dr. Edward Beyer ext. 6898
Kathy Osburn    ext. 6175
Deborah Sullivan-Ford ext. 6327
Adjunct Faculty: To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.             V.M.
Violet Christopher 2965
Richard Fleishman 2424
Lawrence Hales 2336
Chris Hamilton 2511
Heather Hines 2341
Lisa Kincaid 2344
Chuck Kokoska 2284
Dan Ledbetter 2142
Gail Lofdahl 2658
Joyce Maiden 2301
David Ranish 2990
Leanna Vendro 2479
Larry Veres 2910
Sharon Wilson 2058
Dr. Stephen Young 2465

Program Description
The Business program offers students the opportunity to recognize and respond to changing economic conditions within the business environment that determine how goods and services are produced, distributed, and consumed in a society. Students will gain the skills and knowledge needed to work within an economic system that rewards firms for their ability to perceive and serve the needs and demands of consumers. Studies in the Business program seek to continue creating strategies that allow companies to grow and compete in today’s interactive marketplace by understanding how the private enterprise system encourages competition and innovation while preserving business ethics.

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

Program Learning Outcomes

General Business
1. Understand and apply ethics to effectively operate as a business manager within the global business environment.
2. Prepare and analyze basic financial statements, financial ratios, and tax forms to assess opportunities and risks for the purpose of formulating and implementing business strategies.
3. Demonstrate written, verbal, and nonverbal communication skills required for the workplace, including the effective use of appropriate technologies, written reports, and formal presentations.
4. Demonstrate an understanding of the legal and social environment of business, in particular civil and criminal law, consumer protection, contracts, employment and personal property rights.
5. Demonstrate an understanding of economic theory, analysis, and policy applications, including supply and demand and market equilibrium, the American banking system, and the Federal Reserve System.

Business Administration
1. Understand and apply ethics to effectively operate as a business manager within the global business environment.
2. Prepare and analyze basic financial statements, financial ratios, and tax forms to assess opportunities and risks for the purpose of formulating and implementing business strategies.
3. Demonstrate written, verbal, and nonverbal communication skills required for the workplace, including the effective use of appropriate technologies, written reports, and formal presentations.
4. Demonstrate an understanding of the legal and social environment of business, in particular civil and criminal law, consumer protection, contracts, employment and personal property rights.
5. Demonstrate an understanding of economic theory, analysis, and policy applications, including supply and demand and market equilibrium, the American banking system, and the Federal Reserve System.

Associate in Science in Business Administration for Transfer
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.

Certificate Program

General Business

The following courses (30-32 units) are required for the Business certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in office management, sales, customer service, or human resources, or may apply their knowledge and skills as an entrepreneur.

A maximum of 6 pass/no pass units will be accepted for a Business certificate.

Required Courses: units

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 111, Bookkeeping or ACCT 201, Financial Accounting</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>BUS 101, Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 105, Business Mathematics or MATH 115, Statistics or MATH 124, Finite Math</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>BUS 111, Business English</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 113, Business Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 201, Business Law</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech. or CIS 101, Intro. to Computer Information Science</td>
<td>3</td>
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<tr>
<td>ECON 101, Principles of Macroeconomics or ECON 102, Principles of Microeconomics</td>
<td>3</td>
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</table>

Program Electives: units

Select 6 units from the following program electives.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 111, Bookkeeping</td>
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<td></td>
</tr>
<tr>
<td>ACCT 113, Bookkeeping II</td>
<td>3</td>
<td></td>
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<tr>
<td>ACCT 115, Payroll Bookkeeping</td>
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<td></td>
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<tr>
<td>ACCT 201, Financial Accounting</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BUS 199, Occupational Work Experience</td>
<td>1-8</td>
<td></td>
</tr>
<tr>
<td>BUS 203, Business Law</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 212, Women in Organizations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CA 111, Word Processing—Microsoft Word</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CA 121, Microcomputer Spreadsheets</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 101, Introduction to Computer Information Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECON 101, Principles of Macroeconomics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECON 102, Principles of Microeconomics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECON 110, Economics of the Underclass</td>
<td>3</td>
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</tbody>
</table>

Total 30-32

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 101, Management Principles</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGT 105, Elements of Supervision</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKTG 101, Principles of Marketing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OT 101, Beginning Computer Keyboarding</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>RE 101, Real Estate Principles</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Associate Degrees

General Business

The requirements for an associate degree in General Business may be satisfied by completing the General Business certificate, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for entry-level career opportunities in areas such as marketing, purchasing, retail, sales, customer service, accounting, and entrepreneurship. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>BUS 101, Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105, Business Mathematics or MATH 115, Statistics or MATH 124, Finite Math</td>
<td>3-5</td>
</tr>
<tr>
<td>BUS 111, Business English</td>
<td>3</td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech. or CIS 101, Intro. to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
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<tr>
<td>Total 15-17</td>
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</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>ACCT 111, Bookkeeping or ACCT 201, Financial Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
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<tr>
<td>Total 15-16</td>
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</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>BUS 113, Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201, Business Law</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101, Principles of Macro-economics or ECON 102, Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td>(BUS 212 or MGT 212 recommended)</td>
<td></td>
</tr>
</tbody>
</table>
### Business Administration

This major is for the business student who intends to complete the associate degree and transfer to a four-year institution.

A maximum of 6 pass/no pass units will be accepted for this degree.

The requirements for an associate degree in Business Administration may be satisfied by completing the required core lower-division Business Administration courses (27-28 units), 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. They are well prepared for entry-level career opportunities in areas such as marketing, advertising, purchasing, retail, retail management, sales, sales management, human resources, customer service, accounting, communication, financial administration, operations, project management, health services administration, and entrepreneurship. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

#### Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCT 201</td>
<td>Financial Accounting</td>
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<tr>
<td>ACCT 205</td>
<td>Managerial Accounting</td>
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<tr>
<td>BUS 201</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CA 103</td>
<td>Intro. to Computers and Dig. Tech. or CIS 101, Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>ECON 102</td>
<td>Principles of Microeconomics</td>
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<tr>
<td>MATH 124</td>
<td>Finite Math or MATH 150, Calculus and Analytic Geometry or MATH 115, Statistics</td>
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<tr>
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#### Total 27-28 units

#### Program Electives:

Select 3-5 units from the following program electives.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 113</td>
<td>Bookkeeping II</td>
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<tr>
<td>ACCT 115</td>
<td>Payroll Bookkeeping</td>
<td>2</td>
</tr>
<tr>
<td>BUS 199</td>
<td>Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>BUS 203</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Women in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>CA 103</td>
<td>Intro. to Computers and Dig. Tech.</td>
<td>3</td>
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<td>CA 111</td>
<td>Word Processing—Microsoft Word</td>
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<td>CA 121</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>ECON 110</td>
<td>Economics of the Underclass</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Management Principles</td>
<td>3</td>
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<td>MGT 105</td>
<td>Elements of Supervision</td>
<td>3</td>
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<tr>
<td>MKTG 101</td>
<td>Principles of Marketing</td>
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<td>OT 101</td>
<td>Beginning Computer Keyboarding</td>
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<tr>
<td>RE 101</td>
<td>Real Estate Principles</td>
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</table>

#### Recommended Plan of Study

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
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<tr>
<td>Course from GE requirement Area D2</td>
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#### Total 12 units

#### Second Semester

<table>
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<th>Course Title</th>
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<tr>
<td>ECON 102</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 124</td>
<td>Finite Math or MATH 150, Calculus and Analytic Geometry or MATH 115, Statistics</td>
<td>4-5</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
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#### Total 16-17 units

#### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 201</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
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<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
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<tr>
<td>(BUS 212 or MGT 212 recommended)</td>
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<tr>
<td>Elective</td>
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#### Total 16 units

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 205</td>
<td>Managerial Accounting</td>
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</tr>
<tr>
<td>CA 103</td>
<td>Intro. to Computers and Dig. Tech. or CIS 101, Introduction to Computer Information Science</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
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<td>Course from GE requirement Area E</td>
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<tr>
<td>Elective</td>
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</table>

#### Total 16 units

#### Degree Total 60 units

### Associate in Science in Business Administration for Transfer

The Associate in Science in Business Administration for Transfer (AS-T Business Administration) 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 for Transfer (AS-T in Business Administration) 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 for Transfer (AS-T in Business Administration) 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.

Required Courses

- ACCT 201, Financial Accounting 4
- ACCT 205, Managerial Accounting 4
- *ECON 101, Principles of Macroeconomics 3
- *ECON 102, Principles of Microeconomics 3
- BUS 201, Business Law 3

Required Electives A

Select 4 units from the following:

- *MATH 115, Statistics 4

Required Electives B

Select 6-7 units from the following:

- CIS 101, Introduction to Computer Information Science
- CA 103, Intro. to Computers and Dig. Tech. or
- CA 221, Computer Concepts & Applications in Business 3-4
- BUS 101, Introduction to Business or
- BUS 113, Business Communications 3

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>ECON 102, Principles of Microeconomics (CSU GE D2)</td>
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<td>Required Elective B</td>
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<tr>
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<td>CSU GE requirement Area A2</td>
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</tr>
<tr>
<td></td>
<td>CSU GE requirement Area C1</td>
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<tr>
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<td>CSU GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15-16</strong></td>
</tr>
</tbody>
</table>

| Second Semester | | |
| | ACCT 201, Financial Accounting | 4 |
| | ECON 101, Principles of Macroeconomics (CSU GE D2) | 3 |
| | Required Elective B | 3-4 |
| | CSU GE requirement Area A1 | 3 |
| | **Total** | **13-14** |

| Third Semester | | |
| | ACCT 205, Managerial Accounting | 4 |
| | BUS 201, Business Law | 3 |
| | CSU GE requirement Area A3 | 3 |
| | CSU GE requirement Area B2/B3 | 3-4 |
| | CSU GE requirement Area C | 3 |
| | **Total** | **16-17** |

| Fourth Semester | | |
| | MATH 115, Statistics (Required Elective A) (CSU GE B4) | 4 |
| | CSU GE requirement Area C2 | 3 |
| | CSU GE requirement Area D | 3 |
| | CSU GE requirement Area B1/B3 | 3-4 |
| | *CSU Transferable Electives | 1 |
| | **Total** | **14-15** |

*Electives should be taken from other courses within the major.

Transfer

Students planning to transfer to a four-year college or university after AVC are strongly advised to follow the Business Administration degree and should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
Business Courses

BUS 101 *INTRODUCTION TO BUSINESS  
3 units  
3 hours weekly  
*Advisory: Eligibility for College Level Reading and ENGL 099. 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) (CSU, UC, AVC)

BUS 105 *BUSINESS MATHEMATICS  
3 units  
3 hours weekly  
*Advisory: Eligibility for READ 099 and MATH 070. Business Mathematics presents the basic principles of mathematics used in business operations. This course applies mathematics to daily business experiences and includes practical application of equations, formulas, and arithmetic processes essential to business. (AVC)

BUS 111 *BUSINESS ENGLISH  
3 units  
3 hours weekly  
*Advisory: Eligibility for ENGL 099 and READ 099. This course presents the principles of effective written and spoken communication styles applicable to business or professional careers. Business English is a comprehensive review and reinforcement of the fundamentals of English grammar and style, punctuation, word usage, vocabulary, writing mechanics, and sentence, paragraph, and business document construction. (AVC)

BUS 113 *BUSINESS COMMUNICATIONS  
3 units  
3 hours weekly  
*Prerequisite: Completion of ENGL 101/ENGL 101SL.  
*Advisory: Completion of BUS 111. 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)

BUS 121 *FUNDAMENTALS OF INVESTMENT AND PERSONAL FINANCE  
3 units  
3 hours weekly  
*Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 070. This course provides an introduction to the principles of investments and money management. It will introduce students to personal finance practices, the variety of assets an individual investor may accumulate, their institutional settings and valuation with primary focus on stocks, bonds, and mutual funds as wealth accumulation instruments. (CSU, AVC)

BUS 199 *OCCUPATIONAL WORK EXPERIENCE  
1–8 units  
hours vary  
*Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation. Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

BUS 201 *BUSINESS LAW  
3 units  
3 hours weekly  
*Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL. 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) (CSU, UC, AVC)
BUS 203 *BUSINESS LAW
3 units
3 hours weekly
Advisory: Completion of BUS 201, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
This course examines our commercial environment, including business ethics, the law of property, wills, estates, trusts, the various forms of business organization, creditor’s rights, secured transactions, bankruptcy, securities along with securities regulation, international law and government regulation of business. Students will be challenged in areas of critical analysis, logic and reasoning. (CSU, UC, AVC)

BUS 212 *WOMEN IN ORGANIZATIONS
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
This transfer-level course is designed to identify and compare differences in gender communication and workplace diversity in an organizational setting. Awareness of the differences in both genders is emphasized to improve interaction between genders in business settings. The effects of gender communication and workplace diversity on the specific ethnic groups of African American, Asian American, Latino, and Native American women are examined. Special emphasis is placed on how gender impacts the outlook regarding work in organizations, the differences in work/life prioritization, and evaluation of work performance based on gender-specific criteria. The course will evaluate the role of women in such areas as enhanced employee relations, goal setting, networking, competing, sexism, mentoring, and career leadership planning. (CSU, AVC)
Definition
Chemistry is the discipline of science that explores the physical and chemical laws that define fundamental elemental interactions and hence the composition, properties and reactivity of all matter.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Dr. Leslie Uhazy ext. 6415
Administrative Assistant:
Wendy Cios ext. 6415
Clerical Assistant III:
Suzanne Olson ext. 6415
Department Chair:
Christos Valiotis ext. 6422
Lab Technician:
Reynal Palafox Rosas ext. 6273
Faculty:
Dr. Jeffery Cooper ext. 6953
Dr. Jessica Harper ext. 6434
Carlos Hernandez ext. 6431
Dr. David Newman ext. 6433
Dr. Alexandra Schroer ext. 6922
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
Dr. Yonis Ahmed 2285
Ramona Blanski 2235
Dr. Daniel Evans 2441
Dr. Kamran Ghiassi 2345
Brian Kimball 2715
Vinita Kulkarni 2939
Dr. Gurcharan Rahi 2317
Nash Saleh 2131
Neena Suri 2076
Michael Tinnirello 2233

Distinctive Features
Traditional teaching may be supplemented with computer and Internet-based instruction. Laboratory activities provide “hands-on” experimentation and discovery into the natural, physical and chemical characteristics of the earth and our universe. Engineering and life science applications may be presented and computer-based data acquisition and analysis may assist in some lab instruction.

Career Options
Biochemistry
Chemist
Pharmacy
(These careers require education beyond the two-year college level.)

Program Learning Outcomes

Associate in Science in Chemistry for Transfer
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

Associate in Science in Chemistry for Transfer
The Associate in Science in Chemistry for Transfer (AS-T in Chemistry) degree offers students a fundamental knowledge of chemistry and its relation to science, technology, and engineering. Students will enhance their problem solving and critical thinking skills by employing scientific principles.

The Associate in Science in Chemistry for Transfer (AS-T in Chemistry) 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.

(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.

*This degree may only be earned by completing the Intersegmental General Education Transfer Curriculum (IGETC) for STEM Requirements. Please consult a counselor for additional information.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CHEM 110, General Chemistry</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>CHEM 120, General Chemistry</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>CHEM 210, Organic Chemistry</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CHEM 220, Organic Chemistry</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>*MATH 150, Calculus and Analytic Geometry</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>MATH 160, Calculus and Analytic Geometry</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PHYS 110, General Physics</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PHYS 120, General Physics</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

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### Chemistry Courses

**CHEM 101  INTRODUCTORY CHEMISTRY**

5 units  
7 hours weekly  
(3 hours lecture, 1 hr SAS, 3 hours lab)  
**Prerequisite:** Completion of MATH 102 or higher.  
**Advisory:** Eligibility for College Level Reading and ENGL 099.

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) (CSU, UC, AVC)

**CHEM 102  *INTRODUCTORY CHEMISTRY* (ORGANIC & BIOCHEMISTRY)**

4 units  
6 hours weekly  
(3 hours lecture, 3 hours lab)  
**Prerequisite:** Completion of CHEM 101.

This course is a basic study of molecular structure, bonding, nomenclature, reactivity and other physical and chemical properties of organic compounds. An emphasis will be placed on the preparations, reactions, and naming of organic and biological compounds. The laboratory generally evaluates material that is being studied in lecture. The students learn to use and interpret the data obtained by the use of general organic laboratory techniques and equipment. The course is intended for those planning to earn a degree in an allied health science or a related field. (CSU, UC, AVC)

**CHEM 110  GENERAL CHEMISTRY**

5 units  
7 hours weekly  
(4 hours lecture, 3 hours lab)  
**Prerequisite:** Completion of MATH 102.  
**Advisory:** Completion of CHEM 101, and Eligibility for College Level Reading and ENGL 099.

Introduces the atom and its largest subatomic particles. Describes and quantifies, where possible, how these particles and the nature of the atom are involved in chemical reactions, physical state, chemical energy, and bonding models. Algebra is used extensively to solve problems involving quantities. Examines chemical theory in the context of familiar phenomena. Theories are tested and evaluated in the laboratory. One hour of lecture time may be reserved for small group activities and analysis. This course is designed for science, mathematics and related majors. (C-ID: CHEM 110) (CSU, UC, AVC)

**CHEM 120  GENERAL CHEMISTRY**

5 units  
9 hours weekly  
(3 hours lecture, 6 hours lab)  
**Prerequisite:** Completion of CHEM 110 and MATH 140.  
**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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 biochemistry. Examines chemical theory in the context of familiar phenomena. Theories are tested and evaluated in the laboratory. One hour of lecture time is reserved for small group activities and analysis. This course is designed for science, mathematics and related majors. (CSU, UC, AVC)

**CHEM 205  QUANTITATIVE ANALYSIS**

4 units  
6 hours weekly  
(3 hours lecture, 3 hours lab)  
**Prerequisite:** Completion of ENGL 101/ENGL 101SL and CHEM 120.  
**Advisory:** Eligibility for College Level Reading and MATH 150.

Quantitative, gravimetric, volumetric, and instrumental methods of analysis. Stoichiometric calculations and applications of principles of chemical equilibrium to analytical problems. Laboratory accuracy is required. The theory and practice of some of the more modern techniques of instrumental method are studied. This course is applicable for students interested in working in a variety of careers including biotechnology, research, environmental laboratories, medical laboratories, crime laboratories, and government agency laboratories. (CSU, AVC)
CHEM 210 ORGANIC CHEMISTRY
4 units
8 hours weekly
(2 hours lecture, 6 hours lab)
Prerequisite: Completion of CHEM 120.
This course is a study of molecular structure, bonding, nomenclature, stereochemistry, spectral and other physical properties of organic compounds. A major topic will be the preparations, reactions and reaction mechanisms of organic compounds. The laboratory generally evaluates material that is being studied in lecture. Students learn to use and interpret the data from various equipment available in the laboratory. The course is intended for those planning to pursue a four-year degree in science or a related field. (C-ID: CHEM 150) (CSU, UC, AVC)

CHEM 220 ORGANIC CHEMISTRY
4 units
8 hours weekly
(2 hours lecture, 6 hours lab)
Prerequisite: Completion of CHEM 210.
This course is a continuation of the study of molecular structure, bonding, nomenclature, stereochemistry, spectral and other physical properties of organic compounds. A major topic will be the preparations, reactions, and reaction mechanisms of organic compounds. A short introduction will be given covering biochemical topics. The laboratory generally follows material that is being studied in lecture. The course is intended for those planning to pursue a four-year degree in science or a related field. (CSU, UC, AVC)
Definition
Child and Family Education is the study of three major areas addressing the needs of the child and family. They are: the physical, social, emotional and intellectual development of the child; the child in a social and educational setting outside the home; and studies concerned with parenting in modern society.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Dr. L. Tom O’Neil ext. 6482
Administrative Assistant: Christi Crosby ext. 6482
Clerical Assistant III: Bettie Negrete ext. 6482
Child Development Center: Dr. Katarina Orlic-Babic, Director ext. 6250
Department Chair: Andrea Sanders ext. 6502
Faculty: Andrea Sanders ext. 6502
Adjunct Faculty: To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M. Geraldine Baden 2064
Kimberly Barker 2267
Linda Brown 2268
Matt Case 2470
Etawnya Clifford 2120
Julie Ferebee 2270
Ebonie Hubbard 2269
Stephanie Lester 2653
Suzy Love 2389
Harriet Miles 2920
Dr. Katarina Orlic-Babic ext. 6250
Diane Stein 2926

Program Description
The Child and Family Education curriculum is designed to meet the needs of students who wish to qualify for work with groups of young children under private or public auspices. The following courses will meet this requirement: CFE 101, 102, 103, and one of the following: CFE 104, 105, 106 or 114. The certificate program is designed to enable students to gain employment at the entry level in selected occupational areas. Completion of certificate qualifies students for the California Child Development Permit.

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

Distinctive Features
The quality of instruction and the varying educational and professional backgrounds of the faculty provide a program that meets the diverse demands of the many career options. Students receive “hands-on” learning experiences which include observations at different locations and participation with young children. Current texts are used along with films, videos, and other media to implement and support the instruction. Lecture sessions include discussion of material and question and answer periods concerning the material and locations observed during field trips.

Career Options
Assistant Teacher
Child Development Specialist
Child Mental Health Specialist
Children’s Center Supervisor
Children’s Center Teacher
Early Childhood Education Aide
Early Childhood Education Director
Early Childhood Education Teacher
Elementary School Teacher
Family and Child Counselor
Family Day Care Provider
Infant/Toddler Teacher
Parent Education/Adult Education
Pediatric Worker
Psychologist
Social Worker
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes
School-Aged Child Care
1. Students will integrate needs, characteristics, and multiple influences on the development of children birth to age eight as they develop, implement, and evaluate early childhood program practices.
2. Students will intentionally use systematic observations, documentation, and other assessment strategies in the design, implementation, and evaluation of environments, curricula, and activities that support learning through developmental play and positive learning outcomes.
3. Students will demonstrate positive interaction strategies that support all children’s learning, identity, and self-confidence.
4. Students will develop strategies that promote respectful, reciprocal partnerships between program teachers, families, and their communities.
5. Students will evaluate and incorporate ethical standards and professional behaviors that deepen understanding, knowledge, and commitment to the early childhood profession.
Associate in Science in Early Childhood Education for Transfer
1. Students will integrate needs, characteristics, and multiple influences on the development of children birth to age eight as they develop, implement, and evaluate early childhood program practices.
2. Students will intentionally use systematic observations, documentation, and other assessment strategies in the design, implementation, and evaluation of environments, curricula, and activities that support learning through developmental play and positive learning outcomes.
3. Students will demonstrate positive interaction strategies that support all children’s learning, identity, and self-confidence.
4. Students will develop strategies that promote respectful, reciprocal partnerships between program teachers, families, and their communities.
5. Students will evaluate and incorporate ethical standards and professional behaviors that deepen understanding, knowledge, and commitment to the early childhood profession.

Certificate Programs
The Child and Family Education and the School-Aged Child Care Certificates can be pursued concurrently.

Child and Family Education
The Child and Family Education curriculum is designed to meet the needs of students who wish to qualify for work with groups of young children under private or public auspices.

Required Courses (33 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFE 101, Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CFE 102, The Developing Child</td>
<td>3</td>
</tr>
<tr>
<td>CFE 103, The Child in Family/Community Relationships</td>
<td>3</td>
</tr>
<tr>
<td>CFE 104, Literature for Children</td>
<td>3</td>
</tr>
<tr>
<td>CFE 105, Discovery-Based Education for Children</td>
<td>3</td>
</tr>
<tr>
<td>CFE 106, Creative Experiences for Children</td>
<td>3</td>
</tr>
<tr>
<td>CFE 115, Guiding Children’s Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CFE 201, Child Development Practicum-Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CFE 202, Child Development Practicum-Emergent Leadership</td>
<td>3</td>
</tr>
<tr>
<td>CFE 211, Health, Safety, and Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

Program Electives (3 units):

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 3 units from the following:</td>
<td></td>
</tr>
<tr>
<td>ART 160, Painting and Drawing Techniques</td>
<td>1.5</td>
</tr>
<tr>
<td>CFE 107, Literacy for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>CFE 109, Supervision and Admin. of Childhood Programs I</td>
<td>3</td>
</tr>
<tr>
<td>CFE 110, Supervision and Admin. of Childhood Programs II</td>
<td>3</td>
</tr>
<tr>
<td>CFE 111, Supervising Adults in Child Care Settings</td>
<td>2</td>
</tr>
<tr>
<td>CFE 113, Inclusive Classrooms for Nurturing Exceptional Children</td>
<td>3</td>
</tr>
<tr>
<td>CFE 114, Music &amp; Movement Education for the Young Child</td>
<td>3</td>
</tr>
</tbody>
</table>

School-Aged Child Care
This program will meet the needs of students planning to qualify to work with school-aged children in child care centers under public or private auspices.

Required Courses:

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<td>CFE 104, Literature for Children</td>
<td>3</td>
</tr>
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<td>CFE 105, Discovery-Based Education for Children</td>
<td>3</td>
</tr>
<tr>
<td>CFE 106, Creative Experiences for Children</td>
<td>3</td>
</tr>
<tr>
<td>CFE 201, Child Dev. Practicum-Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CFE 202, Child Development Practicum-Emergent Leadership</td>
<td>3</td>
</tr>
<tr>
<td>CFE 211, Health, Safety, and Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>CFE 212, School Aged Programs</td>
<td>3</td>
</tr>
<tr>
<td>CFE 213, Curriculum Strategies for School-Aged Programs</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
</tr>
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<td>CFE 111, Supervising Adults in Child Care Settings</td>
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<td>CFE 113, Inclusive Classrooms for Nurturing Exceptional Children</td>
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</tr>
<tr>
<td>CFE 114, Music &amp; Movement Education for the Young Child</td>
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</tr>
</tbody>
</table>

Associate Degrees
The requirements for an associate degree in Child and Family Education and School-Aged Child Care may be satisfied by completing the respective certificate program in addition to the associate degree requirements. Students who intend
to transfer are strongly encouraged to complete either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE) requirements. (See Graduation/Associate Degree Requirements and Transfer Information.)

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 principals of Early Childhood and School Age child development.

The associate degree will also provide students with a broad range of knowledge with which to evaluate the learning environment and analyze the dynamics of teaching in child care settings.

Child and Family Education courses can be included in the requirements for the associate degree in Family and Consumer Education. (Please see Family and Consumer Education Program.)

**Associate in Science in Early Childhood Education for Transfer**

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. Students who successfully complete this degree are guaranteed admission with junior status to the CSU system, but not to a specific campus or major. The student will receive priority admission to the local CSU campus and to a program or major that is similar to his or her community college major or area of emphasis.

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:
   1. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   2. 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.

**Required Courses**

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<tr>
<td>CFE 103, The Child in Family &amp; Community Relationships</td>
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<td>CFE 105, Discovery-Based Education for Children</td>
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<td>CFE 116, Diversity in Early Childhood Education</td>
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<tr>
<td>CFE 201, Child Dev. Practicum-Observation &amp; Assessment</td>
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<td>CFE 202, Child Dev. Practicum-Emergent Leadership</td>
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<tr>
<td>CFE 211, Health, Safety &amp; Nutrition for the Young Child</td>
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*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

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<tr>
<th>Semester</th>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tr>
<td>Units</td>
<td>CFE 101, Introduction to Early Childhood Education</td>
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<td>CFE 102, The Developing Child</td>
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<td>CSU GE requirement Area A2</td>
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<td>CSU GE requirement Area D</td>
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<td>CSU GE requirement Area C1</td>
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<td>CSU GE requirement Area E</td>
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CSU GE or IGETC Pattern 37-39
CSU Transferable Elective Units to reach Degree Total 60

*Electives should be taken from other courses within the discipline.

Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Child and Family Education Courses

CFE 101 *INTRODUCTION TO EARLY CHILDHOOD EDUCATION
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Designed for students planning to work in early childhood care and education settings, this course will provide an overview of early childhood programs, their histories, philosophies, emphases, and methods. Students will review theories of learning and development, philosophies of educating young children, assessment practices, the development of curriculum, and early childhood program models. Developmentally appropriate practices and the interactive influences of culture, family, and individual needs on environmental and curriculum planning will be discussed. Students will conduct directed observations of early childhood programs in the community. A current TB clearance may be required. (C-ID: ECE 120) (CSU, AVC)

CFE 102 *THE DEVELOPING CHILD
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Designed for students planning to work in early childhood and school-age settings, this course will provide a study of child growth and development from conception through adolescence. Developmental theory, patterns of child behavior, and the physical, social, emotional and cognitive development of the child within family and cultural contexts will be examined. Child observation in home, community, and classroom settings will be emphasized. A current TB clearance may be required. (C-ID: CDEV 110) (CSU, AVC)

CFE 103 *THE CHILD IN FAMILY AND COMMUNITY RELATIONSHIPS
3 units
3 hours weekly
Prerequisite: Completion of CFE 102.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Designed for students planning to work in early childhood and school-age settings, this course will examine the interaction of the child, family, peers, school, media, and community upon child development. The influence of diverse ethnicities, cultures, languages, social classes, gender roles, and individual abilities and the impact of family behavior, morals, values, and attitudes upon child development will be explored. Directed observation in early childhood and school-age settings will be emphasized. A current TB clearance may be required. (C-ID: CDEV 110) (CSU, UC, AVC)

CFE 104 *LITERATURE FOR CHILDREN
3 units
3 hours weekly
Prerequisite: Completion of CFE 102.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Designed for students planning to work in early childhood and school-age settings, this course will introduce a variety of quality literary selections and the pleasures gained from reading, listening to, and viewing children’s literature for pleasure and informational purposes. Students will examine literary theories and genres and discuss literary preferences and responses of learners, while identifying and describing, children’s fiction and non-fiction literature. Students will learn strategies and techniques to apply when presenting literature in early childhood and school-age programs. This course may be used with CFE 107 to satisfy the 6-unit specialization requirement for the Master Teacher level of the Child Development Permit. A current TB clearance may be required. (CSU, AVC)

CFE 105 *DISCOVERY-BASED EDUCATION FOR CHILDREN
3 units
3 hours weekly
Prerequisite: Completion of CFE 102.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Designed for students planning to work in early childhood and school-age settings, this course will explore discovery-based, developmentally appropriate education experiences for young children in four integrated curriculum areas: language arts, science, mathematics and social studies. Students will analyze and evaluate methods of investigative and inquiry-based instruction, explore the value of a discovery approach to curriculum, and learn to apply theories of child growth and development in the evaluation of children’s learning
CFE 106 *CREATIVE EXPERIENCES FOR CHILDREN
3 units
3 hours weekly
Limitation on Enrollment: TB skin test clearance within the past year.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Designed for students planning to work in early childhood and school-age 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 backgrowth knowledge. Students will critique early childhood literacy experiences while conducting directed observations in early childhood settings. This course may be used with CFE 104 to satisfy the 6-unit specialization requirement for the Master Teacher Child Development Permit. A current TB clearance may be required. (CSU, AVC)

CFE 109 *SUPERVISION AND ADMINISTRATION OF CHILDHOOD PROGRAMS I
3 units
3 hours weekly
Prerequisite: Completion of any six units in CFE courses.
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL, and MATH 070, and on-the-job experience in preschool, day care, or before-and-after school age care.
Designed for students with prior experience in infant-toddler, preschool or school-age programs, this course will teach principles and practices related to the supervision and operation of child care and educational programs for preschool and school-aged children. Topics include: Titles 5 and 22 guidelines, organizational structures, budgeting, staff relationships, staff-parent relationships, record-keeping, reporting, and maintaining relationships with community and regulatory agencies. This course provides three of the six units in supervision and administration required to direct licensed child care programs and for the Site Supervisor and Program Director levels of the Child Development Permit. (CSU, AVC)

CFE 110 *SUPERVISION AND ADMINISTRATION OF CHILDHOOD PROGRAMS II
3 units
3 hours weekly
Prerequisite: Completion of CFE 109.
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL, and MATH 070, and on-the-job experience in preschool, day care, or before-and-after school age care.
Designed to supplement the information presented in CFE 109, this course will provide students with an in-depth study of the administration and management of child care and education programs. Topics include: business plans, personnel management, proposal and grant writing, advocacy, Title 5 and 22 regulations, updates of regulatory laws and licensing, current research in the field of child care and education, professional growth, and community involvement. This course provides three of the six units in supervision and administration required to direct licensed child care programs and for the Site Supervisor and Program Director levels of the Child Development Permit. (CSU, AVC)

CFE 111 *SUPERVISING ADULTS IN CHILD CARE SETTINGS
2 units
2 hours weekly
Prerequisite: Completion of CFE 101, CFE 102, and CFE 103.
This class explores methods and principles of supervising adults in early childhood education settings. Emphasis will be on the role of experienced teachers and administrators acting as mentors to new teachers while addressing other classroom needs. This course is required for Master Teacher, Site Supervisor, and Director categories of the Child Development permit, and to apply to become a mentor teacher in the California Mentor Teacher Project. (CSU, AVC)

CFE 113 *INCLUSIVE EARLY CHILDHOOD EDUCATION
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
This course will introduce students to methods and principles of evaluating and planning appropriate classroom practices and settings for young children with diverse exceptional needs. It is
designed to aid early childhood professionals in understanding and implementing programs for the inclusion of children with special needs in the least restrictive environment. Students will explore a variety of exceptional children’s needs as well as teaching strategies that welcome and enhance diversity in classroom settings. A current TB clearance may be required. (CSU, AVC)

CFE 114 *MUSIC AND MOVEMENT EDUCATION FOR THE YOUNG CHILD
3 units
3 hours weekly
Limitation on Enrollment: TB skin test clearance within the past year.
Advisory: Eligibility for College level Reading and ENGL 101/ENGL 101SL.
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
3 hours weekly
Prerequisite: Completion of CFE 102.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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
3 hours weekly
Limitation on Enrollment: TB skin test clearance within the past year.
Prerequisite: Completion of CFE 103.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
This course will assist early childhood students and professionals in building inclusive, equitable and caring communities for learning. This course examines stereotypes and bias, fosters respect for differences, and facilitates the development of tolerance, peace and justice in early childhood settings. Students will examine and develop positive intergroup attitudes and behavior and learn to modify their own teaching strategies so that children and families from different ethnic, language, cultural, ability, age and social groups will experience equal educational opportunities. (C-ID: ECE 230) (CSU, AVC)

CFE 120 *INFANT/TODDLER DEVELOPMENT
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL, and MATH 070.
Designed for students planning to work in infant/toddler programs, this course promotes an understanding of infant/toddler development, accepted infant/toddler care theories and practices, health and safety concerns, and appropriate educational and parenting strategies. Students will observe infants and toddlers in home and childcare settings and evaluate adult/child interactions in the context of care-giving relationships. A current TB clearance may be required. This course meets California licensing requirements for the care of infants and toddlers in center-based and family child care-based settings. (AVC)

CFE 122 *INFANT/TODDLER STRATEGIES
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL, and MATH 070.
Designed for students planning to work in early childhood settings, the course focuses on the child development sequences of children ages birth through age three. It includes development of appropriate learning environments, resources, and curriculum strategies for use with infants and toddlers. Students will observe infants and toddlers at home and early childhood centers and develop curriculum for use with children from birth to age three. A current TB clearance may be required. The course meets California licensing requirements for the care and education of infants and toddlers in center-based and family-based child care programs. (CSU, AVC)

CFE 150 *PARENTING: INFANCY
1 unit
18 hours total
Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099.
This course is designed to develop an awareness of the dynamics of the parent-child relationship. Focus is on the cognitive, social, emotional, and physical maturation processes as they apply to the unique nature of parenting the infant through 2 years of age. (AVC)

CFE 151 *PARENTING: THE PRESCHOOL CHILD
1 unit
18 hours total
Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099.
This course is designed to develop an awareness of the dynamics
of the parent-child relationship. Focus is on the cognitive, social, and physical maturation processes as they apply to the unique nature of parenting the preschool child ages 2-6 years. Students will be required to complete directed field observations of preschool age children as part of this course. (AVC)

**CFE 152 *PARENTING: THE ELEMENTARY AND PREADOLESCENT CHILD***

1 unit
18 hours total

**Advisory:** Eligibility for ENGL 101/ENGL 101SL and READ 099.

This course is designed to develop an awareness of the dynamics of the parent-child relationship. Focus is on the emotional, social, and physical maturation processes as they apply to the unique nature of parenting the elementary and preadolescent child. Students will be required to complete directed field observations of elementary and preadolescent children as part of this course. (AVC)

**CFE 155 *SINGLE PARENTING***

1 unit
18 hours total

**Advisory:** Eligibility for ENGL 101/ENGL 101SL and READ 099.

This course is designed to develop insights into the dynamics of the single parent-child relationship in the single family. Focus is on the social maturation process as it relates to the unique nature of the single parenting experience. The course addresses the special dynamics single parents confront in raising children both within and outside of the family. Interactions between the family, community, and various social systems will be identified and explored. (AVC)

**CFE 156 *STEP-PARENTING AND BLENDED FAMILIES***

1 unit
18 hours total

**Advisory:** Eligibility for ENGL 101/ENGL 101SL and READ 099.

This course is designed to develop an awareness of the dynamics of the parent-child relationship in a stepfamily or blended family. Focus is on the emotional and social maturation processes as they apply to this unique and ever-growing segment of the family in society. Communication and relationships both within and outside of the family are studied. Interactions between the family and the community, various social systems, and the effects on children’s development and socialization are examined and explored. (AVC)

**CFE 157 *PARENTING THE EXCEPTIONAL CHILD***

1 unit
18 hours total

**Advisory:** Eligibility for ENGL 101/ENGL 101SL and READ 099.

This course is designed to develop an awareness of the dynamics of the relationship between the parent and the child with special needs. Focus is on the cognitive, emotional, physical, and social maturation processes as they apply to the special needs child in the family. Components of parenting and varying family life circumstances will be examined and issues of diversity and social systems will be emphasized. (AVC)

**CFE 199 *OCCUPATIONAL WORK EXPERIENCE***

1–8 units

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**CFE 201 *CHILD DEVELOPMENT PRACTICUM - OBSERVATION AND ASSESSMENT***

3 units

6 hours weekly

**Limitation on Enrollment:** TB skin test clearance within the past year. Current Livescan fingerprint clearance required.

**Prerequisite:** Completion of CFE 105.

This course focuses on observation and assessment of children as it relates to the development of curriculum, preparation of classroom environments, and facilitation of classroom practices. Application of child development theory and assessment data to educational practices will be emphasized. Students will employ a variety of child observation, assessment, and documentation techniques and create learning plans using negotiated curriculum strategies. Two hours per week will be spent in the college classroom; four hours per week will be spent in a supervised early childhood classroom setting, under the direction of an approved early childhood mentor teacher. Students must 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
6 hours weekly
**Limitation on Enrollment:** TB skin test clearance within the past year. Current Livescan fingerprint clearance required.
**Prerequisite:** Completion of CFE 102, CFE 103, CFE 105, CFE 106, 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. Two hours per week will be spent in the college classroom; four hours per week will be spent in a supervised early childhood classroom setting, under the direction of an approved early childhood mentor/teacher. Students must obtain an information packet from the AVC Child Development Center four weeks before the class begins. (C-ID: ECE 210) (CSU, AVC)

CFE 211 *HEALTH, SAFETY, AND NUTRITION FOR THE YOUNG CHILD
3 units
3 hours weekly
**Limitation on Enrollment:** TB skin test clearance within the past year.
**Prerequisite:** Completion of CFE 101 and CFE 102.
**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Guidelines for creating a nutritious, safe and healthy environment for young children will be explored. While the focus of this course is on young children in educational settings, the course will be useful for parents and community volunteers as well as early childhood professionals. This course includes content in emergency preparedness, public health and safety, personal health, safety and nutrition, and emphasizes partnerships between home, school and the community. (C-ID: ECE 220) (CSU, AVC)

CFE 212 *SCHOOL AGE PROGRAMS
3 units
3 hours weekly
**Limitation on Enrollment:** TB skin test clearance within the past year.
**Prerequisite:** Completion of CFE 102 and CFE 106.
This course is designed for students employed in or planning employment in before and after school programs for elementary school children. Students will study the needs of school-age children and environments for school-aged care, review models of before and after school child care programs and develop curriculum plans. Students will learn ways to effectively support children and their families and to identify community resources available to children and families. (CSU, AVC)

CFE 213 *CURRICULUM STRATEGIES FOR SCHOOL AGE PROGRAMS
3 units
3 hours weekly
**Prerequisite:** Completion of CFE 102 and CFE 106.
Designed for those students working in or planning to work in school-age programs. Topics to be covered include creating appropriate environments, reviewing school-age program models and designing developmentally appropriate and culturally diverse curriculum experiences for before and after school-age programs. A current TB clearance may be required. (CSU, AVC)
Definition
The study of the Chinese language:
• provides the personal satisfaction of broadening one’s communicative skills,
• increases the student’s transfer options as numerous four-year schools have foreign language requirements,
• enriches foreign travel through the ability to communicate with others in their own language,
• provides exposure to the richness of cultural variety,
• fosters understanding and appreciation of one’s cultural heritage,
• opens new job opportunities,
• develops a new perspective on one’s own language and culture,
• offers salary increments in certain occupations.
The ability to speak a foreign language is often viewed as one of the hallmarks of the aware and educated individual.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Duane Rumsey  ext. 6385
Administrative Assistant:
Tangie Hunter  ext. 6385
Clerical Assistant III:
Desiree Lee  ext. 6385
Department Chair:
Cole McCandless  2349
Faculty:
position vacant  ext. 6385

Program Description
All of the courses in Chinese are transfer-level. Students learn the basic features of the languages; develop speaking, aural comprehension, reading, and writing skills; and gain an acquaintance with the literature, history and culture of the countries concerned.

Distinctive Features
In addition to classroom instruction, foreign language students are exposed to publications, films, recordings, and videotapes in the languages being studied. Further enrichment is provided by field trips to activities as diverse as foreign restaurants or Oktoberfests.

Career Options
Banking
Consular and Junior Foreign Service Officer
Import and Export Business
International Business
International Relations
Medicine

Nursing
Overseas Employment
Police Work
Social Security Office
Teacher
Translating and Interpreting
Social Services
(Some of these careers may require education beyond the two-year college level.)

Certificate Program
Certificate not applicable.

Associate Degree
An associate degree with a major in Chinese is not available. Chinese courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences or toward the General Education Requirements. (See Graduation/Associate Degree Requirements.)

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Chinese Courses

CHIN 101  *ELEMENTARY CHINESE I
5 units
5 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
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. (CSU, UC, AVC)

**CHIN 102 *ELEMENTARY CHINESE 2*

*5 units*

*5 hours weekly*

**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. (CSU, UC, AVC)

**CHIN 201 *INTERMEDIATE CHINESE*

*5 units*

*5 hours weekly*

**Prerequisite:** Completion of CHIN 102.

This course is for students who have completed Chinese 102 and wish 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 will interact with more sophisticated authentic language in context in order to facilitate the practice of nuanced communicative strategies and techniques, such as offering praise, indicating disapproval, summarizing conflicting opinions, giving consent, advocating a position, and narrating events in greater detail and precision. 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. (CSU, UC, AVC)

**CHIN 202 *INTERMEDIATE CHINESE*

*5 units*

*5 hours weekly*

**Prerequisite:** Completion of CHIN 201.

This course is for students who have completed Chinese 201 and wish to add complexity to and cement accuracy in 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 will interact with more sophisticated authentic language in context in order to facilitate the practice of nuanced communicative strategies and techniques, such as offering praise, indicating disapproval, summarizing conflicting opinions, giving consent, advocating a position, and narrating events in greater detail and precision. 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. (CSU, UC, AVC)
Definition
The clothing area addresses the personal and professional requirements of individuals seeking to improve their knowledge of clothing selection and construction techniques.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Dr. L. Tom O’Neil ext. 6482
Administrative Assistant:
Christi Crosby ext. 6482
Clerical Assistant III:
Betty Negrete ext. 6482
Department Chair:
Dr. Ken Shafer ext. 6906
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M. Lindsay Dyer 2720
Dr. Carol Dykehouse 2414
Nayma Karamanos 2146
Marshion Nowden 2685
Melissa Ramiro 2245

Program Description
The Clothing and Textiles-Fashion Design program provides professional information within the context of a humanistic perspective which considers the psychological, sociological, emotional, and physical needs of individuals. The program is designed to meet the minimum entry level qualifications for clothing occupations.

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

Distinctive Features
Students may take field trips to the garment district and fabric outlets to learn current trade practices. Students utilize current resources, equipment, and technologies.

Career Options
Alteration Shops
Apparel Manufacturing
Clothing Construction Businesses
Costume and Wardrobe Attendants
Educational Institutions
Retail Stores
Tailor Shops

Program Learning Outcomes
1. Analyze and evaluate all aspects of the apparel design/construction industry related to safe work environment, and proper use of tools, equipment, and machinery.
2. Choose appropriate fabric, commercial patterns (where applicable), and notions for construction of garments that meet industry standards.
3. Analyze and choose garment construction techniques (ranging from basic to complex), apply alteration principles, and revise proper fit for various body types while measuring industry tolerances.
4. Analyze and evaluate commercial engineering practices such as product cost, textile technologies, and industrial methods of production design and construction.
5. Examine and create original designs utilizing fashion design principles and elements, while evaluating the appropriateness of the design as related to consumer group, clientele, specific function, psychological aspects, and marketability.

Certificate Program
The Clothing and Textiles certificate requires a minimum of 33 units. A minimum of 9 units of certificate course work must be completed at AVC. (Credit earned by examination will not be included in these 9 units.)

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 100, Introduction to Fashion</td>
<td>3</td>
</tr>
<tr>
<td>CT 102, Textiles</td>
<td>3</td>
</tr>
<tr>
<td>CT 105, Principles of Sewing</td>
<td>3</td>
</tr>
<tr>
<td>CT 110, Fundamentals of Clothing Construction</td>
<td>3.5</td>
</tr>
<tr>
<td>CT 114, Principles of Clothing Selection</td>
<td>3</td>
</tr>
<tr>
<td>CT 200, Tailoring Techniques-Alterations and Fit</td>
<td>3.5</td>
</tr>
<tr>
<td>CT 212, Intermediate Construction-Pants</td>
<td>3.5</td>
</tr>
<tr>
<td>CT 222, Pattern Making by Flat Pattern</td>
<td>3.5</td>
</tr>
<tr>
<td>CT 241, Advanced Construction-Fashion Sewing</td>
<td>3.5</td>
</tr>
<tr>
<td>CT 243, Draping for Fashion Design</td>
<td>3.5</td>
</tr>
</tbody>
</table>

Total 33

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Certificate Program

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Associate Degree
The requirements for an associate degree in Clothing and Textiles-Fashion Design may be satisfied by completing 33 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of fashion design, and may qualify for employment in entry-level design and pattern making positions in Southern California. The diverse apparel industry and entertainment industry supports the largest number of employees and contributes significantly to the economy of the region. Additionally, they may also seek employment in small, self-owned businesses in clothing construction and alterations in
the fashion field. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the interior environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

### Recommended Plan of Study

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 100, Introduction to Fashion</td>
<td>3</td>
</tr>
<tr>
<td>CT 102, Textiles</td>
<td>3</td>
</tr>
<tr>
<td>CT 105, Principles of Sewing</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
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</tr>
<tr>
<td>Course from GE requirement Area B</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 110, Fundamentals of Clothing Construction</td>
<td>3.5</td>
</tr>
<tr>
<td>CT 114, Principles of Clothing Selection</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
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<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15.5</strong></td>
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</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 200, Tailoring Techniques-Alterations and Fit</td>
<td>3.5</td>
</tr>
<tr>
<td>CT 222, Pattern Making by Flat Pattern</td>
<td>3.5</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
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</tr>
<tr>
<td>Elective</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 212, Intermediate Construction-Pants</td>
<td>3.5</td>
</tr>
<tr>
<td>CT 241, Advanced Construction-Fashion Sewing</td>
<td>3.5</td>
</tr>
<tr>
<td>CT 243, Draping for Fashion Design</td>
<td>3.5</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15.5</strong></td>
</tr>
</tbody>
</table>

**Degree Total** 60

Clothing and Textiles courses can be included in the major requirements for the associate degree in Family and Consumer Education. (Please see Family and Consumer Education Program).

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

### Clothing and Textiles Courses

**CT 100 *INTRODUCTION TO FASHION***

3 units
3 hours weekly
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 070.
Study of creation, production, marketing, and merchandising of fashion and fabric. Emphasis placed on consumer influences, acceptance, and forecasting of fashion as they relate to manufacturing and merchandising product lines. History of fashion evolution along with international and domestic design centers are included. Overview of textile products, trims development, and marketing will also be covered. Introduction to promotion and advertising of retail fashion along with an overview of employment opportunities in all areas of fashion and textile industry will be included. (CSU, AVC)

**CT 102 *TEXTILES***

3 units
3 hours weekly
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 070.
The study of the characteristics of plant, animal, and synthetic fibers and their use in fabrics. The course includes information for the student concerning textile weaves and finishes, and the selection and care of fabrics for garments and household use. General textile testing procedures are demonstrated to emphasize or recommend the durability of the textile product for end use. This course is suggested for prospective home sewers, family and consumer science majors, and those interested in the interior design and/or clothing industries. (CSU, UC, AVC)

**CT 105 *PRINCIPLES OF SEWING***

3 units
5 hours weekly (2 hours lecture, 3 hours lab)
Advisory: Eligibility for ENGL 099, READ 095 and MATH 065. Instructional materials fee required for this course and must be paid at registration.
Beginning skill level course for students to be introduced to hand and machine sewing techniques, tool selection and use, basic commercial pattern information, and measuring fundamentals. Designed to prepare the student for a college level clothing construction class. Students will study basic safety

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**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org
in the classroom, as well as sewing machine parts, care, and maintenance. Students learn basic beginning sewing techniques by constructing a notebook of samples and a tote bag. (CSU, AVC)

**CT 110 *FUNDAMENTALS OF CLOTHING CONSTRUCTION***

3.5 units
5 hours weekly
(3 hours lecture, 2 hours lab)

**Prerequisite:** Completion of or concurrent enrollment in CT 105.

**Advisory:** Eligibility for ENGL 099, READ 095 and MATH 070.

As a college level apparel construction class, students will develop skills of fabric/notion/pattern selection, accurate measuring techniques, basic commercial pattern adjustments, and ability to prepare a garment for construction. Students will develop the skilled use of a variety of sewing machines, pressing equipment, and evaluate tool safety procedures and use. Students will be introduced to the proper use and care of industrial sewing machines. Students will construct a personal fitted “sloper” (which will include developed construction skills), a dress shirt or blouse, and a vest. Although the emphasis will be on commercial patterns and fitting methods, an introduction to industrial methods of apparel manufacturing will be included in this course. Required for Clothing and Textile Majors. (CSU, AVC)

**CT 114 *PRINCIPLES OF CLOTHING SELECTION***

3 units
3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

The social-psychological aspects of clothing selection will be introduced in this course. Emphasis is placed on the study of design, line and color as they relate to personal appearance and dressing for the job. Fashion vocabulary, recognition and description of styles, fashion cycles and trends are included. An overview and introduction to employment opportunities, job interviewing and resume preparation will also be covered. Fashion stylist concepts will be introduced and developed through interpersonal communication skills. Students will plan and participate in the annual fashion show. (CSU, AVC)

**CT 199 *OCCUPATIONAL WORK EXPERIENCE***

1–8 units

**hours vary**

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**CT 200 *TAILORING TECHNIQUES - ALTERATIONS AND FIT***

3.5 units
5 hours weekly
(3 hours lecture, 2 hours lab)

**Prerequisite:** Completion of CT 110.

**Advisory:** Concurrent enrollment in CT 212, Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 105.

Advanced clothing construction course involving the techniques used in both speed and traditional tailoring. Advanced fabrication as well as construction techniques will be developed while constructing a fitted suit jacket, coat, or complete ensemble. Deconstruction and fitting techniques will be applied to alter a commercial garment for a well-fitted, tailored piece. Emphasis will be placed on fit, pattern adjustment, construction techniques as well as alteration principles. (CSU, AVC)

**CT 212 *INTERMEDIATE CONSTRUCTION - PANTS***

3.5 units
5 hours weekly
(3 hours lecture, 2 hours lab)

**Prerequisite:** Completion of CT 200.

**Advisory:** Concurrent enrollment in CT 200, Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 105.

Intermediate clothing construction techniques to increase skill level in garment construction, while completing construction of men’s and women’s pants, slacks, and jeans. Students will develop a basic pant sloper from a basic pant pattern. Introduction to pattern drafting for intermediate level may also be covered. Two additional pair of pants will be designed and constructed from the sloper. Emphasis will be placed on commercial pattern adjustments, fit and construction techniques. Up-cycling of commercial garments will be covered as well. (CSU, AVC)
CT 222 *PATTERN MAKING BY FLAT PATTERN
3.5 units
5 hours weekly
(3 hours lecture, 2 hours lab)
**Prerequisite:** Completion of CT 110.
**Advisory:** Completion of MATH 105, Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Design, plan, and create an original design through the flat pattern process. Experiment with both pattern manipulation as well as pattern drafting to create individual design patterns for garment construction. Correct fitting techniques and basic construction of muslin “sloper” will result in a fitted personal pattern by which all designs and styles can be applied and drafted. Industry techniques will introduce students to pattern design for apparel production. Apparel manufacturing technical packages, garment costing, pattern grading, production marker making, and industry sourcing will be included. An introduction to computer aided design (CAD) for pattern and apparel manufacturing will be covered. (CSU, AVC)

CT 243 *DRAPING FOR FASHION DESIGN
3.5 units
5 hours weekly
(3 hours lecture, 2 hours lab)
**Prerequisite:** Completion of CT 222.
**Advisory:** Completion of CT 110, Concurrent enrollment in CT 241, Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 105.
Advanced clothing course applying pattern making concepts while experimenting with draping techniques. Custom patterns of various designs will be created by preparing the pattern through fabric. Draping of custom patterns in muslin on dress forms or live models will be made for numerous design samples. Some are cut in intended fabric and constructed. Selection of method for construction of personal dress form will be demonstrated. Students will create and assemble a personal fashion design portfolio, including a varied selection of sketches, designs, photos, and materials form previous Clothing and Textiles-Fashion Design program courses. (CSU, AVC)

CT 241 *ADVANCED CONSTRUCTION - FASHION SEWING
3.5 units
5 hours weekly
(3 hours lecture, 2 hours lab)
**Prerequisite:** Completion of CT 222.
**Advisory:** Completion of CT 110, Concurrent enrollment in CT 243, and Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 105.
Advanced clothing construction course involving the techniques used in fashion sewing. Instruction and practice on techniques used to create couture and custom garments. Techniques of handling special and difficult fabrics, special and designer patterns. Features fine finishing details. Emphasis will be placed on advanced couture sewing techniques, fit, and application of specialty fabrications. Industry methods will be applied as well as critiqued in each garment. (CSU, AVC)
**Definition**

Communication Studies encompasses the areas of Human Communication, Mass Communication, Speech, and Rhetoric. The intent of the program is to provide students with an understanding of theory, research, and application in various aspects of the communication process.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Riley Dwyer ext. 6463

Administrative Assistant:
Mayke "Samantha" Darby ext. 6463

Clerical Assistant III:
Renee Nicovich ext. 6463

Department Chair:
Thomas Graves ext. 6042

Faculty:
Thomas Graves ext. 6042
Ritchie Neil Hao ext. 6788
Kenneth Lee ext. 6846
Tina McDermott ext. 6144
Harish Rao ext. 6003

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.
M. Jane Arnett 2134
Nickolas Dixon 2907
Nari Kim 2194
William Konvalov 2171
Asya Mazurova 2423
Merri Nelson 2592
Kerry Osborne 2225
Patricia Reed 2529
Ryan Rivas 2254

**Program Description**

All Communication Studies courses, whether they are broadly conceived courses in effective communication, critical inquiries into the nature of human communication or the media, or professionally-oriented exercises in writing and producing a newspaper, are aimed at developing critical discernment and equipping the student with the theoretical, aesthetic, and technical means to communicate these insights effectively to others.

COMM 101 helps students improve their formal speaking skills. It satisfies the Oral Communication requirement for transfer to the California State University system and the Communication and Analytical Thinking requirement for the associate degree. COMM 103 also fulfills the California State University system Oral Communication requirement for IGETC. COMM 105 gives students an overview of the breadth of Mass Communication and is required for transfer students to CSUN in Journalism and the Communication Studies Option.

**Distinctive Features**

The program allows students to explore the many contexts of communication. Students are exposed to many different teaching techniques and a variety of learning opportunities, both theoretical and practical. Critical thinking and collaborative learning are stressed.

**Career Options**

The ability to organize one’s thoughts and present them with clarity and precision is an asset in all careers. Communication skills are especially applicable to the following occupations:

- Advertising
- Advocacy
- Arbitration
- Broadcasting
- Corporate Training
- Counseling
- Customer Service
- Entertainment
- Filmmaker
- Film Critic
- Fundraising
- Government/Politics
- Health Communication
- Human Resources
- Journalist
- Lawyer
- Legal Support Services
- Lobbyist
- Marketing
- Media Management
- Motivational Speaking
- Negotiation
- Personnel Manager
- Public Information Officer
- Public Relations
- Radio/TV Announcer
- Religious Leadership
- Screenwriter
- Speech Writer
- Sports Broadcaster/Communications/Reporting
- Teacher (all levels and all disciplines)
- Television Program Director
- Videographer

(Many of these careers may require education beyond the two-year college level.)

**Program Learning Outcomes**

1. Program majors will demonstrate articulate and professional verbal expression.
2. Through active listening, program majors will critically analyze verbal and non-verbal messages in a variety of contexts.
3. Program majors will make ethical communication decisions based on an understanding of cultural diversity.
## Certificate Program
Certificate not applicable.

## Associate Degree

### Associate in Arts in Communication Studies for Transfer

The Associates in Arts in Communication Studies for Transfer (AA-T in Communication Studies) degree offers students a comprehensive course of study of the many facets of human communication. Public speaking and performance, interpersonal and group communication, argumentation, and mass media are some of the contexts studied. Students will enhance their own communication practices in professional and personal settings, as well as study theories and concepts that examine the impact of communication on relationships and society at large.

The Associates in Arts in Communication Studies for Transfer (AA-T in Communication Studies) 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 Communication Studies for Transfer (AA-T in Communication Studies) 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:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   - 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.

### Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*COMM 101, Introduction to Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required Electives A (6 units)

Select 6 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 107, Introduction to Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 109, Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 115, Introduction to Argumentation and Debate</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required Electives B (6 units)

Select 6 units from the following or any course from List A not already used:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 105, Introduction to Mass Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 112, Oral Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>COMM 116, Forensics</td>
<td>3</td>
</tr>
<tr>
<td>COMM 219, Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

### Required Electives C (3 units)

Select 3 units from the following or any course from List A or List B not already used:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ANTH 102, Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>COMM 103, Process of Communication</td>
<td>3</td>
</tr>
<tr>
<td>*ENGL 102, Critical Thinking and Literature</td>
<td>3</td>
</tr>
<tr>
<td>JOUR 121, Beginning Journalism</td>
<td>3</td>
</tr>
<tr>
<td>*PSY 101, General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*SOC 101, Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

### Recommended Plan of Study

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101, Introduction to Public Speaking (CSU GE A1)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Elective A</td>
<td>3</td>
</tr>
<tr>
<td>Required Elective A</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area B4</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area A2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area D</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area C1</td>
<td>3</td>
</tr>
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</table>

#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Elective B</td>
<td>3</td>
</tr>
<tr>
<td>Required Elective B</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area B2/B3</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area D</td>
<td>3</td>
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</table>

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Elective C</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area D</td>
<td>3</td>
</tr>
<tr>
<td>*CSU Transferable Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

CSU GE or IGETC Pattern 37-39

CSU Transferable Elective Units to reach Degree Total 60

*Electives should be taken from other courses within the major.

### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from
AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Communication Arts Courses

COMM 101 *INTRODUCTION TO PUBLIC SPEAKING
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

COMM 103 *PROCESS OF COMMUNICATION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
An analysis of the theories, practices and processes of interpersonal communication, small group communication, and public speaking and the role of language in human behavior. (CSU, UC, AVC)

COMM 105 *INTRODUCTION TO MASS COMMUNICATION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
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 that will shape the twenty-first century. Areas of study include: book and 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
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

COMM 109 *SMALL GROUP COMMUNICATION
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ ENGL 101SL.
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) (CSU, UC, AVC)

COMM 112 *ORAL INTERPRETATION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

COMM 114 *THE ART OF STORYTELLING
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ ENGL 101SL.
This course is a study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition will be covered using a multicultural approach. Students will find, prepare, and perform stories from a variety of cultures (e.g., African American, Native American, Euro American, African, South American, etc.) as well as different genres of storytelling literature. (CSU, AVC)

COMM 115 *INTRODUCTION TO ARGUMENTATION AND DEBATE
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

**COMM 116 *FORENSICS**

3 units  
3 hours weekly  
**Advisory:** Completion of COMM 101 or COMM 112, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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) (CSU, AVC)

**COMM 199 *OCCUPATIONAL WORK EXPERIENCE**

1–8 units  
hours vary  
**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students' educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**COMM 214 *STUDIES IN STORYTELLING**

3 units  
3 hours weekly  
**Prerequisite:** Completion of COMM 114.  
**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

This course is designed for students who have completed COMM 114 and desire further study in storytelling. Students will refine their oral storytelling skills and will strengthen their ability to research the historical, cultural, and literary sources of folktales. Students will have the opportunity to perform stories outside of class. (CSU, AVC)

**COMM 215 PUBLIC RELATIONS COMMUNICATION**

3 units  
3 hours weekly  
**Prerequisite:** Completion of ENGL 101/ENGL 101SL.

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, AVC)

**COMM 217 *GENDER AND COMMUNICATION**

3 units  
3 hours weekly  
**Prerequisite:** Completion of ENGL 101/ENGL 101SL.  
**Advisory:** Eligibility for College Level Reading.

Feminine verbal and non-verbal communication patterns will be compared and contrasted with masculine communication patterns. Students will examine how society, media, and culture influence gender and communication in a variety of settings and contexts. Gendered aspects of communication and non-dominant cultures will be analyzed, including issues relating to homosexual and transgendered people. Issues of sexism, sexual harassment, homophobia, and racism will also be examined. (CSU, AVC)

**COMM 219 *INTRODUCTION TO INTERCULTURAL COMMUNICATION**

3 units  
3 hours weekly  
**Prerequisite:** Completion of ENGL 101/ENGL 101SL.  
**Advisory:** Eligibility for College Level Reading.

Introduction to intercultural communication in domestic and/or global contexts. Influence of cultures, languages, and social patterns on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures. Appreciation and comparison of communication of diverse groups within the larger context of American culture. (C-ID: COMM 150) (CSU, UC, AVC)
**Definition**

Computerized systems are an integral part of today’s society, and understanding them is key to success. Computer information science, computer networking, and computer applications are fields that are dynamic, exciting, and rewarding for people who enjoy challenges. At AVC, the computer studies programs are designed to provide students with the skills necessary to compete in computer-related fields or to prepare for further study at the university level.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:  
Laureano Flores  
ext. 6327

Administrative Assistant:  
Rosie Heasley  
ext. 6327

Clerical Assistant III:  
Leyla Barber  
ext. 6327

Department Chair:  
Stacey Adams  
ext. 6377

Faculty:  
Dr. Ed Beyer  
ext. 6374

Richard Biritwum  
ext. 6783

Jimmie Bowen  
ext. 6173

Kathy Osburn  
ext. 6898

Adjunct Faculty:  
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Maximo Dueno  
V.M.  
2353

Tim Etherington  
2606

Manuel Hidalgo  
2337

Richard Hoffman  
2954

Mark Ivey  
2128

Dennis Kallemeyn  
2604

Wayne Lynch  
2611

Jonathan McCary  
2358

Daniel McMahon  
2324

Kent Moser  
2294

Ashok Murthy  
2051

Robert Price  
2316

Tim Ross  
2449

Jason Schalow  
2385

Roland Thomas  
2279

Terry Tretter  
2286

Sharon Wilson  
2058

Alec Winetrobe  
2102

Lori Young  
2668

**Program Description**

The Computer Applications, Computer Networking, Computer Software Developer, and Business Computer Information Science programs continue to evolve with technology. The Computer Applications program concentrates on microcomputer applications in the area of electronic spreadsheets, electronic presentations, database management, word processing, networks, Internet, and computer operating systems.

The Computer Networking Certificate provides students with entry-level skills and the essential knowledge needed to succeed in the computer networking field. The certificate program also provides an opportunity for students to expand their knowledge through advanced networking and network operating system classes.

In the Computer Software Developer Program, students explore the theory of software design and improve individual skills through a “hands-on” approach to writing, testing, and debugging computer programs. Students will develop analytical skills, along with a solid foundation in several computer programming languages, through the analysis of generalized computer algorithms.

The Business Computer Information Science Program offers students an opportunity to develop computer skills in a business environment. Through theoretical discussions and a “hands-on” approach, students will explore the integration of business and computer concepts, while developing skills necessary to enter and succeed in the work environment.

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

**Distinctive Features**

Most computer courses include in-class time for “hands-on” computer work. Students in computer studies have access to open computer labs outside of class time. These open computer labs provide computer access for students who may not have the hardware or software required for computer courses.

**Career Options**

Business Applications Programmer  
Communications Manager  
Computer Engineer  
Computer Sales  
Database Specialist  
Network Administrator  
Programming Manager  
Scientific Applications Programmer  
Software Application Specialist  
Software Engineer  
Systems Analyst  
Systems Programmer  
(Systems careers may require education beyond the two-year college level.)

**Program Learning Outcomes**

**Computer Applications**

1. Demonstrate an understanding of computer components and explain their purpose.
Computer Applications, Networking, Info. Science

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, and Computer Networking Multi-Platform
1. Demonstrate the ability to setup, configure, troubleshoot, and maintain a microcomputer operating system.
2. Demonstrate networking skills that include installing, configuring, and troubleshooting network devices, protocols, and services.
3. Demonstrate networking administration skills related to server operating systems, network security, and directory services administration.

Business Computer Information Science
1. Create common documents in an Office Application Suite.
2. Design, create and test a program in a high-level, object-oriented, programming language based on a given set of specifications.
3. Identify the primary hardware components of a complete computer system.

Computer Software Developer
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

Computer Applications
This certificate requires a minimum of 31 units. A maximum of 6 pass/no pass units will be accepted for any of these certificates.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 103</td>
<td>Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business</td>
<td>3-4</td>
</tr>
<tr>
<td>CA 111</td>
<td>Word Processing–Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>CA 121</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CA 131</td>
<td>Relational Database Management and Design</td>
<td>3</td>
</tr>
<tr>
<td>CA 151</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CA 171</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Intro. to Visual BASIC.NET Programming or CA 175, Administering Windows Server or CIS 157, Intro. to LINUX</td>
<td>3</td>
</tr>
<tr>
<td>CIS 141</td>
<td>Intro. to Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Program Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 31-32**

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:
Select any 3 units from the following program electives.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 103</td>
<td>Intro. to Computers and Dig. Tech.</td>
<td>3</td>
</tr>
<tr>
<td>CA 175</td>
<td>Administering Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CA 199</td>
<td>Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>CA 221</td>
<td>Computer Concepts and Applications in Business</td>
<td>4</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Introduction to Visual BASIC.NET Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 157</td>
<td>Introduction to LINUX</td>
<td>3</td>
</tr>
<tr>
<td>CIS 199</td>
<td>Occupational Work Experience</td>
<td>1-8</td>
</tr>
</tbody>
</table>

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Computer Networking
The Computer Networking Program consists of two parts: the Computer Networking Core Certificate—an 18-unit, entry-level certificate composed of five basic computer courses and one network operating system elective; and the Computer Networking Multi-Platform Certificate—a 30-unit program that includes the six courses in the Core program plus two more networking operating system courses and two computer networking electives to provide the student with a breadth of networking experience.

A maximum of 6 pass/no pass units will be accepted for any of these certificates.

Computer Networking Core
This entry-level “core” certificate is composed of five basic computer courses and one network operating system elective for a total of 18 units.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 107</td>
<td>Microcomputer Hardware and Software Support</td>
<td>3</td>
</tr>
<tr>
<td>CA 151</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CA 171</td>
<td>Intro. to Networking</td>
<td>3</td>
</tr>
<tr>
<td>CA 175</td>
<td>Administering Windows Server or CIS 157, Intro. to LINUX</td>
<td>3</td>
</tr>
<tr>
<td>CA 176</td>
<td>Windows Server Networking</td>
<td>3</td>
</tr>
<tr>
<td>CA 182</td>
<td>Network Security</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 18**

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Computer Networking Multi-Platform
The Multi-Platform Certificate builds on the Computer Networking Core certificate to enhance the skills and knowledge of the student. Any course taken in the Core Certificate does not need to be taken again for the Multi-Platform Certificate.
Required Courses: 

CA 107, Microcomputer Hardware and Software Support 3
CA 151, Microcomputer Operating Systems 3
CA 171, Intro. to Networking 3
CA 175, Administering Windows Server 3
CA 176, Windows Server Networking 3
CA 182, Network Security 3
CIS 157, Intro. to LINUX 3
CIS 159, SUSE Linux Server Administration 3
Program Electives 6

Total 30

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: 2-6

Select any 2-6 units from the following program electives.

ACCT 121, Microcomputer Accounting 2-3
ACCT 171, Introduction to Networking 3
CIS 111, Intro. to Programming and Algorithms or
CIS 145, Intro. to Visual BASIC .NET Programming 3
CIS 141, Introduction to BASIC Programming 3
Program Electives 2-6

Total 30

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Business Computer Information Science

This certificate requires a minimum of 30 units. This program provides entry-level training to the person entering the computer field and focuses on the operation and programming of computers with an emphasis on business application. CIS jobs go by a variety of titles, including applications developer, programmer analyst, software developer, customer support specialist, help desk technician, workstation support specialist, database designer, database analyst, database security, network control operator, network security administrator, internet developer, webmaster, internet systems integrator, among others.

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: 2-6

Select any 2-6 units from the following program electives.

ACCT 121, Microcomputer Accounting 2-3
ACCT 171, Introduction to Networking 3
CIS 111, Intro. to Programming and Algorithms or
CIS 145, Intro. to Visual BASIC .NET Programming 3
CIS 141, Introduction to BASIC Programming 3
Program Electives 2-6

Total 30

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Computer Software Developer

This certificate requires a minimum of 36 units. This program provides entry-level training to the person entering the computer programming field. The focus is on software development, and allows specialization in several programming languages. Certificate have enhanced employability in several fields. Career choices include systems programmer, systems software developer, applications programmer, web programmer and database administrator.

A maximum of 6 pass/no pass units will be accepted for any of these certificates.

Required Courses: 

ACCT 201, Financial Accounting 4
BUS 101, Intro. to Business or MGT 101, Mgmt. Principles 3
BUS 105, Business Mathematics or MATH 128, College Algebra for Liberal Arts or MATH 140, Precalculus 3-5
CA 103, Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business or
CIS 101, Intro. to Computer Information Science 3-4
CA 121, Microcomputer Spreadsheets or
ACCT 121, Microcomputer Accounting 2-3
CA 171, Introduction to Networking 3
CIS 111, Intro. to Programming and Algorithms or
CIS 145, Intro. to Visual BASIC .NET Programming 3
CIS 141, Introduction to BASIC Programming 3
Program Electives 2-6

Total 30

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.
PHIL 110, Intro. to Logic 3
Program Electives 4-6
Total 36

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units
Select any 4-6 units from the following program electives.
CIS 157, Introduction to LINUX 3
CIS 173, Introduction to C++ Programming 3
CIS 174, Introduction to C#.NET Programming 3
CIS 175, Java Programming 3
CIS 199, Occupational Work Experience 1-8
MATH 128, College Algebra for Liberal Arts 4
MATH 140, Precalculus 5
MATH 150, Calculus and Analytical Geometry 5
MATH 220, Linear Algebra 4

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Transfer Students:
Students planning to transfer to a four-year institution are strongly advised to follow the Business Administration degree listed in the Business section of this catalog.

Associate Degrees

Computer Applications
The requirements for an associate degree in Computer Applications may be satisfied by completing the Computer Applications certificate, 21 units of general education requirements, and sufficient elective credits to total 61-62 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields, and are well prepared for entry-level career opportunities in areas such as information technology, help desk support, and general office computer management. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study
First Semester units
CA 103, Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business 3-4
MATH 102, Intermediate Algebra 4
Course from GE requirement Area B 3
Course from GE requirement Area D1 3
Elective 3
Total 16-17

Second Semester units
CA 121, Microcomputer Spreadsheets 3
CA 151, Microcomputer Operating Systems 3
Course from GE requirement Area D2 3
Course from GE requirement Area F 3
(BUS 212 or MGT 212 recommended)
Program Elective 3
Total 15

Third Semester units
CA 111, Word Processing–Microsoft Word 3
CA 171, Introduction to Networking 3
CIS 141, Introduction to BASIC Programming 3
Course from GE requirement Area C 3
Elective 3
Total 15

Fourth Semester units
CA 131, Relational Database Management and Design 3
CIS 145, Intro. to Visual BASIC.NET Programming or
CA 175, Administering Windows Server or
CIS 157, Intro. to LINUX 3
Course from GE requirement Area A 3
Course from GE requirement Area E 3
Elective 3
Total 15

Degree Total 61-62

Program Electives:
Please refer to the Program Electives listed under the certificate program.

Computer Networking
The requirements for an associate degree in Computer Networking Multi-Platform may be satisfied by completing the Computer Networking Multi-Platform certificate, 21 units of general education requirements, and sufficient elective credits to total 60 units (See Graduation/Associate Degree Requirements).

Students who complete the associate degree have enhanced employability in several fields, and are well prepared for entry-level career opportunities in areas such as computer repair, service, maintenance, and installation of computer network hardware and software. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.
### Computer-Applications, Networking, Info. Science

#### Recommended Plan of Study

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 107, Microcomputer Hardware and Software Support</td>
<td>3</td>
</tr>
<tr>
<td>CA 151, Microcomputer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 171, Intro. to Networking</td>
<td>3</td>
</tr>
<tr>
<td>CA 175, Administering Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
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<td><strong>Total</strong></td>
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<tr>
<th>Third Semester</th>
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<tbody>
<tr>
<td>CA 176, Windows Server Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIS 157, Intro. to LINUX</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
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<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
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<tr>
<td>Elective</td>
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<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>units</th>
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<tbody>
<tr>
<td>CA 182, Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CIS 159, SUSE Linux Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
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<tr>
<td>Program Elective</td>
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</tbody>
</table>

**Degree Total 60**

**Program Electives:**
Please refer to the Program Electives listed under the certificate program.

#### Business Computer Information Science

The requirements for an associate degree in Business Computer Information Science may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. With a varied background in Business, Computer Programming and Computer Applications, students are well prepared for full-time, entry-level positions in the programming of business and other applications as well as advanced use of existing office applications in industry. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

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### Computer Software Developer

The requirements for an associate degree in Computer Software Developer may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of computer programming/software development, and are well prepared for full-time, entry-level positions in such job titles as programmer or programmer/analyst. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live,
with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
<th>Courses</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td><strong>CIS 101, Introduction to Computer Information Science</strong> 3 units</td>
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<tr>
<td></td>
<td></td>
<td><strong>MATH 128, College Algebra for Liberal Arts</strong> or <strong>MATH 150, Calc. &amp; Analytic Geometry or MATH 220, Linear Algebra</strong> 3-5 units</td>
</tr>
<tr>
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<td><strong>Course from GE requirement Area B</strong> 3 units</td>
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<tr>
<td></td>
<td></td>
<td><strong>Course from GE requirement Area D1</strong> 3 units</td>
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<tr>
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<td><strong>Elective</strong> 3 units</td>
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<td>16-17</td>
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<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td><strong>CIS 111, Intro. to Programming and Algorithms</strong> 3 units</td>
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<tr>
<td></td>
<td></td>
<td><strong>CIS 121, Computer Mathematics</strong> 3 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CIS 161, Intro. to C Programming</strong> 3 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>PHIL 110, Introduction to Logic</strong> 3 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Course from GE requirement Area D2</strong> 3 units</td>
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<td></td>
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<tr>
<td><strong>Third Semester</strong></td>
<td></td>
<td><strong>CIS 113, Data Structures</strong> 3 units</td>
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<tr>
<td></td>
<td></td>
<td><strong>CIS 123, Assembly Language and Computer Architecture</strong> 3 units</td>
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<td></td>
<td></td>
<td><strong>Course from GE requirement Area A</strong> 3 units</td>
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<td><strong>Course from GE requirement Area F</strong> 3 units</td>
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<td></td>
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<td><em>(BUS 212 or MGT 212 recommended)</em> *</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Program Elective</strong> 2-3 units</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td><strong>CA 131, Relational Database Management and Design</strong> 3 units</td>
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<tr>
<td></td>
<td></td>
<td><strong>CA 151, Microcomputer Operating Systems</strong> 3 units</td>
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<td><strong>Course from GE requirement Area C</strong> 3 units</td>
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<td></td>
<td><strong>Course from GE requirement Area E</strong> 3 units</td>
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<td></td>
<td></td>
<td><strong>Program Elective</strong> 2-3 units</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<tr>
<td><strong>Degree Total</strong></td>
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<td>60</td>
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</tbody>
</table>

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**Computer Applications Courses**

**CA 103 *INTRODUCTION TO COMPUTERS AND DIGITAL TECHNOLOGY**

*3 units*

*4 hours weekly*

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

This course is designed to teach computer users the features of a microcomputer, how a microcomputer operates, and how to select a microcomputer that best fits individual needs. Students will learn how to use the major features of popular software applications, including word processors, spreadsheets, database managers, presentation managers, and Internet browsers. This course includes hands-on operation of a microcomputer. **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. (CSU, UC, AVC)

**CA 107 *MICROCOMPUTER HARDWARE AND SOFTWARE SUPPORT**

*3 units*

*4 hours weekly*

**Advisory:** Completion of CA 103, CA 221 or CIS 101, and Eligibility for ENGL 099, READ 099, and MATH 070.

This course is intended to provide 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. (AVC)

**CA 111 *WORD PROCESSING–MICROSOFT WORD***

*3 units*

*4 hours weekly*

**Advisory:** Completion of CA 103 or CA 221 and OT 101, and the Ability to type 30 wpm, and Eligibility for ENGL 099 and READ 099.

This course covers the concepts of word processing emphasizing Microsoft Word. Topics covered include preparing documents,
text formatting and editing, management of files and folders, formatting paragraphs, using multiple windows, and standard letter and punctuation styles. This vocationally oriented course will serve students seeking a certificate, associate degree, or desiring to transfer to a four-year institution. **BEFORE ENROLLING,** students should have used a word processing program to create, save, retrieve, edit, and print. (CSU, AVC)

**CA 121  *MICROCOMPUTER SPREADSHEETS***  
3 units  
4 hours weekly  
**Advisory:** Completion of CA 103 or CA 221, and Eligibility for READ 099 and MATH 070.  
This course 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  
4 hours weekly  
**Advisory:** Completion of CA 103 or CA 221, and Eligibility for READ 099 and MATH 070.  
Database management systems (DBMS) concepts and designs are explored using Microsoft Access. The relational model of database management, which is commonly used on micro and larger computers, is emphasized. The course covers database design, building a model using computer software, application generators, programming in database software, structured query language, and database administration. **BEFORE ENROLLING,** students should have used the Microsoft Access database software to create a structure, enter records, reorder records, save, and print. Students should also possess an understanding of how personal computers, software, and peripherals work together. (CSU, AVC)

**CA 132  *ORACLE SQL DATABASE MANAGEMENT***  
3 units  
4 hours weekly  
**Advisory:** Completion of CA 103, CA 121, CA 131, or CIS 101, and Eligibility for ENGL 099, READ 099, and MATH 102.  
This course trains students to work with the Oracle Relational Database Management System in a client/server environment. In both lecture and lab, students will learn Structured Query Language (SQL) by using the Oracle SQL*Plus tool. Proper relational database design that enforces referential integrity will be taught using schema diagrams and entity relationship diagrams. SQL Data Manipulation Language (DML) for reporting and Data Definition Language (DDL) for database creation will be covered. Students will also learn about database security issues such as database users, roles and grants. This course helps prepare students for the SQL portion of Oracle's Exam #1Z0-001. **BEFORE ENROLLING,** students should have used database software to create a table, enter, edit and delete records, and sort the records. It is also recommended that students understand how to save and retrieve files from local and network drives. (CSU, AVC)

**CA 141  *DEVELOPING POWERPOINT PRESENTATIONS***  
1.5 units  
36 hours total  
**Advisory:** Completion of CA 103 or CA 221.  
Students will acquire intermediate knowledge of presentation graphics software by using Microsoft PowerPoint. Students will create various types of presentations and will learn to insert and edit objects to produce the desired graphics. This will include bulleted lists, clip art, sounds, graphs, and tables. **BEFORE ENROLLING,** students should be able to perform basic operations of a personal computer including working with a keyboard and mouse. There should also be a basic understanding of the Windows Operating System. (CSU, AVC)

**CA 151  *MICROCOMPUTER OPERATING SYSTEMS***  
3 units  
4 hours weekly  
**Advisory:** Completion of CA 103 or CA 221, and Eligibility for ENGL 099 and READ 099.  
The purpose of this course is to provide an understanding of the role of an operating system in the interaction between computer hardware components and application software. The concept of how a computer works from power-on until power-off will be discussed at length, as well as the boot process. Details will be explored on how an operating system is evaluated based on user needs. This course includes discussions on Windows 7, Linux, and Mac OS. There will be extensive hands on exposure to Windows 7 and Linux. **BEFORE ENROLLING,** students should be advanced Windows Vista or Windows 7 computer users with the ability to manage disks, folders, and files using Windows Explorer. (CSU, AVC)

**CA 153  *WINDOWS INSTALLATION AND SYSTEM SUPPORT***  
3 units  
4 hours weekly  
**Advisory:** Completion of CA 103 or CIS 101, Eligibility for ENGL 099, READ 099 and MATH 102.  
This course is designed to provide the knowledge and skills needed to support Microsoft Windows in both a stand-alone environment and networking environment. These skills include setup, configuration, migration, optimization, network integration, administration, troubleshooting, and messaging. **BEFORE ENROLLING,** students should be advanced Windows users with ability to create folders, copy files, rename
files, create shortcuts and execute applications. (CSU, AVC)

CA 171 *INTRODUCTION TO NETWORKING
3 units
4 hours weekly
Advisory: Completion of CA 103 or CA 221, and Eligibility for ENGL 099, READ 099 and MATH 070.
This is a beginning course for the individual who would like to have a career in computer networking or for an individual who is majoring in management and needs to be able to make decisions where networks are concerned. The course will cover such topics as Local Area Networks (LANs), Wide Area Networks (WANs), Optical System Interconnection (OSI) model, protocols, physical topologies, logical topologies, network operating systems, network hardware, network troubleshooting, network maintenance, network security. This aids in the preparation for the Network+ exam. BEFORE ENROLLING, students should be able to manage files and folders using Windows Explorer. Students should be able to start programs within the Windows operating system and be able to browse the Internet. (CSU, AVC)

CA 175 *ADMINISTERING WINDOWS SERVER
3 units
4 hours weekly
Advisory: Completion of CA 103 or CA 221 or CIS 101, and Eligibility for ENGL 099 and READ 099.
In this “hands-on” course students will create domains, administer users and groups, manage permissions and resources, and provide network resources. Students will monitor and optimize a Windows network and implement security. BEFORE ENROLLING, students must have basic understanding of and experience with computer technology, microcomputer hardware and software, and disk and file management. (CSU, AVC)

CA 176 *WINDOWS SERVER NETWORKING
3 units
4 hours weekly
Prerequisite: Completion of CA 175.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 102.
This course trains network administrators and support professionals to design, implement, optimize, monitor and troubleshoot networking services on a Windows server. Students will also learn Transfer Control Protocol/Internet Protocol (TCP/IP) networking design, subnetting, and address resolution. Topics covered will also include Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), Windows Internet Naming Service (WINS), Remote Access Service (RAS), Internet Protocol (IP) routing and IP security. BEFORE ENROLLING, students should know how to install Microsoft Windows server, create and administer user and group accounts, set share permissions, set up network printing, and audit resources. (CSU, AVC)

CA 182 *NETWORK SECURITY
3 units
4 hours weekly
Advisory: Completion of CA 171 or CA 175, and Eligibility for ENGL 099, READ 099 and MATH 102.
This course is designed to provide a comprehensive look at network security and provide students with an organized view of the field, and the tools and techniques necessary to safeguard computers and data. The course will provide preparation for the Computing Technology Industry Association (CompTIA) Security + Certification exam. BEFORE ENROLLING, students should be familiar with Internet Protocol (IP) addressing. (CSU, AVC)

CA 183 *SECURITY COUNTERMEASURES
3 units
4 hours weekly
Prerequisite: Completion of CA 182.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 102.
This course is designed to introduce students to the tools and techniques used by security practitioners to secure an enterprise. Network and host security are covered to include servers and client computers as well as network appliances. Students will learn to scan for vulnerabilities and to mitigate those vulnerabilities in an isolated environment. Students will learn to apply the controls necessary to enforce the policies introduced in the Network Security course. (AVC)

CA 199 *OCCUPATIONAL WORK EXPERIENCE
1–8 units
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)
CA 221  *COMPUTER CONCEPTS AND APPLICATIONS IN BUSINESS
4 units
5 hours weekly
Advisory: Completion of ACC 201, and Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 070.
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 through hands-on projects developing computer-based solutions to business problems. NOTE: Computer-oriented majors should consider CIS 101. (C-ID: BUS 140, or ITIS 120) (CSU, UC, AVC)

Computer Information Science Courses

(CIS 101  *INTRODUCTION TO COMPUTER INFORMATION SCIENCE
3 units
4 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 102.
A beginning course designed to acquaint the student with the general concepts and basic vocabulary of computers and information systems. Includes introduction to the organization and functions of basic components of computers and information processing systems. Instruction in programming procedures and programming logic is provided. Other topics include Internet and networking fundamentals as well as basic computer software such as spreadsheets and database applications. Appropriate for the student with a general interest in this area as well as for the student desiring to pursue further training in computer science or information systems. (Engineering and science majors consult counselors.) (C-ID: BUS 140) (CSU, UC, AVC)

CIS 111  *INTRODUCTION TO PROGRAMMING AND ALGORITHMS
3 units
4 hours weekly
Advisory: Completion of CA 103 or CA 221 or CIS 101, and Eligibility for ENGL 099, READ 099 and MATH 102.
This is a first course for students planning or exploring a career in software design and development. This course emphasizes a careful disciplined approach to computer programming. Problem solving through stepwise development of algorithms is presented. Students will learn programming language syntax, coding, program logic, and program testing. Students will plan, create, test, and run their own programs to solve typical problems. BEFORE ENROLLING, students should have basic computer experience and be able to save and retrieve files, run applications, and print documents. (Engineering and science majors consult counselors.) (C-ID: COMP 112) (CSU, UC, AVC)

CIS 113  *DATA STRUCTURES
3 units
4 hours weekly
Prerequisite: Completion of CIS 111 or CIS 161.
Advisory: Completion of CIS 121, and MATH 128 or MATH 140, and Eligibility for ENGL 099 and READ 099.
This course continues the introduction to programming and algorithms initiated in CIS 111, with a particular focus on the ideas of data abstraction and object-oriented programming. Topics include object-oriented programming, fundamental data structures, design and implementation of abstract data types, common types of collections (such as stacks, queues, lists, graphs, trees and sets), algorithm analysis and complexity, search and sort algorithms, and the use of recursion. Students plan and create programs using data structures and collection types to solve problems frequently encountered by professional computer scientists. This course is intended for students majoring in CIS. (Engineering and science majors consult counselors) (C-ID: COMP 132) (CSU, UC, AVC)

CIS 114  *COMPUTER ARCHITECTURE
3 units
4 hours weekly
Advisory: Completion of CIS 111, CIS 113, and MATH 128 or MATH 140, and Eligibility for College Level Reading and ENGL 099.
This is an introductory course in the area of mathematics applicable to computer science. Topics include logic and circuits, sets, mathematical induction, graphs, trees, algorithm development and refinement, and computational models like finite state automata and Turing machines. Emphasis is placed on problem solving and application of mathematical theory to data structures and database construction and operation. (Engineering and science majors consult counselors) (C-ID: COMP 152) (CSU, UC, AVC)

CIS 115  ASSEMBLY LANGUAGE AND COMPUTER ARCHITECTURE
3 units
4 hours weekly
Advisory: Completion of CIS 111, and Eligibility for ENGL 099, READ 099 and MATH 102.
This course introduces assembly language programming and computer architecture to enable students to understand how programs are actually executed at the machine level. Students will use Intel-compatible personal computers for the detailed study of the Intel IA-32 processor instruction set and architecture and to develop programs using a macro assembler. Both 32-bit Windows console programming and 16-bit real-mode programming are covered. Topics include machine/assembly level programming, instruction formats, internal data representation, addressing modes, procedure call and
return mechanisms, and how high-level language constructs are implemented at the machine level, basic microcomputer organization, instruction execution cycle, memory segmentation and paging, and details of programming the processor in both protected-mode and in real-mode. BEFORE ENROLLING, students should be proficient in writing programs in a high-level language. (Engineering and science majors consult counselors)  

(C-ID: COMP 142) (CSU, UC, AVC)

CIS 141  *INTRODUCTION TO BASIC PROGRAMMING
3 units
4 hours weekly
Advisory: Completion of CA 103 or CIS 101, and Eligibility for ENGL 099, READ 099 and MATH 102.
This course is an introduction to the structure of the BASIC (Beginners All-Purpose Symbolic Instructional Code) programming language, syntax, coding, program logic, and program testing. Students will learn the fundamentals of computer programming, problem specification, algorithm design, and the elements of the BASIC programming language. The course will include reading, writing, debugging, and verifying BASIC programs. This course will prepare students for entry-level programming jobs and upper division courses requiring BASIC programming experience. Engineering and Science majors should consult counselors. (Engineering and science majors consult counselors.) (CSU, UC, AVC)

CIS 145  *INTRODUCTION TO VISUAL BASIC. NET PROGRAMMING
3 units
4 hours weekly
Advisory: Completion of CIS 141 and either CIS 111 or CIS 173, and Eligibility for ENGL 099, READ 099 and MATH 102.
The students will learn the fundamentals of Microsoft Windows programming using the Visual Basic.NET programming language. The course will include designing, implementing and testing Visual Basic.NET programs, which will provide useful Windows applications to solve representative problems for readability, maintainability and defensive programming. Problem solving through stepwise development of algorithms and the mechanics of running, testing, and debugging programs is presented. Students will plan, create, test, and run their own programs to solve typical problems. BEFORE ENROLLING, students should have basic computer experience and be able to save and retrieve files, run applications, print documents, and have sufficient aptitude with mathematics to solve simple algebraic equations and to appreciate the use of mathematical notation and formalism. (Engineering and science majors consult counselors.) (CSU, UC, AVC)

CIS 157  *INTRODUCTION TO LINUX
3 units
4 hours weekly
Advisory: Completion of CA 103, CA 221 or CIS 101, and Eligibility for ENGL 099, READ 099 and MATH 102.
This lecture and laboratory course will provide the basic understanding of using the Linux operating system. The course targets audiences that are interested in operating systems and will benefit those who are pursuing careers in Computer Information Systems, Computer Science, and Network Administration. The course will focus on the shell environment, system administration and security, programming, and the graphical user interface. BEFORE ENROLLING, students must have a basic understanding of and experience with computer terminology, microcomputer hardware and software, and disk and file management. (CSU, AVC)

CIS 159  *SUSE LINUX SERVER ADMINISTRATION
3 units
4 hours weekly
Prerequisite: Completion of CA 151, CA 171, or CIS 157.
Advisory: Eligibility for ENGL 099 and READ 099.
This in-depth, hands-on course covers a variety of topics: installing and configuring SUSE Linux Enterprise Server, managing users and groups, securing the system, and configuring Web services. By completing multiple lab exercises, students will be able to apply course concepts and strengthen their proficiency in Linux administration. (CSU, AVC)

CIS 161  *INTRODUCTION TO C PROGRAMMING
3 units
4 hours weekly
Advisory: Completion of CIS 101, and Eligibility for ENGL 099, READ 099 and MATH 128.
This course is designed to give the student an introduction to the C programming language. Students will learn the basic elements of the C language and a disciplined approach to program development using structured programming techniques for readability, maintainability and defensive programming. Students will learn the syntax and semantics of the C++ programming language, what modifications and additions were made to the C programming language to produce C++, and how to implement an object-oriented design in C++. The course will include designing, implementing, and testing C++ programs that solve representative problems from business, science, mathematics, and engineering. This course is intended for students majoring in CIS. (CSU, UC, AVC)
CIS 175  *JAVA PROGRAMMING
3 units
4 hours weekly
Prerequisite: Completion of CIS 111.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 128.
This course teaches the Java programming language, the extensive Java class library, and object-oriented design and programming. The students will learn techniques for using exceptions, file input/output, utility classes, multi-threading, network/Internet programming, and Graphical User Interface (GUI) programming. BEFORE ENROLLING, students should be able to solve programming problems using stepwise development of algorithms. Using a programming language like Java, students should be able to plan, create, test and run their own programs using proper syntax, code and logic. This course is intended for students majoring in business or CIS or those desiring to increase their programming skills. (CSU, UC, AVC)

CIS 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
Hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)
Definition
The Dance department offers experience in dance as an art form, both in practice and in theory. Students of dance experience creative expression through bodily movement, movement rhythmic structure, and the development of bodily alignment, form, strength, coordination, balance, control, physical agility, flexibility, and stamina. The grace and confidence one gains in dance is beneficial to everyone in all aspects of life.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Duane Rumsey ext. 6385
Administrative Assistant: Tangie Hunter ext. 6385
Clerical Assistant III: Desiree Lee ext. 6385
Department Chair: Nate Dillon 2361
Faculty: Cynthia Littlefield ext. 6205
Adjunct Faculty: To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Program Description
The Dance program has two primary functions:
1. To provide a program of professional preparation courses for those students majoring in dance who wish to transfer to a four-year educational institution.
2. To give students training in dance technique, choreographic methods, dance theory and dance performance for personal development or to prepare them for a career in dance.

Career Options
Choreographer
Commercial Dance Performer
Concert Dance Performer
Dance Critic
Dance Director
Dance Historian
Dance Teacher
Dance Therapist
Fitness/Aerobics Instructor
Movement Notator
Reconstructor
Recreation Leader
(Some of these careers may require education beyond the two-year college level.)

Certificate Program
Certificate not applicable.

Associate Degree
An associate degree with a major in Dance is not available. Dance courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

Transfer
Not a transfer major.

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Dance Courses

DA 101 *DANCE APPRECIATION
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 099.
A study of dance as it has evolved throughout history with an emphasis on western theatrical dancing. Introduces major concepts, approaches, and issues in the study of dance as a cultural, historical, and artistic practice. Uses text, audiovisual, demonstration, and performance to expose students to the prominent choreographers and performers who have influenced dance culturally, historically, and as an art form. (CSU, UC, AVC)

DA 102 *BEGINNING BALLET
1 unit
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
A beginning course that introduces the student to the basic vocabulary, movements, and discipline of classical ballet. (CSU, UC, AVC) (R3#)
# Enrollment in any combination of DA 102, DA 122 or DA 202 is limited to 4 times.
DA 103 *BEGINNING MODERN DANCE  
1 unit  
3 hours weekly  
Advisory: Eligibility for ENGL 099 and READ 099.  
An introduction to the fundamentals of creative expression,  
and development of bodily strength, flexibility, coordination,  
balance, and rhythm through dance techniques. (CSU, UC, AVC)  
(R3)  
# Enrollment in any combination of DA 103, DA 123 or DA 203 is  
limited to 4 times.

DA 104 *BEGINNING JAZZ DANCE  
1 unit  
3 hours weekly  
Advisory: Eligibility for ENGL 099 and READ 099.  
An introduction to the basic movement skills employed in  
jazz dance techniques. Compositional forms and rhythms are  
practiced leading to an understanding and appreciation of jazz as  
an artistic dance form. (CSU, UC, AVC)

DA 105 *BEGINNING TAP DANCE  
1 unit  
3 hours weekly  
Advisory: Eligibility for ENGL 099 and READ 099.  
This course will introduce basic tap dance techniques using  
various beginning level combinations and rhythmic structures.  
It will provide an opportunity to develop motor coordination  
and rhythm. Some history of tap dance will be included.  
Compositional forms and rhythms are practiced leading to an  
understanding and appreciation of tap as an artistic dance form.  
(CSU, UC, AVC)

DA 106 *BALLROOM DANCE  
1 unit  
3 hours weekly  
Advisory: Eligibility for ENGL 099 and READ 099.  
This course is designed to introduce students to ballroom  
dancing through developing an understanding of its history,  
music, and fundamental practices of performance. Basic steps,  
variations and styling techniques for the fox trot, swing, waltz,  
cha cha, tango, rumba, samba, mambo, polka, and selected  
novelty dances will be included. (CSU, UC, AVC)

DA 107A *DANCE PERFORMANCE  
1 unit  
3 hours weekly  
Limitation on Enrollment: Audition required.  
Advisory: Eligibility for ENGL 099 and READ 099.  
Students will perform in a dance production. The course is  
primarily concerned with the performing aspects of dance as  
well as some choreography and staging. Through rehearsal and  
performance, students will improve performance skills and  
abilities. BEFORE AUDITIONING, students should have  
the following: at least 2 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  
6 hours weekly  
Limitation on Enrollment: Audition required.  
Advisory: Eligibility for ENGL 099 and READ 099.  
Students will perform in a dance production. The course is  
primarily concerned with the performing aspects of dance as  
well as some choreography and staging. Through rehearsal and  
performance, students will improve performance skills and  
abilities. BEFORE AUDITIONING, students should have  
the following: at least 2 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  
9 hours weekly  
Limitation on Enrollment: Audition required.  
Advisory: Eligibility for ENGL 099 and READ 099.  
Students will perform in a dance production. The course is  
primarily concerned with the performing aspects of dance as  
well as some choreography and staging. Through rehearsal and  
performance, students will improve performance skills and  
abilities. BEFORE AUDITIONING, students should have  
the following: at least 2 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  
9 hours weekly  
Limitation on Enrollment: Audition required.  
This is a college dance company class. The course is primarily  
concerned with the performing aspects of dance as well as some  
choreography and staging. Through rehearsal and performance,  
students will focus on learning various forms of repertory.  
This course will also offer experience in the many phases of  
dance productions, concerts, and demonstrations, which will  
be performed in various settings including schools, parks and  
thеaters. BEFORE AUDITIONING, students should have  
the following: at least 2 years of dance experience and the knowledge of  
various dance techniques. (CSU, UC, AVC)  
(R3)

DA 111 *CHOREOGRAPHY  
3 units  
3 hours weekly  
Prerequisite: Completion of DA 102, DA 103, DA 104, DA 105,  
Advisory: Eligibility for ENGL 099 and READ 099.  
This course explores the basic principles of dance composition  
emphasizing on the concepts of space, time, and energy. It  
provides the opportunity for the practical understanding and  
application of elements of choreography through problem  
solving, research, and critique of choreography. It integrates
dance movement technique as a form of expression to communicate literal and non-literal themes. Solo and small group choreography will be emphasized as well as improvisations. BEFORE ENROLLING, students should have at least two years of dance experience and the knowledge of various dance techniques. (CSU, UC, AVC)

**DA 113 *WORLD DANCE–ETHNIC FORMS***
1 unit
3 hours weekly
*Advisory:* Eligibility for ENGL 099 and READ 099.
An introduction to dance as cultural and social expression in a variety of cultures including Africa, Bali, Java, India, Hawaii, Spain, Russia and Japan. Through the practice of ethnic dance forms, students will gain an understanding of how dance relates to different cultures. (CSU, UC, AVC)

**DA 115 *DANCE REPERTORY***
1 unit
3 hours weekly
*Advisory:* Completion of or concurrent enrollment in DA 122, DA 123, DA 124, DA 202, DA 203, and/or DA 204, and Eligibility for ENGL 099 and READ 099.
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)

**DA 116 *DANCE IMPROVISATION***
1 unit
3 hours weekly
*Advisory:* Eligibility for ENGL 099 and READ 099.
Students will learn to apply dance technique to improvisational movement studies in a creative and nonjudgmental environment. Various stimuli will be used to encourage the discovery of a unique and creative language of expression through movement.
BEFORE ENROLLING, students should have at least one year of dance experience. (CSU, UC, AVC) (R3)

**DA 122 *INTERMEDIATE BALLET***
1 unit
3 hours weekly
*Advisory:* Eligibility for ENGL 099 and READ 099.
A course which uses the basic movements of beginning ballet as a base and progresses to a higher level of technical difficulty and competency. BEFORE ENROLLING, students should have completed one year of ballet training and/or completion of DA 102. (CSU, UC, AVC) (R3#)
# Enrollment in any combination of DA 102, DA 122 or DA 202 is limited to 4 times.

**DA 123 *INTERMEDIATE MODERN DANCE***
1 unit
3 hours weekly
*Advisory:* Eligibility for ENGL 099 and READ 099.
A study of dance techniques developed by outstanding dancers in the modern dance field, which uses beginning modern dance as a base and progresses to a higher level of technical difficulty and competency. BEFORE ENROLLING, students should have completed one year of dance training and/or completion of DA 103. (CSU, UC, AVC) (R3#)
# Enrollment in any combination of DA 103, DA 123 or DA 203 is limited to 4 times.

**DA 124 *INTERMEDIATE JAZZ DANCE***
1 unit
3 hours weekly
*Advisory:* Eligibility for ENGL 099 and READ 099.
This course continues development of intermediate movement skills employed in jazz dance technique with an emphasis on style and form. Increased compositional forms and rhythms are practiced leading to an understanding and appreciation of jazz as an artistic dance form. BEFORE ENROLLING, students should know basic jazz movements including isolation coordination and complex rhythmic forms, and/or completion of one semester of DA 104. (CSU, UC, AVC) (R3#)
# Enrollment in any combination of DA 124 or DA 204 is limited to 4 times.

**DA 125 *INTERMEDIATE TAP DANCE***
1 unit
3 hours weekly
*Advisory:* Eligibility for ENGL 099 and READ 099.
This course is a continued development tap dance techniques and tap dances, emphasizing on intermediate level combinations and rhythmic structures. It will provide an opportunity to further develop motor coordination and rhythm. It includes the study of terminology, tap dance history, and tap dance styles. Compositional forms and rhythms are practiced leading to an understanding and appreciation of tap as an artistic dance form.
BEFORE ENROLLING, students should have at least one year of tap dance, and/or completion of DA 105. (CSU, UC, AVC)

**DA 199 *OCCUPATIONAL WORK EXPERIENCE***
1–8 units
hours vary
*Prerequisite:* To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students...
those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) *(R3)*

**DA 202  *ADVANCED BALLET***

1 unit  
3 hours weekly  

*Advisory: Eligibility for ENGL 099 and READ 099.*  
Using beginning and intermediate ballet as a base, this course is a continuation of the study of classical ballet with an emphasis on performance style as well as increased technical and choreographic skills. **BEFORE ENROLLING,** students should have completed two years of ballet training and/or completion of DA 122. (CSU, UC, AVC)

**DA 203  *ADVANCED MODERN DANCE***

1 unit  
3 hours weekly  

*Advisory: Eligibility for ENGL 099 and READ 099.*  
Using beginning and intermediate modern dance as a base, this course is a continuation of the study of modern dance with an emphasis on performance style as well as increased technical and choreographic skills. **BEFORE ENROLLING,** students should have completed two years of modern dance training and/or completion of DA 123. (CSU, UC, AVC) *(R3#)*

# Enrollment in any combination of DA 103, DA 123 or DA 203 is limited to 4 times.

**DA 204  *ADVANCED JAZZ DANCE***

1 unit  
3 hours weekly  

*Advisory: Eligibility for ENGL 099 and READ 099.*  
This course is a progressive refinement of jazz dance technique with an emphasis on line, style and form. Advanced compositional forms and rhythms are practiced leading to an understanding and appreciation of jazz as an artistic dance form. Students will demonstrate various jazz dance styles at a performance level. **BEFORE ENROLLING,** students should know intermediate jazz movements including isolation coordination and complex rhythmic forms. Athletic stamina, strength and increased flexibility are necessary to succeed in advanced jazz. At least two years of previous jazz dance training and/or completion of DA 124 is advised. (CSU, UC, AVC) *(R3#)*

# Enrollment in any combination of DA 124 or DA 204 is limited to 4 times.

**DA 205  *ADVANCED TAP DANCE***

1 unit  
3 hours weekly  

*Advisory: Eligibility for ENGL 099 and READ 099.*  
This course is a continuation of intermediate tap dance, focusing on advanced level combinations and rhythmic structures. It will further expand the study of tap styles, tap dance history, and tap performance. Compositional forms and rhythms are practiced leading to an understanding and appreciation of tap as an artistic dance form. **BEFORE ENROLLING,** students should have the strength, coordination, and rhythmic ability to execute the technical skills necessary for intermediate tap dance steps. Students should have at least two years of tap dance experience, and/or completion of DA 125. (CSU, UC, AVC).
Definition
Deaf Studies offers associate degree and certificate programs in both American Sign Language and Interpreter Training. American Sign Language is suited for those interested in learning to communicate with people in the Deaf community, as well as enhancing cultural awareness. Interpreter Training focuses on developing and utilizing American Sign Language skills to provide communication access for persons who are Deaf or Hard-Of-Hearing. The successful student has many career opportunities to choose from upon completion.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Duane Rumsey ext. 6385
Administrative Assistant:
Tangie Hunter ext. 6385
Clerical Assistant III:
Desiree Lee ext. 6385
Department Chair:
Cole McCandless 2349
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Cole McCandless 2359
Jayne Nastally 2725
Candice Rhea 2957
Dave Sladek 2620

Distinctive Features
The American Sign Language courses teach the language used by the Deaf, hard of hearing, and include discussion about Deaf Culture and problems experienced by Deaf people.

Career Options
Deaf Education Teacher
Human Services
Instructional Aide
Interpreter (Signer)
Special Education Teacher
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes
American Sign Language
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.

Interpreter Training
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 Program
There are two certificate programs available: 1) American Sign Language (ASL), and 2) Interpreter Training (INT). Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

American Sign Language
This certificate requires a minimum of 38 units. Students must take all courses listed in the “Required Courses” and complete the remaining units from program electives.

Required Courses: units
DFST 101, Amer. Sign Language I 4
DFST 102, Amer. Sign Language II 4
DFST 105, Intro. to Amer. Deaf Culture 3
DFST 201, Amer. Sign Language III 4
DFST 202, Amer. Sign Language IV 4
DFST 204, Structure of Amer. Sign Language 3
COMM 103, Process of Communication 3
INT 101, Principles of Sign Language Interpreting 3
INT 201, Sign/English Translation 3
Program Electives 7
Total 38

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units
DFST 101L, ASL I Skill Building Lab 1
DFST 102L, ASL II Skill Building Lab 1
DFST 106, Intro. to Deaf Education 3
DFST 201L, ASL III/IV Skill Building Lab 1
DFST 205, Numbers, Fingerspelling and Classifiers 3
DFST 206, Creative Signing 2
DFST 199, Occupational Work Experience 1-8
Interpreter Training

This certificate requires a minimum of 38 units. Students must take all courses listed in the “Required Courses” and complete the remaining 7 units from program electives.

Required Courses:  

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>DFST 102, Amer. Sign Language II</td>
<td>4</td>
</tr>
<tr>
<td>DFST 201, Amer. Sign Language III</td>
<td>4</td>
</tr>
<tr>
<td>DFST 202, Amer. Sign Language IV</td>
<td>4</td>
</tr>
<tr>
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<td>3</td>
</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td>INT 202, Sign Language Interpreting I</td>
<td>3</td>
</tr>
<tr>
<td>INT 203, Sign Language Interpreting II</td>
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</tr>
<tr>
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<tr>
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</table>

Program Electives:  

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Program Electives:  

Total 38

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:  

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<td>DFST 105, Intro. to American Deaf Culture</td>
<td>3</td>
</tr>
<tr>
<td>DFST 204, Structure of Amer. Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>DFST 205, Numbers, Fingerspelling and Classifiers</td>
<td>3</td>
</tr>
<tr>
<td>INT 205, Interpreting in Specialized Settings</td>
<td>3</td>
</tr>
<tr>
<td>INT 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
</tbody>
</table>

Total 38

American Sign Language

The requirements for an Associate degree in American Sign Language may be satisfied by completing 31 units of required courses, selecting an additional 7 units from the program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability working with the Deaf community in settings such as social work and education. They are well prepared for full-time, permanent positions rather than temporary, on-call positions. The associate degree will provide students with a broad range of knowledge with which to evaluate and appreciate American Sign Language, Deaf culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Interpreter Training

The requirements for an Associate degree in American Sign Language may be satisfied by completing 31 units of required courses, selecting an additional 7 units from the program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability working with the Deaf community in settings such as social work, education and interpreting. They are well prepared for full-time, permanent positions rather than temporary, on-call positions. The associate degree will provide students with a broad range of knowledge with which to evaluate and appreciate American Sign Language, Deaf culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.
Deaf Studies Courses

**DFST 101 *AMERICAN SIGN LANGUAGE I**
4 units
5 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.
As part of the American Sign Language (ASL) course sequence, ASL I is designed mainly to introduce ASL, a visual-gestural language used by the Deaf community in the United States and Canada, and, more importantly, to focus on the development of basic conversational skills, emphasizing receptive abilities. Deaf culture will be studied as it relates to the course. (CSU, UC, AVC)

**DFST 101L *AMERICAN SIGN LANGUAGE (ASL I) SKILL BUILDING LAB***
1 unit
3 hours weekly

*Corequisite:* Completion of or concurrent enrollment in DFST 101.

*Advisory:* Eligibility for ENGL 101/ENGL 101SL and READ 099.
This course is designed for students in ASL I wishing to become more proficient in using ASL and to further develop vocabulary, ASL grammar, and finger-spelling skills. This course is taught in ASL only. (CSU, AVC)

**DFST 102 *AMERICAN SIGN LANGUAGE II**
4 units
5 hours weekly

*Prerequisite:* Completion of DFST 101.
As part of the American Sign Language (ASL) course sequence, ASL II is designed for students who wish to develop or enhance their proficiency in ASL usage. The course stresses development of basic conversational skills with emphasis on vocabulary and expressive skills. Deaf culture will be studied as it relates to the course. (CSU, UC, AVC)

**DFST 102L *AMERICAN SIGN LANGUAGE (ASL II) SKILL BUILDING LAB***
1 unit
3 hours weekly

*Corequisite:* Completion of or concurrent enrollment in DFST 102.

*Advisory:* Eligibility for ENGL 101/ENGL 101SL and READ 099.
This course is designed for students in intermediate sign language (DFST 102) wishing to become increasingly more proficient in using ASL and to further develop their vocabulary, ASL grammar, and finger-spelling skills. This course is taught in ASL only. (CSU, AVC)
DFST 105  *INTRODUCTION TO AMERICAN DEAF CULTURE
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
Discussion of various aspects of the American Deaf Culture, including description of deafness, deaf people and the Deaf community as defined by audiology and/or cultural means, services for and by deaf people, and culture as reflected in the language of Deaf people. Deaf culture vs. “Hearing” culture is also analyzed and discussed. (CSU, AVC)

DFST 106  *INTRODUCTION TO DEAF EDUCATION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099.
This course will provide the student with a general orientation to the Deaf community. The course provides an overview of the historical, philosophical, psychological and social aspects of Deaf education. In addition, it provides orientation to problems, issues and research in the field of education for the Deaf. (CSU, AVC)

DFST 108  *VISUAL, GESTURAL, AND NON-MANUAL ASPECTS OF AMERICAN SIGN LANGUAGE (ASL)
3 units
3 hours weekly
Prerequisite: Completion of DFST 101.
Advisory: Eligibility for ENGL 099 and READ 099.
Examines the visual and gestural aspects of communication which form an integral base for communicating in American Sign Language. Non-manual features of ASL such as facial expression, 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 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

DFST 201  *AMERICAN SIGN LANGUAGE III
4 units
5 hours weekly
Prerequisite: Completion of DFST 102.
This course is designed for students to acquire communicative competency in ASL. The course promotes the shifting from comprehension to production of ASL. With expanded vocabularies and grammatical patterns being exposed, the students continue to develop their ASL competencies in numerous conversational settings. The main emphasis is to bring the student’s ASL fluency to a point of self-generated ASL for the purpose of furthering language use in ASL. Deaf culture will be studied as it relates to the course. (CSU, AVC)

DFST 201L  *AMERICAN SIGN LANGUAGE (ASL III/IV) SKILL BUILDING LAB
1 unit
3 hours weekly
Corequisite: Completion of or concurrent enrollment in DFST 201.
Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099.
Designed for students in advanced sign language courses (DFST 201 or DFST 202) wishing to become more proficient in using ASL and to further expand and develop their vocabulary, ASL grammar, and fingerspelling skills. This course is taught in ASL only. (CSU, AVC)

DFST 202  *AMERICAN SIGN LANGUAGE IV
4 units
5 hours weekly
Prerequisite: Completion of DFST 201.
Advanced study of ASL grammar. Further development and refinement of ASL skills and fluency. Deaf culture will be studied as it relates to the course. (CSU, UC, AVC)

DFST 204  *STRUCTURE OF AMERICAN SIGN LANGUAGE
3 units
3 hours weekly
Prerequisite: Completion of DFST 102.
Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099.
This course will provide the student with the basic concepts of phonological, morphological, syntactic, semantic, and
sociolinguistic structure of American Sign Language (ASL). Social issues as they pertain to ASL will also be explored. (CSU, AVC)

**DFST 205 *NUMBERS, FINGERSPELLING AND CLASSIFIERS**
3 units
3 hours weekly
Prerequisite: Completion of DFST 101.
Advisory: Completion of or concurrent enrollment in DFST 201.
This course will focus on providing more advanced experiences and communication techniques with expressive and receptive fingerspelling, the use of classifiers, and the use of American Sign Language (ASL) number systems. Numbers will include, but are not limited to: cardinal, ordinal, informational numbers; numbers related to time, temporal aspect signs, measurements, sports and mathematical numbers. (CSU, AVC)

**DFST 206 *CREATIVE SIGNING**
2 units
2 hours weekly
Prerequisite: Completion of DFST 102.
Advisory: Completion of or concurrent enrollment in DFST 201, and Eligibility for ENGL 101/ENGL 101SL and READ 099.
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. (CSU, AVC)

**Interpreter Training Courses**

**INT 101 *PRINCIPLES OF SIGN LANGUAGE INTERPRETING**
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
An introduction to the profession of Sign Language Interpreting. Topics will include: the history and definitions of interpreting, modes and methods, the need for interpreters, the professional standards and Code of Professional Conduct, interpreter settings, evaluation (regional and national testing standards) and certification of interpreters, legal mandates (including the ADA–Americans with Disabilities Act), employment issues, and culture as it relates to interpreting. (CSU, AVC)

**INT 199 *OCCUPATIONAL WORK EXPERIENCE**
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**INT 201 *SIGN/ENGLISH TRANSLATION**
3 units
5 hours weekly
Prerequisite: Completion of or concurrent enrollment in DFST 201.
Advisory: Completion of or concurrent enrollment in INT 101, and Eligibility for ENGL 099 and READ 099.
Introduction to the practice of translation between ASL/PSE and English texts. Discourse and text analysis will be introduced and emphasized throughout the course. As the first step toward simultaneous interpreting, translation enables students to discover meaning and render a written translation without the time constraints of real-time interpretation. Students will generate translations of texts with factors such as genre, audience and context. Students will produce final translation in ASL/PSE and English. (CSU, AVC)

**INT 202 *SIGN LANGUAGE INTERPRETING I**
3 units
5 hours weekly
Prerequisite: Completion of INT 201, and Completion of or concurrent enrollment in DFST 202.
Advisory: Completion of or concurrent enrollment in INT 101, COMM 101 and THA 110, and Eligibility for ENGL 099 and READ 099.
Designed to build on skills acquired in INT 201 (ASL/English Translation). Students will practice interpreting in a consecutive manner (i.e. receiving a message in its entirety, analyzing the content for meaning and producing an equivalent message in the target language, Sign-to-Voice and Voice-to-Sign). There will also be continued study and practice of discourse and text analysis. Equal emphasis will be given to ASL and English texts. (CSU, AVC)
INT 203 *SIGN LANGUAGE INTERPRETING II
3 units
5 hours weekly
**Prerequisite:** Completion of DFST 202 and INT 202.
**Advisory:** Completion of or concurrent enrollment in COMM 101 and THA 110, and Eligibility for ENGL 099 and READ 099.
Designed to build on skills acquired in INT 202 (Sign Language Interpreting I). Introduction to simultaneous interpretation, which requires processing information and transmitting it into a second language within the same time frame as the source language. Target languages are ASL/PSE and spoken English. Emphasis is on grammatical structure/discourse analysis, process time, vocal inflection, voice/sign clarity and monitoring. (CSU, AVC)

INT 204 *SIGN/ENGLISH TRANSLITERATION
3 units
5 hours weekly
**Prerequisite:** Completion of DFST 202 and INT 202.
**Advisory:** Completion of or concurrent enrollment in COMM 101 and THA 110, and Eligibility for ENGL 099 and READ 099.
Introduction to transliteration theory and application. The student will develop the skills required to accurately interpret a spoken message into signed English and a signed English message into standard spoken English. The areas of concentration are non-manual signals, mouth movement, fingerspelling and monitoring for complete thoughts through the use of vocal and body inflection. (CSU, AVC)

INT 205 *INTERPRETING IN SPECIALIZED SETTINGS
3 units
5 hours weekly
**Prerequisite:** Completion of DFST 202 and INT 202.
**Advisory:** Completion of or concurrent enrollment in COMM 101 and THA 110, and Eligibility for ENGL 099 and READ 099.
Introduction to interpreting in a variety of settings including community, medical, mental health, minimal language skills, performing arts, religious, telephone and television interpreting. Focus will be on environmental considerations, vocabulary development, resource building, general knowledge, ethics and situation considerations. (CSU, AVC)

INT 206 *INTRODUCTION TO SIGN TO ENGLISH INTERPRETING (VOICING)
4 units
4 hours weekly
**Prerequisite:** Completion of or concurrent enrollment in INT 201.
**Advisory:** Eligibility for ENGL 099 and READ 099.
This course will provide the student with techniques for sign to voice (voicing) interpreting. This course focuses on the development of sign to voice translation abilities and sign to voice consecutive interpreting. (CSU, AVC)
Definition
The Digital Media program is directed toward providing individual artistic development with an emphasis on the students’ ability to use computer technology to create graphic and photographic images.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Duane Rumsey ext. 6385

Administrative Assistant:
Tangie Hunter ext. 6385

Clerical Assistant III:
Desiree Lee ext. 6385

Department Chair:
Lisa Karlstein ext. 6534

Faculty:
Cynthia Kincaid ext. 6386
Terry Rezek ext. 6010

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Kiley Craft 2310
Brian Curtis 2424
Adriene King 2413
Frank Lucero 2042
Mike Mitsch 2094
Eric Rasmussen 2721
Katherine Reed 2342
Dean Richards 2327
Brad Smith 2193

Program Description
The Digital Media program develops competencies in graphic design, digital photographic imaging, video design and production, animation, digital printing, and interactive media. Successful completion of a certificate program provides students with entry-level skills for a wide variety of digital media industry employment.

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

Distinctive Features
Digital Media courses are directed toward career, technical, and artistic application of the acquired skills within each of the designated areas.

Career Options
Animation
Digital Photographic Imaging

Digital Printing
Graphic Design
Illustration
Interactive Media Development and Design
Motion Graphics Design
Video Design and Production
Videography
Web Design
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes

Graphic Design
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.

Computer Animation
1. Create a body of work that demonstrates successful animations including image development, keyframing, motion, scripting, and story boarding.

Digital Photographic Imaging
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
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.

Interactive Media—Web Design
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
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

Graphic Design
Required Courses: units
DM 103, 103L, Graphic Design I/Lab 3.5
DM 203, 203L, Graphic Design II/Lab 3.5
DM 113, 113L, Photoshop I/Lab 3.5
DM 115, 115L, Graphic Communications I/Lab 3.5
DM 205, 205L, Digital Illustration/Lab 3.5
DM 246, 246L, Portfolio and Job Search/Lab 3.5
Program Elective 7
Total 28

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Digital Photographic Imaging**

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM 113, 113L, Photoshop I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 115, 115L, Graphic Communications I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 133/133L, Digital Printing I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 213, 213L, Photoshop II/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 246, 246L, Portfolio and Job Search/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>PHTC 125, 125L, Beginning Digital Photography/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>Program Elective</td>
<td>7</td>
</tr>
</tbody>
</table>

Total 28

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**Program Electives:**

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
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<tbody>
<tr>
<td>DM 101, 101L, Digital Media Arts/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 103, 103L, Graphic Design I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 106, 106L, Video Design and Production I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 110, 110L, Motion Graphics/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 112, 112L, Experimental Digital Video/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 127, 127L, Web Design and Production I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 203, 203L, Graphic Design II/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 205, 205L, Digital Illustration/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 143, 143L, Computer 2-D Animation/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 145, 145L, Computer 3-D Animation/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 206, 206L, Video Design and Production II/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 215, 215L, Graphic Communications II/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 233, 233L, Digital Printing II/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 298, 298L, Special Studies in Digital Media/Lab</td>
<td>3.5</td>
</tr>
</tbody>
</table>

Total 28

**Computer Animation**

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110, Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DM 113, 113L, Photoshop I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 143, 143L, Computer 2-D Animation/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 145, 145L, Computer 3-D Animation/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 205, 205L, Digital Illustration/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 246, 246L, Portfolio and Job Search/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 298, 298L, Special Studies in Digital Media/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>Program Elective</td>
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</tr>
</tbody>
</table>

Total 31

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:**

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<tr>
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<td>DM 203, 203L, Graphic Design II/Lab</td>
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<tr>
<td>DM 206, 206L, Video Design and Production II/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 213, 213L, Photoshop II/Lab</td>
<td>3.5</td>
</tr>
</tbody>
</table>

Total 28

**Digital Printing**

**Required Courses:**

<table>
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<th>Units</th>
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<tbody>
<tr>
<td>DM 103, 103L, Graphic Design I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 113, 113L, Photoshop I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 115, 115L, Graphic Communications I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 133, 133L, Digital Printing I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 233, 233L, Digital Prining II/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 246, 246L, Portfolio and Job Search/Lab</td>
<td>3.5</td>
</tr>
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Total 28

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**Program Electives:**

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<td>DM 110, 110L, Motion Graphics/Lab</td>
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<td>DM 112, 112L, Experimental Digital Video/Lab</td>
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<tr>
<td>DM 127, 127L, Web Design and Production I/Lab</td>
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</tr>
<tr>
<td>DM 128, 128L, Web Design and Production II/Lab</td>
<td>3.5</td>
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<tr>
<td>DM 143, 143L, Computer 2-D Animation/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>DM 145, 145L, Computer 3-D Animation/Lab</td>
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<tr>
<td>DM 203, 203L, Graphic Design II/Lab</td>
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</tr>
<tr>
<td>DM 206, 206L, Video Design and Production II/Lab</td>
<td>3.5</td>
</tr>
</tbody>
</table>

Total 28
DM 205, 205L, Digital Illustration/Lab 3.5
DM 206, 206L, Video Design and Production II/Lab 3.5
DM 213, 213L, Photoshop II/Lab 3.5
DM 215, 215L, Graphic Communications II/Lab 3.5
DM 298, 298L, Special Studies in Digital Media/Lab 3.5

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two year period.

Interactive Media—Web Design

Required Courses:  
- DM 103, 103L, Graphic Design I/Lab 3.5
- DM 105, 105L, Interactive Media/Lab 3.5
- DM 113, 113L, Photoshop I/Lab 3.5
- DM 127, 127L, Web Design and Production I/Lab 3.5
- DM 128, 128L, Web Design and Production II/Lab 3.5
- DM 246, 246L, Portfolio and Job Search/Lab 3.5
- DM 298, 298L, Special Studies in Digital Media/Lab 3.5

Substitutions, with prior permission, may be made for certain courses that may not be offered in the two year period.

Program Electives:  
- ART 100, Art Appreciation 3
- ART 145, 2-D Design Basics 3
- DM 106, 106L, Video Design and Production I/Lab 3.5
- DM 110, 110L, Motion Graphics/Lab 3.5
- DM 115, 115L, Graphic Communications I/Lab 3.5
- DM 213, 213L, Photoshop II/Lab 3.5
- PHTC 125, 125L, Beginning Digital Photography/Lab 3.5

Total 31-31.5

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Video Design and Production

Required Courses:  
- DM 106, 106L, Video Design and Production I/Lab 3.5
- DM 110, 110L, Motion Graphics/Lab 3.5
- DM 112, 112L, Experimental Digital Video/Lab 3.5
- DM 113, 113L, Photoshop I/Lab 3.5
- DM 127, 127L, Web Design and Production I/Lab 3.5
- DM 206, 206L, Video Design and Production II/Lab 3.5
- DM 246, 246L, Portfolio and Job Search/Lab 3.5
- DM 298, 298L, Special Studies in Digital Media/Lab 3.5

Program Elective 3-3.5

Total 31-31.5

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Graphic Design

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester  
- DM 113, 113L, Photoshop I/Lab 3.5
- DM 105, 105L, Interactive Media/Lab 3.5
- Course from GE requirement Area B 3
- Course from GE requirement Area D2 3

Total 13

Second Semester  
- DM 115, 115L, Graphic Communications I/Lab 3.5
- DM 203, 203L, Graphic Design II/Lab 3.5
- Course from GE requirement Area C 3
- Electives 5

Total 15

Third Semester  
- DM 205, 205L, Digital Illustration/Lab 3.5
- Course from GE requirement Area A 3
- Course from GE requirement Area D1 3
- Program Elective 3.5
- Elective 3

Total 16

Fourth Semester  
- DM 246, 246L, Portfolio and Job Search/Lab 3.5
- Course from GE requirement Area E 3
- Course from GE requirement Area F 3
- Program Elective 3.5
- Elective 3

Total 16

Degree Total 60

Associate Degree

Students who complete a Digital Media Associate Degree possess a broad range of knowledge that enhances employability within the industry. The degree program establishes the student as a candidate for advanced positions and supervisory opportunities.

The requirements for an Associate Degree in one of the Digital Media programs may be satisfied by completing the certificate program, plus 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)
Program Electives:
Please refer to the Program Electives listed under the certificate program.

Computer Animation
Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester
- ART 110, Drawing 3
- DM 113, 113L, Photoshop I/Lab 3.5
- DM 205, 205L, Digital Illustration/Lab 3.5
- Course from GE requirement Area B 3
- Course from GE requirement Area D2 3
Total 16

Second Semester
- DM 143, 143L, Computer 2-D Animation/Lab 3.5
- DM 298, 298L, Special Studies in Digital Media/Lab 3.5
- Course from GE requirement Area C 3
- Electives 5
Total 15

Third Semester
- DM 145, 145L, Computer 3-D Animation/Lab 3.5
- Course from GE requirement Area A 3
- Course from GE requirement Area D1 3
- Program Elective 3.5
- Elective 3
Total 16

Fourth Semester
- DM 246, 246L, Portfolio and Job Search/Lab 3.5
- Course from GE requirement Area E 3
- Course from GE requirement Area F 3
- DM Elective/Lab 3.5
- Elective 3
Total 16

Degree Total 60

Program Electives:
Please refer to the Program Electives listed under the certificate program.

Digital Photographic Imaging
Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester
- DM 113, 113L, Photoshop I/Lab 3.5
- PHTC 125, 125L, Beginning Digital Photography/Lab 3.5
- Course from GE requirement Area B 3
- Course from GE requirement Area D2 3
Total 13

Second Semester
- DM 115, 115L, Graphic Communications I/Lab 3.5
- DM 213, 213L, Photoshop II/Lab 3.5
- Course from GE requirement Area C 3
- Electives 5
Total 15

Third Semester
- DM 133, 133L, Digital Printing/Lab 3.5
- Course from GE requirement Area A 3
- Course from GE requirement Area D1 3
- Program Elective 3.5
- Elective 3
Total 16

Fourth Semester
- DM 246, 246L, Portfolio and Job Search/Lab 3.5
- Course from GE requirement Area E 3
- Course from GE requirement Area F 3
- DM Elective/Lab 3.5
- Elective 3
Total 16

Degree Total 60

Digital Printing
Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester
- DM 113, 113L, Photoshop I/Lab 3.5
- DM 103, 103L, Graphic Design I/Lab 3.5
- Course from GE requirement Area B 3
- Course from GE requirement Area D2 3
Total 13

Second Semester
- DM 115, 115L, Graphic Communications I/Lab 3.5
- DM 133, 133L, Digital Printing I/Lab 3.5
- Course from GE requirement Area C 3
- Electives 5
Total 15

Third Semester
- DM 233, 233L, Digital Printing II/Lab 3.5
- Course from GE requirement Area A 3
- Course from GE requirement Area D1 3
- Program Electives 3.5
- Electives 3
Total 16

Degree Total 60
Fourth Semester
DM 246, 246L, Portfolio and Job Search/Lab 3.5
Course from GE requirement Area E 3
Course from GE requirement Area F 3
Program Electives 3.5
Elective 3
Total 16

Program Electives:
Please refer to the Program Electives listed under the certificate program

Video Design and Production
Students who intend to transfer are strongly encouraged to complete either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE) requirements. (See Graduation/Associate Degree Requirements and Transfer Information.)

 Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester
DM 113, 113L, Photoshop I/Lab 3.5
DM 106, 106L, Video Design and Production I/Lab 3.5
Course from GE requirement Area B 3
Course from GE requirement Area D2 3
Electives 3
Total 16

Second Semester
DM 127, 127L, Web Design & Production I/Lab 3.5
DM 206, 206L, Video Design and Production II/Lab 3.5
DM 110, 110L, Motion Graphics/Lab 3.5
Electives 3
Total 13.5

Third Semester
DM 112, 112L, Experimental Digital Video/Lab 3.5
DM 298, 298L, Special Studies in Digital Media/Lab 3.5
Course from GE requirement Area A 3
Course from GE requirement Area D1 3
Course from GE requirement Area C 3
Total 16

Fourth Semester
DM 246, 246L, Portfolio and Job Search/Lab 3.5
Course from GE requirement Area E 3
Course from GE requirement Area F 3
Program Electives 3.5
Elective 3
Total 16

Program Electives:
Please refer to the Program Electives listed under the certificate program

Degree Total 60.5

NOTE: Substitutions, with prior permission, may be made for certain courses that may be offered in the two-year period.
Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Digital Media Courses

DM 101  *DIGITAL MEDIA ARTS
3 units
4 hours weekly
Corequisite: Concurrent enrollment in DM 101L.
Advisory: Completion of ART 110, and Eligibility for READ 099.
Instructional materials fee required for this course and must be paid at registration.
This course is designed to provide students with an introductory overview of the Media Arts field including print, illustration, typography, digital photography, video/audio, interactive media (web design, CD/ROM, DVD), animation, and game design. Students will be introduced to industry standard computer hardware and software (such as Adobe’s Illustrator and Photoshop and Macromedia’s DreamWeaver), terminology, as well as operating systems, design principles, and career paths. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

DM 101L DIGITAL MEDIA ARTS LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 101.
A laboratory in support of DM 101 designed to allow students to advance their computer skills in using appropriate media arts software and the Macintosh operating system along with other knowledge as related to DM 101. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 103  *GRAPHIC DESIGN I
3 units
4 hours weekly
Prerequisite: Completion of DM 101.
Corequisite: Concurrent enrollment in DM 103L.
Advisory: Eligibility for READ 099.
Instructional materials fee required for this course and must be paid at registration.
This class is an introduction to graphic design and production for the digital media arts industry. Students will learn to create visual designs for a variety of media such as television, web, and print using industry standard software and hardware. Primary software is Adobe Photoshop and Adobe Illustrator for creating designs for projects such as brochures, ads, packaging, Web pages, and television graphics. Focus will be on developing entry-level skills for creating contemporary visual design solutions to typical industry projects. BEFORE ENROLLING, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

DM 103L GRAPHIC DESIGN I LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 103.
A laboratory in support of DM 103 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 105  INTERACTIVE MEDIA
3 units
4 hours weekly
Corequisite: Concurrent enrollment in DM 105L.
Advisory: Completion of DM 101, and Eligibility for READ 099.
Instructional materials fee required for this course and must be paid at registration.
Introduction to design and production methods using 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. BEFORE ENROLLING, working knowledge of Adobe Photoshop is strongly advised and students should be familiar with Mac OS. (CSU, AVC)

DM 105L INTERACTIVE MEDIA LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 105.
A laboratory in support of DM 105 to provide students with the opportunity and resources to complete interactive digital media projects and practice associated software skills. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 106  VIDEO DESIGN AND PRODUCTION I
3 units
4 hours weekly
Corequisite: Concurrent enrollment in DM 106L.
Advisory: Completion of DM 101 and ART 110, and Eligibility for ENGL 099 and READ 099.
**Instructional materials fee** required for this course and must be paid at registration.

This course will focus on the fundamentals of video field production and non-linear editing. The central emphasis of this class will be upon the foundational elements required to create an industry standard video segment using digital cameras and digital editing software. Basic camera composition, proper microphone usage and interview techniques will be folded into the curriculum. A strong emphasis will be placed on the individual creation of video segments which demonstrate a clear understanding of basic video design and production. The course will also examine current trends in the television industry as well as program development and client/producer business relations along with questions of ethics and social responsibility. **BEFORE ENROLLING,** students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

**DM 106L  VIDEO DESIGN AND PRODUCTION I LAB**

.5 unit
4 hours total

**Corequisite:** Concurrent enrollment in DM 106.

A laboratory in support of DM 106 to provide students with the opportunity and resources to complete digital video projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**DM 110 MOTION GRAPHICS**

3 units
4 hours weekly

**Prerequisite:** Completion of DM 106.

**Corequisite:** Concurrent enrollment in DM 110L.

**Advisory:** Completion of ART 110, and Eligibility for READ 099.

**Instructional materials fee** required for this course and must be paid at registration.

This course will focus on the development of design solutions that communicate using still images, photography, typography, sound and video. It covers the appropriate use of specialized motion graphics computer software to create innovative techniques and styles that will aesthetically enhance a Digital Media presentation. Television and movies special effects are deconstructed and analyzed. Motion graphics are translated into QuickTime movies for integration into television, Web, DVD, and film productions. **BEFORE ENROLLING,** students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

**DM 110L  MOTION GRAPHICS LAB**

.5 unit
24 hours total

**Corequisite:** Concurrent enrollment in DM 110.

A laboratory in support of DM 110 to provide students with the opportunity and resources to complete motion graphics projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**DM 112  *EXPERIMENTAL DIGITAL VIDEO* 3 units**

4 hours weekly

**Prerequisite:** Completion of DM 106.

**Corequisite:** Concurrent enrollment in DM 112L.

**Advisory:** Completion of ART 110, and Eligibility for READ 099.

**Instructional materials fee** required for this course and must be paid at registration.

This course will introduce the student to various digital techniques and methods of experimental video. Intended to assist the student to unleash his/her imagination and creation skills as well as their intuition in creating artistic visual images in the context of a digital video format. The central focus of the class is to freely explore a variety of digital video techniques used in the production of artistic images. The student will experiment with the capabilities of these media to capture and represent images that may invoke various emotional states in the viewer using the elements of design, color, texture, shapes, form, space, and visual transformations within time sequences. **BEFORE ENROLLING,** students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

**DM 112L  EXPERIMENTAL DIGITAL VIDEO LAB**

.5 unit
24 hours total

**Corequisite:** Concurrent enrollment in DM 112.

A laboratory in support of the course designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**DM 113  *PHOTOSHOP I* 3 units**

4 hours weekly

**Corequisite:** Concurrent enrollment in DM 113L.

**Advisory:** Completion of DM 101, and Eligibility for READ 099.

**Instructional materials fee** required for this course and must be paid at registration.

This course gives students instruction and practice using Adobe Photoshop® to artistically enhance digitally captured images at an introductory level. At the completion of the course, students will have created a series of related works that demonstrate entry-level technical and creative skills in digital photographic imaging. Participation in critiques will provide the opportunity to refine and improve projects. Examples of topics to be covered include digital capture, color correction, scanning, retouching, masking, compositing, special effects, filters, typography, and file preparation for output to print, web, and video. **BEFORE ENROLLING,** students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)
DM 113L  PHOTOSHOP I LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 113.
A laboratory in support of DM 113 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 115 *GRAPHIC COMMUNICATIONS I
3 units
4 hours weekly
Prerequisite: Completion of DM 101.
Corequisite: Concurrent enrollment in DM 115L.
Advisory: Eligibility for READ 099.
Instructional materials fee required for this course and must be paid at registration.
This course will provide a foundation for studying graphic design in the context of broader visual and commercial communication theories. Students will enhance their knowledge of the creative design process and improve their ability to communicate ideas by completing typical entry-level industry communication projects. Emphasis will be placed on creative communication and design concepts such as branding, corporate identity, and advertising campaigns. This course is designed for those who have a basic working knowledge of graphic design software and want to enhance their knowledge of graphic design in the context of wide-ranging communication topics. BEFORE ENROLLING, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

DM 115L GRAPHIC COMMUNICATIONS I LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 115.
A laboratory in support of DM 115 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 127 WEB DESIGN AND PRODUCTION I
3 units
4 hours weekly
Corequisite: Concurrent enrollment in DM 127.
Advisory: Completion of DM 101 and ART 110, and Eligibility for READ 099.
Instructional materials fee required for this course and must be paid at registration.
This course is designed to provide students with an introductory overview of web page development. Focus will be placed on the needed skills to develop and deliver information on the web. A central focus will be placed upon understanding html and DreamWeaver and the implementation of that knowledge to create a ten-page website. Students will be introduced to several related tools to accomplish this task including; flow charts, javascript, form creation, image maps, CSS (Cascading Styles Sheets), and basic animation. BEFORE ENROLLING, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

DM 127L WEB DESIGN AND PRODUCTION I LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 127.
A laboratory in support of DM 127 to provide students with the opportunity and resources to complete Web design projects and practice associated software skills. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 128 WEB DESIGN AND PRODUCTION II
3 units
4 hours weekly
Corequisite: Concurrent enrollment in DM 128L.
Advisory: Completion of DM 101, and Eligibility for READ 099.
Instructional materials fee required for this course and must be paid at registration.
Introduction to advanced Internet Web site design. A central focus will be on the advanced components required to develop interactive Web sites, using a variety of technologies including Java, Javascript and Flash elements. Other areas covered within this course are the methods necessary to create frames, image maps, animated gifs, and importing audio and video objects. Emphasis is on developing design techniques used to create projects and doing so independently and as part of a team. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

DM 128L WEB DESIGN AND PRODUCTION II LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 128.
A laboratory in support of DM128 to provide students with the opportunity and resources to complete Web design projects and practice associated software skills. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 133 *DIGITAL PRINTING I
3 units
4 hours weekly
Prerequisite: Completion of DM 101.
Corequisite: Concurrent enrollment in DM 133L.
Advisory: Eligibility for READ 099.
Instructional materials fee required for this course and must be paid at registration.
This course provides students with basic instruction in software,
hardware, and design and production skills necessary for various types of digital printing, with an emphasis on output to paper. Students will learn how to create projects with appropriate specifications for typical industry standard entry-level print jobs such as brochures, fliers, and promotional pieces. BEFORE ENROLLING, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

DM 133L DIGITAL PRINTING I LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 133.
A laboratory in support of DM 133 designed to allow students to advance their knowledge, complete course assignments and master learning objectives. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 143 *COMPUTER 2-D ANIMATION
3 units
4 hours weekly
Corequisite: Concurrent enrollment in DM 143L.
Advisory: Completion of DM 101 and ART 110, and Eligibility for READ 099.
Instructional materials fee required for this course and must be paid at registration.
This course provides the student with a basic overview and development of computer techniques required for the production of 2-dimensional animation. Topics covered are traditional methods, timing, spacing, keyframes, emotion, weight, and mood to communicate story or message. BEFORE ENROLLING, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

DM 143L COMPUTER 2-D ANIMATION LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 143.
A laboratory in support of DM 143 to provide students with the opportunity and resources to complete Web design projects and practice associated software skills. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 145 *COMPUTER 3-D ANIMATION
3 units
4 hours weekly
Corequisite: Concurrent enrollment in DM 145L.
Advisory: Completion of DM 101 and ART 110, and Eligibility for ENGL 099, READ 099 and MATH 070.
Instructional materials fee required for this course and must be paid at registration.
This course provides the student with a basic overview and development of computer techniques required for the production of 3-D animation. Topics covered are frame rate, concepts, timing, deformers, keyframes, curve editing, rigging, character walk cycles and facial animation. BEFORE ENROLLING, in this course, students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)

DM 145L COMPUTER 3-D ANIMATION LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 145.
A laboratory in support of DM 145 to allow students to advance their computer skills in using appropriate media arts software and the Macintosh operating system along with other knowledge as related to DM 145. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 203 *GRAPHIC DESIGN II
3 units
4 hours weekly
Prerequisite: Completion of DM 103.
Corequisite: Concurrent enrollment in DM 203L.
Instructional materials fee required for this course and must be paid at registration.
This class provides advanced instruction in graphic design and production for the digital media arts industry. Students will learn to create visual design solutions for a variety of media such as television, Web, and print using industry standard software and hardware at an advanced level for creation of design projects such asbrochures, ads, packaging, Web pages, and television graphics. Focus will be on developing portfolio-quality contemporary visual design solutions to typical industry projects. BEFORE ENROLLING, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

DM 203L GRAPHIC DESIGN II LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in DM 203.
A laboratory in support of DM 203 to allow students to advance their knowledge, complete course assignments and master learning objectives. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

DM 205 *DIGITAL ILLUSTRATION
3 units
4 hours weekly
Prerequisite: Completion of DM 101.
Corequisite: Concurrent enrollment in DM 205L.
Advisory: Completion of DM 113, and Eligibility for READ 099.
Instructional materials fee required for this course and must be paid at registration.
This course is an introduction to the basic principles and practices of commercial illustration exploring the computer as a medium. Students are exposed to the skills needed to produce assignments that focus on current industry standards. Projects incorporate
creativity and conceptual problem solving in illustration as a means of communicating ideas. Traditional illustration skills and theories are presented as they relate to digital media with an emphasis on composition, line, perspective, tonality, color, expression, storytelling, typography, and design. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

**DM 205L DIGITAL ILLUSTRATION LAB**

.5 unit  
24 hours total  
**Corequisite:** Concurrent enrollment in DM 205.  
A laboratory in support of DM 205 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**DM 206 VIDEO DESIGN AND PRODUCTION II**

3 units  
4 hours weekly  
**Prerequisite:** Completion of DM 106.  
**Corequisite:** Concurrent enrollment in DM 206L.  
**Instructional materials fee** required for this course and must be paid at registration.  
This course will enhance the design skills of advanced video students. Using non-linear editing software, students will learn to create motion graphics as well as music beds to develop 30-second commercials. The curriculum is developed to augment the advanced student’s knowledge of special effect editing. An emphasis will be placed on the art of camera composition and the subtleties of editing design. Students will conceptualize through storyboards and paper edits using logs to organize and track video content. This course will also provide an introduction to studio production, including set design, lighting, sound mixing, camera operation, floor directing and technical directing. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

**DM 206L VIDEO DESIGN AND PRODUCTION II LAB**

.5 unit  
24 hours total  
**Corequisite:** Concurrent enrollment in DM 206.  
A laboratory in support of DM 206 to provide students with the opportunity and resources to complete digital video projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**DM 213 *PHOTOSHOP II**

3 units  
4 hours weekly  
**Prerequisite:** Completion of DM 113.  
**Corequisite:** Concurrent enrollment in DM 213L.  
**Advisory:** Completion of DM 101, and Eligibility for READ 099.  
**Instructional materials fee** required for this course and must be paid at registration.  
This course provides advanced instruction in photographic digital imaging using Adobe Photoshop to artistically enhance digitally captured images. At the completion of the course, students will have created a series of works that demonstrate advanced-level technical and creative skills in digital photographic imaging. Participation in critiques will provide the opportunity to refine and improve projects. Examples of the topics to be covered include advanced-level digital design, color correction, retouching, masking, compositing, special effects, filters, typography, channels, and file preparation for output to print, web, and video. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)

**DM 213L PHOTOSHOP II LAB**

.5 unit  
24 hours total  
**Corequisite:** Concurrent enrollment in DM 213.  
A laboratory in support of DM 213 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**DM 215 *GRAPHIC COMMUNICATIONS II**

3 units  
4 hours weekly  
**Prerequisite:** Completion of DM 115.  
**Corequisite:** Concurrent enrollment in DM 215L.  
**Instructional materials fee** required for this course and must be paid at registration.  
This advanced level course will cover graphic design topics in the context of wide-ranging visual and commercial communication theories that build upon skills learned in Graphic Communications I. Students will enhance their knowledge of the creative design process along with the communication of ideas by completing typical industry projects. Emphasis is on advanced software training and the integration of creative communications campaigns to prepare students for entry to the professional graphic communications industry. This course is designed for those who want advanced knowledge of graphic design as applied to the communications industry. **BEFORE ENROLLING**, students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)
DM 215L  GRAPHIC COMMUNICATIONS II LAB  
.5 unit  
24 hours total  
Corequisite: Concurrent enrollment in DM 215.  
A laboratory in support of DM 215 is designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)  

DM 233  *DIGITAL PRINTING II  
3 units  
4 hours weekly  
Prerequisite: Completion of DM 133.  
Corequisite: Concurrent enrollment in DM 233L.  
Advisory: Completion of DM 101, and Eligibility for READ 099.  
**Instructional materials fee** required for this course and must be paid at registration.  
This course provides students with advanced instruction in software, hardware, and design and production skills necessary for various types of digital printing, with an emphasis on output to paper. Students will learn how to create projects for typical industry standard advanced-level multiple page print jobs such as brochures, newsletters, newspapers, and magazines. **BEFORE ENROLLING,** students should have a basic knowledge of the Mac OS and Adobe Photoshop. (CSU, AVC)  

DM 233L  DIGITAL PRINTING II LAB  
.5 unit  
24 hours total  
Corequisite: Concurrent enrollment in DM 233.  
A laboratory in support of DM 233 designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)  

DM 246  *PORTFOLIO AND JOB SEARCH  
3 units  
4 hours weekly  
Prerequisite: Completion of DM 113.  
Corequisite: Concurrent enrollment in DM 246L.  
Advisory: Completion of DM 101, and Eligibility for READ 099.  
**Instructional materials fee** required for this course and must be paid at registration.  
This course provides students with the necessary skills associated with portfolio development, self-promotion, interview techniques, and job search in digital media arts. Students will refine their existing examples of digital media work and create new works as needed to showcase their abilities to prospective employers. Self-promotional pieces such as direct mail, business cards, and Web site designs will be developed. **BEFORE ENROLLING,** students should be able to operate the Mac OS and Adobe Photoshop and present portfolio quality examples of student work. (CSU, AVC)  

DM 246L  PORTFOLIO AND JOB SEARCH LAB  
.5 unit  
24 hours total  
Corequisite: Concurrent enrollment in DM 246.  
A laboratory in support of DM 246 designed to allow students to advance their knowledge, complete course assignments and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)  

DM 298  *SPECIAL STUDIES IN DIGITAL MEDIA  
3 units  
4 hours weekly  
Prerequisite: Completion of DM 113.  
Corequisite: Concurrent enrollment in DM 298L.  
Advisory: Completion of DM 101.  
**Instructional materials fee** required for this course and must be paid at registration.  
This course provides the student with the ability to conduct advanced individual study in the field of digital media under instructor guidance. Work during this course will provide the student with the opportunity to refine skills that can be demonstrated in a portfolio quality final project that will serve as part of the degree/certificate program. Cost for supplies beyond the instructional materials fee will depend on the type of individual study or project to be undertaken. **BEFORE ENROLLING,** students should be familiar with the Macintosh operating system, the Macintosh computer, and related peripherals. (CSU, AVC)  

DM 298L  SPECIAL STUDIES IN DIGITAL MEDIA LAB  
.5 unit  
24 hours total  
Corequisite: Concurrent enrollment in DM 298L.  
A laboratory in support of DM 298 to provide students with the opportunity and resources to complete interactive digital media projects and practice associated software skills. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)
**Definition**

The Office for Students with Disabilities (OSD) is designed to provide support services on an individual basis to our physically and cognitively disabled students, so as to maximize their learning experience. Some of our support services are: course advisement, priority registration, test proctoring, disability-related counseling, notetakers, readers, equipment loan, ASL interpreting, real time captioning, and alternative text production.

The philosophy of the OSD program is to integrate students with disabilities into regular classes. However, an Adaptive Physical Education (KIN 101) class is available for students who have physical limitations and want to participate in an exercise program, including swimming and weight training.

For more information, students should contact the office for Students with Disabilities in T100. The OSD program has computer software and adaptive computer equipment available in the High Tech Center located in the Learning Center and deployed both in the Lancaster and Palmdale Campuses.

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**Certificate Program**

Certificate not applicable.

**Associate Degree**

Associate degree not available.

**Transfer**

Not a transfer major.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**KIN 101 *ADAPTIVE PHYSICAL EDUCATION**

1 unit

3 hours weekly

The course is designed for the student who may be confined in type and amount of activity because of a physical limitation. The student’s program is individually tailored to meet the student’s need. The student develops the program in consultation with the instructor and the student’s physician or physical therapist. (CSU, UC, AVC) (R3)

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**Staff**

Main Number:

Voice/Relay (661) 722-6360

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Director:

Dr. Louis Lucero ext. 6161

Clerical Assistant III:

Angela Nary ext. 6816

Faculty:

Frank Bluw ext. 6439

Disability Services Specialist:

Tamira Palmetto Despain ext. 6724

John Wanko ext. 6162

Learning Disability Specialist:

position vacant ext. 6360

Learning Disability Testing Tech:

Maricela Ruvalcaba ext. 6133

position vacant ext. 6360

Interpreter/Deaf Services Coordinator:

position vacant ext. 6360

High Tech. Center. Lab Tech:

Ann Loi ext. 6231

Access Technology/Alternative Media Specialist:

Kenneth Sawicki ext. 6697
Definition
Drafting is the drawing or designing of manufactured products, machines, structures, etc. Computer Aided Design (and Drafting) means using the computer and peripheral devices in producing the documentation needed in support of the design process.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:  
Laureano Flores  ext. 6327
Administrative Assistant:  
Rosie Heasley  ext. 6327
Clerical Assistant III:  
Leyla Barber  ext. 6327
Department Chair:  
Rick Motawakel  ext. 6097
Adjunct Faculty:  
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.  
VM.  
Brent Kerns  2255
Victor Laxamana  2196
Michael Willett  2430

Program Description
The Drafting/Computer Aided Design program at Antelope Valley College offers mechanical, architectural, electronic, and aerospace drafting as it relates to industry and engineering transfer. This certificate program (which can be combined with the associate degree requirements to earn an associate degree) will prepare students for entry-level employment in industry.

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

Distinctive Features
Many of the classes in the Drafting/Computer Aided Design program use the latest computers, laser printers, and color plotters; along with the current industry standard software, AutoCAD.

Career Options
Computer Aided Design Drafter

Program Learning Outcomes

Drafting/Computer Aided Design  
1. Construct and edit 3-D models, in computer aided design program, from samples, sketches, or written descriptions.  
2. Create multiple views, orientations, and reference frames for hand-drawn, 2-D or 3-D computer drawn models.  
3. Recognize and utilize industry and military terminology, labels and symbols related to drafting.  
4. Construct and edit electronics, wiring, circuit, and interconnection drawings in computer aided design program from preliminary sketches or descriptions.

Certificate Program

Drafting/Computer Aided Design
The following courses (20 units) are required for the certificate.

Required Courses:  
<table>
<thead>
<tr>
<th>Course</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 115, Basic Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 120, Introduction to 2-D AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 125, Mechanical Drafting or DRFT 230, Architectural Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 130, Architectural Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 150, Intern. 2-D AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 240, Electronic Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 250, Introduction to 3-D AutoCAD</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Associate Degree
The requirements for an associate degree in Drafting/Computer Aided Design may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree in Drafting/Computer Aided Design will have drafting skills of value in the engineering technology fields including aerospace manufacturing, construction technology (including building codes), and industrial research and development. They will have entry level skills that would serve as a foundation for advancement in their field of employment. Moreover, the associate degree will also provide students with a broad range of knowledge with which: to evaluate and appreciate the physical environment, the culture, and the society in which they live; the ability to think critically; and the ability to communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study  
<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 115, Basic Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 120, Introduction to 2-D AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

http://www.avc.edu (661) 722-6300
SECOND SEMESTER

DRFT 130, Architectural Drafting I 3 units
DRFT 150, Interm. 2-D AutoCAD 3 units
DRFT 250, Introduction to 3-D AutoCAD 2 units
Course from GE requirement Area B 3 units
Course from GE requirement Area D2 3 units
Total 14 units

THIRD SEMESTER

DRFT 125, Mechanical Drafting or
   DRFT 230, Architect. Drafting II 3 units
DRFT 240, Electronic Drafting 3 units
Course from GE requirement Area A 3 units
Course from GE requirement Area E 3 units
Course from GE requirement Area F 3 units
Total 15 units

FOURTH SEMESTER

Course from GE requirement Area C 3 units
Electives 12 units
Total 15 units

DEGREE TOTAL 60 UNITS

NOTE: Semester order for courses and time to complete may vary for night students.

TRANSFER
Not a transfer major.

PREREQUISITE COMPLETION
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

DRAFTING / CAD COURSES

DRFT 125 MECHANICAL DRAFTING
3 units
6 hours weekly
Prerequisite: Completion of ENGR 120.
A second level course in mechanical engineering drafting following ENGR 115. Topics include: fasteners, successive auxiliary views, pictorial drawings (including shaded and exploded views), development, surface intersections, geometric tolerance, and working drawings. Work to be performed in AutoCAD. (CSU, AVC)

DRFT 130 *ARCHITECTURAL DRAFTING I
3 units
6 hours weekly
Prerequisite: Completion of ENGR 120.
Advisory: Eligibility for ENGL 097, READ 095 and MATH 070.
Techniques of basic architectural drawing practices and engineering principles, construction methods, materials, building ordinances, and the preparation of working drawings for one-story wood frame residential construction according to conventional practice. Emphasis on problems involving planning, design presentations and a complete set of drawings for residential frame construction. Work to be performed in AutoCAD. (AVC)

DRFT 150 *INTERMEDIATE 2-D AUTOCAD
3 units
6 hours weekly
Prerequisite: Completion of ENGR 120.
Advisory: Eligibility for READ 099.
This is an intermediate course in design/drafting covering orthographic projection. Topics include dimensioning, tolerancing, section views, auxiliary views, blocks, Xrefs, attributes, bill of materials, isometric drawings, 3D modeling, and script files. Work to be performed in AutoCAD. (CSU, AVC)

DRFT 230 *ARCHITECTURAL DRAFTING II
3 units
6 hours weekly
Prerequisite: Completion of DRFT 130.
Advisory: Eligibility for ENGL 099 and READ 095.
Techniques in architectural drafting are covered including the development of a complete set of plans for a two-story residential dwelling. Local and state codes, ASA and graphics standards are also included. Work to be performed in AutoCAD. (AVC)

DRFT 240 *ELECTRONIC DRAFTING
3 units
6 hours weekly
Prerequisite: Completion of ENGR 120.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
A drafting course intended particularly for electronic students. Topics include: lettering (freehand and with templates), use of instruments and special templates, orthographic projection, dimensioning, pictorial drawing, schematic wiring diagrams, connection drawings, printed circuit boards, electronic symbols, industrial standards, component and assembly drawings, and microelectronic drawings. Work to be performed in AutoCAD. (AVC)
DRFT 250 *INTRODUCTION TO 3-D CAD DRAFTING
2 units
4.5 hours weekly
**Prerequisite:** Completion of ENGR 120.
An advanced course in Computer Aided Design and Drafting using AutoCAD and/or SolidWorks software. Topics include: Creation and editing of 3-D models using rendering, wireframes and solid elements and the subsequent creation of 2-D orthographic, auxiliary, and section views derived from 3-D models. (CSU, AVC)

ENGR 115 *BASIC ENGINEERING DRAWING
3 units
6 hours weekly
**Advisory:** Eligibility for MATH 070.
Introductory engineering drawing covers lettering, use of instruments and rulers, applied geometry, sketching, sectional views, orthographic projection and auxiliary views. Computerized software will be introduced. This course is intended for vocational training leading to a certificate and a basic drawing background for engineers transferring to a university. (CSU, AVC)

ENGR 120 *INTRODUCTION TO 2-D CAD
3 units
6 hours weekly
**Advisory:** Eligibility for READ 099.
Introduction to the study of 2-dimensional (2D) computer aided design (CAD) and drafting using engineering design software. Includes lectures, demonstrations, and laboratory practice. Student will gain experience in the preparation of industry quality drawings as a result of the training. Previous skills in computer operation are not required. Work is to be performed by the students using engineering design/CAD software. (CSU, AVC)
Definition
Earth Science is the study of the Earth’s atmosphere, lithosphere, hydrosphere, and biosphere together with its place in the solar system and the universe.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Dr. Leslie Uhazy ext. 6415
Administrative Assistant: Wendy Cios ext. 6415
Clerical Assistant III: Suzanne Olson ext. 6415
Department Chair: Christos Valiotis ext. 6422
Lab Technician: position vacant ext. 6415
Faculty: Dr. Aurora Burd ext. 6896

Program Description
The Earth Science course will present an overview of the general principles of geology, astronomy, meteorology and oceanography.

Distinctive Features
Traditional teaching may be supplemented with computer and Internet based activities. Laboratory activities will provide “hands-on” experiences and discovery into the natural, physical and chemical characteristics of the earth and our universe.

Career Options
Environmental Management
Naturalist
School Teacher
(These careers require education beyond the two-year college level.)

Certificate Program
Certificate is not available.

Associate Degree
An associate degree with a major in Earth Science is not available. Earth Science course(s) can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Earth Science Courses
ERSC 101 *INTRODUCTION TO EARTH SCIENCE
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
Prerequisite: Completion of MATH 102.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Introduction to Earth Science is an overview of the general principles of geology, astronomy, meteorology and oceanography. Students will examine minerals, rocks, and the geological processes that shape Earth’s surface, the atmosphere and oceans, stars and planets. Laboratory exercises will expose students to a variety of hands-on activities exploring the Earth Sciences. (CSU, UC, AVC)
Definition
Economics is concerned with the study of how people and societies produce various commodities and distribute them for consumption, now or in the future, among various persons and groups in society. The economics program includes the study of the American economic system, using techniques for the analysis of contemporary economic problems. There is an emphasis on developing the ability to exercise sound judgment in evaluating business issues.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Dr. L. Tom O’Neil ext. 6482
Administrative Assistant:
Christi Crosby ext. 6482
Clerical Assistant III:
Bettie Negrete ext. 6482
Department Chair:
Dr. Ken Shafer ext. 6906
Faculty:
Dr. Ibrahim Ganley ext. 6172
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M. Victor Abraham 2088
Ronald Halcrow 2480
C. McKinley Kemp 2185
Misty Stowers 2367

Program Description
Economics provides both a general academic experience and professional preparation. The program emphasizes economic analysis, institutions and policy in American, regional, and urban settings.

Distinctive Features
Economics is designed to facilitate the students matriculation to the four-year colleges or to provide an understanding of the economic world we live in. Key concepts and methodology for analysis are emphasized.

Career Options
Accountant
Arbitrator
Attorney
Budget Analyst
Business Analyst
Commodity Economist
Development Economist
Economic Analyst

Economist
Industrial Relations Specialist
Investment Analyst
Labor Relations
Macro Economist
Manpower Economist
Natural Resource Economist
Operations Research Analyst
Project Economist
Research Economist
(Most of these careers require education beyond the two-year college level.)

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 careers options that utilize the knowledge and skill sets of the discipline of economics.

Certificate Program
Certificate is not available.

Associate Degree
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) Obtention 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.

Required Course:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ECON 101, Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>*ECON 102, Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>*MATH 115, Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 148, Calculus for Business &amp; Economics</td>
<td>4</td>
</tr>
</tbody>
</table>

Required Electives A  

Select 3-10 units from the following:

- MATH 124, Finite Math 4
- MATH 150, Calculus and Analytic Geometry 9
- MATH 160, Calculus and Analytic Geometry 9
- ACCT 201, Financial Accounting 4
- ACCT 205, Managerial Accounting 4
- BUS 113, Business Communications 3
- BUS 201, Business Law 3
- CA 221, Computer Concepts & Applications in Business or CIS 101, Introduction to Computer Information Science 3-4

Required Electives B  

Select 3-5 units from the following or any course from List A not already used:

- ECON 100, Survey of Economics 3
- ECON 110, Economics of the Underclass 3
- MATH 250, Calculus and Analytic Geometry 4
- MATH 220, Linear Algebra 4

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>Required Elective A (MATH 124 recommended)</td>
<td>4</td>
</tr>
<tr>
<td>Required Elective B (ECON 100 recommended)</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area A2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area B1&amp;B3 or B2&amp;B3</td>
<td>4</td>
</tr>
<tr>
<td>Total 14</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>ECON 102, Principles of Microeconomics (CSU GE D)</td>
<td>3</td>
</tr>
<tr>
<td>MATH 148, Calculus of Business and Economics</td>
<td>4</td>
</tr>
<tr>
<td>CSU GE requirement Area A1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area C1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Total 16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>ECON 101, Principles of Macroeconomics (CSU GE D)</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area A3</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area C2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area D (POLS 101 Recommended)</td>
<td>3</td>
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<tr>
<td>CSU Transferable Electives</td>
<td>3</td>
</tr>
<tr>
<td>Total 15</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>MATH 115, Statistics (CSU GE B4)</td>
<td>4</td>
</tr>
<tr>
<td>CSU GE requirement Area B1 (or B2)</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area C1/C2</td>
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<tr>
<td>CSU Transferable Electives</td>
<td>2</td>
</tr>
<tr>
<td>Total 15</td>
<td></td>
</tr>
<tr>
<td>CSU GE or IGETC Pattern</td>
<td>37-39</td>
</tr>
<tr>
<td>CSU Transferable Elective Units to reach Degree Total</td>
<td>60</td>
</tr>
</tbody>
</table>

*Electives should be taken from other courses within the program major.

Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
ECON 100  * SURVEY OF ECONOMICS  
3 units  
3 hours weekly  
**Advisory:** Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 070.  
A general education course surveying the American economy from both microeconomic and macroeconomic perspectives. The course is not intended for business or economics majors. Topics include business cycles; unemployment; inflation; international trade; income distribution; market structure and performance; and the economic behavior of firms, households, and government. Credit will not be given if taken after ECON 101 or 102. (CSU, UC, AVC)

ECON 101  *PRINCIPLES OF MACROECONOMICS  
3 units  
3 hours weekly  
**Prerequisite:** Completion of MATH 102.  
**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL.  
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) (CSU, UC, AVC)

ECON 102  *PRINCIPLES OF MICROECONOMICS  
3 units  
3 hours weekly  
**Prerequisite:** Completion of MATH 102.  
**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL.  
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) (CSU, UC, AVC)

ECON 110  *ECONOMICS OF THE UNDERCLASS  
3 units  
3 hours weekly  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
Investigation of the economic inequalities as they presently exist in America and their ramifications for the permanent underclass in our society. Course focuses primarily on women, Blacks, Chicanos, and deals specifically with the economic impact of poverty, unemployment, and discrimination on these groups. (CSU, UC, AVC)
Definition
This program provides an introduction to the teaching profession and prepares the student to function in a paraprofessional teaching capacity.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Dr. L. Tom O’Neil ext. 6482
Administrative Assistant: Christi Crosby ext. 6482
Clerical Assistant III: Bettie Negrete ext. 6482
Department Chair: Andrea Sanders ext. 6502
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M. Christine Goulet 2077
Stella Konisek 2615

Program Description
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.

Distinctive Features
Students earn work experience credit in the instructional aide program through work experience in the public school setting.

Although not a requirement in a teacher credential program, these courses count as transferable elective credit. ED 140 provides valuable information to students contemplating a career in teaching. ED 141 provides an introductory background to the major disability groups. ED 145 equips students with knowledge and skills in working with the learning disabled.

Career Options
Instructional Aide
Teacher
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes
1. 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 exceptionality (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
Any combination of electives with required courses for a total of 24 units or more.

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 103</td>
<td>Intro. to Computers and Dig. Tech. or Computer</td>
<td>1-3</td>
</tr>
<tr>
<td>ED 140</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>ED 141</td>
<td>Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>ED 145</td>
<td>Understanding and Educating the Learning Disabled</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 235</td>
<td>Child Psychology or CFE 103, The Child in...</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td></td>
<td>6-8</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>24-26</td>
</tr>
</tbody>
</table>

Program Electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFE Classes</td>
<td></td>
<td>3-8</td>
</tr>
<tr>
<td>DFST 101</td>
<td>Amer. Sign Language I</td>
<td>4</td>
</tr>
<tr>
<td>DFST 102</td>
<td>Amer. Sign Language II</td>
<td>4</td>
</tr>
<tr>
<td>ED 199</td>
<td>Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>ENGL 101/ENGL 101SL</td>
<td>Academic Composition</td>
<td>3</td>
</tr>
<tr>
<td>LAC 100</td>
<td>Introduction to Tutoring</td>
<td>3</td>
</tr>
<tr>
<td>LAC 200</td>
<td>Advanced Tutoring</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 101</td>
<td>Elementary Spanish 1</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 102</td>
<td>Elementary Spanish 2</td>
<td>5</td>
</tr>
</tbody>
</table>
Associate Degree

Instructional Aide
The requirements for an associate degree in Instructional Aide may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Education Courses

ED 140  *INTRODUCTION TO EDUCATION
3 units
3 hours weekly

Advisory: Eligibility for ENGL 099 and READ 099.

An introductory survey course to the field of education including the study of historical and philosophical perspectives; school governance and funding; student diversity; instructional methods, curriculum and teacher practice and pathways towards teacher certification and other careers in education. In addition this course includes a foundational understanding of public school law as well as federal and state educational policies and regulations. Students will be introduced to such topics as educational psychology, student discipline, California Standards for the Teaching Profession, and current trends in education. Students will also gain practical experience in recent research, research sources and APA writing style. A current TB clearance might be required for field experiences. (CSU, AVC)

ED 141  *INTRODUCTION TO SPECIAL EDUCATION
3 units
3 hours weekly

Advisory: Eligibility for ENGL 099 and READ 099.

This course is designed for prospective special education teachers and paraeducators, parents, volunteers and workers interested in gaining basic information about the major disability groupings (i.e. mental retardation, visual impairment, communication disorders, etc.) in relationship to special education. The course will cover the history of the disabled, theories, and current trends and techniques used in educating and working with the disabled. (CSU, AVC)

ED 145 UNDERSTANDING AND EDUCATING THE LEARNING DISABLED
3 units
3 hours weekly

Advisory: Eligibility for ENGL 099 and READ 099.

This course is designed for prospective special education 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  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary

Advisory: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)
Definition
The Electrical Technology program is intended to provide students with the opportunity to begin a career in the electrical technology occupation. The courses will provide the students with exposure to residential, commercial and industrial electrical techniques and practices. This exposure will provide them with the versatile job skills to build upon and flex during changing economic conditions.

Career Options
Electrical or Commercial Electrical Installer
Electrical Maintenance Technician
Electrician
Industrial Maintenance Electrician
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes
1. Calculate values for voltage, current, resistance, and power, and contrast these values with measured values to determine the proper operation of a variety of electrical circuits.
2. Analyze, evaluate, troubleshoot, and repair residential, commercial, and industrial electrical systems to meet industry standards and the National Electric Code.
3. Read and interpret blueprints, architectural drawings and schematics to install, maintain and repair electrical systems.
4. Evaluate the operation of various motor control systems, including programmable control systems, and modify or repair as necessary.

Certificate Program
The following courses (34 units) are required for the certificate.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 110, Fund. of Electricity</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 115, Electrical Codes and Ordinances</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 120, Residential Wiring</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 130, Alternating Current Theory</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 140, Commercial/Industrial Wiring and Cabling</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 150, Electrical Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 160, Fundamentals of Motor Control</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 220, Advanced Motor Control</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 250, Electricians Journeyman Review</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Associate Degree
The requirements for an associate degree in Electrical Technology may be satisfied by completing 34 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field as an Electrician. They have better chances for promotional opportunities into supervisory and management positions as they gain experience. The associate degree will also provide students with a broad range of
knowledge with which to appreciate the environment, the culture, and the society in which they live. With the associate degree the student will have the ability to think and communicate clearly and effectively.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 110, Fund. of Electricity</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 115, Electrical Codes and Ordinances</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 120, Residential Wiring</td>
<td>4</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 130, Alternating Current Theory</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 140, Commercial/Industrial Wiring and Cabling</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 160, Fundamentals of Motor Control</td>
<td>4</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 150, Electrical Maintenance</td>
<td>4</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 220, Advanced Motor Control</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 250, Electricians Journeyman Review</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Degree Total** 60

**NOTE:** Semester order and time to complete will vary for night students.

**Transfer**

Not a transfer major.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**Electrical Technology Courses**

- **ELEC 110 *FUNDAMENTALS OF ELECTRICITY***
  
  4 units
  
  6 hours weekly
  
  *(3 hours lecture, 3 hours lab)*
  
  **Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.
  
  Basic concepts of electricity with emphasis on the fundamental laws of electricity and magnetism and the practical application of those laws. Experimental verification of these laws with laboratory practice to support the theory. Students will be provided a foundation in electricity for vocational areas including: electronics, electrical, auto, appliance repair, refrigeration and air conditioning. (AVC)

- **ELEC 115 *ELECTRICAL CODES AND ORDINANCES***
  
  4 units
  
  4 hours weekly
  
  **Prerequisite:** Completion of or concurrent enrollment in ELEC 110.
  
  **Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.
  
  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, Sections 55763(c) and 58161(c).

- **ELEC 120 *RESIDENTIAL WIRING***
  
  4 units
  
  4 hours weekly
  
  **Prerequisite:** Completion of or concurrent enrollment in ELEC 110.
  
  **Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.
  
  This course is designed for students who want to learn the applications, selection and installation techniques of the most common electrical devices used in homes and apartment buildings. Course of study includes the basic theory of wiring circuits, blueprint reading, materials selection, installation, and code requirements with hands-on application. Provides additional instruction on wiring practices in accordance with the National Electrical Code. Students will be able to perform and troubleshoot most common installations encountered in residential applications. (AVC)
ELEC 130  *ALTERNATING CURRENT THEORY
3 units
3 hours weekly
**Prerequisite:** Completion of ELEC 110.
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.
Builds on the student’s knowledge of electrical theory. 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 AND CABLING
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
**Prerequisite:** Completion of or concurrent enrollment in ELEC 110.
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.
Builds on the student’s knowledge of electrical theory and wiring practices to install, repair and maintain electrical circuits in a commercial/industrial setting. Construction activities will cover tool identification, blueprint/symbol identification, conduit bending, wire pulling, rigging and electrical test equipment. Close attention will be paid to the National Electrical Code requirements with emphasis on installation of electrical equipment and controls. Records of amps, volts, and watts will be kept. Students will be instructed on how to use this information for optimum utilization of power in the commercial/industrial setting. Formulas necessary to understand the electrical theory and applications will be presented as they are needed throughout the class. (AVC)

ELEC 150  *ELECTRICAL MAINTENANCE
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
**Prerequisite:** Completion of or concurrent enrollment in ELEC 110.
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.
Students will progress from basic electrical diagram symbols and processes to advanced machinery troubleshooting in an industrial plant. CAL-OSHA requirements to prevent hazards from electrical shock, moving machinery and stored energy will be taught then implemented in a lab setting. The interaction between electrical, mechanical, hydraulic and pneumatic machinery and controls will be taught in a variety of lecture and lab settings using a variety of meters. The students will gain knowledge by developing a preventive maintenance program designed to reduce downtime and minimize production loss. (AVC)

ELEC 160  *FUNDAMENTALS OF MOTOR CONTROL
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
**Prerequisite:** Completion of ELEC 110.
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.
Builds on the student’s knowledge of electrical theory and apply this knowledge to electrical motor control. Close attention paid to the National Electrical Code requirements and NEMA requirements. Emphasis placed on installation, maintenance and modification of motor control, presented in a present-day setting. Students will learn new electrical symbols theory, and progress through such topics as circuit layout, control pilot devices, control circuits, reduced voltage starters and multi-speed controllers. Formulas necessary to understand and work with the electrical theory and applications are presented as they are needed throughout the class. (AVC)

ELEC 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

ELEC 220  *ADVANCED MOTOR CONTROL-PLC
4 units
4 hours weekly
**Prerequisite:** Completion of ELEC 160.
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.
This course is designed to build on the student’s knowledge of electrical motor control and introduces the basic theory, operation and programming of programmable logic controllers. Students learn PLC hardware components, system configuration, and relay ladder logic concepts. The topics will include
configuration, operation, input/output devices, and basic PLC programming. Upon completion students will be able to identify components, troubleshoot control systems, and design basic control programs. (AVC)

**ELEC 250  *ELECTRICIANS JOURNEYMAN REVIEW***

3 units
3 hours weekly

*Advisory: Completion of ELEC 115, and Eligibility for ENGL 099, READ 099 and MATH 070.*

A series of sample tests and lectures intended for students who are preparing for the National Electrical Code (NEC) portion of the state journeyman exam. Provides a quick, easily understood study guide for those needing to update themselves on the NEC and the basic electrical mathematical formulas needed in the electrical field. Gain proficiency in the use of the NEC table of contents, the index and the ability to move quickly from cover to cover to find the answer to each question in a timely manner. (AVC)

*(R unlimited)*

* Course repeatability allowed for mandated training as stated in Title 5, Sections 55763(c) and 58161(c).
**Definition**

The Electronics Technology curriculum is designed to prepare the student for employment as an electronic technician.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:  
Laureano Flores  
ext. 6327

Administrative Assistant:  
Rosie Heasley  
ext. 6327

Clerical Assistant III:  
Leyla Barber  
ext. 6327

Department Chair:  
Rick Motawakel  
ext. 6097

Faculty:  
Rick Motawakel  
ext. 6097

Adjunct Faculty:  
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.  
Jose Alvarado  
2160

Steven Brown  
2238

Richard Chapman  
2438

Alan Howerton  
2074

**Program Description**

This program will help students gain the skills and knowledge necessary to maintain, troubleshoot and repair a variety of electronic systems. These systems include aviation/avionics, test instrumentation, communications systems, navigational systems, computer related electronics, robotics and biomedical equipment repair.

Successful students will gain experience in basic electronics, digital and analog systems, and microprocessor controlled electronics. They will also have the skills necessary to read and interpret electronic schematics and properly use electronic test equipment to evaluate the operation of a variety of systems.

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

**Distinctive Features**

Students are provided with “hands-on” lab experience. Opportunities are provided to work on projects and experiments and repair of electronic/telecommunications equipment.

**Career Options**

Electronics Technicians:  
Aircraft/Avionics  
Biomedical Equipment Repair  
Computer

Microprocessor  
Robotics Repair  
Telecommunications (service and repair)
(Some of these careers may require education beyond the two-year college level.)

**Program Learning Outcomes**

1. Analyze and evaluate critical aspects of the electronics industry related to safe work practices, standards and tolerances, standard shop practices, proper use of tools, test equipment, and personal protective equipment.

2. Analyze, evaluate, troubleshoot, and repair electronics systems.

3. Evaluate, read and properly interpret industry standard electronics schematics and technical manuals to assess, maintain, and repair electronics systems.

**Certificate Program**

The following courses (30 units) are required for the certificate. Students who successfully complete the certificate requirements are qualified for entry level positions as electronics technicians, test technicians, or field service technicians. These positions include aviation/avionics, test instrumentation, communications systems, navigational systems, computer related electronics, robotics and biomedical equipment repair.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELTE 110</td>
<td>Electronics Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>ELTE 125</td>
<td>Direct Current and Alternating Current Principles</td>
<td>5</td>
</tr>
<tr>
<td>ELTE 130</td>
<td>Digital Circuit Analysis</td>
<td>4</td>
</tr>
<tr>
<td>ELTE 135</td>
<td>Analog Circuit Analysis</td>
<td>4</td>
</tr>
<tr>
<td>ELTE 180</td>
<td>Microprocessor Sys. or ELTE 140, Microprocessor Sys.</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>ELTE 235, Elect. Communications I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Program Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELTE 105</td>
<td>Intro. to Robotics</td>
<td>3</td>
</tr>
<tr>
<td>ELTE 145</td>
<td>Acceptability of Electronic Assemblies</td>
<td>6</td>
</tr>
<tr>
<td>ELTE 199</td>
<td>Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>ELTE 252</td>
<td>Intro. to Avionics</td>
<td>3</td>
</tr>
<tr>
<td>ELTE 254</td>
<td>Radio Telephone License</td>
<td>3</td>
</tr>
</tbody>
</table>

**Associate Degree**

The requirements for an associate degree in Electronics Technology may be satisfied by completing 27 units of required courses, selecting an additional 3 units from the
restricted list of program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of electronics technology. They are well prepared for promotional opportunities such as lead technician or supervisory positions. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
<th>Fourth Semester</th>
<th>Degree Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ELTE 110, Electronics Mathematics 4</td>
<td>ELTE 135, Analog Circuit Analysis 4</td>
<td>ELTE 235, Elect. Communications I 4</td>
<td>Course from GE requirement Area B 3</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>ELTE 125, Direct Current and Alternating Current Principles 5</td>
<td>ELTE 180, Microprocessor Systems 6</td>
<td>Course from GE requirement Area A 3</td>
<td>Course from GE requirement Area C 3</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>ELTE 130, Digital Circuit Analysis 4</td>
<td>Course from GE requirement Area D2 3</td>
<td>Course from GE requirement Area E 3</td>
<td>Program Elective 3</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Course from GE requirement Area D1 3</td>
<td>Electives 2</td>
<td>Electives 3</td>
<td>Electives 3</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Total: 16</td>
<td>Total: 15</td>
<td>Total: 16</td>
<td>Total: 16</td>
<td>60</td>
</tr>
</tbody>
</table>

**Transfer**

Some institutions offer a bachelor’s degree in Electronics Technology and Industrial Technology. Check appropriate catalog(s) and consult a counselor.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**Electronics Technology Courses**

**ELTE 101 *SURVEY OF ELECTRONICS**

4 units

6 hours weekly

**Advisory:** Eligibility for ENGL 097, READ 099 and MATH 070.

A course giving an overview of the physics of direct and alternating current circuits, semiconductors, integrated circuits (IC’s), magnetism, electromagnetism, and Ohm’s law. Application of these physical laws will be studied as they pertain to electrical power generation and distribution, alternative energy sources, electronic communication, computer technology and robotic controls. Throughout the course, the scientific method, scientific history, political and socio-economic aspects of electronics technology will be examined. The laboratory experiments facilitate hands-on use of electronic test equipment to allow the comprehension of the electrical principles to be displayed, providing the student the opportunity to witness the laws of physics, chemistry and mathematics as they apply to the electrical/electronic principles. (CSU, AVC)

**ELTE 105 *INTRODUCTION TO ROBOTICS**

3 units

3 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Intended for students who are interested in robotics and other applications for electronically controlled mechanical systems. Uses and applications for robotics, mechanical platforms, power sources, sensors, and basic controls will be covered. Students will construct and operate various small-scale robots. (AVC)

**ELTE 110 *ELECTRONICS MATHEMATICS**

4 units

4 hours weekly

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Scientific notation, manipulation of algebraic expressions, basic trigonometry, logarithms, Boolean algebra, and use of electronic calculators. Emphasis is on using mathematics as a tool for understanding the principles of electronics. (AVC)
ELTE 125 *DIRECT CURRENT AND
ALTERNATING CURRENT PRINCIPLES
5 units
6 hours weekly
Prerequisite: Completion of or concurrent enrollment in ELTE 110.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Basic concepts of direct current including voltage, current, power, and resistance Ohm’s Law and Kirchoff’s Laws are used to analyze series, parallel, and series-parallel circuits. Concepts of alternating current including voltage and current phasing, power factors, resistance, reactance and impedance. Capacitive and inductive circuits are included. Laboratory experiments reinforce theory and also teach proper use of test equipment and soldering techniques. Proper use of oscilloscopes and other test equipment is emphasized. (AVC)

ELTE 130 *DIGITAL CIRCUIT ANALYSIS
4 units
6 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Digital circuit concepts related to small and medium scale integrated circuits. Includes Boolean algebra, basic logic gates, flip flops and more complex combinational logic circuits such as multiplexers, decoders, counters and displays. Laboratory exercises emphasize use of IC specification books, troubleshooting, and use of test equipment. More advanced soldering techniques are also included. (AVC)

ELTE 135 *ANALOG CIRCUIT ANALYSIS
4 units
6 hours weekly
Prerequisite: Completion of ELTE 125.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Covers basic analog devices and circuits related to electronic signal processing. Includes diodes, transistors, and integrated circuits. Applications include power supplies, amplifier circuits, and basic operational amplifier circuits. Use of test equipment and troubleshooting is emphasized. (AVC)

ELTE 140 *MICROPROCESSOR SYSTEMS I
3 units
4 hours weekly
Prerequisite: Completion of or concurrent enrollment in ELTE 130.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
The internal register set and basic microprocessor instructions are included in this course. Students write small programs to exercise registers and learn the concepts of the hardware/software interface. Basic input and output techniques introduce students to microprocessor controlled systems. 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 145 *ACCEPTABILITY OF
ELECTRONIC ASSEMBLIES
6 units
8 hours weekly
Advisory: Eligibility for ENGL 099, READ 095 and MATH 070.
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
8 hours weekly
Prerequisite: Completion of ELTE 130.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
The internal register set and basic microprocessor instructions are included in this course. Students write small programs to exercise registers and learn the concepts of the hardware/software interface. Basic input and output techniques introduce students to microprocessor controlled systems. Covers topics related to interfacing microprocessors with other devices required for microprocessor controlled systems. Includes: bus structures, addressing, memory, input, output, device control techniques, and the relationships between hardware and software. Emphasis in the lab is on troubleshooting hardware/software systems. Students who have taken ELTE 140 and ELTE 220 have fulfilled the content of this course. (AVC)

ELTE 199 *OCCUPATIONAL WORK
EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)
ELTE 220  *MICROPROCESSOR SYSTEMS II
3 units
4 hours weekly
**Prerequisite:** Completion of ELTE 140.
**Advisory:** Eligibility for ENGL 099 and READ 099.
A continuation of ELTE 140, and covers topics related to
interfacing microprocessors with other devices required for
microprocessor controlled systems. Includes: bus structures,
addressing, memory, input, output, device control techniques
and the relationships between hardware and software. Emphasis
in the lab is on troubleshooting hardware/software systems.
Students who have taken ELTE 180 have fulfilled the content
of ELTE 140 and ELTE 220. (AVC)

ELTE 235  *ELECTRONIC
COMMUNICATIONS I
4 units
6 hours weekly
**Prerequisite:** Completion of ELTE 135.
Prepares the student for entry into the rapidly expanding field
of communications. Includes the analyzing of electrical signals,
waveforms and harmonics, combining signals, amplitude
modulation, and sideband communications, and the creating,
amplifying and reproducing of signals. Knowledge gained
is applied to real-world problem solving and verified in the
laboratory by experiments. (AVC)

ELTE 252  *INTRODUCTION TO AVIONICS
3 units
3 hours weekly
**Prerequisite:** Completion of ELTE 130 and ELTE 135, and
Eligibility for ENGL 099, READ 099, and MATH 070.
The electronic systems used in aircraft navigation,
communication and control. Emphasis on system purpose,
terminology and function. Both ground and airborne systems
will be covered. (AVC)

ELTE 254  *RADIO TELEPHONE LICENSE
3 units
3 hours weekly
**Prerequisite:** Completion of ELTE 110 or ELTE 135.
A course designed to give the student a knowledge and
understanding of FCC rules and regulations, skills to tune and
adjust communication and broadcast transmitters, receivers and
antennas, and associated knowledge required to pass the FCC
Radio Telephone operator’s license exam. (AVC)
Definition
Emergency Medical Technology is one course that prepares students to take the National Registry examination to become an EMT-1.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:  
  position vacant  
Coordinator:  
  Karen Smith ext. 6402  
Clerical Assistant III:  
  Sylvia Waller ext. 6402  
Department Chair:  
  Jeffrey Stephens ext. 6139  
Faculty:  
  Lance Hodge ext. 6626

Distinctive Features
A noncredit continuing education course, EMT Refresher, is offered annually through the Corporate and Community Services office and is fee based. This course is dependent upon sufficient enrollment.

Students enrolling in EMT 101 will be required to complete a specific medical exam to include proof of immunizations, TB testing, as well as a drug screening and criminal background check. Students should not have the medical exam and background screening until they are given the current forms and instructions by the instructor.

Career Options
Emergency Medical Technician 1

Certificate Program
Certificate not applicable.

Associate Degree
Associate degree not available.

Transfer
Not a transfer major.

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Emergency Medical Technology Course

EMT 101 EMERGENCY MEDICAL TECHNICIAN (EMT)
5.5 units  
8.5 hours weekly  
(4 hours lecture, 4.5 hours lab)

Limitation on Enrollment: Upon successful completion of final written and skills exams, students must also complete additional requirements, including a minimum of 24 hours of ambulance/clinical experience, 12 hours of additional homework including online FEMA courses, resume’ creation, and National Registry Exam test review using an approved text. Students must also obtain a specific medical exam, including TB testing and specific immunizations and/or proof of immunizations and a criminal 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.

Advisory: Eligibility for ENGL 099, READ 099 and MATH 065. 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. (AVC)
**Definition**

Engineering is concerned with the application of scientific and mathematical theories and principles to solve practical technical problems. The engineering discipline includes the Engineering Technology program for students who desire to work in jobs related to engineering.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:  
Dr. Les Uhazy  
ext. 6415

Administrative Assistant:  
Wendy Cios  
ext. 6415

Clerical Assistant III:  
Suzanne Olson  
ext. 6415

Department Chair:  
Christos Valiotis  
ext. 6422

Faculty:  
Dr. Jonathan Compton  
ext. 6809

Adjunct Faculty:  
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.
Jose Alvarado  
2160

Steven Brown  
2238

Victor Laxamana  
2196

Karl Major  
2137

Jonathan Over  
2135

**Program Description**

The Engineering program at Antelope Valley College has three distinct components: 1) a certificate program in Engineering Technology; 2) associate degree programs in Engineering and Engineering Technology; and 3) Engineering transfer to programs such as CSULB-AV Engineering program.

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

**Distinctive Features**

The Engineering program offers the student challenging and rewarding classes that transfer to four-year universities in California. The Engineering courses listed under the Associate Degree in Engineering should suffice for most engineering majors transferring to a major university. See a counselor for specific general education requirements.

**Career Options**

Aerospace Engineering  
Architectural Engineering  
Biomedical Engineering  
Chemical Engineering  
Civil Engineering  
Computer Engineering

Electrical Engineering  
Industrial Engineering  
Mechanical Engineering

(Most of these careers require education beyond the two-year college level.)

**Program Learning Outcomes**

**Engineering**

1. Integrate the engineering problem solving method, teamwork, and design process to complete a project demonstrating basic engineering skills.

2. Develop a strong computational background in fundamental engineering computer programs.

3. Analyze internal structural loading and predict behavior of materials in 2-D and 3-D structures with mathematical calculations, collected data, and graphical information.

**Engineering Technology**

1. Students will plan, create, test, and run their own programs in C code to solve typical programs.

2. Create multiple views, orientations, and reference frames for hand-drawn, and computer drawn models.

3. Design and construct drawings of basic circuits and electronics in computer aided design program.

**Associate Degrees**

**Engineering**

The goal of the Associates Degree in Engineering is to provide students with a fundamental knowledge of Engineering, to enhance their computational and problem solving skills, sharpen their critical thinking, and to ensure proper preparation for junior level Engineering coursework at a university. Students completing this degree should realize that there are many sub disciplines in Engineering and most require a similar core education, but not all. The requirements for an associate degree in Engineering may be satisfied by completing the courses listed below in addition to the associate degree requirements. Students who intend to transfer are strongly encouraged to complete either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE) requirements. (See Graduation/Associate Degree Requirements and Transfer Information.)

**Required Courses:**

- ENGR 110, Engineering Orientation and Basic Skills  
  3

- ENGR 125, Programming and Problem Solving in MATLAB  
  4

- ENGR 130, Materials Science and ENGR 130L, Materials Science Lab  
  4

  or  

- ENGR 185, Digital Logic and Design  
  4

- ENGR 140, Engineering 3D Graphics  
  3

- ENGR 210, Statics  
  4

- ENGR 230, Circuit Analysis  
  4

**Total 22**
Engineering Technology
(Currently not accepting new applicants for this major)

The requirements for an associate degree in Engineering Technology may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree in Engineering Technology will have drafting and programming skills of value in all fields of engineering and applied technologies including aerospace manufacturing, construction technology, public works, and industrial research and development. They will have entry level skills that would serve as a foundation for advancement in their field of employment. Moreover, the associate degree will also provide students with a broad range of knowledge with which: to evaluate and appreciate the physical environment, the culture, and the society in which they live; the ability to think critically; and the ability to communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ENGR 115, Basic Engineer Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 120, Intro. to 2-D AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>MATH 128, College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>DRFT 125, Mechanical Drafting or DRFT 130, Architectural Draft. I</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 150, Intern. 2-D AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ELTE 125, Direct and Alternating Current Principles</td>
<td>5</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14</td>
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</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>CIS 161, Introduction to C Programming</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 240, Electronic Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**Degree Total 60**

---

**Certificate Program**

**Engineering Technology**

(Currently not accepting new applicants for this major)

The following courses (32 units minimum) are required for the certificate.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 161, Introduction to C Programming</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 125, Mechanical Drafting or DRFT 130</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 150, Intern. 2-D AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>DRFT 240, Electronic Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ELTE 125, Direct and Alternating Current Principles</td>
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</tr>
<tr>
<td>ENGR 115, Basic Engineer Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 120, Introduction to 2-D AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>MATH 128, College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Program Electives</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>32</td>
</tr>
</tbody>
</table>

**Transfer**

A student planning to pursue a bachelor’s degree in Engineering should consult with the Transfer Center for specific program information.

**Engineering Major–CSU and UC**

The following foundation courses are common to many programs.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 110, General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ENGR 110, Engineering Orientation and Basic Skills</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 120, Introduction to 2-D AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 130, Materials Science</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 210, Statics</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 220, 220L, 220PS, Strength of Materials/Lab/Problem Solving Session</td>
<td>5</td>
</tr>
<tr>
<td>MATH 150, Calculus and Analytical Geometry</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 230, Circuit Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MATH 150, 160, 250, Calculus and Analytic Geometry</td>
<td>13</td>
</tr>
<tr>
<td>MATH 230, Intro. to Ordinary Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 110, 120, 211, General Physics/Lab</td>
<td>13</td>
</tr>
</tbody>
</table>

**NOTE:** A minimum grade of “C” in courses required for the major is required for transfer to baccalaureate programs. Always check the appropriate transfer institution catalog and consult with a counselor.
Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Engineering Courses

ENGR 110  *ENGINEERING ORIENTATION AND BASIC SKILLS
3 units
3 hours weekly
Prerequisite: Completion of MATH 102.
The course explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. (C-ID: ENGR 110) (CSU, AVC)

ENGR 115  *BASIC ENGINEERING DRAWING
3 units
6 hours weekly
Advisory: Eligibility for MATH 070.
Introductory engineering drawing covers lettering, use of instruments and rulers, applied geometry, sketching, sectional views, orthographic projection and auxiliary views. Computerized software will be introduced. This course is intended for vocational training leading to a certificate and a basic drawing background for engineers transferring to a university. (CSU, AVC)

ENGR 120  *INTRODUCTION TO 2-D CAD
3 units
6 hours weekly
Advisory: Eligibility for READ 099.
Introduction to the study of 2-dimensional (2D) computer aided design (CAD) and drafting using engineering design software. Includes lectures, demonstrations, and laboratory practice. Student will gain experience in the preparation of industry quality drawings as a result of the training. Previous skills in computer operation are not required. Work is to be performed by the students using engineering design/CAD software. (CSU, AVC)

ENGR 125  PROGRAMMING AND PROBLEM-SOLVING IN MATLAB
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
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. (CSU, UC, AVC)

ENGR 130  MATERIALS SCIENCE
3 units
3 hours weekly
Prerequisite: Completion of CHEM 110 and PHYS 110.
Corequisite: Concurrent enrollment in ENGR 130L.
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. (C-ID: ENGR 140) (CSU, UC, AVC)

ENGR 130L  MATERIALS SCIENCE LAB
1 unit
3 hours weekly
Corequisite: Concurrent enrollment in ENGR 130.
This course is the experimental exploration of the connections between the structure of materials and materials properties. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the lecture course, to operate testing equipment, to analyze experimental data, and to prepare reports. (CSU, AVC)

ENGR 140  ENGINEERING 3D GRAPHICS
3 unit
6 hours weekly
Prerequisite: Completion of MATH 135 (AVC Assessment).
This course covers the principles of engineering drawings in visually communicating engineering designs and an introduction to computer-aided design (CAD). Topics include the development of visualization skills; orthographic projections; mechanical dimensioning and tolerancing practices; and the engineering design process. Assignments develop sketching and 2-D and 3-D CAD skills. The use of CAD software is an integral part of the course. (C-ID: ENGR 150) (CSU, UC, AVC)
ENGR 185 *DIGITAL LOGIC AND DESIGN
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
Prerequisite: Completion of MATH 102.
Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099.
This course covers discrete mathematics, logic Boolean algebra, binary arithmetic, logic gates, combinatorial logic, and minimization techniques. Includes an introduction to sequential circuits, state machines and synchronous state machine design. Students will design combinatorial circuits, flipflops, multivibrators, registers and counters. (CSU, UC, AVC)

ENGR 199 *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

ENGR 210 STATICS
4 units
4 hours weekly
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) (CSU, UC, AVC)

ENGR 215 DYNAMICS
3 units
3 hours weekly
Prerequisite: Completion of ENGR 210.
This course covers the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton’s second law, work-energy and momentum methods; kinematics of planar motions of rigid bodies; work-energy and momentum principles for rigid body motion; Introduction to mechanical vibrations. (CSU, AVC)

ENGR 220 *STRENGTH OF MATERIALS
3 units
3 hours weekly
Prerequisite: Completion of ENGR 210.
Corequisite: Concurrent enrollment in ENGR 220L.
Advisory: Concurrent enrollment in ENGR 220PS.
This course is a study of stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams, as well as pressure loading of thin-walled pressure vessels. The course also covers stress and strain transformation, Mohr’s Circle, ductile and brittle failure theories, and the buckling of columns. Statically indeterminate systems are also studied. (CSU, UC, AVC)

ENGR 220PS *STRENGTH OF MATERIALS PROBLEM SOLVING SESSION
1 unit
1 hour weekly
Corequisite: Concurrent enrollment in ENGR 220.
Problem solving session for the ENGR 220 class, which reinforces the lecture topics. (CSU, AVC)

ENGR 220L *STRENGTH OF MATERIALS LAB
1 unit
3 hours weekly
Corequisite: Concurrent enrollment in ENGR 220.
This is a laboratory course designed to accompany the ENGR 220 lecture course. This course will solidify concepts involving the study of stresses, strains and deformations associated with axial, torsional and flexural loading of bars, shafts and beams, as well as pressure loading of thin-walled pressure vessels. The course also covers stress and strain transformation, Mohr’s Circle, ductile and brittle failure theories, and the buckling of columns. Statically indeterminate systems are also studied. (CSU, AVC)

ENGR 230 CIRCUIT ANALYSIS
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
Prerequisite: Completion of PHYS 120.
Corequisite: 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. (CSU, UC, AVC)
Definition
“English” includes the study of reading, writing, and literature. Reading and writing are skills absolutely essential to success in college or on the job. The study of literature is valuable in developing critical reading and thinking skills, acquainting students with a vital element of their cultural heritage, and fostering intellectual growth and maturity.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Riley Dwyer ext. 6463

Administrative Assistant:
Mayke “Samantha” Darby ext. 6463

Clerical Assistant III:
Renee Nicovich ext. 6463

Department Chair:
Mark Hoffer ext. 6755

Faculty:
Jeffrie Ahmad ext. 6465
Scott Covell ext. 6467
Tino Garcia ext. 6962
Mark Hoffer ext. 6755
Charles Hood ext. 6472
Dr. Rachel Jennings-Tafarella ext. 6540
Vejea Jennings ext. 6710
Angela Koritsoglou ext. 6056
Dr. Susan Lowry ext. 6594
Karen Lubick ext. 6468
Scott Memmer ext. 6110
Kathryn Mitchell ext. 6554
Kristine Oliveira ext. 6240
Brian Palagallo ext. 6964
Santi Tafarella ext. 6793
Mary Rose Toll ext. 6908
John Toth ext. 6323
William Vaughn ext. 6479

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.
Adam Berkley 2272
George Dover 2649
Janis B. Fisher 2078
Nancy Inganni 2501
JoAnn James 2405
Kimberly Jefferson 2984
Eric Martin 2371
Hollie Martin 2311
Ronda Nogales 2210
Gladys-Pamela Nubla 2180
Annamarie Perez 2093
Wendy Rider 2981
Elisha Ryder 2655
Donna Tantalo 2331

Program Description
The Rhetoric and Literacy division provides coursework designed to improve the student’s reading, writing, and critical thinking skills. There are basic and intermediate level reading courses, and writing courses range from basic through advanced, including creative writing. The literature program provides survey courses in English and American literature; genre courses in fiction, poetry and drama; and courses that explore culture and ethnic diversity, such as African American literature.

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

Distinctive Features
Students enrolling in reading or writing are pretested to help determine their placement at the level best suited to their abilities and needs. Individualized plans are also developed for students in the reading courses (READ 095, READ 097, and READ 099) to increase the effectiveness of the program. At the end of both basic skills reading and writing courses, evaluations are done to assess growth and to measure the student’s readiness to proceed to the next level of the instructional sequence. For example, at the end of ENGL 097 and ENGL 099, instructors evaluate the student’s writing portfolio to determine the student’s readiness to proceed to the next level of the composition sequence. Literature courses offer a wide variety of study and are enriched by interdisciplinary pedagogy and links to cultural events.

Career Options
Because English majors generally have strong analytical and imaginative abilities and marked skills in reading, writing, research, and critical thinking, they are attractive to employers in many diverse occupations:

Advertising Copywriter
Business Administrator
Civil Servant
Columnist/Journalist
Contract Specialist
Editor/Evaluator
Information Specialist
Insurance Examiner
Interpreter
Lawyer
Legislative Assistant
Lexicographer
Librarian
Manager
Methods Analyst
Program Developer
Public Relations Director
Program Learning Outcomes

English - Transfer / Non-Transfer / AA-T in English
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 arguments and verbal presentations.

Certificate Program
Certificate not applicable.

Associate Degree
An associate degree with a major in English is available. Also, English courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

Associate of Arts English
The English AA degree program offers either an English-Transfer Degree or an English-Non-Transfer Degree. Both include courses in composition-rhetoric, literature, and creative writing. Distinctive features of the English AA degree program include courses emphasizing creative writing, critical thinking and writing, and opportunities to read and reflect upon great literature written in English. Also studied is World Literature—ancient, modern, and indigenous (in English translation). Various courses within the English program satisfy general education requirements and transfer-level requirements of CSU and UC universities. The program may also meet the needs of students interested in improving their knowledge of related humanities fields, such as psychology, law, political science, history, and communication studies. Students interested in the English AA degree program, and who plan to transfer to a four-year institution after graduation from AVC, should consult an AVC counselor.

The requirements for an associate degree in English may be satisfied by completing the courses listed below in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Required Courses:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102, Critical Thinking and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 225, English Literature, 800-1750</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 227, English Literature, 1750-Present</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 221, American Literature, 1400-1865</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 222, American Literature, 1865-Present</td>
<td>3</td>
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<tr>
<td>Program Electives</td>
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Total 27

Program Electives: (12 units)  

<table>
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<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 103, Critical Thinking and Research</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111, Creative Writing: Fiction or ENGL 112, Creative Writing: Nonfiction</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 230, World Literature 1</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 231, World Literature 2</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 235, Shakespeare: Tragedies and Histories</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 236, Shakespeare: Comedies, Romances, and Sonnets</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 240, Studies in Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 242, Studies in Fiction</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 246, Studies in Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 250, Cross-Cultural Literature in America</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 253, African American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 256, Hispanic and Latin American Literatures</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 257, Native American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 259, Gender, Image, and Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 265, Literature and Film</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 279, Science Fiction and Dystopic Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 299, Special Topics in Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

English - Transfer Degree
For students who wish to transfer:  

Units required for English major as listed above 27
General Education units from either CSU/GE or IGETC pattern listed in the AVC college catalog 37-43
Total 64-70
for a transfer-level AA Degree with a Major in English

Students planning to transfer to a university should meet with a college counselor to identify required courses and to develop a written educational plan for his/her targeted university.

English - Non-Transfer Degree
For students who do not wish to transfer:

Units required for English major as listed above 27
General Education units from AVC/GE courses listed in the college catalog 21
Elective units to fulfill degree requirements 12
Total 60
for AA Degree with a Major in English

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.
Recommended Plan of Study
(English - Non-Transfer Degree)

First Semester

ENGL 101/ENGL 101SL, Academic Composition (GE Area A2) 3
Course from GE requirement Area A 3
Course from GE requirement Area B 3
Course from GE requirement Area E 3
Course from GE requirement Area F 3
Total 15

Second Semester

ENGL 102, Critical Thinking and Literature 3
ENGL 225, English Literature, 800-1750 3
ENGL 221, American Literature, 1400-1865 3
Course from GE requirement Area D2 3
Program Elective 3
Total 15

Third Semester

ENGL 222, American Literature, 1865-Present 3
Course from GE requirement Area C 3
Program Electives 6
Electives 3
Total 15

Fourth Semester

ENGL 227, English Literature, 1750-Present 3
Program Elective 3
Electives 9
Total 15

Program Electives:
Please refer to the Program Electives listed under the certificate program.

NOTE: Semester order for classes and time to complete may vary for night students.

Associate in Arts in English for Transfer

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.

Required Courses

ENGL 102, Critical Thinking and Literature 3
ENGL 103, Critical Thinking and Research 3

Required Electives A

Select 6 units from the following:

- ENGL 221, American Literature, 1400-1865 3
- ENGL 222, American Literature, 1865-Present 3
- ENGL 225, English Literature, 800-1750 3
- ENGL 227, English Literature, 1750-Present 3
- ENGL 230, World Literature 1 3
- ENGL 231, World Literature 2 3

Required Electives B

Select 3 units from the following or any course from List A not already used:

- ENGL 111, Creative Writing: Fiction 3
- ENGL 112, Creative Writing: Poetry 3
- ENGL 113, Creative Writing: Nonfiction 3
- ENGL 240, Studies in Poetry 3
- ENGL 242, Studies in Fiction 3
- ENGL 246, Studies in Drama 3

Required Electives C

Select 3 units from the following or any course from List A or List B not already used:

- ENGL 235, Shakespeare: Tragedies and Histories 3
- ENGL 236, Shakespeare: Comedies, Romances, & Sonnets 3
- ENGL 250, Cross-Cultural Literature in America 3
- ENGL 253, African American Literature 3
- ENGL 256, Hispanic and Latin American Literatures 3
- ENGL 257, Native American Literature 3
- ENGL 259, Gender, Image, and Rhetoric 3
- ENGL 265, Literature and Film 3
- ENGL 279, Science Fiction and Dystopic Literature 3
- ENGL 299, Special Topics in Literature 3

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.
### Recommended Plan of Study

**First Semester**
- CSU GE requirement Area A1: 3 units
- CSU GE requirement Area A2: 3 units
- CSU GE requirement Area B4: 3-5 units
- CSU GE requirement Area C1: 3 units
- CSU GE requirement Area E: 3 units

**Total**: 15-17 units

**Second Semester**
- ENGL 102, Critical Thinking and Literature (CSU GE A3): 3 units
- Required Elective A (CSU GE C2): 3 units
- CSU GE requirement Area B1/B3: 3-4 units
- CSU GE requirement Area B2/B3: 3-4 units
- *CSU Transferable Electives*: 1-3 units

**Total**: 15 units

**Third Semester**
- ENGL 103, Critical Thinking and Research: 3 units
- Required Elective A (CSU GE C2): 3 units
- CSU GE requirement Area D: 3 units
- CSU GE requirement Area D: 3 units
- *CSU Transferable Electives*: 1-3 units

**Total**: 15 units

**Fourth Semester**
- Required Elective B: 3 units
- Required Elective C: 3 units
- CSU GE requirement Area D: 3 units
- *CSU Transferable Electives*: 6 units

**Total**: 15 units

**CSU GE or IGETC Pattern**: 37-39 units

**CSU Transferable Elective Units to reach Degree Total**: 60 units

*Electives should be taken from other courses within the discipline.

### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

### Composition and Writing Courses

#### ENGL 090 GRAMMAR AND MECHANICS
(formerly Grammar Mechanics)

1 unit

1 hour weekly

**Advisory**: Eligibility for ENGL 090 and READ 095 (AVC Assessment).

This one-unit course is intended for students with varying academic backgrounds and skill levels who seek focused instruction on, review of, or practice with the grammatical and mechanical aspects of writing. **NOTE**: No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

#### ENGL 095 COMPOSITION SKILLS

3 units

3 hours weekly

This composition course will assist students with the writing of grammatically correct and properly punctuated sentences, the selection of various and appropriate sentence structures, and the production of well-developed and coherently organized paragraphs. The course is designed to prepare students for composition portfolio courses and to strengthen overall writing skills. **NOTE**: No grade will be given for this course; students will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

#### ENGL 097 COMPOSITION PORTFOLIO A

4 units

4 hours weekly

**Prerequisite**: Eligibility for ENGL 097 (AVC assessment), or Completion of ENGL 095.

**Advisory**: Completion of ESL 058, or Eligibility for READ 095 (AVC assessment).

This portfolio course focuses on the skills needed to produce clear expository and analytical essay writing for outside readers. Emphasis is placed on the development and support of an arguable thesis statement, the organization and elaboration of ideas, and the grammatical control necessary for clear written expression. Included is an introduction to MLA format and documentation. **NOTE**: No letter grade will be given for this course; students will receive “pass” or “no pass” only based solely on the score of their eligible final portfolio, a collection of their work that is evaluated by faculty readers using the departmental rubric. (Credit course not applicable to the associate degree and certificate programs.)

#### ENGL 099 COMPOSITION PORTFOLIO B

4 units

4 hours weekly

**Prerequisite**: Eligibility for ENGL 099 (AVC assessment) or Completion of ENGL 097.
Advisory: Eligibility for READ 099 (AVC assessment). This portfolio course prepares students for ENGL 101 (Academic Composition) by focusing on techniques for producing clear and developed persuasive writing that demonstrates a critical awareness of audience. Emphasis is placed on the writing and revision process, thesis construction, paragraph organization and development, sentence variety, and grammatical control. Included is an introduction to MLA format and documentation and a limited introduction to academic research. NOTE: No letter grade will be given for this course; students will receive “pass” or “no pass” only based solely on the score of their eligible final portfolio, a collection of their work that is evaluated by faculty readers using the departmental rubric. (Credit course not applicable to the associate degree and certificate programs.)

ENGL 100A *ANALYTICAL WRITING
1 unit
1 hour weekly
Advisory: Completion of ENGL 099, and Eligibility for College Level Reading.
This course is designed for students who have limited experience writing analyses or for those who seek additional practice. With its focus on textual analysis across the curriculum, ENGL 100A functions as a bridge course for students who have not taken ENGL 101, and also as a supplement for students either currently enrolled in or who have already completed ENGL 101. The course is also appropriate for students, such as program majors, who wish to concentrate on a specific academic line of inquiry. In addition to writing in-class analytical response essays, the student will develop an analysis paper by generating ideas for topics, narrowing the focus, shaping and refining the paper’s content, and, finally, documenting and preparing the paper for submission. (CSU, AVC)

ENGL 100R *THE RESEARCH PAPER
(formerly ENGL 104)
1 unit
17 hours total
Advisory: Completion of or concurrent enrollment in ENGL 099, and Eligibility for College Level Reading.
This course is designed for students who have limited research writing experience or for those who wish to refresh their skills. With its focus on writing papers across the curriculum, ENGL 100 functions as a bridge course for students who have not yet taken ENGL 101, and also as a supplement for those students either concurrently enrolled in or who have already completed ENGL 101. The course is also appropriate for those students, such as program majors, who wish to focus on a special research project or academic line of inquiry. The student will develop a term paper, on the topic of his or her choice, in stages: generating ideas for suitable topics, narrowing the focus, deciding on research techniques and type, researching the topic, developing and organizing the paper’s content, and, finally, documenting and preparing the paper for submission. (CSU, AVC)

ENGL 100C *CRITICAL THINKING
1 unit
1 hour weekly
Advisory: Completion of or concurrent enrollment in ENGL 099, and Eligibility for College Level Reading.
Focus on critical thinking across the curriculum, ENGL 100C functions as a bridge course for students who have not taken ENGL 101, and also as a supplement for students either currently enrolled in or who have already completed ENGL 101. The course is also designed for students, such as program majors, who wish to pursue a specific line of critical inquiry. In addition to writing in-class critical response essays, the student will develop a critical paper by generating ideas for topics, narrowing the focus, shaping and refining the paper’s content, and, finally, documenting and preparing the paper for submission. (CSU, AVC)

ENGL 101 *ACADEMIC COMPOSITION
3 units
3 hours weekly
Prerequisite: Eligibility for ENGL 101 (AVC assessment) or Completion of ENGL 099, or Eligibility for ENGL 099 (AVC assessment) and Completion of ENGL 090, ENGL 100A, ENGL 100R, and ENGL 100C.
Advisory: Eligibility for READ 099.
This course is designed to promote standard college-level writing as measured by audience awareness, thesis, essay development, structure, organization, word choice, grammatical control, and rigorous attention to academic formats, conventions, and expectations. Readings and assignments encourage and facilitate the use of critical thinking skills, textual analysis, rhetorical strategies, and research methodologies, and prepare students for academic coursework across the disciplines and in transfer institutions. (C-ID: ENGL 100) (CSU, UC, AVC)

ENGL 101SL *ACADEMIC COMPOSITION FOR ESL
3 units
3 hours weekly
Prerequisite: Completion of ESL 099.
This course is designed to promote standard college-level writing as measured by audience awareness, thesis, essay development, structure, organization, word choice, grammatical control, and rigorous attention to academic formats, conventions, and expectations. Readings and assignments encourage and facilitate the use of critical thinking skills, textual analysis, rhetorical strategies, and research methodologies, and prepare students for academic coursework across the disciplines and in transfer institutions. NOTE: This course is designed for ESL students. (C-ID: ENGL 100) (CSU, UC, AVC)
ENGL 102 *CRITICAL THINKING AND LITERATURE
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
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 with and converse with a variety of perspectives and approaches from different literary genres and traditions. (C-ID: ENGL 120) (CSU, UC, AVC)

ENGL 103 *CRITICAL THINKING AND RESEARCH
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
This advanced composition course gives students instruction and practice in critical thinking and argumentative writing skills through a synthesis of research, an awareness of language, and a study of the basic principles of logical analysis. Students will learn to interpret and analyze complex texts, write concisely and cogently, conduct research with efficiency, and successfully incorporate secondary sources in support of their own analytical arguments. (C-ID: ENGL 105) (CSU, UC, AVC)

ENGL 111 *CREATIVE WRITING: FICTION
3 units
3 hours weekly
Prerequisite: Eligibility for ENGL 101/ENGL 101SL (AVC assessment).
Using a workshop format, this course examines the literary genre and traditions of fiction as they relate to the technical skills needed to produce quality student writing. Emphasis is on the structural and aesthetic features of the fiction genre, as well as the evaluation of such, including the standards of professional editors and publishers. Students will read examples of literary fiction, as well as student writing produced for a critically adept audience. (CSU, UC, AVC)

ENGL 112 *CREATIVE WRITING: POETRY
3 units
3 hours weekly
Prerequisite: Eligibility for ENGL 101/ENGL 101SL (AVC assessment).
Using a workshop format, this course examines the literary genre and traditions of poetry as they relate to the technical skills needed to produce quality student writing. Emphasis is on the structural and aesthetic features of the poetry genre, as well as the evaluation of such, including the standards of professional editors and publishers. Students will read examples of literary verse, as well as student writing produced for a critically adept audience. (CSU, UC, AVC)

ENGL 113 *CREATIVE WRITING: NONFICTION
3 units
3 hours weekly
Prerequisite: Eligibility for ENGL 101/ENGL 101SL (AVC assessment).
In this workshop-formatted course, students analyze and employ various literary techniques to generate creative, fact-based writing, such as memoir, life-writing, literary journalism, oral history, and the personal essay. Emphasis is on the structural and aesthetic features of the creative nonfiction genre, as well as the evaluation of such, including the standards of professional editors and publishers. Students will read examples of creative nonfiction, as well as student writing produced for a critically adept audience. (CSU, AVC)

ENGL 115 INTRODUCTION TO TECHNICAL COMMUNICATION
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
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)

Literature Courses

ENGL 221 *AMERICAN LITERATURE, 1400–1865
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
The concentration of this course is on the poetry, prose, and drama produced by explorers and Americans from 1400 to 1865; students are introduced to some of the historical, cultural, religious and social issues which helped shape the ideas of the times including the ideas of the early Spanish and British settlers and the Enlightenment Rationalists and Empiricists that dominated the 18th Century and literary and cultural movements of the 19th Century such as Romanticism, Symbolism, and Transcendentalism. Emphasis is placed on how and why a work may have been written, and some standard literary terminology is introduced. Poetry, prose, drama, and non-fiction readings are supplemented by discussions and audiovisual aids. (C-ID: ENGL 130) (CSU, UC, AVC)
ENGL 222 *AMERICAN LITERATURE, 1865–PRESENT  
3 units  
3 hours weekly  
Prerequisite: Completion of ENGL 101/ENGL 101SL.  
The concentration of this course is on the poetry, prose, and  
drama produced by Americans from 1865 to the present; students  
are introduced to some of the historical, cultural, religious and  
social issues which helped shape the ideas of the times including  
literary and cultural movements such as Naturalism, Realism,  
Modernism, and Post-Modernism. Emphasis is placed on how  
and why a work may have been written, and some standard  
literary terminology is introduced. Poetry, prose, drama, and  
non-fiction readings are supplemented by discussions and  
audiovisual aids. (C-ID: ENGL 135) (CSU, UC, AVC)

ENGL 225 *ENGLISH LITERATURE, 800–1750  
3 units  
3 hours weekly  
Prerequisite: Completion of ENGL 101/ENGL 101SL.  
This transfer-level course surveys English literature from the  
Anglo-Saxon period to the early neoclassical. Texts from a  
diverse range of poetry, plays, and prose are appreciated for  
their intrinsic qualities, connected to their original historical and  
cultural contexts, and reflected upon in relation to more recent  
history and the present (for example, in their appropriation,  
over time and space, by subsequent writers, translators, and  
filmmakers). This survey is characterized by critical thinking,  
close textual reading, and analytic writing. (C-ID: ENGL 160)  
(CSU, UC, AVC)

ENGL 227 *ENGLISH LITERATURE, 1750–PRESENT  
(formerly English Literature, 1900 -Present)  
3 units  
3 hours weekly  
Prerequisite: Completion of ENGL 101/ENGL 101SL.  
The concentration of this course is on the poetry, prose, and  
drama produced in England from 1750 to the present. Students  
are introduced to a diverse range of contexts and authors, as well  
as to cultural movements that frame or contextualize the works  
selected for study. This survey is characterized by critical  
thinking, close textual reading, and analytic writing. (C-ID:  
ENGL 165) (CSU, UC, AVC)

ENGL 230 *WORLD LITERATURE 1  
(formerly Masterpieces of World Literature: Antiquity to the  
Renaissance)  
3 units  
3 hours weekly  
Prerequisite: Completion of ENGL 101/ENGL 101SL.  
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)  
(CSU, UC, AVC)

ENGL 231 *WORLD LITERATURE 2  
(formerly Masterpieces of World Literature: Antiquity to the  
Renaissance)  
3 units  
3 hours weekly  
Prerequisite: Completion of ENGL 101/ENGL 101SL.  
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) (CSU, UC, AVC)

ENGL 235 *SHAKESPEARE: TRAGEDIES AND HISTORIES  
3 units  
3 hours weekly  
Prerequisite: Completion of ENGL 101/ENGL 101SL.  
This course studies the works of William Shakespeare, focusing  
on a minimum of five representative plays (tragedies and  
histories), with emphasis upon their structure, linguistic artistry,  
and impact on western culture. Attention is given both to  
the historical context (Shakespeare’s life; the philosophical,  
aesthetic, cultural, and sociological realities of the Renaissance;  
the conventions of the Elizabethan/Jacobean theatre) and to  
the relevance of Shakespeare’s work to today’s audiences. The  
course includes extensive critical reading and analytical writing.  
(CSU, UC, AVC)

ENGL 236 *SHAKESPEARE: COMEDIES, ROMANCES AND SONNETS  
3 units  
3 hours weekly  
Prerequisite: Completion of ENGL 101/ENGL 101SL.  
This course studies the works of William Shakespeare, focusing  
on a minimum of five representative plays (comedies and  
romances) and the sonnets, with emphasis upon genre, structure,  
linguistic artistry, and impact on western culture. Attention is  
given both to the historical context (Shakespeare’s life; the  
philosophical, aesthetic, cultural, and sociological realities of  
the Renaissance; the conventions of the Elizabethan/Jacobean  
theatre) and to the relevance of Shakespeare’s work to today’s  
audiences today. The course includes extensive critical reading  
and analytical writing. (CSU, UC, AVC)
ENGL 240 *STUDIES IN POETRY
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
The course is designed to familiarize students with poetry both as a cultural expression and as a literary art form. Students examine some of the historical, social, and ideological issues which helped shape the ideas that inform the poems selected, including relevant biographical material on the authors. Emphasis is placed on how and why a work may have been written, and standard literary terminology is introduced. Students learn to critically discuss, analyze, and assess the structural and aesthetic features of poetry, and gain an academic appreciation of the vital role poetry has played in the human experience. (CSU, UC, AVC)

ENGL 242 *STUDIES IN FICTION
(formerly Studies in Fiction: The Short Story)
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
The course is designed to introduce students to the study of literary fiction. 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. Emphasis is placed on how and why a work may have been written, and standard literary terminology is introduced. Readings are explored through, and enhanced by, class discussions, critical perspectives, and filmic interpretations. (CSU, UC, AVC)

ENGL 246 *STUDIES IN DRAMA
(formerly Studies in Drama: Survey of Drama)
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
This course surveys drama from its classical origins to more modern times. Students engage with a broad range of plays, from high-brow tragedy to slapstick farce, and learn critical methods for appraising these dramatic works as both written texts and staged performances. Selected plays are considered not just in their original historical and cultural contexts, but in their appropriation, over time and space, by subsequent translators, actors, directors, and filmmakers. (CSU, UC, AVC)

ENGL 250 *CROSS-CULTURAL LITERATURE IN AMERICA
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
This unique diversity course invites students to analyze the literary, social, and cultural aspects of novels, short stories, poetry, drama, and nonfiction reflecting the four major non-dominant cultural groups in America from its earliest times to the present. The course will study the contributions of African Americans, Native Americans, Hispanic Americans and Asian Americans in literature, and examine how various literary forms express their world views and cultures. The course will explore these four different groups in relation to the dominant Western culture, providing students with a more critical and nuanced awareness of issues related to racism and sexism. (CSU, UC, AVC)

ENGL 253 *AFRICAN AMERICAN LITERATURE
(formerly African-American Literature, 1930-Present)
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
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 experience. 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. (CSU, UC, AVC)

ENGL 256 *HISPANIC AND LATIN AMERICAN LITERATURES
(formerly Chicano Literature)
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
This course introduces students to an analysis and evaluation of the literary, social, and cultural aspects of novels, short stories, essays, poetry, and theater reflecting Hispanic and Latin American experience. The course 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. (CSU, UC, AVC)

ENGL 257 *NATIVE AMERICAN LITERATURE
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
This diversity course allows students to analyze and evaluate a variety of texts, including fiction, non-fiction, poetry and drama, by Native American authors and artists. Students will critically explore the ways in which Native American cultural identities and literatures challenge, complicate, and reinvent the languages and literary forms of dominant American culture. (CSU, UC, AVC)
ENGL 259 *GENDER, IMAGE, AND RHETORIC
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
This course gives students practice in the reading and analysis of gendered images, as constructed and reinforced by text, context, and culture. Through close study of various genres and media—myth, fiction, nonfiction, film, high art, and popular cultural materials—students will explore and discuss the entrenched, contested, and emerging signifiers of gender, their relation to the study of various ethnic groups and their interactions, as well as the complexities inherent in the study of any human group via its depiction in literature and theory. (CSU, UC, AVC)

ENGL 265 *LITERATURE AND FILM
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
Offering a critical analysis of literature and film and their impact on society, this course examines cinematic text as a unique cultural expression and as an adaptation of the structural, aesthetic, and rhetorical features of conventional literature. Students will view selected films, read literary texts that comment on or have been adapted into film, as well as applicable critical materials, and respond through academic discussions, analytical essays, and research-based assignments, as they gain a deeper and more nuanced understanding of literary and cinematic art and its creators, critics, and consumers. (CSU, UC, AVC)

ENGL 279 *SCIENCE FICTION AND DYSTOPIC LITERATURE
(formerly Science Fiction and Futuristic Literature)
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
This course is designed to increase students’ knowledge of the literary genre known as Science Fiction. Emphasis will be on the study of literature—novels and short fiction—that depicts our future world, visionary scientific endeavor, and conflicts between humans, aliens, and sentient technology. Students will study the history, exciting contemporary trends, and the relevant contemporary issues in Science Fiction, including dystopia vs. utopia, artificial intelligence, current theory concerning technology, cloning and physical science, human psychology in a futuristic environment, and the rise of Cyberpunk and new Alternate Reality literature within the genre. (CSU, UC, AVC)

ENGL 299 *SPECIAL TOPICS IN LITERATURE
1-3 units
17-51 hours total
Prerequisite: Completion of ENGL 101/ENGL 101SL.
This course is designed to allow students a focused and intensive study of a specific subject, theme, literary text or grouping of texts, literary period, movement, set of authors, or individual author. Students will critically read and write, responding to representative texts in both analytical and research-based assignments, as well as discuss course material with the intellectual depth and critical attention that this specialized course provides. (CSU, AVC)
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.

1. ESL students are encouraged to take the assessment test to determine initial course placement.
2. Students are advised to consult with a counselor when selecting ESL courses.
3. Level 5 courses, ESL 099, and ENGL 101SL are offered for credit, but only ENGL 101SL is transferable and counts toward a degree.
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.
Definition
The English as a Second Language program is designed to enable non-native speakers opportunities to improve English speaking, reading, listening, and writing skills. These courses are designed for students, adults, and professionals who want to improve their general language skills, focus on a specific aspect of English (grammar or conversation), or focus on English for specific purposes (practical English and/or academic intensive English language skills).

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Riley Dwyer ext. 6463
Administrative Assistant:
Mayke “Samantha” Darby ext. 6463
Clerical Assistant III:
Renee Nicovich ext. 6463
Department Chair:
Dr. Susan Lowry ext. 6594
Heidi Williams 2650
Faculty:
D. Scott Jenison ext. 6568
Priscilla Jenison ext. 6959
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V. M.
Stephen Burries 2946
Michael Climo 2652
Nandita Das 2018
Anwar El-Issa 2139
Elyé Fain 2600
Jordan Jenison 2219
Tova Schilling 2305
Rega Velinda 2713

Program Description
English as a Second Language courses involve the study of English at five different levels. The beginning levels emphasize essential listening and speaking, but also include reading, writing, and grammar. These courses are designed for both everyday and academic communication. The intermediate and advanced levels focus on reading writing, vocabulary, pronunciation, and grammar for professional and academic purposes.

Distinctive Features
Students enrolled in any of the English as a Second Language courses must take the Antelope Valley College ESL Placement Test prior to registration for any given class. This procedure is designed to assist students with finding the appropriate level of instruction. Enrichment activities include field trips, socials, and ESL Success Center tutoring.

Program Learning Outcomes
High Intermediate ESL
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 Program
High Intermediate ESL
The High Intermediate ESL Certificate of Completion 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.

The prerequisite skills are those of the three Level 3 courses (ESL 030, ESL 033, and ESL 038), which include: aural recognition and oral production of intermediate vocabulary in written/oral discourse; aural recognition and oral production of intermediate vowel and consonant segments, as well as suprasegmentals of stress, intonation, and reductions; production of an intermediate written and/or oral discourse using the past, present, and future tenses combined with the simple, progressive and perfect aspects; production of a basic written and/or oral discourse using a variety of pronoun forms (including reflexives and reciprocals); production of a basic written and/or oral discourse using a variety of gerunds, infinitives, and articles; reading comprehension of an intermediate level text; written proficiency of a complete paragraph (100 words and 3 paragraphs) in an interactive (dialogue), descriptive (simple present tense), narrative (past tense), or expository (opinion) style.

The objectives of this certificate include: aural recognition and oral production of high-intermediate (academic) vocabulary in written/oral discourse; aural and oral production of high-intermediate vowel and consonant segments, as well as 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.

Required Courses:
ESL 040, ESL Vocabulary and Pronunciation 4
ESL 043, ESL Grammar 4
ESL 048, ESL Reading and Writing 4
Elective Courses:
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
READ 095, Reading Skills

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

ESL 018  ESL READING AND WRITING 1
3 hours weekly
This introductory level reading and writing course is designed for students whose first language is not English. Emphasis is on the development of literal reading skills. Focus is also on building students’ written vocabulary and grammar. Students are expected to be literate and have proficiency in simple everyday English skills and vocabulary before entering this course. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (R unlimited)

ESL 019  ESL SKILLS BUILDING 1
5 hours weekly
This is an introductory level integrated skills course for non-native speakers of English. Concentration is on both oral and written abilities as students develop and improve their reading, writing, listening, speaking, vocabulary, grammar, and pronunciation skills in the English language. This class provides students with an opportunity to learn, practice, and improve their English language skills through drills, communicative group, and pair work, practice activities, theme-based learning, lecture, and project work. Students are expected to be literate and have proficiency in simple everyday English skills and vocabulary before entering this course. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (R unlimited)

ESL 020  ESL VOCABULARY AND PRONUNCIATION 2
4 hours weekly
This basic pronunciation and vocabulary course is designed to help the non-native speaker of English recognize and produce the unique segmental (consonant and vowel) and suprasegmental (stress, linking, reductions, and intonation) features of American-English and build basic vocabulary skills. Strategies for self-monitoring pronunciation and becoming self-sufficient in acquiring high-frequency vocabulary items are also taught. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (R unlimited)

ESL 023  ESL GRAMMAR 2
3 hours weekly
This is a basic grammar skills course designed for non-native speakers of English. Students are introduced to and practice basic verb tenses and aspects, as well as other basic level grammatical structures (e.g., question forms, count/non-count nouns, prepositions, adjectives, adverbs, imperatives, modals). This class concentrates on teaching basic grammar through lecture, drills, communicative activities, and practice exercises. Students apply the new structures in oral and written expression through oral drills and a series of guided writing and editing activities. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (R unlimited)

ESL 028  ESL READING AND WRITING 2
3 hours weekly
Advisory: Completion of ESL 018 or Eligibility for ESL 028.
This basic level reading and writing course is designed for students whose first language is not English. Emphasis is on the development of literal and inferential reading skills. Focus is also on building students’ writing including extensive practice at the sentence level and up to the paragraph level with attention given to simple, compound, and complex sentences in the past, present, and future tenses. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (R unlimited)

ESL 030  ESL VOCABULARY AND PRONUNCIATION 3
4 hours weekly
Advisory: Completion of ESL 020 or Eligibility for ESL 030.
This low-intermediate pronunciation and vocabulary course is designed to help the non-native speaker of English recognize and produce the unique segmental (consonant and vowel) and suprasegmental (stress, linking, reductions, and intonation) features of American-English and build basic vocabulary skills. Strategies for self-monitoring pronunciation and becoming self-sufficient in acquiring high-frequency vocabulary items are also taught. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (R unlimited)
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Weekly Hours</th>
<th>Advisory</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 033 ESL GRAMMAR 3</td>
<td>This is a low-intermediate grammar skills course designed for</td>
<td>3</td>
<td>3</td>
<td>Completion of ESL 023 or Eligibility for ESL 033. Students learn low-intermediate grammar (e.g., verb tense &amp; aspect, pronouns, modals, adjectives &amp; adverbs, gerunds &amp; 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.</td>
<td>Completion of ESL 033 or Eligibility for ESL 043.</td>
</tr>
<tr>
<td>ESL 038 ESL READING AND WRITING 3</td>
<td>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.</td>
<td>3</td>
<td>3</td>
<td>Completion of ESL 028 or Eligibility for ESL 038.</td>
<td>Completion of ESL 030 or Eligibility for ESL 040.</td>
</tr>
<tr>
<td>ESL 040 ESL VOCABULARY AND PRONUNCIATION 4</td>
<td>This high-intermediate pronunciation and vocabulary course is designed to help the non-native speaker of English review and practice production of segmentals (consonants and vowels), including 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 with the goal of individualized accent reduction, as well as becoming self-sufficient in acquiring high-frequency academic and contemporary idiomatic 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.</td>
<td>4</td>
<td>4</td>
<td>Completion of ESL 030 or Eligibility for ESL 040.</td>
<td>Completion of ESL 035 or Eligibility for ESL 045.</td>
</tr>
<tr>
<td>ESL 043 ESL GRAMMAR 4</td>
<td>This is a high-intermediate grammar skills course designed for</td>
<td>3</td>
<td>3</td>
<td>Completion of ESL 033 or Eligibility for ESL 043. Students review and practice structures learned in intermediate level grammar and are introduced to more complex structures (e.g., Verb Tense &amp; Aspect, Negative &amp; Tag Questions, Phrasal Verbs, Adjective Clauses, Past Modals, the Passive Voice, Conditionals, Indirect Speech, &amp; 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</td>
<td>Completion of ESL 043.</td>
</tr>
<tr>
<td>ESL 050P ESL VOCABULARY AND PRONUNCIATION 5</td>
<td>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.</td>
<td>4</td>
<td>4</td>
<td>Completion of ESL 038 or Eligibility for ESL 048.</td>
<td>Completion of ESL 038 or Eligibility for ESL 048.</td>
</tr>
</tbody>
</table>
| ESL 053 ESL GRAMMAR 5 | 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 academic composition. **NOTE:** No grade will be given for this course; student will receive “pass” or “no pass” only. (This credit course is not applicable to the associate degree and certificate programs.)

**ESL 058  ESL READING AND WRITING 5**
3 units
3 hours weekly
**Prerequisite:** 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 credit course is not applicable to the associate degree and certificate programs.)

**ESL 099  ADVANCED COMPOSITION**
4 units
4 hours weekly
**Prerequisite:** Completion of ESL 058 or Eligibility for ENGL 099.
This Level 6 ESL writing course prepares students for ESL 101 (Academic Composition) by focusing on techniques for producing clear and developed persuasive writing that demonstrates a critical awareness of audience. Emphasis is placed on the writing and revision process, thesis construction, paragraph organization and development, sentence variety, and grammatical control. Included is an introduction to MLA format and documentation and a limited introduction to academic research. **NOTE:** No letter grade will be given for this course; students will receive “pass” or “no pass”. (Credit course not applicable to the associate degree and certificate programs.)

**ENGL 101SL  ACADEMIC COMPOSITION FOR ESL**
3 units
3 hours weekly
**Prerequisite:** Completion of ESL 099.
This course is designed to promote standard college-level writing as measured by audience awareness, thesis, essay development, structure, organization, word choice, grammatical control, and rigorous attention to academic formats, conventions, and expectations. Readings and assignments encourage and facilitate the use of critical thinking skills, textual analysis, rhetorical strategies, and research methodologies, and prepare students for academic coursework across the disciplines and in transfer institutions. **NOTE:** This course is designed for ESL students. (CSU, UC, AVC)
Definition
Family and Consumer Sciences draws from the biological, physical and social sciences, and humanities to help individuals, families and community groups develop understanding, skills and attitudes essential to functioning effectively in changing family, community and work environments.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Dr. L. Tom O’Neil ext. 6482
Administrative Assistant: Christi Crosby ext. 6482
Clerical Assistant III: Bettie Negrete ext. 6482
Department Chair: Andrea Sanders ext. 6502
Faculty: Dr. Rona Brynin ext. 6001
Andrea Sanders ext. 6502
Ann Volk ext. 6501

Program Description
The curriculum is designed to provide students with the knowledge and preparation for either occupational skills or lifelong learning. It is designed to address current educational priorities.

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

Distinctive Features
The curriculum is designed to provide educational opportunities that respond to human needs and future technologies to prepare students for employment, advanced study and lifelong learning, and help enable students to develop skills that improve the quality of life in a diverse society.

Career Options
Day Care Home Provider
Dietary Aide
Early Childhood Teacher/Aide
Food Preparation Worker
Recreation Specialist
(Some of these careers may require education beyond the two-year college level.)

Certificate Program
Certificate not applicable.

Associate Degree
The requirements for an associate degree in Family and Consumer Sciences may be satisfied by completing the required core courses under Section “A” and at least 9 units in one area of concentration under Section “B” in addition to the general education requirements. Nine units for the Consumer Services option or Nutrition and Foods option must be selected from the Electives from those areas of concentration. The Interior Design option does not have elective courses. Students who intend to transfer are strongly encouraged to complete either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE) requirements. (See Graduation/Associate Degree Requirements and Transfer Information.)

SECTION A: units
Complete the following required courses.
Required Courses: units
CFE 101, Intro. to Early Childhood Ed. 3
CT 114, Prin. of Clothing Selection 3
ID 100, Intro. to Interior Design 3
NF 100, Nutrition 3

SECTION B: units
Select at least 9 units from one of the areas of concentration.

Child and Family Development option
Required Courses: units
CFE 102, The Developing Child 3
CFE 103, The Child in Family and Community Relationships 3
Program Electives: units
Select 3 units from the following:
CFE 104, Literature for Children 3
CFE 105, Discovery-Based Ed. for Children 3
CFE 106, Creative Experiences for Children 3

Clothing and Textiles option
Required Courses: units
CT 102, Textiles 3
CT 110, Fundamentals of Clothing Construction 3.5
Program Electives: units
CT 200, Tailoring Techniques-Alterations and Fit 3.5
CT 212, Intermediate Construction - Pants 3.5
CT 222, Pattern Making by Flat Pattern 3.5
CT 241, Advanced Construction - Fashion Sewing 3.5

Consumer Education option
There are no required courses in this area of concentration. Select 9 units from the program electives.
Program Electives: units
BUS 113, Business Communications 3
BUS 201, Business Law 3
BUS 203, Business Law 3
COMM 105, Intro to Mass Communications 3
COMM 109, Small Group Comm 3
COMM 215, Public Relations Comm 3
ECON 102, Principles of Microeconomics 3
MKTG 101, Principles of Marketing 3

**Interior Design option**

Required Courses: units
CT 102, Textiles 3
ID 150, History of Design I 3
ID 220, Designing Residential Interiors 3
ID 260, Residential Space Planning 3

**Nutrition and Foods option**

There are no required courses in this area of concentration. Select 9 units from the program electives.

Program Electives: units
NF 102, Nutrition and Food for Children 3
NF 104, Concepts in Nutrition: New Developments 1
NF 110, Sports Nutrition 3
NF 150, Food and Culture 3

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 100, Intro. to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>NF 100, Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Course from Option</td>
<td>3-3.5</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFE 101, Intro. to Early Childhood Ed.</td>
</tr>
<tr>
<td>CT 114, Prin. of Clothing Selection</td>
</tr>
<tr>
<td>Course from Option</td>
</tr>
<tr>
<td>Course from Option</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course from GE requirement Area B</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
</tr>
<tr>
<td>Program Elective/Elective</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Elective/Elective</td>
</tr>
</tbody>
</table>

**Degree Total** 60

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**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*). See “Pass/No Pass Option” in the catalog for full explanation.
Definition
The popular culture of the twentieth century is forever marked by the amazingly rapid advancements in the mediums of film and television. We have become a civilization influenced by visual images as they link with the ancient art of storytelling. Studying Film and Television teaches us how our lives have been, and continue to be, informed and shaped by these powerful mediums.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
  Duane Rumsey ext. 6385
Administrative Assistant:
  Tangie Hunter ext. 6385
Clerical Assistant III:
  Desiree Lee ext. 6385
Department Chair:
  Lisa Karlstein ext. 6534
Adjunct Faculty:
  To access adjunct faculty voice mail, dial 722-6300, then the 4-digit number.
    David Lewis V.M. 2463
    Kevin North 2969
    Alex Pirolini 2029
    Matthaeus Szumanski 2016
    Alissa Welsch 2124

Program Description
The course offerings fall into two categories: film/television history and theory, and film/video production. Both areas are designed to build specific skills upon a strong foundation of general knowledge of film and television production. The history and theory courses allow the student to explore the beginnings of this medium and its influences on popular culture. In the production program, students will learn aspects of visual storytelling, from writing and production to directing, sound design, cinematography and editing. The Film/Video Production program emphasizes exploration of the students filmmaker’s personal creative voice through “hands-on” filmmaking. Students learn the collaborative nature of filmmaking through crew experiences. The process allows students to develop skills in all areas of the craft, experimenting with both the creative and technical aspects of production.

Distinctive Features
In the Film/Video Production program, students will create mini production teams, shooting on location throughout the Antelope Valley. The successful student has the opportunity to come away from this program with a completed short film or video. Our faculty are working professionals from Hollywood. Course offerings are designed to serve three student groupings: film/television students planning to transfer to a four-year institution; students seeking fulfillment of general education requirements for a degree program; and students wishing to gain specific skills and knowledge in order to pursue careers in the film and television industry.

Career Options
Anchor
  Assistant Director
  Audio Operator
  Boom Operator
  Director
  Director of Photography
  Film/Video Editor
  Field Production Producer
  Film Librarian
  Floor Manager
  Grip
  Independent Film/Videomaker
  Instructor
  Lighting Director
  Line Producer
  Media Consultant
  Movie Reviewer
  Producer
  Production Assistant
  Production Coordinator
  Screenwriter
  Script Supervisor
  Stage manager
  Studio Camera Operator
  Technical Director
  Video Artist
  Videographer

Certificate Program
Certificate not applicable.

Associate Degree
An associate degree with a major in Film and Television is not available. Film and Television courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org
**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

### Film and Television Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Hours/Week</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTV 101</td>
<td>*INTRODUCTION TO FILM</td>
<td>3</td>
<td>4</td>
<td>Eligibility for ENGL 099 and READ 099.</td>
</tr>
<tr>
<td>FTV 103</td>
<td>*INTRODUCTION TO TELEVISION</td>
<td>3</td>
<td>3</td>
<td>Eligibility for ENGL 099 and READ 099.</td>
</tr>
<tr>
<td>FTV 107</td>
<td>*HISTORY OF FILM, PRE 1950</td>
<td>3</td>
<td>4</td>
<td>Eligibility for College Level Reading and ENGL 101/ENGL 101SL. Completion of FTV 101.</td>
</tr>
<tr>
<td>FTV 108</td>
<td>*HISTORY OF FILM, 1950–PRESENT</td>
<td>3</td>
<td>4</td>
<td>Eligibility for College Level Reading and ENGL 101/ENGL 101SL. Completion of FTV 101 and FTV 107.</td>
</tr>
<tr>
<td>FTV 112</td>
<td>*INTRODUCTION TO DIGITAL FILMMAKING</td>
<td>4</td>
<td>6</td>
<td>Completion of FTV 101, and Eligibility for ENGL 099 and READ 099.</td>
</tr>
<tr>
<td>FTV 121</td>
<td>*INTRODUCTION TO SCREENWRITING</td>
<td>3</td>
<td>3</td>
<td>Eligibility for ENGL 101/ENGL 101SL.</td>
</tr>
<tr>
<td>FTV 134</td>
<td>*INTRODUCTION TO SCRENNWRITING</td>
<td>3</td>
<td>3</td>
<td>Eligibility for ENGL 101/ENGL 101SL.</td>
</tr>
<tr>
<td>FTV 155</td>
<td>*FILM FESTIVAL ANALYSIS</td>
<td>1</td>
<td>30</td>
<td>Eligibility for ENGL 101/ENGL 101SL.</td>
</tr>
</tbody>
</table>

Students examine the development of world cinema from the pre-cinema machines to 1950. The course investigates the aesthetic, theoretical, technological, economic, cultural, and social factors that contributed to the development of the medium. Attention is paid to the historical development of formal devices such as the shot, editing, mise-en-scene, sound design, color and black and white, and the evolution of the narrative film form. (CSU, UC, AVC)
FTV 201  *INTERCULTURAL AND WOMEN’S FILM
3 units
4 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course introduces students to different gender, racial, sexual, and cultural images in American and international cinema through the examination of representative films and filmmakers. It examines the evolution of cultural, racial, and sexual stereotypes in film and contrasts those images with efforts by filmmakers to challenge such stereotypes and more accurately portray diversity in cinema. The successful student will become more aware of the complex interplay between cultural representations in cinema and audience perceptions and become more adept at applying critical theories to analyze these images. The films, texts, and classroom materials examine a broad range of domestic, independent, and international cinema, making students aware of the culture, politics, and social history of the periods in which the films were produced. (CSU, UC, AVC)

FTV 203  *AFRICAN AMERICAN CINEMA
3 units
4 hours weekly
Prerequisite: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Advisory: Completion of FTV 101.
The course analyzes the evolution of the Black image in cinema from the beginning of motion pictures to the present. Particular attention will be paid to role African Americans have played in the development of the American film industry. Students investigate the origins of racial and ethnic stereotypes in film as well as examine contemporary challenges filmmakers face in more accurately and fairly representing minorities in cinema. The successful student will become more aware of the complex interplay between cultural representations in cinema and audience perceptions and become more adept at applying critical theories to analyze these images. The films, texts, and classroom materials examine a broad range of Hollywood and independent cinema, making students aware of the culture, politics, and social history of the periods in which the films were produced. (CSU, VC, AVC)

FTV 215  *DIRECTING FOR FILM AND VIDEO
3 units
4 hours weekly
Advisory: Completion of FTV 101 and FTV 121.
Students are introduced to the fundamental techniques of directing for film and video. Various methods and techniques of working with actors are examined along with blocking and staging scenes. Topics include script analysis, formulating a creative vision for the scene, mise-en-scene, directing actors for camera, basic camera coverage strategies, camera movement 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
3 hours weekly
Prerequisite: Completion of FTV 134.
Advanced students utilize techniques from the introductory course to complete a professional, polished feature film screenplay. Students may also choose to bring in a first draft and perform a rewrite and polish through instructor consultation and workshops with their classmates. The course will focus on the application of advanced screenwriting techniques, including alternate story structures, subplots and subtext, and genre conventions as well as examine current business practices and case studies in the film industry. (CSU, AVC)

FTV 230  *DIGITAL CINEMATOGRAPHY
4 units
6 hours weekly
Prerequisite: Completion of FTV 121.
Advisory: Completion of FTV 101.
Students apply fundamental techniques of motion picture photography to a series of short video projects. Topics include theories of cinematography, advanced video camera operation, composition and framing, basic camera angles, camera movement, coverage strategies, lighting techniques, working with a production crew, and specific techniques for low budget digital cinematography. (CSU, UC, AVC)

FTV 242  *WRITING AND PRE-PRODUCTION OF THE SHORT FILM
4 units
4 hours weekly
Prerequisite: Completion of FTV 101 and FTV 121, and Eligibility for College Level Reading and ENGL 099.
Advisory: Completion of FTV 134.
The course guides students through the writing and pre-production processes of making a short film. Students learn methods and techniques of screenwriting and project development. Emphasis is placed on exercising sound business and management practices when planning a production. Students will develop a story concept into a shooting script, create storyboards and a shot list, assemble cast and crew, and plan and schedule a film shoot. (CSU, AVC)

FTV 244  *PRODUCTION AND POST-PRODUCTION OF THE SHORT FILM
4 units
6 hours weekly
Prerequisite: Completion of FTV 242.
This course guides students through production and post-production processes of making a short film. Students learn methods and techniques of taking a project through production and shooting, post-production, and distribution. Topics includes blocking and staging, camera rehearsals, creating shot lists, call sheets, organizing a shooting plan, crew positions and responsibilities, set procedures and protocol, mise-en-scene, picture editing, sound design, titles and festivals. Emphasis is
placed on students developing sound business and management practices within a creative production environment. (CSU, AVC)

FTV 251  *CONTEMPORARY AMERICAN INDEPENDENT FILM
4 units
4 hours weekly
Advisory: Completion of FTV 101, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
This course introduces students to contemporary American independent film and its makers. Students examine both the positive and negative factors that influence filmmaking outside the Hollywood studio system as well as how independent themes communicate different messages about American culture to audiences. The course pays particular attention to a rising wave of women, minority, and gay and lesbian filmmakers producing short and feature narrative, documentary, and experimental film and video. (CSU, AVC)

FTV 261  *RELIGION AND CINEMA
4 units
5 hours weekly
Advisory: Completion of FTV 101, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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)
Definition
This program is designed to prepare students to work as firefighters and to provide an opportunity for those now working in this field to upgrade their skills.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
   position vacant ext. 6402
Coordinator:
   Karen Smith ext. 6402
Clerical Assistant III:
   Sylvia Waller ext. 6402
Department Chair:
   Jeffrey Stephens ext. 6139
Faculty:
   Bill Bailey ext. 6970
   Michael Hutchison ext. 6712
Adjunct Faculty:
   To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
   Michael Garcia 2164
   Lori Gilroy 2940
   Tim Gregory 2710
   Steven Hissong 2106
   Ted Kalnas 2961
   Thomas Kephart 2905
   Randall Opperman 2243
   Lon Roberts 2660
   Sean Rutledge 2289
   John Santero 2095
   Charles Smith 2070
   Phillip Waters 2070

Program Description
This program is made up of courses conforming to the recommended Uniform Fire Technology Curriculum of the California Community College System. Upon completion of the UFTC, professional firefighters should plan to enroll in appropriate programs at Regional Training Centers sponsored by the California Fire Academy System.

Fire Technology courses are offered in the evening to allow working persons easy access to instruction. Classes are updated by the local advisory group to maintain relevancy and meet changing industry needs.

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

Career Options
Engineer
Firefighter

Fire Protection Services
Forestry Technicians
Hazardous Materials
Health and Safety Inspector
Industrial Safety
Industrial Fire Brigade
Law Enforcement
Plant Protection
Security Guard

Program Learning Outcomes
Fire Technology
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 firefighter role in the modern community.

Firefighter 1 Academy
1. Analyze and evaluate critical aspects of fire suppression operations related to safe work practices, proper use of tools, power equipment, and personal protective equipment.
2. Analyze, evaluate and troubleshoot various fire emergency scenarios using standard decision making principles to develop a safe and effective operational strategy to bring an incident to a successful conclusion.
3. Apply proper maintenance and safety standards related to fire department ladders and power saws.
4. Assure that actions and decisions are based on ethical work practices and human factors directly related to the duties and responsibilities of a firefighter.

Certificate Programs
Fire Technology
The following courses (24 units minimum) are required for the certificate.

Required Courses: units
FTEC 111, Fire Protection Organization 3
FTEC 112, Fire Prevention Tech. 3
FTEC 113, Fire Protection Equip. and Systems 3
FTEC 114, Building Construction for Fire Protection 3
FTEC 115, Fire Behavior and Combustion 3
Program Electives 9
Total 24

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:  units
EMT 101, Emergency Medical Technician 1 5.5
FTEC 102, Basic Incident Command System 1
FTEC 117, Preparing to be a Firefighter 3
FTEC 120, Wildfire Power Saws 2
FTEC 122, Wildland Firefighter 4
FTEC 123, First Responder EMS 2
FTEC 125, Haz Mat First Responder Operations 1.5
FTEC 126, Wildland Fire Behavior 3
FTEC 127, Wildland Firefighter Safety and Survival 3
FTEC 128, Wildland Fire Operations 3
FTEC 129, Wildland Public Info. Officer, Prev., and Invest. 3
FTEC 130, Wildland Fire Logistics, Finance and Planning 3
FTEC 131, Followship to Leadership 1
FTEC 132, Advanced Firefighter Training .5
FTEC 137, Portable Pumps and Water Use 1
FTEC 138, Wildland Engine Firefighter 4
FTEC 149, Interagency Incident Business Management .5
FTEC 150, Basic Air Operations .5
FTEC 199, Occupational Work Experience 1-8
FTEC 215, Rescue Practices 3
FTEC 222, Wildland Fire Control 3
FTEC 240, Fuel Management and Fire Use 1.5
FTEC 250, Intermediate Incident Command System 1.5
GEOG 201, Map Interpretation and GPS 4

Firefighter 1 Academy
The Firefighter 1 Academy is intended to provide students the necessary skills and knowledge to complete training for California State Fire Marshall Firefighter 1 certification. Emphasis is placed on knowledge and skills development in classroom and drill ground settings.

Students desiring to enter the Academy are required to have completed a medical examination and Candidate Physical Ability Test (CPAT). In addition to the enrollment fee, students are required to buy books, materials, uniforms, and protective equipment. The cost for these items is approximately $2000. Informational meetings are scheduled at various times prior to registration for an Academy to give prospective students information on the requirements of the program.

Career Options
Municipal fire service (Cities and Counties)
Private Fire Protection Agencies
Federal Fire Departments
Military Base Fire Departments

Required Courses:  units
The following courses (19.5 units) are required for the certificate.
FTEC 295A, Firefighter I Academy Module A 8
FTEC 295AL, Firefighter I Academy Module A Lab 2
FTEC 295B, Firefighter I Academy Module B 7
FTEC 295BL, Firefighter I Academy Module B Lab 2.5
Total 19.5

Low-Unit Certificate of Achievement

Wildland Fire Technology
The Wildland Fire Technology program is designed to give students the necessary skills and knowledge in wildland fire management to obtain entry-level employment as a firefighter. Emphasis is placed on the use of tools and equipment, fire behavior, fire organization, basic EMS, hazardous materials, and the use of aircraft. Students will receive certificates for courses recognized as National Wildfire Coordinating Group curriculum in addition to the program certificate of completion.

Career Options
Type II Hand Crewmember
Hot Shot Crewmember
Engine Crewmember
Fire Prevention Technician
Heli-Tack Crewmember

Required Courses:  units
The following courses (17.5 units) are required for the certificate.
FTEC 102, (I-200) Basic Incident Command System 1
FTEC 120, (S-212) Wildfire Power Saws 2
FTEC 122, Wildland Firefighter 4
FTEC 125, Haz Mat First Responder Operations 1.5
FTEC 126, Wildland Fire Behavior 3
FTEC 127, Portable Pumps and Water Use 1
FTEC 138, Wildland Engine Firefighter 4
FTEC 149, (S-260) Interagency Incident Bus. Management .5
FTEC 150, (S-270) Basic Air Operations .5
Total 17.5

National Wildfire Coordinating Group / Wildland Fire Fighter Academy
The Wildland Firefighter Academy program is designed to give students the basic necessary skills and knowledge in wildland firefighting to obtain an entry-level position as a wildland firefighter. Emphasis is placed on the field use of tools and equipment, physical training, as well as classroom academics. Students desiring to enter the Wildland Firefighter academy are required to attend an informational meeting and complete an application prior to registration for the academy. After successful completion of the academy a certificate will be awarded by the National Wildfire Coordinating Group (NWCG).

Career Options
Type II Hand Crewmember
Hot Shot Crewmember
Engine Crewmember

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTEC 285, NWCG Wildland Firefighter Academy</td>
<td>10</td>
</tr>
</tbody>
</table>

**Total 10**

### Associate Degree

**Fire Technology**

The requirements for an associate degree in Fire Technology may be satisfied by completing 15 units of required courses, selecting an additional 9 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of fire fighting. They are well prepared for full-time, permanent positions rather than temporary, on-call positions. Additionally, they have enhanced for promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

#### First Semester

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTEC 111, Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 112, Fire Prevention Tech.</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 113, Fire Protection Equipment and Systems</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
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**Total 15**

#### Second Semester

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>FTEC 114, Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 115, Fire Behavior and Combustion</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 15**

#### Third Semester

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
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<tr>
<td>Course from GE requirement Area F</td>
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<tr>
<td>Program Electives</td>
<td>6</td>
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<tr>
<td>Elective</td>
<td>3</td>
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</tbody>
</table>

**Total 15**

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**Fourth Semester**

| Course from GE requirement Area C | 3 |
| Electives | 12 |

**Total 15**

**Degree Total 60**

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

### Wildland Fire Technology

The requirements for an associate degree in Wildland Fire Technology may be satisfied by completing the 15 units of required courses, selecting an additional 15 units from the restricted list of program electives, 21 units of General Education requirements, and sufficient electives to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of wildland fire fighting. They are well prepared for full-time, permanent positions rather than temporary, on-call positions. Additionally, they have enhanced for promotional opportunities into supervisory and management positions as they gain experience with various agencies. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>FTEC 126, Wildland Fire Behavior</td>
<td>3</td>
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<tr>
<td>FTEC 127, Wildland Firefighter Safety and Survival</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 128, Wildland Fire Operations</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 129, Wildland Public Info, Office, Prev., and Invest</td>
<td>3</td>
</tr>
<tr>
<td>FTEC 130, Wildland Fire Logistics, Finance and Planning</td>
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**Total 30**

**Program Electives:**

Select 15 units from the list below.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>EMT 101, Emergency Medical Technician (EMT)</td>
<td>5.5</td>
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<tr>
<td>FTEC 102, Basic Incident Command System</td>
<td>1</td>
</tr>
<tr>
<td>FTEC 120, Wildfire Power Saws</td>
<td>2</td>
</tr>
<tr>
<td>FTEC 122, Wildland Firefighter</td>
<td>4</td>
</tr>
<tr>
<td>FTEC 123, First Responder EMS</td>
<td>2</td>
</tr>
<tr>
<td>FTEC 125, Haz Mat First Responder Operations</td>
<td>1.5</td>
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<tr>
<td>FTEC 131, Followership to Leadership</td>
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<tr>
<td>FTEC 132, Advanced Firefighter Training</td>
<td>.5</td>
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<tr>
<td>FTEC 137, Portable Pumps and Water Use</td>
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<tr>
<td>FTEC 138, Wildland Engine Firefighter</td>
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<tr>
<td>FTEC 141, Ignition Operations</td>
<td>1</td>
</tr>
<tr>
<td>FTEC 142, Wildland Origin and Cause Determination</td>
<td>1.5</td>
</tr>
<tr>
<td>FTEC 144, Single Resource Crew Boss</td>
<td>1.5</td>
</tr>
<tr>
<td>FTEC 149, Interagency Incident Business Management</td>
<td>.5</td>
</tr>
<tr>
<td>FTEC 150, Basic Air Operations</td>
<td>.5</td>
</tr>
<tr>
<td>FTEC 222, Wildland Fire Control</td>
<td>3</td>
</tr>
</tbody>
</table>
FTEC 240, Fuel Management and Fire Use 1.5
FTEC 250, Intermediate Incident Command System 1.5
GEOG 201, Map Interpretation and GPS 4
GEOG 205, Intro. to Geographic Information Systems 3

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>FTEC 126, Wildland Fire Behavior</td>
<td>3</td>
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<tr>
<td></td>
<td>FTEC 127, Wildland Firefighter Safety and Survival</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Course from GE requirement Area A</td>
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<tr>
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<td>Course from GE requirement Area D1</td>
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<td><strong>Total</strong></td>
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<table>
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<tr>
<th>Semester</th>
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<th>Units</th>
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<tbody>
<tr>
<td><strong>Second Semester</strong></td>
<td>FTEC 128, Wildland Fire Operations</td>
<td>3</td>
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<tr>
<td></td>
<td>FTEC 129, Wildland Public Info. Officer, Prev. and Invest.</td>
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<td>Course from GE requirement Area B</td>
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<tr>
<td></td>
<td>Course from GE requirement Area D2</td>
<td>3</td>
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<tr>
<th>Semester</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td>FTEC 130, Wildland Fire Logistics, Finance and Planning</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Course from GE requirement Area E</td>
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<tr>
<td></td>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Program Electives</td>
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<tr>
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<td></td>
<td><strong>15</strong></td>
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<table>
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<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fourth Semester</strong></td>
<td>Course from GE requirement Area C</td>
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<td></td>
<td>Program Electives</td>
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<tr>
<td></td>
<td>Electives</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Degree Total** 60

**Transfer**
A bachelor’s degree in Fire Protection Administration is available at CSU, Los Angeles. Check the CSU, Los Angeles catalog and consult a counselor for transfer requirements.

**Prerequisite Completion**
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**Fire Technology Courses**

**FTEC 102 *(I-200) BASIC INCIDENT COMMAND SYSTEM**
1 unit
16 hours total

*Advisory:* Eligibility for ENGL 099, READ 099 and MATH 070.
This course is the first in the Incident Command System series and is a prerequisite for the next level class. Teaches the basic features of the Incident Command System. Topics include: orientation, principles and features, organization, incident facilities, incident resources, and common responsibilities. Intended for students to pursue a career in the fire service. (CSU, AVC)

**FTEC 111 *FIRE PROTECTION ORGANIZATION**
3 units
3 hours weekly

*Advisory:* Eligibility for ENGL 099, READ 099 and MATH 070.
Provides an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. (CSU, AVC)

**FTEC 112 *FIRE PREVENTION TECHNOLOGY**
3 units
3 hours weekly

*Advisory:* Eligibility for ENGL 099, READ 099 and MATH 070.
Designed for the new student. The course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. (CSU, AVC)

**FTEC 113 *FIRE PROTECTION EQUIPMENT AND SYSTEMS**
3 units
3 hours weekly

*Advisory:* Eligibility for ENGL 099, READ 099 and MATH 070.
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. (CSU, AVC)
FTEC 114 *BUILDING CONSTRUCTION FOR FIRE PROTECTION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. The study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupations.(CSU, AVC)

FTEC 115 *FIRE BEHAVIOR AND COMBUSTION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. (AVC)

FTEC 117 *PREPARING TO BE A FIREFIGHTER
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Provides knowledge and skills needed to successfully complete the fire department employment process. Course includes what firefighters do, how firefighters are selected, memory and observation, tool knowledge, shop arithmetic, mechanical insight, mechanical knowledge, hydraulic calculations using mathematic formulas, calculation of square footage, cubic footage, percent of slopes, interpretation of symbols, spatial relations, map reading, reading comprehension, vocabulary, tables, charts, graphs, physical ability testing, resume preparation, fire department applications, and oral interviewing. (CSU, AVC)

FTEC 120 *(S-212) WILDFIRE POWER SAWS
2 units
32 hours total
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Provides the knowledge needed to become a wildfire powersaw operator. Covers safety considerations, techniques of saw operation, maintenance and repairs. Wildfire power saws (S-212) is identified training in the National Wildfire Coordinating Group Suppression Curriculum. Intended for students to pursue a career with a wildland fire management agency or for a specialty with a municipal fire control agency. (CSU, AVC)

FTEC 122 *WILDLAND FIREFIGHTER
4 units
5 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Prepares the student for entry level employment on a wildland fire crew. Meets the basic requirements for the U.S. Forest Service firefighter qualification system. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty with a municipal fire control agency. (CSU, AVC) (R unlimited*)

FTEC 125 *HAZ MAT FIRST RESPONDER OPERATIONS
1.5 units
24 hours total
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Prepares the student to respond to hazardous materials incidents in a safe and competent manner at the operational level. Includes recognition and safety, containment and protective actions, scene management, legal aspects, and other information appropriate to this level of hazardous materials incident management. (CSU, AVC)

FTEC 126 *WILDLAND FIRE BEHAVIOR
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. This course is intended for students that have completed a basic wildland firefighter training course and desires a greater understanding of wildland fire behavior. This provides information necessary for a greater understanding of wildland fire behavior and fire behavior calculations. The effects of fuels, topography, and weather are discussed. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty within a municipal fire control agency. (CSU, AVC)

FTEC 127 *WILDLAND FIREFIGHTER SAFETY AND SURVIVAL
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. This course is intended for student who are planning to pursue a career with a wildland fire. The course places emphasis on avoiding situations and conditions which have resulted in fire shelter deployments, injuries, fatalities for wildland firefighters and the methods to avoid this type of situation and to survive should they become entrapped. (CSU, AVC)

FTEC 128 *WILDLAND FIRE OPERATIONS
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070. Presents the command structure and operational process for ground and air operations in control of wildland fires. Introduces
the fire suppression oriented student to the needs and timing for logistical, finance and planning assistance on wildland fires. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty within a municipal fire control agency. (CSU, AVC)

**FTEC 129 **WILDLAND PUBLIC INFORMATION OFFICER, PREVENTION AND INVESTIGATION
3 units
3 hours weekly
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*
Presents information necessary to understand roles and functions of the Wildland Fire Information Officer, Wildland Fire Prevention Officer, and Wildland Fire Investigation Officer. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty within a municipal fire control agency. (CSU, AVC)

**FTEC 130 **WILDLAND FIRE LOGISTICS, FINANCE AND PLANNING
3 units
3 hours weekly
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*
Examines the roles, responsibilities, and functions of the planning, logistics, and finance sections that are utilized during the control of wildland fires. Intended for students who wish to pursue a career with a wildland fire suppression agency and for a specialty within a municipal fire department. (CSU, AVC)

**FTEC 131 **FOLLOWERSHIP TO LEADERSHIP
1 unit
16 hours total
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*
Designed for the first level supervisor (single resource) position in the Incident Command System. Includes supervisor responsibilities, ethics, workforce diversity, communication, and other topics relative to the position. Meets basic requirements of the National Wildfire Coordinating Group. Intended for students to pursue a career with a wildland fire management agency or for a specialty with a municipal fire control agency. (CSU, AVC)

**FTEC 132 **ADVANCED FIREFIGHTER TRAINING
.5 unit
8 hours total
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*
Designed for students who have previous Wildland fire fighter training. Provides the information needed to become qualified in the first level supervision position of Advanced Firefighter/Squad Boss. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty with a municipal fire agency. (CSU, AVC)

**FTEC 137 **PORTABLE PUMPS AND WATER USE
1 unit
16 hours total
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*
Teaches students knowledge of the use and field maintenance of portable pumps and related equipment needed to carry out field operations. Portable Pumps and Water Use is identified training in the Wildland Fire Qualification Subsystem of the National Interagency Incident Management System (NIIMS). Intended for students to pursue a career with a wildland fire suppression agency or for a specialty with a municipal fire control agency. (CSU, AVC)

**FTEC 138 **WILDLAND ENGINE FIREFIGHTER
4 units
5 hours weekly
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*
This course prepares the student for employment on a wildland engine. Includes engine operations, hose lays, and related skills. Intended for students to pursue a career with a wildland fire management agency or for a specialty with a municipal fire control agency. This course IS NOT intended to cover the Basic Wildland Firefighter skills training. (CSU, AVC)

**FTEC 141 **IGNITION OPERATIONS
1 unit
24 hours total
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*
A course designed to train firefighters who will have a need to know about firing techniques and the related firing devices used in wildfire suppression. Course material is taken from National Wildfire Coordinating Group courses. Course is designed for students seeking a career in wildland fire management or for a specialty with a municipal fire department that has a wildland urban interface problem. (CSU, AVC)

**FTEC 142 **WILDFIRE ORIGIN AND CAUSE DETERMINATION
1.5 units
27 hours total
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.*
Provides information to enable the student to make investigations of wildland fires to determine point of origin, cause of fires, and to initiate investigation of possible arson fires. Instruction in burn patterns and other indicators. Includes protection of evidence and use of evidence kit. Recognition of devices, arson motives, photography, and sketching are covered. Student learns case preparation including: review of the legal system, first approach, interviewing, interrogations, report writing, case files, and court demeanor. Relationship of investigation to litigation and other outcomes such as burdens of proof and standards of admissibility. The course utilizes the material contained in the National Wildfire Coordinating Group curriculum for FI-110
Wildland Fire Observation and Origin Scene Protection For First Responders and FI-210 Wildland Fire Origin and Cause Determination. (CSU, AVC)

FTEC 144 *(S-230) SINGLE RESOURCE CREW BOSS
1.5 units
32 hours total
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Designed to provide firefighters with knowledge to lead others while performing a variety of tasks used in suppression of wildland fires. Course material is taken from the National Wildfire Coordinating Group course, S-230 Crew Boss (Single Resource). Intended for students seeking a career in wildland fire management or for a specialty with a municipal fire department that has a wildland urban interface responsibility. (CSU, AVC)

FTEC 149 *(S-260) INTERAGENCY INCIDENT BUSINESS MANAGEMENT
.5 unit
16 hours total
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Designed to provide knowledge to perform the tasks of the positions in the Incident Command System (ICS) for which basic incident business management is required. Provides policy and direction for incident business management. Intended for students to pursue a career with a wildland fire suppression agency or for a specialty with a municipal fire control agency. (CSU, AVC)

FTEC 150 *(S-270) BASIC AIR OPERATIONS
.5 unit
16 hours total
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Provides a survey of uses of aircraft in fire suppression and provides instruction on how conduct oneself in and around aircraft. Meets the curriculum requirements of the National Wildfire Coordinating Group. Intended for students to pursue a career with a wildland fire management agency or for a specialty with a municipal fire control agency. (AVC)

FTEC 199 *(OCCUPATIONAL WORK EXPERIENCE
1–8 units
*Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

FTEC 215 *(RESCUE PRACTICES
3 units
3 hours weekly
*Prerequisite: Completion of or concurrent enrollment in FTEC 111.
General and specific rescue applications ranging in complexity from simple to extremely complex. Includes rescue scene management, rescue vehicle and equipment, rope rescue, structural collapse rescue, elevator rescue, confined space rescue, water and ice rescue, trench rescue, and other special rescue situations. (AVC)

FTEC 222 *(WILDLAND FIRE CONTROL
3 units
3 hours weekly
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
This course provides the student with the skills and knowledge to size up a wildland/urban interface fire incident, evaluate the potential situation, order and deploy the necessary resources, and apply safe and effective strategy and tactics to minimize the threat to life and loss of property. (AVC)

FTEC 240 *(FUEL MANAGEMENT AND FIRE USE
1.5 units
24 hours total
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Provides the student with an introductory level of knowledge to understand fire ecology, environmental policy, data collection for fuels inventory and fuel treatment processes and methods as they relate to fuel management and fire use in the western United States. Meets basic requirements of the National Wildfire Coordinating Group. Intended for students to pursue a career with a wildland fire management agency or for a specialty with a municipal fire control agency. (AVC)

FTEC 250 *(I-300) INTERMEDIATE INCIDENT COMMAND SYSTEM
1.5 units
24 hours total
*Prerequisite: Completion of FTEC 102 or FTEC 295A.
*Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Provides description and detail of the organization and operation of the ICS, management of resources, duties of all positions including the Air Operations organization, and examples of how the essential principles are used in incident and event planning.
Meets the curriculum requirements of the National Wildfire Coordinating Group. Applicable to wildland fire management agencies and municipal fire departments. (CSU, AVC)

**FTEC 285 NWCG WILDLAND FIREFIGHTER ACADEMY**
10 units
243 hours total

**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)

**FTEC 295A *FIREFIGHTER 1 ACADEMY MODULE A**
8 units
140 hours total

**Limitation on Enrollment:** Requires physical exertion, lifting of 40 or more pounds, ability to climb ladders, walk in irregular terrain and pass Candidate Physical Agility Test (CPAT).

**Corequisite:** Concurrent enrollment in FTEC 295AL.

**Advisory:** Completion of FTEC 111, Eligibility for ENGL 099, READ 099 and MATH 070.

Combined with FTEC 295B provides the student with the knowledge to meet California State Fire Training requirements for a Firefighter 1 Academy. This course 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 295B *FIREFIGHTER 1 ACADEMY MODULE B**
7 units
128 hours total

**Limitation on Enrollment:** Requires physical exertion, lifting of 40 or more pounds, ability to climb ladders, walk in irregular terrain, and pass Candidate Physical Agility Test (CPAT).

**Prerequisite:** Completion of FTEC 295A and FTEC 295AL.

**Corequisite:** Concurrent enrollment in FTEC 295BL.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Combined with FTEC 295A provides the student with the knowledge to meet California State Fire Training requirements for a Firefighter 1 Academy. This course is the second step toward Firefighter 1 Certification. Combines classroom coursework with hands on training. Coursework includes, but is not limited to: building construction, ladders, ropes and knots, rescue procedures, forcible entry, ventilation, fire suppression, salvage, fire cause determination, fire prevention, first aid, hazardous materials, and terrorism awareness. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

**FTEC 295AL *FIREFIGHTER 1 ACADEMY MODULE A LAB**
2 units
125 hours total

**Limitation on Enrollment:** Requires physical exertion, lifting of 40 or more pounds, ability to climb ladders, walk in irregular terrain and pass Candidate Physical Agility Test (CPAT).

**Corequisite:** Concurrent enrollment in FTEC 295A.

**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.

Laboratory course designed to accompany FTEC 295A lecture. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)
Definition
The study of the French language
• provides the personal satisfaction of broadening one’s communicative skills,
• increases the student’s transfer options as numerous four-year schools have foreign language requirements,
• enriches foreign travel through the ability to communicate with others in their own language,
• provides exposure to the richness of cultural variety,
• fosters understanding and appreciation of one’s cultural heritage,
• opens new job opportunities,
• develops a new perspective on one’s own language and culture,
• offers salary increments in certain occupations.
The ability to speak a foreign language is often viewed as one of the hallmarks of the aware and educated individual.

Career Options
Banking
Consular and Junior Foreign Service Officer
Import and Export Business
International Business
International Relations
Medicine
Nursing
Overseas Employment
Police Work
Social Security Office
Teacher
Translating and Interpreting
Social Services
(Some of these careers may require education beyond the two-year college level.)

Certificate Program
Certificate not applicable.

Associate Degree
An associate degree with a major in French is not available. French courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences or toward the General Education Requirements. (See Graduation/Associate Degree Requirements.)

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

French Courses

FREN 101 *ELEMENTARY FRENCH 1
5 units
5 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
Introduction to understanding, speaking, reading, and writing French. Emphasis is on the vocabulary, grammar, and cultural
knowledge necessary to communicate in everyday situations. Course will include work in pairs and small groups so that students will be active learners. The basic geography and history of French-speaking countries will also be covered. Students will also be introduced to critical thinking, such as it pertains to the comparisons of different value systems. They will use various Francophone perspectives to examine, compare, and contrast issues and values such as family, holidays, religion, politics, education, children, work, and contrast them with their own culture. (CSU, UC, AVC)

FREN 102 *ELEMENTARY FRENCH 2
5 units
5 hours weekly
Prerequisite: Completion of FREN 101.
Course continues the work of FRENCH 101 on understanding, speaking, reading, and writing French. Emphasis is on the vocabulary, grammar, and cultural knowledge necessary to communicate in everyday situations. Course will include work in pairs and small groups so that students will be active learners. A more in-depth knowledge of geography and history of French-speaking countries will also be covered. The course will be conducted entirely in French. Students will also be introduced to critical thinking, such as it pertains to the comparisons of different value systems. They will use various Francophone perspectives to examine, compare, and contrast issues and values such as family, holidays, religion, politics, education, children, and work, and contrast them with their own culture. (CSU, UC, AVC)

FREN 201 *INTERMEDIATE FRENCH 1
5 units
5 hours weekly
Prerequisite: Completion of FREN 102.
This course is a comprehensive intermediate French program that uses culture as the organizing principle to its communicative approach in the teaching of reading, writing, listening, speaking ability and critical thinking. A variety of texts, including contemporary short stories, poems, newspapers and magazine articles, excerpts from essays and literary works will be read and discussed. Students will also see videos, sing songs, and hear short lectures. Class work includes Web activities, reading aloud, working in groups or pairs, review of grammar and practice exercises. The major historical periods, events, cultures, and political figures of French and Francophone countries will be introduced. The course is conducted entirely in French and is intended for French majors, students studying literature or linguistics or other subjects that require more than two semesters of a foreign language, or those seeking to broaden or maintain their proficiency in French language and French and French-speaking cultures. (CSU, UC, AVC)

FREN 202 *INTERMEDIATE FRENCH 2
5 units
5 hours weekly
Prerequisite: Completion of FREN 201.
This course continues to develop students’ ability to read, write, speak, and comprehend French. Students will read and discuss intermediate literary and non-literary texts. Grammar will be reviewed as necessary through brief lectures and exercises. Major twentieth century French and Francophone authors will be introduced through readings and discussion. Cultural and social issues will be discussed. The course is conducted entirely in French and is intended for French majors, students studying literature or linguistics or other subjects that require more than two semesters of a foreign language, or those seeking to broaden or maintain their proficiency in French. (CSU, UC, AVC)

FREN 203 *ADVANCED FRENCH
3 units
3 hours weekly
Prerequisite: Completion of FREN 202.
Reading and discussion of literary texts. Students will also read contemporary non-literary texts, such as newspapers, magazines and essays on topics of current interest. Course includes advanced vocabulary building, essay writing and critical analysis of literary and non-literary texts. The course is conducted entirely in French and is intended for French majors, students studying literature or linguistics or other subjects that require more than two semesters of a foreign language, or those seeking to broaden or maintain their proficiency in French language and French and French-speaking cultures. (CSU, UC, AVC)
**Definition**
The Geosciences include the disciplines of Geography, Geographic Information Systems (GIS) and Geology. These disciplines all explore Earth’s surface.

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Dr. Leslie Uhazy ext. 6415

Administrative Assistant:
Wendy Cios ext. 6415

Clerical Assistant III:
Suzanne Olson ext. 6415

Department Chair:
Christos Valiotis ext. 6422

Lab Technician:
position vacant ext. 6415

Faculty:
Dr. Aurora Burd ext. 6896
Michael Pesses ext. 6914

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Richard Balogh 2491
Robert Curry 2100
Kathy Duret 2234
Abu Rahman 2471
Dr. Kenneth Underwood 2726
Molly Zorba 2404

**Transfer**

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**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**Program Learning Outcomes**

**Associate in Arts in Geography for Transfer**

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).

**Certificate Program**

Certificate not applicable.

**Associate Degree**

**Associate in Arts in Geography for Transfer**

The Associate in Arts in Geography for Transfer (AA-T in Geography) degree will prepare 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.

**Geography**

**Program Description**

The field of geography explores spatial relationships and the patterns created by humans and the natural environment on Earth’s surface. All geography courses are transferable to CSU and UC institutions.

**Distinctive Features**

The study of geography prepares students for transfer to four-year institutions and gives them skills to understand the spatial relationships that surround them. Geographic skills compliment many other academic fields. See GIS Certificate Program below.

**Career Options**

Geographers find employment options in the following areas:

*Demographics*

*Environmental Sciences*

*Fire Management*

*Hazardous Waste Cleanup*

*Homeland Security*

*Hydrology and Watershed Management*

*Meteorology*

*Regional and Urban Planning*

*Resource Management*

*Teaching*

*Transportation Analysis*

(Many of these fields require education beyond the two-year college level.)

**Program Learning Outcomes**

**Associate in Arts in Geography for Transfer**

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).

**Certificate Program**

Certificate not applicable.

**Associate Degree**

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 101, Physical Geog: Earth’s Surface Landscapes</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 101L, Physical Geog Lab: Earth’s Surface Landscapes</td>
<td>1</td>
</tr>
<tr>
<td>GEOG 105, Cultural Geography</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Electives A**

Select 6-7 units from the following:

- GEOG 102, Physical Geog: Earth’s Weather & Climate | 3 |
- GEOG 106, California Geography | 3 |
- GEOG 110, World Regional Geography | 3 |
- GEOG 201, Map Interpretation and GPS | 4 |
- GEOG 205, Intro to Geographic Information Systems | 3 |
- GEOG 299, Special Topics – Field Geography | 1 |

**Required Electives B**

Select 6 units from the following or any course from List A not already used:

- ANTH 102, Introduction to Cultural Anthropology | 3 |
- GEOL 101, Physical Geology | 3 |

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>GEOG 101, Physical Geography: Earth’s Surface Landscapes (CSU GE B1)</td>
<td>3</td>
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<tr>
<td></td>
<td>GEOG 101L, Physical Geography Lab: Earth’s Surface Landscapes (CSU GE B3)</td>
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<td>CSU Transferable Electives: GEOG 205, Introduction to Geographic Information Systems</td>
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<td>CSU Transferable Electives: POLS 101 (CSU GE D &amp; AIR)</td>
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<td>CSU Transferable Electives: HIST 107, 108, or 110 (CSU GE D &amp; AIR)</td>
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<td>Total</td>
<td>14</td>
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</tbody>
</table>

*Electives should be taken from other courses within the major or recommended course as noted.

**Geography Courses**

**GEOG 101 *PHYSICAL GEOGRAPHY: EARTH’S SURFACE LANDSCAPES***

3 units
3 hours weekly

**Prerequisite:** Completion of MATH 102.

**Advisory:** Eligibility for College Level Reading, and ENGL 101/ENGL 101SL.

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) (CSU, UC, AVC)

**GEOG 101L *PHYSICAL GEOGRAPHY LAB: EARTH’S SURFACE LANDSCAPES*  
1 unit  
3 hours weekly  
**Prerequisite:** Completion of or concurrent enrollment in GEOG 101, and Completion of MATH 102.  
**Advisory:** Eligibility for College Level Reading, and ENGL 101/ENGL 101SL.

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) (CSU, UC, AVC)

**GEOG 102 *PHYSICAL GEOGRAPHY: EARTH’S WEATHER AND CLIMATE*  
3 units  
3 hours weekly  
**Advisory:** Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 102.

This course examines Earth’s weather and climate patterns from a geographic perspective. Students explore the basic principles of weather and climate as well as causes and effects. Emphasis is placed on understanding various elements and controls of weather and climate as well as interpreting weather maps and charts. Techniques and principles involved in interpreting weather data, weather charts and maps and weather forecasting will also be introduced. (C-ID: GEOG 130) (CSU, UC, AVC)

**GEOG 102L *PHYSICAL GEOGRAPHY LAB: EARTH’S WEATHER AND CLIMATE*  
1 unit  
3 hours weekly  
**Prerequisite:** Completion of or concurrent enrollment in GEOG 102.

Provides “hands-on” experience in understanding, defining and interpreting the basic principles of weather and climate topics presented in GEOG 102. Emphasis is placed on understanding various elements and controls of weather and climate, making and interpreting weather maps and charts. Techniques and principles involved in interpreting weather data, weather charts and maps and weather forecasting will also be introduced. (CSU, UC, AVC)

**GEOG 105 *CULTURAL GEOGRAPHY*  
3 units  
3 hours weekly  
**Advisory:** Completion of or concurrent enrollment in ENGL 101/ENGL 101SL, and Eligibility for College Level Reading and MATH 102.

An introduction to the fundamental concepts of human geography allowing students to explore the spatial patterns created by the interactions of diverse ethnic groups. Students will use basic geographic concepts to explore relationships between human cultures and their environments, race and ethnicity, diffusion of languages, religions and social customs. Students will explore issues in human population dynamics and migrations and investigate impacts of patterns created by political boundaries and economic development. **NOTE:** Does not meet Physical Science requirement. (C-ID: GEOG 120) (CSU, UC, AVC)

**GEOG 106 *CALIFORNIA GEOGRAPHY*  
3 units  
3 hours weekly  
**Advisory:** Completion of ENGL 101/ENGL 101SL and GEOG 101 or GEOG 105, and Eligibility for College Level Reading.

This course will explore California’s diverse physical, cultural and economic geography. We will be exploring the many relationships between the State’s past, present and future physical, historical, cultural and economic landscapes as we examine California’s modern landscapes. We will also explore issues faced by all Californians including but not limited to growing population, limited resources, water, urbanization, and agriculture. This course will be valuable for geography majors, future teachers, transfer students, and anyone with an interest in California. (C-ID: GEOG 140) (CSU, UC, AVC)

**GEOG 110 *WORLD REGIONAL GEOGRAPHY*  
3 units  
3 hours weekly  
**Advisory:** Eligibility for ENGL 101/ENGL 101SL and READ 099.

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) (CSU, UC, AVC)

**GEOG 299 *SPECIAL TOPICS–FIELD GEOGRAPHY*  
1 unit  
20 hours total  
**Advisory:** Completion of or concurrent enrollment in GEOG 101, GEOG 102, GEOG 106, GEOL 101 or ERSC 101.

This course will allow students opportunities to observe geographic phenomenon in field setting covered in classroom lectures. Students will become familiar with some of the basic
techniques used in observing, identifying, describing, mapping and recording field data. Specific features to be observed will be chosen for each trip based on destinations and themes. This course will be valuable for all geography, science, natural resource and planning majors, future teachers and anyone interested in our natural environment. (C-ID: GEOG 160) (CSU, AVC)

Geographic Information Systems (GIS)

Definition
Geographic Information Systems (GIS) is a computer-based tool used to map and analyze things that exist and happen on the surface of Earth. GIS technology integrates database operations with statistical analysis and presents this information visually using maps. GIS can be used to explain events, predict outcomes and plan for the future.

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

Program Description
The GIS certificate program allows geography and other majors to transfer into four-year geography programs having completed a documented specialization in GIS that includes marketable job skills that can be used concurrently with the pursuit of advanced degrees. The GIS certificate program will benefit persons with previous training in a variety of fields by allowing them to gain new skills that can be applied in their place of employment. All GIS courses are transferable to CSU and UC institutions.

Distinctive Features
Students work in up-to-date computer labs with modern scanners, digitizing equipment, Global Positioning Satellite (GPS), plotters and other specialized equipment. All classes are project-based allowing students opportunities to work with real world data.

Career Options
GIS is a multibillion-dollar industry employing hundreds of thousands worldwide in many fields including:
- Anthropology
- Archeology
- Biology
- Business
- Criminal Justice
- Demographics
- Epidemiology
- Environmental Sciences and Protection
- Fire Management
- Geomatics Engineering
- Hazardous Waste Cleanup
- Homeland Security

Meteorology
Regional and Urban Planning
Resource Management
Transportation Networks
Watershed Management
Zoology

GIS applications and the job opportunities open to individuals with training in GIS. (Many of these fields require education beyond the two-year college level.)

Program Learning Outcomes
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.

Certificate Program
Low-Unit Certificate of Achievement

Geographic Information Systems
The following courses (15 units) are required for the certificate.

Required Courses:  
- GEOG 205, Introduction to GIS 3 units
- GEOG 220, Data Acquisition and Management 3 units
- GEOG 221, Spatial Analysis 3 units
- GEOG 222, Cartography 3 units
- Complete a total of 3 units from: GEOG 298C, Special Studies in GIS 3 units

Total 15 units

Associate Degree
Associate degree not available.

Geographic Information Systems Courses

GEOG 201 *MAP INTERPRETATION AND GPS 4 units
3 hours weekly
(18 total hours of supervised field application)

Advisory: Completion of MATH 105, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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) (CSU, AVC)

**GEOG 205  *INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS***
3 units
3 hours weekly
Advisory: Completion of CA 103 and MATH 105, and Completion of or concurrent enrollment in GEOG 201 and MATH 102, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, AVC)

**GEOG 220  *DATA ACQUISITION AND MANAGEMENT IN GEOGRAPHIC INFORMATION SYSTEMS***
3 units
3 hours weekly
Prerequisite: Completion of GEOG 205.
Advisory: Completion of CA 131, MATH 105 and MATH 102, and Completion of or concurrent enrollment in MATH 115/MATH 116, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
This course provides a general survey of basic methods of data acquisition, database design and management for GIS. This course focuses on the specific data requirements of GIS. Students will examine methods of digitizing preexisting data and explore database development and management. Students will use their knowledge to complete GIS projects. BEFORE ENROLLING, students must have the computer skills, knowledge of georeferencing, coordinate systems, processes of data capture, data management and analysis and the skills necessary to produce a GIS map. This course is intended for Geography/GIS majors and persons using GIS in professional settings. (CSU, AVC)

**GEOG 221  *SPATIAL ANALYSIS IN GEOGRAPHIC INFORMATION SYSTEMS***
3 units
3 hours weekly
Prerequisite: Completion of GEOG 205.
Advisory: Completion of MATH 105 and MATH 102, and Completion of or concurrent enrollment in MATH 115/MATH 116, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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, AVC)

**GEOG 222  *CARTOGRAPHY FOR GEOGRAPHIC INFORMATION SYSTEMS***
3 units
3 hours weekly
Prerequisite: Completion of GEOG 205.
This course provides a general survey of basic methods used for the presentation of GIS data and analysis. Students will examine methodology used in the presentation of spatial data. Students will use their cartographic skills to complete their GIS projects. BEFORE 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. 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***
3 units
7 hours weekly
Prerequisite: Completion of GEOG 205.
Advisory: Completion of MATH 105 and Eligibility for College Level Reading, ENGL 101/ENGL 101SL 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, 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 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)
Geology

Definition
The chemical composition, age and varied landscapes of the earth are examined through investigation of rocks and minerals.

Program Description
The field of geology explores Earth’s geologic features and the processes responsible for their formation. All geology courses are transferable to CSU and UC institutions.

Distinctive Features
The study of geology prepares students for transfer to four-year institutions.

Career Options
Geologists find employment options in the following areas:
- Civil Engineering
- Environmental Sciences
- Hazardous Waste Cleanup
- Hydrology and Watershed Management
- Regional and Urban Planning
- Resource Management
- Teaching
- Transportation Analysis
(Many of these fields require education beyond the two-year college level.)

Program Learning Outcomes
Associate in Science in Geology for Transfer
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
Certificate not applicable.

Associate Degree

Associate in Science in Geology for Transfer
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.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOL 101, Physical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 101L, Physical Geology Lab</td>
<td>1</td>
</tr>
<tr>
<td>GEOL 102, Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GEOL 102L, Historical Geology Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 110, General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 120, General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 150, Calculus and Analytical Geometry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 160, Calculus and Analytical Geometry</td>
<td>4</td>
</tr>
</tbody>
</table>

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 110, General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>MATH 150, Calculus and Analytical Geometry</td>
<td>5</td>
</tr>
</tbody>
</table>
CSU GE requirement Area A2 3
CSU GE requirement Area D 3

Total 6

Second Semester

CHEM 120, General Chemistry 5
MATH 160, Calculus and Analytical Geometry 4
CSU GE requirement Area A1 3
CSU GE requirement Area D 3

Total 15

Third Semester

GEOL 101, Physical Geology (CSU GE B1) 3
GEOL 101L, Physical Geology Lab (CSU GE B3) 1
CSU GE requirement Area A3 3
CSU GE requirement Area E 3
*CSU Transferable Electives 2
CSU GE requirement Area C1 3

Total 15

Fourth Semester

GEOL 102, Historical Geology 3
GEOL 102L, Historical Geology Laboratory 1
CSU GE requirement Area C 3
CSU GE requirement Area C2 3
CSU GE requirement Area B2 3

Total 13

CSU GE or IGETC Pattern 37-39
CSU Transferable Elective Units to reach Degree Total 60

*Electives should be taken from other courses within the discipline.

Geology Courses

GEOL 101 *PHYSICAL GEOLOGY
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 102.
Introduction to the Earth’s geologic features and processes responsible for their formation. Students will learn about the internal and external processes involved with the formation of the Earth. Topics include the formation of minerals and rocks, tectonic processes, volcanoes, earthquakes, faults and folding, the development of continents and ocean basins, mineral and energy resources, and surface processes and features including weathering, streams, groundwater, glaciers and shorelines. (C-ID: GEOL 100) (CSU, UC, AVC)

GEOL 101L *PHYSICAL GEOLOGY LAB
1 unit
3 hours weekly
Corequisite: Completion of or concurrent enrollment in GEOL 101.
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 102.
Physical Geology Laboratory provides students with hands-on introduction to the analysis and identification of common minerals and rocks, the analysis and interpretation of topographic and geologic maps, and recognition of characteristic landscapes associated with surface processes and tectonic activity. The students will learn basic analytical and geologic skills that will enable them to interpret geologic histories based on fundamental geologic principles and processes. (C-ID: GEOL 100L) (CSU, UC, AVC)

GEOL 102 *HISTORICAL GEOLOGY
3 units
3 hours weekly
Prerequisite: Completion of MATH 102.
Advisory: Completion of or concurrent enrollment of GEOL 101, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Historical Geology is an overview of the history and development of the Earth and life on Earth. The course will examine geologic processes that have shaped the development of Earth over the past 4.6 billion years. The course will show us how to evaluate and interpret the evolution of the Earth and life on Earth using geologic principles, and how the Earth has evolved over time according to the fossil record. (C-ID: GEOL 110) (CSU, UC, AVC)

GEOL 102L *HISTORICAL GEOLOGY LAB
1 unit
3 hours weekly
Prerequisite: Completion of MATH 102.
Corequisite: Completion of or concurrent enrollment in GEOL 102.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Historical Geology Laboratory provides students with hands-on introduction to the analysis and identification of common minerals, rocks and fossils. Students will learn how fossils are preserved, the major fossil groups, and when and where they occurred in the Earth’s past. The students will learn how fossils are used to establish age and how paleoclimatic conditions can be interpreted from fossils. Basic analytical and geologic skills based on fundamental geologic principles and processes will be utilized. (C-ID: GEOL 110L) (CSU, AVC)
**German**

**Definition**
The study of the German language
- provides the personal satisfaction of broadening one’s communicative skills,
- increases the student’s transfer options as numerous four-year schools have foreign language requirements,
- enriches foreign travel through the ability to communicate with others in their own language,
- provides exposure to the richness of cultural variety,
- fosters understanding and appreciation of one’s cultural heritage,
- opens new job opportunities,
- develops a new perspective on one’s own language and culture,
- offers salary increments in certain occupations.

The ability to speak a foreign language is often viewed as one of the hallmarks of the aware and educated individual.

**Staff**
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Duane Rumsey  ext. 6385

Administrative Assistant:
Tangie Hunter  ext. 6385

Clerical Assistant III:
Desiree Lee  ext. 6385

Department Chair:
Cole McCandless  2349

Faculty:
Dr. Liette Bohler  ext. 6002

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.
Eric Elias  2313
Mathias Konnerth  2013
Robin Mackey  2292

**Program Description**
All of the courses are transfer-level and provide the opportunity to progress to intermediate level. Students learn the basic features of the languages; develop speaking, aural comprehension, reading, and writing skills; and gain an acquaintance with the literature, history and culture of the countries concerned.

**Distinctive Features**
In addition to classroom instruction, foreign language students are exposed to publications, films, recordings, and videotapes in the languages being studied.

**Career Options**
Banking
Consular and Junior Foreign Service Officer
Import and Export Business
International Business
International Relations
Medicine
Nursing
Overseas Employment
Police Work
Social Security Office
Teacher
Translating and Interpreting
Social Services
(Some of these careers may require education beyond the two-year college level.)

**Certificate Program**
Certificate not applicable.

**Associate Degree**
Associate degree not available.

**Transfer**
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

**Prerequisite Completion**
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
GER 101 *ELEMENTARY GERMAN 1
5 units
5 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099.
This introductory course in German develops students’ ability to speak, read, write and comprehend German. Emphasis is on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations. The course includes work in pairs and small groups so that students will be active learners. Class will be conducted primarily in German with minimal use of translation. (CSU, UC, AVC)

GER 102 *ELEMENTARY GERMAN 2
5 units
5 hours weekly
Prerequisite: Completion of GER 101.
This course, the second semester of elementary level German, continues to develop students’ ability to speak, read, write and understand German. Emphasis is on the vocabulary, grammar and cultural knowledge necessary to communicate in everyday situations. The course includes work in pairs and small groups so that students will be active learners. The class will be conducted entirely in German. (CSU, UC, AVC)

GER 201 *INTERMEDIATE GERMAN 1
4 units
4 hours weekly
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 pursing 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. (CSU, UC, AVC)

GER 202 *INTERMEDIATE GERMAN 2
4 units
4 hours weekly
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 pursing 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. (CSU, UC, AVC)
Definition
Health education prepares individuals for healthy life-styles and promotes wellness throughout the life-span. *(Note: Contact SBCC @ http://www.sbcc.edu/hit/website/ for Health Information Technology information.)*

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:  
  *position vacant*  
Administrative Assistant:  
  LaQuenta Reynolds  
Clerical Assistant III:  
  Sheri Langaman  
Department Chair:  
  Dr. Glenn Haller  
Faculty:  
  Kathleen Bingham  
  Frank Blua  
  Mark Covert  
  Perry Jehlicka  
  John Taylor  
  Cindy Vargas  
  Joseph Watts  
Adjunct Faculty:  
  To access adjunct faculty voice mail, dial (661) 722-6530, then the 4-digit number.
  V.M.  
    Tim Atkerson  
    DeAnna Butler  
    Murphy Davis  
    George Fetters  

Program Description
Health education courses have two primary goals:
1. To provide students with preparatory courses for transfer to a four-year educational program in health, community health and wellness.
2. To provide general education about health and wellness.

Career Options
Community Health Worker  
Environmental Health Officer  
Health Administration  
Health Educator  
Teacher  
Wellness Coordinator  
(Most of these careers require education beyond the two-year college level.)

Certificate Program
Certificate not applicable.

Associate Degree
Associate degree not available.

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Health Education Courses

HE 101  *HEALTH EDUCATION*  
3 units  
3 hours weekly  
Advisory: Eligibility for ENGL 099 and READ 099.  
Students will explore health behaviors, health promotion and wellness concepts. The course includes study and analysis of specific life-style factors and their relationships to well-being and disease. Areas of study will include mental wellness, stress and stress management, physical fitness, nutrition, weight management, drugs, alcohol, tobacco, heart disease, cancer, infectious diseases, sexuality, birth control, consumerism and environmental health. (CSU, UC, AVC)

HE 120  *STRESS MANAGEMENT*  
3 units  
3 hours weekly  
Advisory: Eligibility for College Level Reading and ENGL 099.  
This course examines stress and stressors from a health and wellness perspective. It is designed to enable all students to understand the role of stress in their lives. The course focuses on the multi-dimensional nature of stress, the role of stress in the etiology of many chronic diseases, and the development of a personal stress management plan. It is based on a holistic approach to stress management, rather than an approach that just teaches a variety of individual coping techniques. (CSU, AVC)
HE 201 *WOMEN’S HEALTH ISSUES
3 units
3 hours weekly
Prerequisite: Completion of HE 101.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Students will explore health issues that relate specifically to women. Topics will include women and the healthcare system, mental health, drugs, alcohol and smoking, menstruation, midlife and older-women’s health, sexuality, fertility and infertility, childbearing, politics of disease, violence against women, and body image, food and nutrition. Each of the topics will be explored in relation to poverty, ageism, racism, and sexism. (CSU, UC, AVC)
Definition
History, in the broad sense, is the study of all human experience. It examines people, institutions, ideas and events past and present. The study of history develops cultural literacy, critical thinking, and other useful skills while helping to understand today and plan for tomorrow. The study of history provides us with a better understanding of ourselves as individuals and as a society.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Dr. L. Tom O’Neil ext. 6482
Administrative Assistant:
Christi Crosby ext. 6482
Clerical Assistant III:
Bettie Negrete ext. 6482
Department Chair:
Dr. Ken Shafer ext. 6906

Faculty:
Dr. Matthew Jaffe ext. 6487
Dr. Cynthia Lehman ext. 6489
Dr. Ken Shafer ext. 6906

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Dr. Ralph Brax V.M.
2464
Sarah Burns 2167
Gloria Dizmang 2174
Dr. Richard Dyke 2373
John Frykenberg 2068
David C. Lewis 2386
Todd Menzing 2283
Robert Read 2399
Janet Robin 2199
Daniel Roland 2066
Jonathan Saxon 2023
Denise Smith 2039
Quinn Smith 2027
Tomasz Stanek 2276
Noah Stepro 2418

Program Description
A comprehensive introductory history program is offered in the study of world and Western Civilization as well as American History. This program is supplemented by substantive courses such as Contemporary United States History: Vietnam; African American History; Women in American History; Cultural History of Mexico; History of California; and the History of Latin America and the Caribbean. These courses cover a wide range of subjects; clearly there is something to satisfy everyone’s interest.

Introductory courses are for the general student as well as the history major desiring a broad background in the ideas and institutions of civilization. Students are encouraged to go beyond simple memorization of names and dates and to actually get involved with the past. Assignments emphasize research skills, speculative analysis, and original thinking and the ability to compare and contrast the past with current events. Students emerge from these classes with the sense that the study and evaluation of the past need not be stagnant; rather it is an ever evolving process.

The history major is especially desirable for students who wish to teach at any level or work in foreign or domestic government service, politics, research for major corporations, historical preservation, law firms, and other areas.

Distinctive Features
The History department offers valuable academic training in historical methods and thought through a comprehensive curriculum.

History courses fulfill breadth requirements, A.A. degree requirements, and transfer major requirements. HIST 107, 108, 110, and 111 may satisfy American Institutions requirements.

Career Options
Archivist
Business Person
Consultant
Foreign Service
Historian
Journalist
Librarian
Museum Curator
Pre-Law/Lawyer
Researcher/Research Analyst
State Park Historian
Teacher
Writer

(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes

Associate in Arts in History for Transfer
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.

Certificate Program
Certificate not applicable.
Associate Degree

Associate in Arts in History for Transfer
The Associate in Arts 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; 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 Arts 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 Arts 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) Obtaining 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.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*HIST 107, U.S. History, 1607-1877</td>
<td>3</td>
</tr>
<tr>
<td>*HIST 108, U.S. History from 1865</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Electives A</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 6 units from the following:</td>
<td></td>
</tr>
<tr>
<td>HIST 101, Western Civilization, From Human Beginnings</td>
<td></td>
</tr>
<tr>
<td>Until 1750 or HIST 104, Introduction to World Civilizations, From Human Beginnings until 1500</td>
<td></td>
</tr>
<tr>
<td>HIST 102, Western Civilization, 1750-Pres or HIST 105, Introduction to World Civilizations, 1500-Present</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Electives B</th>
<th>units</th>
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</thead>
<tbody>
<tr>
<td>Select 3 units from each of the following areas:</td>
<td></td>
</tr>
<tr>
<td>Area 1</td>
<td></td>
</tr>
<tr>
<td>HIST 104, Introduction to World Civilizations, From Human Beginnings until 1500</td>
<td>3</td>
</tr>
<tr>
<td>Begins 1500</td>
<td></td>
</tr>
<tr>
<td>HIST 105, Introduction to World Civilizations, 1500-1900</td>
<td>3</td>
</tr>
<tr>
<td>HIST 110, African American History, 1450-1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 111, African American History, 1877-Present</td>
<td>3</td>
</tr>
<tr>
<td>HIST 113, Women in American History</td>
<td>3</td>
</tr>
<tr>
<td>*HIST 115, Cultural History of Mexico</td>
<td>3</td>
</tr>
<tr>
<td>HIST 119, History of Latin America and the Caribbean</td>
<td>3</td>
</tr>
<tr>
<td>Area 2</td>
<td></td>
</tr>
<tr>
<td>HIST 114, History of California</td>
<td>3</td>
</tr>
<tr>
<td>HIST 118, American West History, 1806-Present</td>
<td>3</td>
</tr>
</tbody>
</table>

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
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<tbody>
<tr>
<td>HIST 107, U.S. History, 1607-1877 (CSU GE D)</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area A1</td>
<td>3</td>
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<tr>
<td>CSU GE requirement Area B4</td>
<td>3-5</td>
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<tr>
<td>CSU GE requirement Area C2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong> 12-14</td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 108, U.S. History from 1865 (CSU GE D)</td>
<td>3</td>
</tr>
<tr>
<td>Required Elective A</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area A2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area B1/B3</td>
<td>3-4</td>
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<tr>
<td>CSU GE requirement Area C1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong> 15-16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Elective A</td>
<td>3</td>
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<tr>
<td>Required Elective B Area 1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area A3</td>
<td>3</td>
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<tr>
<td>CSU GE requirement Area B2/B3</td>
<td>3</td>
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<td>CSU GE requirement Area C</td>
<td>3</td>
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<tr>
<td><strong>Total</strong> 15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Elective B Area 2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area D</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>*CSU Transferable Electives</td>
<td>3-6</td>
</tr>
<tr>
<td><strong>Total</strong> 12-15</td>
<td></td>
</tr>
</tbody>
</table>

**CSU GE or IGETC Pattern** 37-39
**CSU Transferable Elective Units to reach Degree Total** 60

*Electives should be taken from other courses within the major or foreign language.

**Transfer**
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center
and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

History Courses

HIST 101 WESTERN CIVILIZATION, FROM HUMAN BEGINNINGS UNTIL 1750
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

HIST 102 WESTERN CIVILIZATION, 1750 – PRESENT
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

HIST 104 INTRODUCTION TO WORLD CIVILIZATIONS, FROM HUMAN BEGINNINGS UNTIL 1500
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

HIST 105 INTRODUCTION TO WORLD CIVILIZATIONS, 1500 – PRESENT
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

HIST 107 U.S. HISTORY, 1607 – 1877
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

HIST 108 U.S. HISTORY FROM 1865
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
NOTE: HIST 107 is not a prerequisite for HIST 108. 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) (CSU, UC, AVC)

HIST 110 AFRICAN AMERICAN HISTORY, 1450 – 1877
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
A broad historical study of the African-American’s role in the socio-political and economic development of the United States of America. This course is designed to further the student’s general education and to introduce the student to concepts basic
to historical inquiry. Covers the period from 1450 through 1877. Issues of racism and sexism will be explicitly covered. (CSU, UC, AVC)

HIST 111 AFRICAN AMERICAN HISTORY, 1877 – PRESENT
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL
A broad historical study of the African-American’s role in the socio-political and economic development of the United States of America. This course is designed to further the student’s general education and to introduce the student to concepts basic to historical inquiry. Covers the period from 1877 to the present. Issues of racism and sexism will be explicitly covered. (CSU, UC, AVC)

HIST 113 WOMEN IN AMERICAN HISTORY
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL
A historical survey of women in the United States from colonialism to the present. Focus will include the evolution and growth of women, economically, socially and politically. Prominent figures will be discussed as well as the development of the women’s rights movement over the last two centuries. An analysis will be made between women of the past three decades and those of the twenty-first century. Issues of racism and sexism will be explicitly covered. (CSU, UC, AVC)

HIST 114 HISTORY OF CALIFORNIA
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL
A study of the social, political, and economic evolution of California from the discovery period to the present, covering the exploration and early settlement of Alta California of the Native American, Spanish, Mexican, and Anglo-American periods. The governments, customs, habits and influences of the various peoples who occupied California are stressed. California’s Constitutional history together with local history is also discussed. (CSU, UC, AVC)

HIST 115 CULTURAL HISTORY OF MEXICO
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL
The course desires to develop an understanding of the cultural phenomena which have shaped the unique Mexican character. Geography will be discussed in relation to its determination of culture as will economics, in particular development of the Pre-Columbian agriculture. Pre-Columbian civilization, its origin, development, and nature will be presented. Colonial history, the synthesis of Spanish and Indian cultures, introduction of Catholicism, Spanish language and the Hacienda system will be discussed. Modern Mexican history, beginning with the Mexican Revolution will be presented in terms of its formative effect on the Mexican character. The relationship between the United States and Mexico will be discussed in terms of the cultural change and evolution. Contemporary art in all forms will be discussed. (CSU, UC, AVC)

HIST 116 CONTEMPORARY U.S. HISTORY: FROM VIETNAM TO IRAQ
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL
Advisory: Eligibility for College Level Reading
Examines U.S. involvement in Southeast Asia from the beginning of World War II until the present time. Students will examine, analyze, and evaluate the ideas, theories, themes and interrelationships that occurred during the period the U.S. was involved in Southeast Asia and how the Vietnam War 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. (CSU, UC, AVC)

HIST 118 AMERICAN WEST HISTORY, 1806 – PRESENT
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL
This course is a broad survey of the American West and its significance in U.S. history from 1806 to the present day. Attention is focused on the social, cultural, political, and economic developments and changes in the West. Topics stressed include Native Americans, the frontier experience, Gold Rush, race relations, gender, environmental issues, twentieth-century problems, urban and suburban development, and the popular representation of the West as myth and place. This transferable course is designed to further the undergraduate’s general education, introduce students to concepts basic to historical inquiry, as well as enhance their understanding of the region in which they live. (CSU, UC, AVC)

HIST 119 HISTORY OF LATIN AMERICA AND THE CARIBBEAN
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL
This course will survey the history and culture of Latin America and the Caribbean. Emphasis is placed on understanding the history and culture of the area. A study will be done on the historical development of the area and its indigenous population. A general study will be done on the geography of the area. Discussion will be done on European contact and its impact on the people of the area. A contemporary look at the region will be explored. (CSU, UC, AVC)
Definition
Human Development courses provide support, encouragement, and instruction for both new and continuing students.

The courses help students increase self-awareness and self-confidence; improve learning skills; and identify and accomplish educational, vocational, and personal goals.

These courses are designed to help students who wish to improve themselves both academically and personally. The courses help develop skills and knowledge that are critical to making a successful transition to the challenges of a college education and assist students in achieving their career and educational goals.

Students returning to school after an interruption in their education find them particularly helpful in adjusting to the college learning environment.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean: Gary Roggenstein ext. 6348
Administrative Assistant: Rosalind Brown ext. 6946
Clerical Assistant: position vacant ext. 6946
Technical Analyst: Augusto Calderon ext. 6789
Department Chair: Luis Echeverría ext. 6124
Faculty:
Reina Burgos ext. 6739
Dr. De’Nean Coleman-Carew ext. 6624
Yvette Cruzalegui ext. 6746
Carol Eastin ext. 6345
Luis Echeverría ext. 6124
Rosa Fuller ext. 6290
Susan Knapp ext. 6349
Audrey Moore ext. 6047
May Sanicolas ext. 6135
Rodney Schilling ext. 6977
Cynthia Wishka ext. 6849
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

David Suderman 2226

Certificate Program
Certificate not applicable.

Associate Degree
Associate degree not available.

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Human Development Courses

HD 100  *BASIC STRATEGIES FOR COLLEGE SUCCESS
1.5 units
24 hours total
Advisory: Eligibility for ENGL 099 and READ 099.
This is an intensive course designed to teach students the basic skills needed to manage their lives and be successful in college. An orientation to college services, programs, and policies is included, as well as educational counseling. The course also includes the identification of strengths, self-esteem enhancement, time-management, stress-management, study strategies, test-taking strategies, outlining, note taking, goal-setting, money management, instructor relations, assertiveness, and an orientation to the Library and Learning Center. (AVC)

HD 101  *COLLEGE AND LIFE MANAGEMENT
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL, or concurrent enrollment in ENGL 099, and Eligibility for READ 099.
The ideas and concepts presented will focus on increasing understanding of personal lifestyles and how the college experience, as a learning process, leads to the creation of a successful lifestyle. Emphasis will be placed on raising awareness and assimilating these ideas and concepts into one’s everyday habits and routines. This course is designed to explore learning styles and skills (note taking, test taking, organizing and managing resources, reading strategies, memory), health and exercise, communication and relationships, sexuality, stress management, goal setting, and decision making as these topics relate to creating a lifestyle that is personally satisfying and fulfilling. This course will serve our degree seeking students as well as those intent on transferring to a university. (CSU, AVC)
HD 102  *SOLDIER TO SCHOLAR
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
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. (CSU, AVC)

HD 103  *CAREER PLANNING
1.5 units
24 hours total
Advisory: Eligibility for ENGL 099 and READ 099.
The primary objective of this course is to lead students through a process that will enable them to make satisfying career choices and conduct a successful job search. The course is designed to guide students in a self-exploration and assessment of values, interests, skills, abilities, and personal characteristics relative to career selection and develop the skills to secure a job in their chosen career field. Students will learn self-assessment, decision-making, goal-setting, job search, resume writing and interviewing skills. (AVC)

HD 105  *PERSONAL DEVELOPMENT
3 units
3 hours weekly
Advisory: Completion of ENGL 101/ENGL 101SL.
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)
Definition
Interior design is a service profession that has been spurred by the emphasis of fashion interiors, changing life-styles and technology, recognition of special environmental needs, demographic changes, and growth in the housing market. Businesses which provide interior furnishings for home and industry have expanded their services to include skilled professionals able to interpret and respond to consumer needs. The interiors field affects not only the individual within the home environment but has become a critical factor in business and industry in providing functional and productive work environments.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Dr. L. Tom O’Neil ext. 6482
Administrative Assistant: Christi Crosby ext. 6482
Clerical Assistant: Bettie Negrete ext. 6482
Department Chair: Dr. Ken Shafer ext. 6906
Faculty:
Leslie Baker ext. 6721
Adjunct Faculty:
Vicky Coates 2403
Anna Frise 2153
Shelbey Green 2260
Patrick Tremblay 2223

Program Description
The Interior Design program provides a comprehensive design education within the context of a humanistic perspective which considers the psychological, sociological, emotional, and physical needs of individuals. The program is designed to meet the minimum entry level qualifications for interior occupations as well as provide individual expertise in achieving function and aesthetics in interior environments.

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

Distinctive Features
Students may take field trips to design centers, interior design businesses, historic homes and museums to learn trade practices, experience historical interiors and view architectural and design examples.

Career Options
The following employment areas are where positions may be available which relate to design, advertising, product development, public relations, consumer relations, housing developments, and management.
Commercial Design
Educational Institutions
Furnishing Manufacturers
Governmental Agencies related to environment and housing
Hospitality Design
Residential Design
Retail Stores

Program Learning Outcomes
1. Identify, analyze, and create design solutions for successful interior environments addressing the user’s aesthetic, psychological, functional, and physical needs in relation to their built environment.
2. Demonstrate proper business practice standards in the interior design industry.
3. Create and communicate design solutions based on the needs of the user through a variety of presentation methods.
4. Analyze historical design as it relates to the present interior and exterior environment.
5. Demonstrate a working knowledge of material finishes and building systems as they apply to the built environment.

Certificate Program
The following courses (33 units) are required for the certificate.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 100, Intro. to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 110, Interior Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 120, Interior Design and the Element of Color</td>
<td>3</td>
</tr>
<tr>
<td>ID 150, History of Design I</td>
<td>3</td>
</tr>
<tr>
<td>ID 160, Material Selection for Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 201, History of Design II</td>
<td>3</td>
</tr>
<tr>
<td>ID 220, Designing Residential Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 230, Fundamentals of Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 250, Professional Interior Design Business Practices</td>
<td>3</td>
</tr>
<tr>
<td>ID 260, Residential Space Planning</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 33

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101, History of Art, Prehistoric to Gothic</td>
<td>3</td>
</tr>
<tr>
<td>ART 102, History of Art, Renaissance to Modern</td>
<td>3</td>
</tr>
<tr>
<td>ART 110, Drawing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101, Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.
Associate Degree

The requirements for an associate degree in Interior Design may be satisfied by completing 30 units of required courses, selecting an additional 3 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students that complete the associate degree have improved employability in the field of interior design, leading to positions which will be full-time or internships. Additionally, they have a better possibility for promotional opportunities in the design firm, as they gain experience with various project situations. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the interior environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ID 100, Intro. to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 110, Interior Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 120, Interior Design and the Element of Color</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 15</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ID 150, History of Design I</td>
<td>3</td>
</tr>
<tr>
<td>ID 160, Material Selection for Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
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</tr>
<tr>
<td>Elective</td>
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<tr>
<td><strong>Total 15</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ID 201, History of Design II</td>
<td>3</td>
</tr>
<tr>
<td>ID 220, Designing Residential Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 230, Fundamentals of Lighting Design</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 15</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>ID 250, Professional Interior Design Business Practices</td>
<td>3</td>
</tr>
<tr>
<td>ID 260, Residential Space Planning</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
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</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 15</strong></td>
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<tr>
<td><strong>Degree Total 60</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

Interior Design courses can be included in the major requirements for the associate degree in Family and Consumer Education. (Please see Family and Consumer Education Program.)

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**Interior Design Courses**

**ID 100 *INTRODUCTION TO INTERIOR DESIGN**

3 units
3 hours weekly

*Advisory: Eligibility for ENGL 099 and READ 099.*

Students will learn the basic principles and elements of interior design in order to create a functional and aesthetic environment that meets the users’ needs. Students will learn color theory and application, lighting, space planning, furniture arranging and selection. This course is of interest to interior design majors and individuals interested in pursuing a career in interior design. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

**ID 110 *INTERIOR DRAFTING AND DESIGN**

3 units
4 hours weekly

*Advisory: Eligibility for College Level Reading and ENGL 099.*

Students will compare the presentation techniques used in the study and practice of interior design. Students will draw floor plans, interior elevations, reflected ceiling, and electrical plans to scale. Students will employ the standard architectural symbols, graphics and methods used for visual presentation in design drafting. Students will identify drafting media, techniques, theory, and methodology. This course is of interest to interior design majors and design professionals and amateurs. (CSU, AVC)
ID 120  *INTERIOR DESIGN AND THE ELEMENT OF COLOR
3 units
4 hours weekly
Advisory: Completion of ID 100 and Eligibility for ENGL 099 and READ 099.
Students will learn the theory and application of color. Students will learn to utilize the element of color to create and change interior environments. Students will understand color systems, mixing colors, the psychology, language and appropriate application of color in interiors. This course is of interest to interior design majors and individuals involved in making decisions about the use of color. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

ID 150  *HISTORY OF DESIGN I
3 units
3 hours weekly
Advisory: Completion of ID 100 and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Students will analyze the foundations of architecture and furniture styles of the world from ancient Egyptian up to the Victorian period. Students will examine the social, cultural, political, and physical factors affecting the design and development of specific styles and periods. Students will explore the dominant influences and characteristics of historical interior design, furniture, ornamental design, decorative arts, architecture, and textiles. This course is of interest to interior design majors and individuals interested in historic interiors. Students may have to purchase supplies not provided by the college. (CSU, AVC)

ID 160  *MATERIAL SELECTION FOR INTERIOR DESIGN
3 units
3 hours weekly
Advisory: Completion of ID 100 and Eligibility for College Level Reading, ENGL 099 and MATH 065.
Students will identify and analyze materials, products and processes used by designers to create interior environments. Students will learn how to measure and calculate materials for construction, installation, and specification for residential and commercial application. Students will explore client, architect, and vendor relationships. This course is of interest to interior design majors, professional or amateur. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

ID 201  *HISTORY OF DESIGN II
3 units
3 hours weekly
Advisory: Completion of ID 100 and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
Students will examine international architecture and furniture styles from the beginning of the Victorian period to present contemporary styles. Students will explore the dominant influences, characteristics, decorative motifs, and materials of nineteenth, twentieth, and twenty first century styles. Students will analyze Oriental influences on contemporary furniture and architecture. This course is of interest to interior design majors and those interested in contemporary period styles and architecture. Students may have to purchase supplies not provided by the college. (CSU, AVC)

ID 220  *DESIGNING RESIDENTIAL INTERIORS
3 units
4 hours weekly
Prerequisite: Completion of ID 100 and ID 110.
Students will apply design principles and elements to solve design problems in residential interiors. Students will develop plans for the use of space within physical parameters. Students will create interior environments that meet the functional, aesthetic, sociological, and emotional requirements of the users. Students will demonstrate the use and coordination of color, texture, pattern, and light. Students will examine a variety of housing styles. The students will identify the principles of universal design and sustainable (green) design. This course is of interest to interior design majors and design professionals or amateurs. Students may have to purchase additional supplies not provided by the college. (CSU, AVC)

ID 230  *FUNDAMENTALS OF LIGHTING DESIGN
3 units
3 hours weekly
Advisory: Completion of ID 100 and ID 110, Concurrent enrollment in ID 220, and Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 065.
A lecture course designed to teach students the fundamentals of lighting design including both aesthetics and technical considerations. Emphasis on the properties of light, color and visual perception, terminology, light sources, luminary and controls, lighting techniques, lighting graphics and specifications. Students will analyze energy issues and legislation and examine building construction and support systems. This class is of interest to interior design majors and individuals making decisions about residential and commercial lighting. (CSU, AVC)

ID 240  *FUNDAMENTALS OF COMPUTER AIDED DRAFTING AND DESIGN (CADD)
3 units
4 hours weekly
Prerequisite: Completion of ID 100 and ID 110.
The students will learn the principles and methods of computer graphic applications, producing documents required to convey design concepts to clients and trades people utilizing Chief Architect software. (CSU, AVC)
ID 250 *PROFESSIONAL INTERIOR DESIGN BUSINESS PRACTICES
3 units
3 hours weekly
Advisory: Completion of ID 100, Concurrent enrollment in ID 110, and Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 065.
A lecture course designed to teach students effective business practices and professional management issues of a home based interior design practice. Emphasis on understanding the legal responsibilities, project management techniques and marketing strategies applicable to an interior design business. Students will learn to apply sales principles to the presentation of design concepts to clients. This course is of interest to interior design majors and individuals involved in the practice of interior design. BEFORE ENROLLING students should have basic knowledge of presentation and drafting skills, and application of the principles and elements of interior design. (CSU, AVC)

ID 260 *RESIDENTIAL SPACE PLANNING
3 units
4 hours weekly
Prerequisite: Completion of ID 100 and ID 110.
This lecture/lab explores the relationship of the physical residence to its inhabitants. Students will create floor plans for houses based on the inhabitants’ needs and requirements. The course will also focus on the design and remodel of kitchens and baths. This course is of interest to interior design majors and individuals planning to buy, build, or remodel their house. (CSU, AVC)
Journalism

Definition
Journalism encompasses the study of forms of the mass media (newspapers, magazines, television, internet, radio and films), and the development of reportorial skills and abilities. The Journalism program not only helps prepare students for transfer and eventual careers in journalism but also increases their awareness and appreciation of the role of the media and mass communication in modern society. They become more informed citizens, better equipped to weigh objectively and critically the wealth of information emanating from the mass media.

Individuals interested in the mass media can learn basic newswriting, reporting, and photojournalism skills through the journalism program. The program includes an introduction to mass communication.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Riley Dwyer
ext. 6463

Administrative Assistant:
Mayke “Samantha” Darby
ext. 6463

Clerical Assistant III:
Renee Nicovich
ext. 6463

Department Chair:
Thomas Graves
ext. 6042

Advisor:
position vacant
ext. 6463

The Examiner
ext. 6496

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.
Wendy Spence-Christie
2936

Program Description
Students learn about journalism and mass media through study and practice. An introductory course, COMM 105, focuses on an analysis of the mass media and the role of the journalist. In JOUR 121, students gain initial experience in preparing news stories. JOUR 123 is conducted like a newspaper laboratory. Students research and write stories, prioritize features, crop photographs, prepare copy for printing, and do layouts.

Distinctive Features
Students enrolled in the Journalism program are directly involved in publishing the college paper, The Examiner. Thus they gain valuable practical experience while, at the same time, affect public opinion on and off campus.

Career Options
Advertising Copy Writer
Biographer

Correspondent
Editor
Educational/Technical Writer
Fiction/Science Writer
Journalist
News Anchor
Publicist
Reporter
(Some of these careers may require education beyond the two-year college level.)

Certificate Program
Certificate not applicable.

Associate Degree
An associate degree with a major in Journalism is not available. Journalism courses may be included as electives in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Journalism Courses

JOUR 121 *BEGINNING JOURNALISM
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)
JOUR 123  *NEWS PAPER PRODUCTION
3 units
6 hours weekly
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  *OCCUPATIONAL WORK
EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)
Kinesiology and Athletics

**Definition**
Kinesiology is the academic discipline which involves the art and science of physical activity, human movement and its impact on health, society and the quality of life. Exercise, activity, and athletics are an important component in the development of well-rounded individuals interested in physical well-being and the productive use of leisure time.

**Staff**
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:  
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George Fetters  
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Charles Gordon  
ext. 6277

James Hardy  
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Spencer Johnson  
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Chelsea Kelly  
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Richard Lear  
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Jeffrey Leeds  
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John Livermont  
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2930

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Chad Shroul  
2447

Jerry Stupar  
ext. 6782

Matthew Villalobos  
ext. 6127

Robert Watts  
ext. 6207

Jerome Wright  
2173

**Program Description**
Kinesiology and athletics has three primary goals:

1. To provide a program of professional preparation courses for those students who are majoring in kinesiology, physical therapy, nursing science, athletic training, athletic management, recreation and leisure studies, and physical education.

2. To provide a service program designed to accommodate all students through health education, intercollegiate athletics, recreation and physical activity courses.

3. To provide concepts and techniques that create a foundation for lifelong patterns of physical activity and impart its value to the students’ health and well-being.

Kinesiology activity courses are numbered 101 through 180 and provide concepts and techniques to provide a base for lifelong patterns of healthful physical activity. Kinesiology professional courses are numbered 190 through 197. Intercollegiate athletic courses are numbered 200 through 265.

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

**Distinctive Features**
Each semester, kinesiology classes enroll students from high school age to active senior citizens. Classes are offered in both the day and evening programs and offer the challenge of increasing skill and fitness levels under supervision of dedicated and capable instructors.

**Career Options**

Athletic Administrator  
Athletic Trainer  
Athletic Equipment Manager  
Athletic Facilities Manager  
Camp Counselor  
Choreographer  
Coach  
Dance Therapist  
Educator  
Health and Safety Director  
Health Educator  
Lifeguard  
Nurse  
Playground Director  
Personal Trainer  
Physical Therapist  
Recreation Facilities Manager  
Recreation Leader
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.

**Associate in Arts in Kinesiology for Transfer**
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.

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN 108A, Yoga Teacher Training 1-Yogic Lifestyle &amp; Yoga as a Healing Practice</td>
<td>3</td>
</tr>
<tr>
<td>KIN 108B, Yoga Teacher Training 2-Gross and Subtle Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>KIN 108C, Yoga Teacher Training 3-Pedagogy: The Art and Science of Teaching</td>
<td>3</td>
</tr>
<tr>
<td>KIN 108D, Yoga Teacher Training 4—Social Applications of Yoga</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Associate Degree

**Kinesiology**
The requirements for an associate degree in Kinesiology may be satisfied by completing 20 units as outlined below. A minimum of 13 units must be selected from the required courses, 7 units may be selected from the list of program electives or required courses, and sufficient elective credits to total 60 units. Students who intend to transfer are strongly encouraged to complete either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE) requirements. (See Graduation/Associate Degree Requirements and Transfer Information.)

Recipients of this degree are prepared to pursue a major in kinesiology, health education, physical therapy, nursing science, athletic training, athletic management, recreation and leisure studies, dance, and physical education at a four-year institution (see a counselor for specific transfer details). Additionally, the associate degree will provide students with the opportunity to gain entry level employment often times leading to careers in the physical fitness field. The associate degree will also enlighten the student with a broad range of knowledge promoting healthy lifestyles and habits to have a better quality of life.

**Required Courses:**

Select at least 13 units from the following:
- ATH 100, Introduction to Athletic Training 3
- BIOL 101, General Biology 4
- BIOL 201, General Human Anatomy 4
- BIOL 202, General Human Physiology 4
- CHEM 101, Introductory Chemistry *or*
  - CHEM 110, General Chemistry 5
- KIN 190, Introduction to Kinesiology 3
- PHYS 101, Introductory Physics 4

**Program Electives:**

May select 7 units with no more than 3 units of KIN or DA or units from Required Courses to reach 20 units:
- CHEM 102, Introductory Chemistry *or*
  - CHEM 120, General Chemistry 4-5
- DA 102, Beg. Ballet 1-4
- DA 103, Beg. Mod. Dance 1-4
- DA 104, Beg. Jazz Dance 1-4
- DA 105, Beg. Tap Dance 1-4
- DA 106, Ballroom Dance 1-4
- DA 111, Choreography 1-4
- DA 122, Intern. Ballet 1-4
- DA 123, Intern. Mod. Dance 1-4
- HE 101, Health Education 3
- KIN 101, Adaptive Physical Ed. 1-4
- KIN 102, Water Aerobics 1-4
- KIN 103, Aerobic Conditioning 1-4
- KIN 106, Hatha Yoga 0.5-1
- KIN 107, Int/Adv Hatha Yoga 1-4
- KIN 110, Adv. Baseball Techniques 1-4
- KIN 111, Adv. Tennis Techniques 1-4
KIN 113, Adv. Soccer Techniques 1-4
KIN 115, Adv. Basketball Techniques 1-4
KIN 120, Adv. Football Techniques 1-4
KIN 128, Beginning Golf 1-4
KIN 129, Advanced Golf 1-4
KIN 135, Physical Conditioning 1-4
KIN 139, Team Sports Fundamentals 1-4
KIN 140, Pre-Season Sport Cond. 1-4
KIN 145, Women’s Fast-Pitch Softball Techniques 1-4
KIN 151, Intermediate Swimming 1-4
KIN 152, Fitness Swimming 1-4
KIN 155, Beginning Volleyball 1-4
KIN 156, Intermediate Volleyball 1-4
KIN 160, Beginning Tennis 1-4
KIN 161, Intermediate Tennis 1-4
KIN 162, Advanced Tennis 1-4
KIN 165, Adv. Track Techniques 1-4
KIN 170, Beginning Weight Lifting 1-4
KIN 173, Intermediate Weight Lifting 1-4
KIN 175, Adv. Weight Training for Athletes 2-8
KIN 180, Adv. Volleyball Techniques 1-4
KIN 200–265, Intercollegiate Sports 1-4
PHYS 102, Introductory Physics 4

**Required Courses**

- KIN 100, Introduction to Kinesiology 3
- *BIOL 201, General Human Anatomy 4
- *BIOL 202, General Human Physiology 4

**Movement-based Courses**

Select a maximum of one course from any three of the following areas for a total of 3 units:

- **Aquatics:**
  - KIN 102, Water Aerobics 1
  - KIN 150, Beginning Swimming 1
  - KIN 151, Intermediate Swimming 1
  - KIN 152, Advanced Swimming 1

- **Dance:**
  - DA 103, Beginning Modern Dance 1
  - DA 106, Ballroom Dance 1

- **Fitness:**
  - KIN 135, Physical Conditioning 1
  - KIN 170, Beginning Weight Lifting 1
  - KIN 173, Intermediate Weight Lifting 1

- **Individual Sports:**
  - KIN 111, Advanced Tennis Techniques 1
  - KIN 160, Beginning Tennis 1
  - KIN 165, Advanced Track Techniques 1

- **Team Sports:**
  - KIN 112A, Beginning Soccer 1
  - KIN 112B, Intermediate Soccer 1
  - KIN 113, Advanced Soccer Techniques 1
  - KIN 115, Advanced Basketball Techniques 1
  - KIN 128, Beginning Golf 1
  - KIN 155, Beginning Volleyball 1
  - KIN 156, Intermediate Volleyball 1
  - KIN 157, Advanced Volleyball 1

**Required Electives A**

Select 6 units from the below list of courses.

- *MATH 115, Statistics 4
- *CHEM 110, General Chemistry 5
- *PHYS 101, General Physics 4
- KIN 191, First Aid and Emergency Care 3

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

**First Semester**

- BIOL 101 (Prerequisite to BIOL 201) 4
- MATH 115, Statistics (Required Elective A) (CSU GE B4) 4
- CSU GE requirement Area A1 3
- CSU GE requirement Area A2 3
- CSU GE requirement Area E 3

**Total 17**
Kinesiology and Athletics

Second Semester
- Required Movement-Based Course: 1 unit
- PHYS 101, General Physics (Required Elective A) (CSU GE B1/B3): 4 units
- CSU GE requirement Area A3: 3 units
- CSU GE requirement Area C: 3 units
- CSU GE requirement Area C1: 3 units
Total 14 units

Third Semester
- BIOL 201, 201L, General Human Anatomy (CSU GE B2/B3): 4 units
- KIN 100, Introduction to Kinesiology: 3 units
- Required Movement-Based Course: 1 unit
- CSU GE requirement Area C2: 3 units
- CSU GE requirement Area D: 3 units
- *CSU Transferable Elective: 1 unit
Total 15 units

Fourth Semester
- BIOL 202, 202L, General Human Physiology: 4 units
- KIN 191, First Aid and Emergency Care (Required Elective A): 3 units
- Required Movement-Based Course: 1 unit
- CSU GE requirement Area D: 3 units
- CSU GE requirement Area D: 3 units
Total 14 units

*Electives should be taken from other courses within the discipline.

CSU GE or IGETC Pattern 37-39
CSU Transferable Elective Units to reach Degree Total 60

Transfer
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Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Kinesiology–Adaptive Physical Education Course

KIN 101 *ADAPTIVE PHYSICAL EDUCATION
1 unit
3 hours weekly
The course is designed for the student who may be confined in type and amount of activity because of a physical limitation. The student’s program is individually tailored to meet the student’s need. The student develops the program in consultation with the instructor and the student’s physician or therapist. (CSU, UC, AVC) (R3)

Kinesiology–Activity Courses

KIN 102 *WATER AEROBICS
.5 unit, 1.5 hours weekly
1 unit, 3 hours weekly
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. (CSU, UC, AVC)

KIN 103 *AEROBIC CONDITIONING
1 unit
3 hours weekly
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 with 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. (CSU, UC, AVC)

KIN 106 *HATHA YOGA
.5 unit, 1.5 hours weekly
1 unit, 3 hours weekly
Hatha Yoga develops awareness and consciousness in the physical body to unite the mind/body unit. “Asanas” or “postures” are experienced with attention given to exactness and detail of the postural alignment of the body. Strength, endurance, flexibility and balance are achieved through a mental attitude which explores, coaxes, and plays at the edge of stress to create openings in the body. (CSU, AVC)
KIN 107 *INTERMEDIATE/ADVANCED HATHA YOGA  
1 unit  
3 hours weekly  
Based on the strong vinyasa flow of Ashtanga Yoga, this Intermediate/Advanced Hatha Yoga class is a dynamic, strenuous yoga class which focuses on strength, balance, flexibility and inner focus. This class will include a flowing form of asana (poses) as well as regular practice in forward bends, twists, back bends, inversions and arm balances. This class is not recommended for beginners. Students are advised to have at least one year of regular yoga practice. Participants should be in good physical condition. (CSU, AVC)  

KIN 110 *ADVANCED BASEBALL TECHNIQUES  
1 unit  
3 hours weekly  
Advanced skills and techniques of baseball will be taught in the course. An emphasis will be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of intercollegiate baseball. (CSU, UC, AVC)  

KIN 111 *ADVANCED TENNIS TECHNIQUES  
1 unit  
3 hours weekly  
Advanced skills and techniques of tennis. An emphasis will be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of intercollegiate tennis. (CSU, UC, AVC)  

KIN 112A *BEGINNING SOCCER  
1 unit  
3 hours weekly  
Designed for the beginning level player with emphasis on recreational play, strategy, and rules. Course content will emphasize beginning soccer skills and techniques. The beginning level of instruction will require a minimal level of physical condition on the part of the student. (CSU, UC, AVC)  

KIN 112B *INTERMEDIATE SOCCER  
1 unit  
3 hours weekly  
Designed for the intermediate level player with emphasis on competitive play, skills, and tactics. Course content will emphasize soccer tactics, scrimmages, and soccer specific activities while refining intermediate technical skills. The intermediate level of instruction will require a moderate / high level of physical condition on the part of the student. (CSU, UC, AVC)  

KIN 113 *ADVANCED SOCCER TECHNIQUES  
1 unit  
3 hours weekly  
Advanced skills, techniques, and tactics of soccer will be taught in the course. An emphasis will be placed upon learning advanced strategy, formations, positional role, and teamwork at the collegiate level. The student will demonstrate and apply rules, theory, problem solving skills, and philosophy of intercollegiate soccer. (CSU, UC, AVC)  

KIN 115 *ADVANCED BASEBALL TECHNIQUES  
1 unit  
3 hours weekly  
Advanced skills and techniques of basketball will be taught in the course. An emphasis will be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of intercollegiate baseball. (CSU, UC, AVC)  

KIN 120 *ADVANCED FOOTBALL TECHNIQUES  
.5 unit, 1.5 hours weekly  
1 unit, 3 hours weekly  
The course is designed for the student who wishes to learn advanced skills, techniques, and teamwork, as it pertains to the sport of football. The student will learn the rules, theory, and philosophy of intercollegiate football. (CSU, UC, AVC)  

KIN 128 *BEGINNING GOLF  
1 unit  
3 hours weekly  
The course will emphasize the fundamentals and techniques of leisure golf. It will stress rules, regulations and vocabulary as well as etiquette. (CSU, UC, AVC)  

KIN 129 *ADVANCED GOLF  
1 unit  
3 hours weekly  
This course is a continuation of Beginning Golf with achievement of a higher performance level in the basic techniques of golf. It differs from Beginning Golf in that actual competition and advanced levels of strategy are taught and developed. (CSU, UC, AVC)  

KIN 135 *PHYSICAL CONDITIONING  
.5 unit, 1.5 hours weekly  
1 unit, 3 hours weekly  
This course emphasizes the development of cardiovascular endurance, muscular strength, and muscular endurance by utilizing both weight training and cardiovascular training. Students will participate in activities both as a class and individually to achieve the goals that they set for themselves utilizing all equipment available. Intensity levels can be modified to accommodate all levels of fitness. (CSU, UC, AVC)  

KIN 139 *TEAM SPORT FUNDAMENTALS  
.5 unit, 1.5 hours weekly  
2 unit, 6 hours weekly  
This course is designed for the student who wishes to compete in athletics at the intercollegiate level. Course content will emphasize appropriate tactics, strategy, and techniques to successfully compete in one of the following sports: baseball, basketball, football, soccer, softball, track, or volleyball. It is
Kinesiology and Athletics  

KIN 145 *ADVANCED WOMEN’S FAST-PITCH SOFTBALL TECHNIQUES  
1 unit  
3 hours weekly  
Advisory: Student should have at least three years high school fast-pitch experience or equivalent.  
Advanced skills and techniques of women’s fast-pitch softball will be taught in the course. An emphasis will be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of intercollegiate women’s fast-pitch softball. (CSU, UC, AVC)  

KIN 150 *BEGINNING SWIMMING  
1 unit  
3 hours weekly  
Instructional materials fee required for this course and must be paid at registration.  
An introduction to the basic skills of swimming, including the six beginning swimming strokes: freestyle, backstroke, elementary backstroke, breaststroke, sidestroke and inverted breaststroke. Safety skills such as floating, gliding, changing direction, treading and a plain dive will be covered. The student will be eligible to qualify for the Red Cross Levels 1, 2 or 3 swim card. This course is open for nonswimmers. (CSU, UC, AVC)  

KIN 151 *INTERMEDIATE SWIMMING  
1 unit  
3 hours weekly  
Limitation on Enrollment: Complete a 100 yard swim test or have completed KIN 150.  
Instructional materials fee required for this course and must be paid at registration.  
The intermediate class will review all beginning swimming strokes: freestyle, elementary backstroke, backstroke, breaststroke, sidestroke and inverted breaststroke. Then the class will focus on development of intermediate swimming strokes: overarm sidestroke, survival stroke, single trudgen right and left, double trudgen and butterfly. Intermediate instruction will take place about spring-board diving, complex water turns, and building aqua fitness and stamina. Students will be eligible to qualify for the Red Cross Level 4 swim card. (CSU, UC, AVC)  

KIN 152 *FITNESS SWIMMING  
1 unit  
3 hours weekly  
Limitation on Enrollment: Student should be able to successfully complete a 100 yard continuous swim.  
Student will learn to set up a swimming program to build physical fitness. The student will be instructed on how to improve the swim strokes he/she possesses. The basis of the program will be aerobic conditioning. (CSU, UC, AVC)  

KIN 155 *BEGINNING VOLLEYBALL  
1 unit  
3 hours weekly  
A beginning course that introduces the student to the basic vocabulary, performance, fundamental skills and playing techniques of power volleyball. (CSU, UC, AVC)  

KIN 156 *INTERMEDIATE VOLLEYBALL  
1 unit  
3 hours weekly  
Advisory: Eligibility for KIN 155 and/or at least one year of high school volleyball experience.  
This is a course designed and developed for the intermediate level volleyball player. It is a continuation of beginning volleyball with an emphasis in executing the fundamental skills and techniques of power volleyball at a higher level. This course differs from beginning volleyball in that set patterns and systems of offense and defense are used in a team strategy. BEFORE ENROLLING, student should have proficiency in the skills of passing and setting. (CSU, UC, AVC)  

KIN 157 *ADVANCED VOLLEYBALL  
1 unit  
3 hours weekly  
This is a course designed and developed for the advanced level volleyball player. It is a continuation of intermediate volleyball with an emphasis in achievement of a higher performance level in the basic techniques of power volleyball. It differs from intermediate volleyball in that set patterns and systems of offense and defense are used in the team strategy as well as the rules and regulations of the NCAA. BEFORE ENROLLING, student should have proficiency in the skills of passing and setting. (CSU, UC, AVC)  

KIN 160 *BEGINNING TENNIS  
1 unit  
3 hours weekly  
Introduction to the basic skills and rules of tennis. Includes forehand, backhand, serve and volley. Also includes strategy, etiquette, selection of equipment and general rules for playing singles and doubles. (CSU, UC, AVC)  

KIN 161 *INTERMEDIATE TENNIS  
1 unit  
3 hours weekly  
Refinement of tennis skills for the developing player. Includes forehand drive, backhand drive, service, volley, drop shot, overheads, strategies and analysis of opponent’s game. (CSU, UC, AVC)  

KIN 162 *ADVANCED TENNIS  
1 unit  
3 hours weekly  
Progressive skill instruction concerned with the development of the advanced tennis player. Emphasis will be on placement
of shot, shot combination building from the baseline and net, and footwork. Students will learn to select appropriate tennis equipment and apparel. (CSU, UC, AVC)

**KIN 165  *ADVANCED TRACK TECHNIQUES*
1 unit  
3 hours weekly  
Advanced skills and techniques of track and field will be taught in the course. An emphasis will be placed upon learning advanced strategy and teamwork. The student will learn the rules, theory, and philosophy of intercollegiate track and field. (CSU, UC, AVC)

**KIN 170  *BEGINNING WEIGHT LIFTING*
1 unit  
3 hours weekly  
This course is designed for the student who wishes to learn the basic skills and techniques of weight lifting. The student will be required to learn how to design and implement a weight lifting program. The course will also cover the proper warm-up and safety techniques that are necessary when in the weight room. (CSU, UC, AVC)

**KIN 173  *INTERMEDIATE WEIGHT LIFTING*
1 unit  
3 hours weekly  
This course is designed for the student who wishes to learn advanced skills on intermediate lifts in the weight room. The student will be required to learn how to develop a program with the variety of intermediate lifts which put more focus on specific body areas. The course will also cover the proper warm-up and safety techniques that are necessary in the weight room. (CSU, UC, AVC)

**KIN 180  *ADVANCED VOLLEYBALL TECHNIQUES*
1 unit  
3 hours weekly  
**Advisory:** Completion of KIN 156 and/or experience of playing competitive volleyball, i.e. high school varsity team, club team volleyball, and/or college team volleyball. Advanced skills and techniques of volleyball will be taught. An emphasis will be placed upon physical conditioning and plyometric training for team competitive volleyball. The student will learn the rules, theory, and philosophy of intercollegiate volleyball. (CSU, UC, AVC)

**Kinesiology–Professional Preparation Courses**

**KIN 100  *INTRODUCTION TO KINESIOLOGY*
3 units  
3 hours weekly  
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) (CSU, AVC)

**KIN 108A  *YOGA TEACHER TRAINING 1 - YOGIC LIFESTYLE AND YOGA AS A HEALING PRACTICE*
3 units  
3 hours weekly  
**Advisory:** Students are advised to have at least 2 years of regular yoga practice.  
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 Patanjalis Yoga Sutras. (CSU, AVC)

**KIN 108B  *YOGA TEACHER TRAINING 2 - GROSS AND SUBTLE ANATOMY*
3 units  
3 hours weekly  
**Advisory:** Students are advised to have at least 2 years of regular yoga practice.  
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)

**KIN 108C  *YOGA TEACHER TRAINING 3 - PEDAGOGY: THE ART AND SCIENCE OF TEACHING*
3 units  
3 hours weekly  
**Advisory:** Students are advised to have at least 2 years of regular yoga practice.  
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)

**KIN 108D *YOGA TEACHER TRAINING 4 - SOCIAL APPLICATIONS OF YOGA***

*3 units*
*3 hours weekly*

*Advisory: Students are advised to have at least 2 years of regular yoga practice.*

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)

**KIN 190 *INTRODUCTION TO HUMAN MOVEMENT***

*3 units*
*3 hours weekly*

*Limitation on Enrollment: TB skin test clearance within past year. Fingerprints are required by the State of California.*

*Advisory: Eligibility for ENGL 099 and READ 099.*

Students will be introduced to the Human Movement fields of Kinesiology and the related fields of Physical Education, Health Education, Recreation and Sport. Specifically, the psychological, philosophical, pedagogical, sociological, historical and career preparation areas of Physical Education and related careers will be studied. Current trends, issues and developments in Human Movement will be explored. Each student will participate in field experience of teaching a lesson in Physical Education. The course is designed for students who are majoring or minoring in Kinesiology, Physical Education or have related career goals. (CSU, UC, AVC)

**KIN 191 *FIRST AID AND EMERGENCY CARE***

*3 units*
*3 hours weekly*

*Advisory: Eligibility for ENGL 099 and READ 099.*

*Instructional materials fee* required for this course and must be paid at registration.

A study of first aid and CPR skills required by the American Red Cross. Course will result in an American Red Cross First Aid and CPR card being issued. (C-ID: KIN 101) (CSU, UC, AVC) (R unlimited*)

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**KIN 193 *OFFICIATING–FALL SPORTS***

*2 units*
*2 hours weekly*

Students will analyze and interpret the rules and regulations for the sports of football and basketball at the high school level. Discussions will also include the mechanics of officiating these sports. Trends, techniques of officiating, and issues of the games will also be discussed. (CSU, UC, AVC)

**KIN 194 *OFFICIATING–SPRING SPORTS***

*2 units*
*2 hours weekly*

Students will analyze and interpret the rules and regulations for the sports of baseball and track and field at the high school level. Discussions will also include the mechanics of officiating these sports. Trends, techniques of officiating, and issues of the games will also be discussed. (CSU, UC, AVC)

**KIN 195 *SPORTS APPRECIATION***

*3 units*
*3 hours weekly*

*Advisory: Eligibility for ENGL 099 and READ 099.*

Selected learning experiences leading to an understanding and appreciation of athletics and recreational sports and how they relate to our society. (CSU, UC, AVC)

**KIN 199 *OCCUPATIONAL WORK EXPERIENCE***

*1–8 units*
*Hours vary*

*Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.*

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)
Kinesiology–Athletic Program Courses

AVC is a member of the Foothill Conference. Competition is offered in baseball, basketball, football, track, cross country, softball, golf, tennis, soccer, and volleyball.

KIN 140  *PRE-SEASON SPORT CONDITIONING
.5-2 units
1.5-6 hours weekly
**Limitation on Enrollment:** Must be a potential member of an intercollegiate athletic team.

Designed for the student who wishes to compete in athletics at the intercollegiate level. Course content will emphasize pre-season conditioning for one of the following sports: baseball, basketball, football, track, cross country, soccer, softball, tennis and volleyball. It is an intensive training program based upon improving basic skills, speed, flexibility, agility, reaction time, coordinated movement and cardiovascular endurance. Students should have previous organized athletic experience. Students will enroll in the appropriate conditioning class that corresponds to their sport participation. (CSU, UC, AVC) (R3)

KIN 175  *ADVANCED WEIGHT TRAINING FOR ATHLETES
.5-2 units
1.5-6 hours weekly
**Limitation on Enrollment:** Must be a potential member of an intercollegiate athletic team.

This course is designed for the student who is a member of an athletic team. The course will improve strength, flexibility, and endurance of specific muscles groups that are indigenous to a specific sport. (CSU, UC, AVC) (R3)

KIN 200  INTERCOLLEGIATE BASEBALL
1-3 units
3-9 hours weekly
**Limitation on Enrollment:** Physical examination and tryout required.

This course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in baseball. The course will emphasize advanced baseball skills and techniques. An advanced level of competition requires the athlete to possess adequate physical conditioning. The course is designed to assist the athlete in acquiring the prerequisite conditioning. All phases of advanced offensive and defensive strategy will be presented. The course will teach the athlete the playing rules and code of conduct. (CSU, UC, AVC) (R2)

KIN 205  INTERCOLLEGIATE MEN’S BASKETBALL
1-3 units
34-162 hours total
**Limitation on Enrollment:** Physical examination and tryout required.

This course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in men’s basketball. The course will emphasize advanced men’s basketball skills and techniques. An advanced level of physical conditioning will be taught. An emphasis will be placed upon the athlete learning the playing rules and code of conduct. The athlete will be required to learn advanced offensive and defensive strategy. The course will stress the development of teamwork. (CSU, UC, AVC) (R2)

KIN 210  INTERCOLLEGIATE WOMEN’S BASKETBALL
1-3 units
54-162 hours total
**Limitation on Enrollment:** Physical examination and tryout required.

This course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in women’s basketball. The course will emphasize advanced women’s basketball skills and techniques. An advanced level of physical conditioning will be taught. An emphasis will be placed upon the athlete learning the playing rules and code of conduct. The athlete will be required to learn advanced offensive and defensive strategy. The course will stress the development of teamwork. (CSU, UC, AVC) (R3)

KIN 215  INTERCOLLEGIATE CROSS COUNTRY
1-3 units
3-9 hours weekly
**Limitation on Enrollment:** Physical examination and tryout required.

The course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in cross country. The course will emphasize advanced cross country skills and techniques. An advanced level of competition requires the athlete to possess adequate physical conditioning. The course is designed to assist the athlete in acquiring the prerequisite conditioning. All phases of advanced strategy will be presented. The course will teach the athlete the playing rules and code of conduct. (CSU, UC, AVC) (R2)

KIN 220  INTERCOLLEGIATE FOOTBALL
1-3 units
3-9 hours weekly
**Limitation on Enrollment:** Physical examination and tryout required.

This course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in football. The course will emphasize advanced football skills and techniques. An advanced level of physical conditioning will be taught. An emphasis will be placed upon the athlete learning the playing rules and code of conduct. The athlete will be required to learn advanced offensive and defensive strategy. The course will stress the development of teamwork. (CSU, UC, AVC) (R2)
KIN 225 INTERCOLLEGIATE WOMEN’S TENNIS
1-3 units
3-9 hours weekly
**Limitation on Enrollment:** Physical examination and tryout required.

Designed for the student athlete who wishes to compete at the intercollegiate level in tennis. Course content will emphasize advanced tennis skills and techniques. The advanced level of competition will require a high level of physical condition on the part of the student. Instruction and practice for intercollegiate competition will include rules and strategy. (CSU, UC, AVC) (R2)

KIN 230 INTERCOLLEGIATE WOMEN’S SOCCER
1-3 units
3-9 hours weekly
**Limitation on Enrollment:** Physical examination and tryout required.

The course is designed for the student-athlete who wishes to compete at the intercollegiate level in soccer. Course content will emphasize advanced soccer skills and techniques. The advanced level of competition will require a high level of physical condition on the part of the student. Instruction and practice for intercollegiate competition will include rules, history, and strategy. (CSU, UC, AVC) (R2)

KIN 235 INTERCOLLEGIATE WOMEN’S GOLF
1-3 units
54-162 hours total
**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. (CSU, UC, AVC) (R2)

KIN 237 INTERCOLLEGIATE MEN’S GOLF
1-3 units
3-9 hours weekly
**Limitation on Enrollment:** Physical examination and tryout required.

Designed for the male student-athlete who wishes to compete at the intercollegiate level in golf. Course content will emphasize advanced golf skills and techniques. The advanced level of competition will require a high level of physical condition on the part of the student. Instruction and practice for intercollegiate competition will include rules of play and strategy. (CSU, UC, AVC) (R2)

KIN 240 INTERCOLLEGIATE WOMEN’S SOFTBALL
1-3 units
3-9 hours weekly
**Limitation on Enrollment:** Physical examination and tryout required.

The course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in women’s softball. The course will emphasize advanced women’s softball skills and techniques. An advanced level of competition requires the athlete to possess adequate physical conditioning. The course is designed to assist the athlete in acquiring the requisite conditioning. All phases of advanced offensive and defensive strategy will be presented. The course will teach the athlete the playing rules and code of conduct. (CSU, UC, AVC) (R2)

KIN 245 INTERCOLLEGIATE MEN’S SOCCER
1-3 units
54-162 hours total
**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. (CSU, UC, AVC) (R2)

KIN 255 INTERCOLLEGIATE TRACK
1-3 units
3-9 hours weekly
**Limitation on Enrollment:** Physical examination and tryout required.

The course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in track. The course will emphasize advanced track skills and techniques. An advanced level of track competition requires the athlete to possess an adequate physical condition. The course is designed to assist the athlete in acquiring the requisite conditioning. All phases of advanced strategy will be presented. The course will teach the athlete the playing rules and code of conduct. (CSU, UC, AVC) (R2)

KIN 265 INTERCOLLEGIATE WOMEN’S VOLLEYBALL
1-3 units
3-9 hours weekly
**Limitation on Enrollment:** Physical examination and tryout required.

The course is designed for the student-athlete who wishes to compete at the varsity intercollegiate level in women’s volleyball. Advanced women’s volleyball skills and techniques will be emphasized. The course is designed to assist the athlete in acquiring the necessary conditioning needed for competition.
All phases of advanced offensive and defensive strategies will be presented. The course will teach the athletes the playing rules and code of conduct. (CSU, UC, AVC) (R2)

**KIN 270 INTERCOLLEGIATE MEN’S VOLLEYBALL**

1-3 units  
54-162 hours total  
*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. (CSU, UC, AVC) (R2)
Definition
The study of the Latin language
• provides the personal satisfaction of broadening one’s communicative skills,
• increases the student’s transfer options as numerous four-year schools have foreign language requirements,
• enriches foreign travel through the ability to communicate with others in their own language,
• provides exposure to the richness of cultural variety,
• fosters understanding and appreciation of one’s cultural heritage,
• opens new job opportunities,
• develops a new perspective on one’s own language and culture,
• offers salary increments in certain occupations.
The ability to speak a foreign language is often viewed as one of the hallmarks of the aware and educated individual.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Duane Rumsey ext. 6385
Administrative Assistant: Tangie Hunter ext. 6385
Clerical Assistant III: Desiree Lee ext. 6385
Department Chair: Cole McCandless 2349
Faculty: position vacant ext. 6385
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M. Robert Ruckman 2154

Program Description
All of the courses in Latin are transfer-level. Students learn the basic features of the languages; develop speaking, aural comprehension, reading, and writing skills; and gain an acquaintance with the literature, history and culture of the countries concerned.

Distinctive Features
In addition to classroom instruction, foreign language students are exposed to publications, films, recordings, and videotapes in the languages being studied. Further enrichment is provided by field trips to activities as diverse as foreign restaurants or Oktoberfests.

Career Options
Banking
Consular and Junior Foreign Service Officer

Import and Export Business
International Business
International Relations
Medicine
Nursing
Overseas Employment
Police Work
Social Security Office
Teacher
Translating and Interpreting
Social Services
(Some of these careers may require education beyond the two-year college level.)

Certificate Program
Certificate not applicable.

Associate Degree
An associate degree with a major in Latin is not available. Latin courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences or toward the General Education Requirements. (See Graduation/Associate Degree Requirements.)

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Latin Courses

LATN 101 *ELEMENTARY LATIN 1
5 units
5 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099
A transfer-level, foundation course providing an introduction to reading, writing, and comprehension of elementary Latin, including a survey of Roman culture during the time of the Republic and Augustan periods. The course emphasizes the
relationship of Latin to the vocabulary, spelling, and grammar of modern English and Romance languages. (CSU, UC, AVC)

**LATN 102  *ELEMENTARY LATIN 2***  
5 units  
5 hours weekly  
**Prerequisite:** Completion of LATN 101.  
A transfer-level, foundation course building on Latin 101 and providing further introduction to reading, writing, and comprehension of elementary Latin, including a survey of Roman culture during the time of the Republic and Augustan periods. The course emphasizes the relationship of Latin to the vocabulary, spelling, and grammar of modern English and Romance languages. (CSU, UC, AVC)

**LATN 201  *INTERMEDIATE LATIN***  
5 units  
5 hours weekly  
**Prerequisite:** Completion of LATN 102.  
A transfer-level, intermediate course in Latin, continuing the concepts introduced in Latin 101 and 102. In addition to 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. (CSU, UC, AVC)
Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean: Riley Dwyer ext. 6463
Administrative Assistant: Mayke “Samantha” Darby ext. 6463
Clerical Assistant III: Renee Nicovich ext. 6463
Tutoring Specialists:
- Michele Lathrop ext. 6984
- Tammy Lopez ext. 6863
- Tasakyna Raper ext. 6232
- Raquel Trejo ext. 6862
Department Chair:
- Dr. Susan Lowry ext. 6594
Heidi Williams 2650
Faculty:
- Dr. Magdalena Caproiu ext. 6576
- Diane Flores-Kagan ext. 6018
Adjunct Faculty:
To access adjunct faculty voice mail, dial 722-6300, then the 4-digit number.
- Kristi Jorris V.M. 2343
- Wendy Rider 2981
- Regina Tillman 2055
- John Thurston 2249

Career Options
Instructional Aide
Private Tutor
Teacher
(Some of these careers may require education beyond the two-year college level.)

Certificate Program
Certificate not applicable.

Associate Degree
Associate degree not available.

Transfer
A student planning to obtain a multiple subject teaching credential (elementary school) should check the appropriate catalogue(s) and consult with a counselor.

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Learning Assistance Non Credit Courses

LAC 900 SUPERVISED TUTORING
Average of 20-50 hours total
Limitation on Enrollment: Enrollment in class for which tutoring is required.
Upon faculty/counselor referral, students receive tutoring in a designated subject area in the Learning Center. Tutorial sessions focus on course content of the subject tutored and emphasize the study skills necessary to be successful in college. Cumulative progress plus attendance records will be maintained for this non-credit, open-entry/open-exit course. No tuition will be charged, nor will grades be received. The course will not appear on the student’s transcript. (Students may repeat as many times as content faculty or Learning Center faculty deem necessary as long as repeatability is consistent with District policy.)

LAC 901 SUPERVISED LEARNING ASSISTANCE
Average of 10-30 hours total
Students meet with Faculty Learning Specialists for learning assistance in workshops/group instruction and one-on-one assessment and intervention. For workshops, Faculty Learning Specialists teach subjects/topics that match general skill deficiencies of students and individual ones that students self-report. When appropriate and/or upon referral by an instructor or counselor, Faculty Learning Specialists conduct a student intake that includes developing an academic history, administering learning assessment instruments, and together with the student, creating an individual learning improvement plan (ILIP) focused on addressing his/her skill deficiencies. The ILIP includes the referral of students to appropriate services and resources and monitoring of student participation and progress cumulatively. Positive attendance records will be maintained for this open entry, open exit course. No tuition is charged, no grades given, and no grades appear on the student’s transcript.

Learning Assistance Credit Courses

LAC 020 MANAGING WRITING ANXIETY
1 unit
1 hour weekly
Advisory: Eligibility for ENGL 097 and READ 095.
Students will be provided with various coping skills to reduce writing frustrations in college and beyond. Course topics include symptoms of writing anxiety, pro-active strategies to control it, identification of essay elements, learning style preferences, and the application of stages of the composition process to different writing situations. Students will also develop their knowledge and use of available instructional resources as they increase their
skills to successfully manage their writing anxiety. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**LAC 098 MATH FOR NURSING**

1 unit  
16 hours total  
Advisory: Eligibility for READ 095 and MATH 065.  
This course is designed for students interested in nursing careers such as clinical office assisting, LVN and RN and enables them to apply basic mathematical concepts to on-the-job situations. The course will cover operations with whole numbers, fractions, decimals and percents. This course will emphasize conversions between fractions, decimals and percents. It will cover ratios and proportions. Students will learn about equivalencies regarding apothecary, metric, household and customary units of measure. The course will enable students to develop critical thinking using dimensional analysis and prepare students for various techniques of dosage calculations. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**LAC 099 DOSAGE CALCULATION**

.5 unit  
8 hours total  
Advisory: Concurrent enrollment in VN 110, NS 111 or MOA 110, and Eligibility for READ 099 and MATH 070.  
This course is designed for students interested in nursing careers such as LVN, RN and Medical Assisting. It will focus on problem solving techniques for oral, parenteral and intravenous fluid calculations for all age groups, including pediatric dosages. Reviewing ratio and proportions, equivalencies for apothecary, household and metric system units of measure, the course will focus on dimensional analysis in application of solving dosage problems related to oral, injectable and intravenous medications. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**LAC 100 *INTRODUCTION TO TUTORING**

3 units  
3 hours weekly  
Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099.  
This course is an introduction to the basic principles of tutorial theory and practice. It covers tutorial ethics and philosophy, the steps of the tutorial (the tutor cycle), the basics of tutorial communication, the development of effective study behaviors, and strategies for tutoring students with special needs. The course is designed to prepare students to work as professional tutors for students at all educational levels both individually and in groups. Note: A student who successfully completes the course with an A or B, has a 3.0 GPA, and accumulates twenty-five hours of supervised tutoring experience, paid or volunteer in a supervised setting, may be certified through professional tutoring associations. (CSU, AVC)

**LAC 200 *ADVANCED TUTORING**

3 units  
3 hours weekly  
Prerequisite: Completion of LAC 100.  
This course is a description of the theory and practice of group communication in educational settings. It covers a review of LAC 100, learning styles, characteristics of adult cognitive development, probing questions, and tutoring in the subject/skills area, cultural awareness and intercultural communication, identifying and using learning resources and learning inventories. This course is designed to prepare students to work as professional tutors and to interest them in becoming educators. Note: A student who successfully completes the course with an A or B, has a 3.0 GPA, and accumulates twenty-five hours of work experience as a tutor, paid or volunteer in a supervised setting, may be certified through professional tutoring associations. (CSU, AVC)

**LAC 299 *MASTER TUTOR**

3 units  
3 hours weekly  
Prerequisite: Completion of LAC 200.  
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.  
This course is designed to prepare professional tutors to mentor, train, and supervise other tutors in tutorial programs. It begins with a review of LAC 100 and 200, and continues with mentoring, training, and supervising skills; brain-based learning; tutoring special populations of students; structuring the learning experience; and developing group management skills. Students complete a project to present to learning assistance professionals and tutors. Note: A student who successfully completes the course with an A or B, has a 3.0 GPA, and accumulates twenty-five hours of work experience as a tutor, paid or volunteer in a supervised setting, may be certified through professional tutoring associations. (CSU, AVC)

**Mathematics Courses**

**MATH 020 MANAGING MATH ANXIETY**

.5 unit  
9 hours total  
Advisory: Eligibility for ENGL 097 and READ 095.  
Designed to provide students with the skills to reduce math frustration by diagnosing social causes and educational contexts and overcoming math myths and misconceptions. This course will also cover the following skills: recognizing math anxiety, developing various coping skills which include relaxation and wellness techniques, and becoming aware of personal learning style preferences for math. Math-specific testing skills will be taught using currently adopted texts for MATH 065 and MATH
070. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**MATH 021  MATH STUDY STRATEGY**

1 unit
18 hours total

**Advisory:** Eligibility for ENGL 097 and READ 095.

Designed to assist students in improving their math study skills so they can develop appropriate study strategies for math classes. Various methods and techniques will be explored including: developing a math textbook study system, math textbook annotating, math lecture note taking, listening, math problem solving strategies, test preparation, test taking strategies, relating learning preferences to math, and effective memory techniques. Time management at test time and identifying available campus resources for math will also be presented. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)
Students should consult with a counselor for specific information regarding their intended major at the university of their choice. Students planning to transfer to a four-year university are cautioned that this degree may not meet all of the lower division requirements for transfer into a particular major; however, through careful educational planning with a counselor, this degree would offer a solid foundation in the transfer process. Students should consult with a counselor for specific information regarding their intended major at the university of their choice.

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

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

Students who intend to transfer are strongly encouraged to complete either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE) requirements. (See Graduation/Associate Degree Requirements and Transfer Information.)

**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.

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

Select a minimum of 18 units from the following courses:

**Choose at least 6 units from courses listed below:**
- ANTH 101
- ASTR 101, 101L
- BIOL 101, 103, 110, 120, 201, 202, 204
- CHEM 101, 102, 110, 120
- ECON 101
- GEOG 101
- ERSC 101
- MATH 115, 140, 150, 160, 220, 250
- PHYS 101, 102, 110, 120, 211
- PSCI 101

**AND at least 6 units from the courses listed below:**
- MATH 115, 140, 150, 160, 220, 250

### Social/Behavioral Sciences - Option II:
**Program Learning Outcomes**

1. Demonstrate an awareness of the theories and methods of inquiry used by professional social and behavioral scientists.
2. Critically evaluate the behaviors, attitudes, values, and beliefs of diverse cultures.
3. Synthesize existing knowledge and evaluate research.

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

Select at least 18 units from the following courses:
Arts and Humanities - Option III:
The following area of study allows students to take courses that will prepare them for possible majors within a variety of liberal arts disciplines. Courses in arts and humanities promote critical thinking and emphasize the cultural, humanistic, and artistic expression of people throughout the world, past and present. Students will learn to evaluate and interpret how people have developed aesthetically to the world around them.

Select at least 18 units from the following courses:
Choose at least 6 units from courses listed below:
  ART 100, 101, 102, 103, 104
  DA 101
  FTV 101, 107, 108, 203
  MUS 101, 105
  MUSC 102, 103, 107
  PHOT 107
  THA 101, 110

And at least 6 units from courses listed below:
  CHIN 101*, 102*
  ENGL 221, 222, 225, 227, 230, 231, 235, 236, 240, 242, 246, 250, 253, 256, 257, 259, 265, 279
  FREN 101*, 102*, 201, 202, 203
  FTV 201, 203
  GER 101*, 102*, 201, 202
  HIST 115
  LATN 101*, 102*, 201
  PHIL 105, 106, 108

PHOT 107
SPAN 101*, 102*, 201, 202, 203

Transfer
All courses listed in the options above are transferable to CSU/UC and may be applied to the appropriate areas of the CSU General Education Breadth and the UC General Education (IGETC) patterns. Those courses marked with an *asterisk can only be used for Foreign Language proficiency listed in IGETC section “Language Other Than English.” These courses may also be used for CSU GE Breadth Humanities credit Area C2.

Students wishing to transfer to the California State University system must select additional General Education courses from either the “CSU General Education” pattern or from the “Intersegmental General Education Transfer Core Curriculum (IGETC)” pattern listed in the Transfer Information section of this catalog.

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

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
Definition
Information literacy, the ability to effectively locate, analyze and use information, has become as necessary a skill as reading, writing, and arithmetic. Library courses provide the means to develop information literacy skills for academic class work and lifelong learning.

These courses help students more effectively function in all programs offered at the college by teaching academic research methods and the organization of information. Students learn the history, development and function of information in society and develop an appreciation of how information skills enhance their lives beyond college.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Dr. Meeta Goel
ext. 6817

Administrative Assistant:
Jerene Kelly
ext. 6794

Department Chair:
Van Rider
ext. 6709

Faculty:
Carolyn Burrell
ext. 6454
Scott Lee
ext. 6546
Van Rider
ext. 6709

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.
Chuck Billedeaux
2114
Sara Breshears
2274
Suzanne Malek
2623
Sandra Marsh
2728
Larry Mitchell
2020
Linda Parker
2263
Deborah Sanchez
2597

Certificate Program
Certificate not applicable.

Associate Degree
Associate degree not available.

Transfer
Not a transfer major.

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Library Studies Courses

LIB 101 *INTRODUCTION TO ACADEMIC LIBRARY RESEARCH
2 units
2 hours weekly
This course will introduce students to the basics of library research. It will cover using periodical databases, library catalogs, and search engines. Students will learn to evaluate information, especially websites, for quality by considering authorship, timeliness, and information sources used. Students will become familiar with a variety of reference sources in print and on the Web covering an array of subject areas. Information technology will also be covered. (CSU, AVC)

LIB 107 *INFORMATION LITERACY
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
The course follows the guidelines of the “Information Literacy Competency Standards for Higher Education” by the Association of College and Research Libraries. Students will learn how information is organized, how to search for and retrieve information, and how to evaluate information. Students will learn to use online and print reference sources, information technology tools, and how to search, not just surf, the Internet. Students will learn the steps of completing a research paper, but will develop a bibliography of properly cited and annotated information resources (print and electronic). This course is designed to satisfy the Information Literacy requirements that may be found at many colleges and universities. (CSU, AVC)

LIB 110 *INTRODUCTION TO INTERNET RESEARCH
1 unit
1 hour weekly
Advisory: Eligibility for College Level Reading and ENGL 099.
This is an introductory course in using the Internet and World Wide Web as tools for college research. Course content includes effective and efficient use of search engines, the history and development of Internet search tools and evaluating sources of information on the Internet and Web for its use and applicability in college-level research. BEFORE ENROLLING, students should know the basics of using personal computers how to use a Web browser, and the ability to access a website. (CSU, AVC)
LIB 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary

Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)
Definition
Management is the achievement of organizational objectives through people and other resources. By effective planning, organizing, directing, and controlling, managers combine capital, labor, and materials to accomplish their goals. The Management program attempts to develop an understanding of the importance and diversity of the field of management.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Laureano Flores ext. 6327
Administrative Assistant: Rosie Heasley ext. 6327
Clerical Assistant III: Leyla Barber ext. 6327
Department Chair: Stacey Adams ext. 6377
Faculty:
  David Adams ext. 6901
  Kathy Osburn ext. 6898
Adjunct Faculty:
  To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
  V.M. Violet Christopher 2965
  Chris Hamilton 2511
  Mardel Harrington 2952
  Chuck Kokoska 2284
  Leanna Vendro 2479

Program Description
The Management program offers students the opportunity to develop an understanding of the importance and diversity of the field of management. Students gain the skills and knowledge to effectively plan, organize, direct, and control multiple resources such as capital, labor, and materials in a management setting. Corporate organizations through small business organizations are analyzed so that students may apply the concepts learned in the program.

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

Distinctive Features
The Management program is distinctively an evening-oriented program. While several of the management classes are offered during the day and online, most of the management students attend during the evening.

Career Options
Branch Manager
Department Manager
First-line Supervisor
Office Manager
Plant Manager
Project Manager
Shift Supervisor
Small Business Owner/Manager
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes
Management
1. Understand and apply ethics in an organizational environment to effectively operate as an entrepreneur or manager within a global economy in the private or public sector.
2. Prepare and analyze basic financial statements, financial ratios, and tax forms to assess opportunities and risks for the purpose of formulating and implementing business strategies.
3. Analyze human capital needs and apply leadership principles, motivation techniques, and employment law to achieve a competent and effective workforce.
4. Demonstrate written, verbal, and nonverbal communication skills required for the workplace, including the effective use of appropriate technologies, written reports, and formal presentations.
5. Develop skills in business analysis and critical thinking by formulating strategies reflective of the strengths, weaknesses, opportunities, and threats facing contemporary businesses.

Small Business Management
1. Understand and apply ethics in an organizational environment to effectively operate as an entrepreneur or manager within a global economy in the private or public sector.
2. Prepare and analyze basic financial statements, financial ratios, and tax forms to assess opportunities and risks for the purpose of formulating and implementing business strategies.
3. Analyze human capital needs and apply leadership principles, motivation techniques, and employment law to achieve a competent and effective workforce.
4. Demonstrate written, verbal, and nonverbal communication skills required for the workplace, including the effective use of appropriate technologies, written reports, and formal presentations.
5. Distinguish differences among the formal business structures and determine preferred business structure to complement today’s economy and personal abilities.
Certificate Programs

Management
This certificate requires 30-33 units. Students earning a Management Certificate will have developed management, leadership, and motivational skills. Students who successfully complete the certificate requirements may apply for entry-level positions in supervision or management, or apply their knowledge and skills as an entrepreneur.

A maximum of 6 pass/no pass units will be accepted for a Management certificate.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 111, Bookkeeping or ACCT 201, Financial Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 101, Intro. to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105, Business Mathematics or MATH 124, Finite Math or MATH 140, Precalculus</td>
<td>3-5</td>
</tr>
<tr>
<td>BUS 113, Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201, Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech. or CIS 101, Intro. to Computer Info. Science</td>
<td>3-4</td>
</tr>
<tr>
<td>MGT 101, Management Principles or MGT 105, Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGT 115, Human Behavior in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MGT 121, Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30-33</strong></td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:

Select three units from the following program electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 121, Microcomputer Accounting</td>
<td>2</td>
</tr>
<tr>
<td>ACCT 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>BUS 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech.</td>
<td>3</td>
</tr>
<tr>
<td>CA 111, Word Processing - Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>CA 121, Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CA 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>MGT 201, Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>MKTG 101, Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>OT 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>RE 161, Property Management</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Small Business Management

The following courses, 33 to 36 units, are required for the Small Business Management certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in supervision or management, or may apply their knowledge and skills as an entrepreneur.

A maximum of 6 pass/no pass units will be accepted for a Management certificate.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 111, Bookkeeping or ACCT 201, Financial Accounting</td>
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</tr>
<tr>
<td>BUS 101, Intro. to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 105, Business Mathematics or MATH 124, Finite Math or MATH 140, Precalculus</td>
<td>3-5</td>
</tr>
<tr>
<td>BUS 113, Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201, Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech. or CIS 101, Intro. to Computer Info. Science</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101, Management Principles or MGT 105, Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201, Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 101, Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 112, Intro. to Advertising or MKTG 121, Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33-36</strong></td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:

Select 3 units from the following program electives.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>ACCT 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>BUS 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech.</td>
<td>3</td>
</tr>
<tr>
<td>CA 121, Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>CA 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>MGT 101, Management Principles</td>
<td>3</td>
</tr>
<tr>
<td>MGT 105, Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MGT 199, Occupational Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>MKTG 112, Introduction to Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 121, Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>OT 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
<tr>
<td>RE 161, Property Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Associate Degree

Management
The requirements for an associate degree in Management may be satisfied by completing the Management certificate, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

This program is designed for students who wish to progress to positions of responsibility and management in business and/or those desiring to start their own business. Its strong management focus provides the knowledge and skills needed by managers in a wide variety of organizations. Students who complete the associate degree are well-prepared for employment opportunities such as branch manager, department manager, first-line supervisor, office manager, plant manager, project manager, shift supervisor, and small business owner/manager. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>First Semester (units)</th>
<th>Second Semester (units)</th>
<th>Third Semester (units)</th>
<th>Fourth Semester (units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101, Intro. to Business</td>
<td>3</td>
<td>ACCT 111, Bookkeeping or</td>
<td>3-4</td>
<td>MGT 121, Human Resources Management</td>
</tr>
<tr>
<td>BUS 105, Business Mathematics or MATH 124, Finite Math or MATH 140, Precalculus</td>
<td>3-5</td>
<td>BUS 105, Business Mathematics or MATH 124, Finite Math or MATH 140, Precalculus</td>
<td>3-5</td>
<td>Course from GE requirement Area A</td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech. or CIS 101, Intro. to Computer Info. Science</td>
<td>3-4</td>
<td>CA 103, Intro. to Computers and Dig. Tech. or CIS 101, Intro. to Computer Info. Science</td>
<td>3-3</td>
<td>Course from GE requirement Area B</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
<td>Course from GE requirement Area C</td>
<td>3</td>
<td>Course from GE requirement Area D</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
<td>Program Elective</td>
</tr>
<tr>
<td>Total 15-18</td>
<td></td>
<td>Total 15-16</td>
<td></td>
<td>Total 12</td>
</tr>
</tbody>
</table>

**Small Business Management**
The requirements for an associate degree in Small Business Management may be satisfied by completing the Small Business Management certificate, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for promotional opportunities such as branch manager, department manager, first-line supervisor, office manager, plant manager, project manager, shift supervisor, and small business owner/manager. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>First Semester (units)</th>
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<th>Third Semester (units)</th>
<th>Fourth Semester (units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101, Intro. to Business</td>
<td>3</td>
<td>ACCT 111, Bookkeeping or</td>
<td>3-4</td>
<td>MGT 121, Human Resources Management</td>
</tr>
<tr>
<td>BUS 105, Business Mathematics or MATH 124, Finite Math or MATH 140, Precalculus</td>
<td>3-5</td>
<td>BUS 105, Business Mathematics or MATH 124, Finite Math or MATH 140, Precalculus</td>
<td>3-5</td>
<td>Course from GE requirement Area A</td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech. or CIS 101, Intro. to Computer Info. Science</td>
<td>3-3</td>
<td>CA 103, Intro. to Computers and Dig. Tech. or CIS 101, Intro. to Computer Info. Science</td>
<td>3-3</td>
<td>Course from GE requirement Area B</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
<td>Course from GE requirement Area C</td>
<td>3</td>
<td>Course from GE requirement Area D</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
<td>Program Elective</td>
</tr>
<tr>
<td>Total 15-16</td>
<td></td>
<td>Total 15-16</td>
<td></td>
<td>Total 12</td>
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</tbody>
</table>
Management Courses

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 201, Small Business Mgt.</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 101, Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 201, Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 112, Intro. to Advertising or MKTG 121, Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td>(MGT 212 recommended)</td>
<td></td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Degree Total  60

Program Electives:
Please refer to the Program Electives listed under the certificate program.

Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

MGT 101  *MANAGEMENT PRINCIPLES
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 065.
This course is designed for managers as well as those who work for managers. It includes an analysis of the principles and theories of management and organizational behavior. Topics of study include managerial functions of planning, organizing, leading, and controlling; managerial processes of decision-making, leadership, motivation, and communication; ethics; diversity and team management; operations management; and the global business environment. (CSU, AVC)

MGT 105  *ELEMENTS OF SUPERVISION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
Introductory course presenting the overall responsibilities of a supervisor in industry, services, business, and government. Topics to be covered include organization, duties, communication, planning, human relations, training, evaluation, and motivation. (CSU, AVC)

MGT 115  *HUMAN BEHAVIOR IN ORGANIZATIONS
3 units
3 hours weekly
Advisory: Completion of MGT 101, and Eligibility for ENGL 099 and READ 099.
This course is designed for students interested in understanding the dynamics of the impact of human behavior in the workplace. This course includes an introduction to the major concepts of the behavioral sciences and applications for managing people in organizations. Topics include perception, motivation, communication, conflict, leadership, diversity and group dynamics. Emphasis is placed on practical problem solving through application of theories and principles. (CSU, AVC)

MGT 121  *HUMAN RESOURCES MANAGEMENT
3 units
3 hours weekly
Advisory: Completion of MGT 101, and Eligibility for ENGL 099, READ 099 and MATH 070.
This course introduces the principles and methods related to effective and efficient utilization of human resources in organizations. Understanding human resources processes including the recruitment, selection, and placement of employees with regard to their knowledge, skills, and abilities is discussed. Other areas of human resources processes covered include compensation, labor relations, organizational development, and legal issues. Discussions, illustrations, practical exercises, and case studies are used to develop effective techniques in dealing with human resources situations. (CSU, AVC)

MGT 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised
employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**MGT 201  *SMALL BUSINESS MANAGEMENT***
3 units
3 hours weekly
*Advisory: Completion of MGT 101, and Eligibility for ENGL 099, READ 099 and MATH 070.*

This course is designed for business students and other individuals interested in entrepreneurship in the new millennium. An analysis will be made of opportunities, challenges, and pitfalls associated with starting and/or managing small independently-owned firms. Students will obtain a practical viewpoint of the management functions of planning, organizing, financing, and controlling a new or on-going organization. The responsibilities related to such topics as human resource planning, location selection, operations management, purchasing, customer relations, and budgeting/accounting will be covered. (CSU, AVC)

**MGT 212  *LEGAL ISSUES AND DIVERSITY IN HUMAN RESOURCES MANAGEMENT***
3 units
3 hours weekly
*Advisory: Completion of MGT 121, Eligibility for ENGL 099 and READ 099.*

This course examines employment and labor issues that affect the American workplace. Students will study the special management issues that organizations encounter in employing and providing equal employment opportunity for applicants and employees, particularly protected groups such as, but not limited to, women, minorities, older workers, the disabled, and veterans. Topics will include best practices in handling recruitment and selection, avoiding employment-related litigation, maintaining an equitable workplace, dealing with federal and state fair employment and practices agencies, and promoting a productive relationship between union and non-union employees. Current legislation, case law, and administrative agency rules and regulations will be covered. (CSU, AVC)
Definition
Marketing is the dynamic field of study that recognizes and responds to the changing attitudes and demands of the economy. It has the goal of creating mutual satisfaction. It seeks to continue relationship building between the consumer and the product or service provider. Understanding the “why” and “how” of creating, distributing, pricing and promoting a product or service will be found within the curriculum.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
  Laureano Flores ext. 6327
Administrative Assistant:
  Rosie Heasley ext. 6327
Clerical Assistant III:
  Leyla Barber ext. 6327
Department Chair:
  Stacey Adams ext. 6377
Faculty:
  David Adams ext. 6901
Adjunct Faculty:
  To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
    V.M. Violet Christopher 2965
    Leanna Vendro 2479

Program Description
The Marketing program offers students the opportunity to recognize and respond to the changing attitudes and demands of the economy. Students gain the skills and knowledge needed to create satisfying exchange relationships between buyers and sellers. Studies in the Marketing program seek to continue relationship building between the consumer and the product or service provider by understanding the “why” and “how” of creating, distributing, pricing, and promoting a product or service. The program also offers those with an interest in e-commerce and web design the opportunity to gain practical insights into the techniques used by marketers to attract and retain consumers’ attention in a competitive information age.

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

Career Options
Advertising Accounts
Brand Management
Cause/Environmental Marketing
Direct Marketing
Industrial Marketing
International Marketing
Marketing Consulting

Program Learning Outcomes
1. Understand and apply ethics in a marketing environment with an understanding of the major components of a global economy and the special care needed to effectively market in a diverse marketplace.
2. Gain skills in the research and analysis of customer segments, demand, and market potential, and apply these skills to the formulation of appropriate marketing plans directed toward specific market segments.
3. Understand consumer behavior and the role of advertising in the marketing and promotional mix, develop the ability to evaluate advertising and promotional concepts and programs, and employ these skills in the development of targeted marketing strategies and communications.
4. Work collaboratively to create and deliver presentations in written, verbal, and digital format, using skills in communication, digital technologies, and management.

Certificate Program
The following courses, 33.5 to 35.5 units, are required for the Marketing certificate. Students who successfully complete the certificate requirements may apply for entry-level positions in advertising, customer service, or sales, or may apply their knowledge and skills as an entrepreneur. A maximum of 6 pass/no pass units will be accepted for a Marketing certificate.

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 111, Bookkeeping or ACCT 201, Financial Accounting</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>BUS 101, Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 113, Business Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>DM 101, 101L, Digital Media Arts/Lab</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>MGT 101, Management Principles or MGT 105, Elements of Supervision</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKTG 101, Principles of Marketing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKTG 112, Intro. to Advertising</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKTG 121, Salesmanship</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Program Electives</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total 33.5-35.5
For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

**Program Electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 201, Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CA 141, Developing PowerPoint Presentations</td>
<td>1.5</td>
</tr>
<tr>
<td>DM 103, 103L, Graphic Design I/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>PSY 101, General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101, Intro. to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:** Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

### Associate Degree

The requirements for an associate degree in Marketing may be satisfied by completing the Marketing certificate, 21 units of general education requirements, and sufficient elective credits to total 60.5-62.5 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in several fields. They are well prepared for entry-level career opportunities in areas such as advertising accounts, brand management, direct marketing, industrial marketing, marketing consulting, marketing research, marketing training, nonprofit/charitable marketing, public relations, purchasing, retailing, sales, sales management, sales promotion, wholesaling, and entrepreneurship. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, culture, and society in which they live, with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
</tr>
<tr>
<td>BUS 101, Intro. to Business</td>
<td>3</td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business</td>
<td>3-4</td>
</tr>
<tr>
<td>MKTG 101, Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15-16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Second Semester</strong></th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 111, Bookkeeping or ACCT 201, Financial Accounting</td>
<td>3-4</td>
</tr>
<tr>
<td>BUS 113, Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>DM 101, 101L, Intro. to Digital Media Arts/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>MKTG 112, Intro. to Advertising</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15.5-16.5</td>
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<table>
<thead>
<tr>
<th><strong>Third Semester</strong></th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 101, Management Principles or MKTG 105, Elements of Supervision or MKTG 201, Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 121, Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fourth Semester</strong></th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
<td>3</td>
</tr>
<tr>
<td>(BUS 212 or MKTG 212 recommended)</td>
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<tr>
<td>Program Electives</td>
<td>6</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
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</tbody>
</table>

**Degree Total** 60.5-62.5

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

### Transfer

Students planning to transfer to a four-year college or university after AVC are strongly advised to follow the Business Administration degree and should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

### Marketing Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 101</td>
<td>*PRINCIPLES OF MARKETING</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3 hours weekly</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Advisory:</strong> Eligibility for College Level Reading and ENGL 099.</td>
<td></td>
</tr>
</tbody>
</table>

This course is an introduction to the business activities in the field of marketing. The ideas and concepts presented will focus on increasing one’s understanding of marketing and the business activities required to serve a selected target market: product planning, pricing, distribution, and promotion. Emphasis will be placed on raising awareness and assimilating these ideas and concepts into serving present and potential customers within the
current legal, competitive, and socio-economic environment. (CSU, AVC)

**MKTG 112 *INTRODUCTION TO ADVERTISING***

3 units
3 hours weekly

*Advisory:* Completion of MKTG 101, and Eligibility for College Level Reading and ENGL 099.

This course is an introduction to the history, consumer consciousness, and agency activities in the field of advertising. The ideas and concepts presented will focus on understanding and identifying target audiences and developing an awareness of the advertising stratagem to serve those audiences. Emphasis will be placed on understanding past and present consumerism, advertising aims and goals in retail, wholesale, print and electronic advertising media as they apply to the business marketing and advertising environment. (CSU, AVC)

**MKTG 121 *SALESMAINSHP***

3 units
3 hours weekly

*Advisory:* Completion of MKTG 101, and Eligibility for ENGL 099 and READ 099.

Students will study selling as a creative and persuasive process needed by marketers, business students and practitioners. The student will understand and appreciate the importance of the techniques of sales to all facets of business. (CSU, AVC)

**MKTG 199 *OCCUPATIONAL WORK EXPERIENCE***

1–8 units
hours vary

*Prerequisite:* To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)
1. Students are advised to consult a counselor when selecting a Mathematics course.
2. New students are required to take an assessment test to determine initial course placement. See Student Success and Support Program for alternatives and exemptions.
3. Individualized Self-Study Mathematics MATH 099 is available for MATH 065, 070, or 102 to be taken for credit, one unit at a time.
4. Some courses below dotted line may not be transferable to certain four-year institutions. Consult Counselors/Transfer Center/4 yr. catalogs.
Definition
Mathematics is an important tool with which problems can be solved. Numbers, letters, or other symbols constitute the language of mathematics and, as in any language, are used to convey ideas and relationships especially in science. The final balance in a checkbook is a simple example of this relationship while landing astronauts on the moon reveals its complexity.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
   Dr. Leslie Uhazy ext. 6415
Administrative Assistant:
   Wendy Cios ext. 6415
Clerical Assistant III:
   Suzanne Olson ext. 6415
Department Chair:
   Tooraj Gordi ext. 6019
Lab Technician:
   position vacant ext. 6881

Faculty:
   Dr. Paul Ahad ext. 6954
   Debra Anderson ext. 6745
   Snizhana (Jane) Bowers ext. 6947
   Dr. Magdalena Caproiu ext. 6576
   Roberto Diaz ext. 6421
   James Dorn ext. 6811
   Katherine Engelen ext. 6776
   Luis Enriquez ext. 6244
   Dezdemona Ginosian ext. 6971
   Tooraj Gordi ext. 6019
   Dr. Cindy Hendrix ext. 6744
   Dr. Igor Marder ext. 6238
   Dr. Ryoochi Osawa ext. 6291
   Kenan Shahla ext. 6759
   Michael Tran ext. 6595
   Eugenie Trow ext. 6425
   Pavinee Villapando ext. 6129
   Nancy Wendt ext. 6420

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

   Randy Ades V.M. 2080
   Jose Alvarado 2160
   John Asatryan 2534
   Michael Bellavia 2633
   Pakawat Berry 2992
   Steve Brown 2288
   David Butzke 2351
   Daniel Byrne 2372
   Larry Dale 2230
   Timothy Ferguson 2381
   Monette Fowler 2207
   Larry Gorden 2603

   Burton Gray 2293
   Robert Haynes 2318
   Norman Hines 2356
   Dr. William Kitto 2948
   Mario Martinez Quijada 2368
   Andrew Mashhour 2306
   Michael McMillan 2499
   Jose Menjivar 2393
   Lyudmila Michael 2159
   Hasmik Mkrtchyan 2047
   Sam Pearsall 2298
   Udani Ranasinghe 2195
   Peter Robles 2236
   Dr. Nash Saleh 2131
   Timothy Schroeder 2690
   John Thurston 2249
   Mike Wallace 2008
   Thomas Weadock 2472
   Rong You 2484
   Malik Younus 2258
   Jietong Zhang 2253

Program Description
A student may improve basic mathematical skills through remedial course work or prepare for transfer to a B.A. or B.S. program in Mathematics, Physics, Chemistry, or Engineering.

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

Distinctive Features
Courses in arithmetic and algebra provide the basic mathematical skills required in many fields. Statistics, linear algebra, calculus, and differential equations provide problem-solving tools for the physical and social sciences and engineering.

Math Labs: There is a math laboratory located in the Learning Center and additional support for math courses utilizing computer based instruction is found in The Prime Room, ME 100. Help in the Learning Center including tutoring is available on a drop-in basis. The Prime Room houses primarily Math 001, Individualized Self-Study courses. Students who are not enrolled in any of the Math 001 sections will have a limited access to this room. All math students are encouraged to utilize these learning resources.

Career Options
Actuary
Appraiser
Assessor
Auditor
Biometrician
Budget Analyst
Casualty Rater
Mathematics

Controller
Computer Programmer
Demographer
Econometrician
Engineering Analyst
Epidemiologist
Financial Analyst
Investment Analyst
Management Scientist
Mathematician
Operations Researcher
Public Opinion Analyst
Statistician
Surveyor
Systems Analyst
Teacher
Urban Planner

(Most of these careers require education beyond the two-year college level.)

Program Learning Outcomes

AS in Mathematics and AS-T in Mathematics

1. Demonstrate computational mastery.
2. Solve mathematical problems, both computational and proof, independently.
3. Understand and apply algorithms to solve problems.
4. Model and analyze real world problems by reformulating them into mathematical context.
5. Recognize the interdependency of different areas in mathematics, and the connection between mathematics and other disciplines.

Certificate Program

Certificate not applicable.

Associate Degree

Mathematics

An associate degree with a major in Mathematics is available. A minimum of 29 units is required. Students who intend to transfer are strongly encouraged to complete either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE) requirements. (See Graduation/Associate Degree Requirements and Transfer Information.)

Required Courses: (29 units)  units
MATH 150, Calc. & Analytic Geom.  5
MATH 160, Calc. & Analytic Geom.  4
MATH 220, Linear Algebra  4
MATH 230, Differential Equations  4
PHYS 110, General Physics  4
PHYS 120, General Physics or PHYS 211, General Physics  4

Choose a minimum of 8 units from the lists below with at least 4 units from A:

Required Electives A:  units
MATH 220, Linear Algebra  4
MATH 230, Introduction to Ordinary Differential Equations  4

Required Electives B:  units
*PHYS 110, General Physics  4
MATH 116, Introduction to Statistics Using R or
MATH 115, Statistics  4

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester  units
CSU GE requirement Area A2  3
CSU GE requirement Area C1 3
CSU GE requirement Area C2 3
CSU GE requirement Area D  3
CSU GE requirement Area E  3

Total 15

Second Semester
units
MATH 150, Calculus and Analytic Geometry (CSU GE B4) 5
CSU GE requirement Area B1/B3  3-4
CSU GE requirement Area A1  3
CSU GE requirement Area D  3

Total 14-15

Third Semester
units
MATH 160, Calculus and Analytic Geometry 4
Required Elective List A 4
CSU GE requirement Area A3  3
CSU GE requirement Area C  3
CSU GE requirement Area D  3

Total 17

Fourth Semester
units
MATH 250, Calculus and Analytic Geometry 4
Required Elective List B 4-5
*CSU Transferable Electives 0-3

CSU GE or IGETC Pattern 37-39
CSU Transferable Elective Units to reach Degree Total 60

*Electives should be taken from other courses within the discipline.

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

MATH 001 INDIVIDUALIZED SELF-STUDY MATHEMATICS
1–12 units
3-36 hours weekly
Advisory: AVC Math Assessment Test.
(The Course Requisites for each class taken in MATH 001 are the same as those for the course named in the course description.) Individualized and self-paced study of the basic skills courses from Arithmetic to Intermediate Algebra in a supervised environment for the motivated student. These courses include MATH 065 (C, D, E, and F), MATH 070 (C, D, E, and F), and MATH 102 (C, D, E, and F). Students may choose from single unit courses: MATH 065C, 065D, 065E, 065F, 070C, 070D, 070E, 070F, 102C, 102D, 102E, 102F and enroll in only one unit at a time. Upon satisfactory completion of that unit, students may proceed to the next unit. At least four units must be completed in any academic year which also includes Winter and Summer sessions. The instructor will explain the unit system and assist students with selection of the appropriate unit course at the first class meeting. The instructor will also give initial orientation explaining testing, review tests to help students define what skills have been mastered, and refer students to readily available support services. Instructor does not lecture nor does he/she structure the pace of materials or determine when a student needs to proceed other than by setting deadlines for completion of one unit. Regular attendance is expected. Grading for MATH 065C through 070F is P (for pass) and NP (for no-pass). Students will earn letter grades A, B, C, D, or F in Math 102C through 102F. Letter grade I (incomplete) will not apply to Math 001 sequence.

MATH 020 MANAGING MATH ANXIETY
.5 unit
9 hours total
Advisory: Eligibility for ENGL 097 and READ 095.
Designed to provide students with the skills to reduce math frustration by diagnosing social causes and educational contexts and overcoming math myths and misconceptions. This course will also cover the following skills: recognizing math anxiety, developing various coping skills which include relaxation and wellness techniques, and becoming aware of personal learning style preferences for math. Math-specific testing skills will be taught using currently adopted texts for MATH 065 and MATH 070. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

MATH 021 MATH STUDY STRATEGY
1 unit
18 hours total
Advisory: Eligibility for ENGL 097 and READ 095.
Designed to assist students in improving their math study skills
so they can develop appropriate study strategies for math classes. Various methods and techniques will be explored including: developing a math textbook study system, math textbook annotating, math lecture note taking, listening, math problem solving strategies, test preparation, test taking strategies, relating learning preferences to math, and effective memory techniques. Time management at test time and identifying available campus resources for math will also be presented. Note: No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**MATH 065 BASIC MATH**
4 units
4 hours weekly
*Advisory:* Eligibility for ENGL 099.
This course is intended to prepare students for beginning algebra and college level courses and programs. It covers basic operations with whole numbers, rational numbers and integers. Students will learn how to solve proportions, percent problems and find perimeter, area, and volume of basic geometric figures and solids. Students will be introduced to the language of algebra and learn how to evaluate algebraic expressions and solve first degree equations. MATH 065 is not a transferable course and does not satisfy GE requirements. Note: No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**MATH 070 ELEMENTARY ALGEBRA**
4 units
4 hours weekly
*Prerequisite:* Eligibility for MATH 070 (AVC assessment) or Completion of MATH 065.
*Advisory:* Eligibility for READ 099.
This course is for the student who has had some previous training in algebra. Topics in Math 070 include operations with signed numbers, variables, algebraic expressions, linear equations, word problems, exponents, polynomials, special products, factoring, algebraic fractions, graphing, systems of equations, and graphing linear equations in two variables. Note: No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

**MATH 102 *INTERMEDIATE ALGEBRA***
4 units
4 hours weekly
*Prerequisite:* Eligibility for MATH 102 (AVC assessment) or Completion of MATH 070.
*Advisory:* Eligibility for READ 099.
This course is for the student who has been very successful completing Elementary Algebra and who is comfortable taking math classes. Topics include: Radical Expressions and Equations, Quadratic Equations and their graphs, Circles, Introduction to Functions, Systems of Linear Equations and Inequalities, Compound and Absolute Value Inequalities, Exponential and Logarithmic Functions, and word problems appropriate to all these topics. (AVC)

**MATH 105 GEOMETRY AND METHODS OF PROOF**
3 units
4 hours weekly
*Prerequisite:* Eligibility for MATH 105 (AVC assessment) or Completion for MATH 102.
*Advisory:* Eligibility for READ 099.
Using Euclidean geometry as a paradigm of deductive systems, this course is designed to give STEM students an introductory overview, appreciation, and understanding of the role of theorem and proof in mathematics in preparation for the calculus sequence and beyond. The deduction of geometric concepts and theorems important in later courses will emphasize the anatomy of a deductive system and basic direct proof. This experience will then be extended to non-geometric systems, where students will be introduced to some basic analytical methods of proving familiar mathematical statements about numbers, sets, and functions. (CSU, AVC)

**MATH 115 STATISTICS**
4 units
4 hours weekly
*Prerequisite:* Completion of MATH 102.
*Advisory:* Eligibility for College Level Reading.
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) (CSU, UC, AVC)

**MATH 116 INTRODUCTION TO STATISTICS USING R**
4 units
4 hours weekly
*Prerequisite:* Completion of MATH 102 (AVC Assessment).
*Advisory:* Eligibility for College Level Reading.
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. (CSU, UC, AVC)
Mathematics

MATH 120  *MATH FOR TEACHERS
3 units
3 hours weekly
**Prerequisite:** Completion of MATH 102.
**Advisory:** Eligibility for College Level Reading.
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. (CSU, AVC)

MATH 124  FINITE MATH
4 units
4 hours weekly
**Prerequisite:** Completion of ENGL 099 and MATH 102.
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) (CSU, UC, AVC)

MATH 128  *COLLEGE ALGEBRA FOR LIBERAL ARTS
3 units
3 hours weekly
**Prerequisite:** Eligibility for MATH 128 (AVC assessment) or Completion of MATH 102.
**Advisory:** Eligibility for College Level Reading.
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) (CSU, UC, AVC)

MATH 135  *PLANE TRIGONOMETRY
3 units
3 hours weekly
**Prerequisite:** Completion of MATH 102 or Eligibility for MATH 135 (AVC Assessment).
**Advisory:** Concurrent enrollment in MATH 105, Eligibility for ENGL 101/ENGL 101SL and College Level Reading.
This course is for the student who is preparing for calculus, physics, engineering, and other applications requiring trigonometry. Topics include the trigonometric functions, basic identities, inverse trigonometric functions, solutions of triangles, trigonometric equations, and introduction to vectors. (CSU, AVC)

MATH 140  *PRECALCULUS
5 units
5 hours weekly
**Prerequisite:** Completion of MATH 105 and MATH 135, or Eligibility for MATH 140 (AVC Assessment).
**Advisory:** Eligibility for College Level Reading.
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. (CSU, UC, AVC)

MATH 148  CALCULUS FOR BUSINESS & ECONOMICS
4 units
4 hours weekly
**Prerequisite:** Completion of MATH 128 or MATH 124.
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) (CSU, UC, AVC)

MATH 150  CALCULUS AND ANALYTIC GEOMETRY
5 units
5 hours weekly
**Prerequisite:** Completion of MATH 140 or Eligibility for MATH 150 (AVC Assessment).
**Advisory:** Eligibility for College Level Reading.
This course is for the student planning upper-division work in math, physics, engineering or business. It involves differentiation and integration of algebraic, trigonometric, exponential, and logarithmic functions. Applications include extrema, graphing, related rates, area. (CSU, UC, AVC)

MATH 160  CALCULUS AND ANALYTIC GEOMETRY
4 units
4 hours weekly
**Prerequisite:** Completion of MATH 150.
**Advisory:** Eligibility for College Level Reading.
This course is a continuation of Math 150. It includes applications of integration, integration techniques, indeterminate forms, improper integrals, infinite series, and topics in analytic geometry. (C-ID: MATH 220) (CSU, UC, AVC)
MATH 220  LINEAR ALGEBRA
4 units
4 hours weekly
Prerequisite: Completion of MATH 160.
Advisory: Eligibility for College Level Reading.
This is an introductory course in linear algebra, designed for transfer students majoring in the mathematical, biological, physical, engineering, sociological or managerial sciences. Topics to be covered include systems of linear equations, matrices, determinants, vector spaces, inner product spaces, linear transformations, eigenvalues and eigenvectors. This course will include references to applications of the above topics in the areas of differential equations, least squares fitting to data, geometry of linear operators on R2, diagonalizing quadratic forms and conic sections. (C-ID: MATH 250) (CSU, UC, AVC)

MATH 230  INTRODUCTION TO ORDINARY DIFFERENTIAL EQUATIONS
4 units
4 hours weekly
Prerequisite: Completion of MATH 160.
Advisory: Completion of MATH 220 and MATH 250, and Eligibility for College Level Reading.
This is an introduction course in solving numerous types of ordinary differential equations including first order linear and nonlinear equations, higher order linear equations, systems of linear equations, and the associated initial value problems. In addition to the standard methods, the Laplace transform, power series method, and matrix method are covered. Applications of differential equations in physics, chemistry, economics and social sciences will be studied throughout the course. (CSU, UC, AVC)

MATH 250  CALCULUS AND ANALYTIC GEOMETRY
4 units
4 hours weekly
Prerequisite: Completion of MATH 160.
Advisory: Eligibility for College Level Reading.
This course is a continuation of MATH 160. Includes vector theory and the geometry of 3-dimensional space, vector-valued functions, functions of several variables, partial differentiation, multiple integration and vector analysis. (CSU, UC, AVC)
Definition
The medical assistant program prepares people to work under the direction of physicians, registered nurses and podiatrists in medical offices and clinics. There are two programs of study: Clinical Medical Assistant and Medical Assistant.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:  position vacant  ext. 6402
Coordinator:  Karen Smith  ext. 6402
Clerical Assistant III:  Sylvia Waller  ext. 6402
Department Chair:  Jeffrey Stephens  ext. 6139
Adjunct Faculty:  To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M.  Paularita Bossier  2384
Patricia Karnstedt  2523
Karen Stenback  2665
Joanne Stoll  2440

Program Description
The Health Sciences office offers a Medical Assisting Program.

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

Career Options
Clinical Medical Assistant
Medical Assistant

Certificate Program

Administrative Medical Assistant
For certificate program and degree requirements in Administrative Medical Assistant, see Office Technology section of this catalog.

Clinical Medical Assistant
The following courses (26 units) are required for the certificate.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOA 101, Beginning Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MOA 102, Advanced Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MOA 110, Beginning Medical Office Assisting Skills</td>
<td>4</td>
</tr>
<tr>
<td>MOA 111, Advanced Medical Office Assisting Skills</td>
<td>4</td>
</tr>
<tr>
<td>OT 150, Basic Principles of Coding for the Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>OT 152, Beg. Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>OT 205, Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>26</strong></td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech.</td>
<td>3</td>
</tr>
<tr>
<td>OT 102, Intermediate Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CA 111, Word Processing–Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>OT 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
</tbody>
</table>

Medical Assistant
The following courses (38 units) are required for the certificate.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech.</td>
<td>3</td>
</tr>
<tr>
<td>MOA 101, Beginning Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MOA 102, Advanced Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MOA 110, Beginning Medical Office Assisting Skills</td>
<td>4</td>
</tr>
<tr>
<td>MOA 111, Advanced Medical Office Assisting Skills</td>
<td>4</td>
</tr>
<tr>
<td>OT 102, Intermediate Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CA 111, Word Processing–Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>OT 121, Spreadsheets for the Office</td>
<td>3</td>
</tr>
<tr>
<td>OT 150, Basic Principles of Coding for the Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>OT 152, Beg. Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>OT 205, Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>38</strong></td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 103, Process of Communication</td>
<td>3</td>
</tr>
<tr>
<td>COMM 107, Intro. to Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>OT 199, Occupational Work Experience</td>
<td>1-8</td>
</tr>
</tbody>
</table>

Associate Degree
Students who complete the associate degree in medical office assisting may have enhanced employment opportunities in the field. They may have priority for positions in physicians’ offices, including job opportunities as office manager, case manager and trainer. They are eligible to teach medical office assisting once they gain relevant job experience. The associate degree provides the knowledge with which the student can comprehend and communicate with medical professionals effectively.

Administrative Medical Assistant
For certificate program and degree requirements in Administrative Medical Assistant, see Office Technology section of this catalog.
Clinical Medical Assistant
The requirements for an associate degree in Clinical Medical Assistant may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester
- CA 103, Intro. to Computers and Dig. Tech. 3
- MOA 101, Beginning Medical Terminology 3
- MOA 110, Beginning Medical Office Assisting Skills 4
- BIOL 100, Elem. Human Anatomy and Physiology (GE requirement Area A) 3
- GE requirement Area D1 3

Total 16

Second Semester
- MOA 102, Advanced Medical Terminology 3
- MOA 111, Advanced Medical Office Assisting Skills 4
- OT 150, Basic Principles of Coding for the Medical Office 3
- Course from GE requirement Area D2 4

Total 17

Third Semester
- OT 102, Intermediate Computer Keyboarding 3
- OT 121, Spreadsheets for the Office 3
- OT 152, Beg. Medical Insurance 3
- PSY 101, General Psychology (GE requirement Area B) 3
- Course from GE requirement Area C 3

Total 15

Fourth Semester
- OT 199, Occupational Work Experience 1-8
- SOC 101, Intro. to Sociology (GE requirement Area E) 3
- Course from GE requirement Area F 3
- Electives 6

Total 13-16

Degree Total 61-64

Medical Assistant
The requirements for an associate degree in Medical Assistant may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester
- CA 103, Intro. to Computers and Dig. Tech. 3
- BUS 111, Business English 3
- MOA 101, Beginning Medical Terminology 3
- MOA 110, Beginning Medical Office Assisting Skills 4
- BIOL 100, Elem. Human Anatomy and Physiology (GE requirement Area A) 3

Total 16

Second Semester
- MOA 102, Advanced Medical Terminology 3
- MOA 111, Advanced Medical Office Assisting Skills 4
- OT 150, Basic Principles of Coding for the Medical Office 3
- GE requirement Area D1 3
- Course from GE requirement Area D2 4

Total 17

Third Semester
- OT 102, Intermediate Computer Keyboarding 3
- OT 121, Spreadsheets for the Office 3
- OT 152, Beg. Medical Insurance 3
- PSY 101, General Psychology (GE requirement Area B) 3
- Course from GE requirement Area C 3

Total 15

Fourth Semester
- CA 111, Word Processing–Microsoft Word 3
- OT 205, Medical Office Procedures 3
- OT 199, Occupational Work Experience 1-8
- SOC 101, Intro. to Sociology (GE requirement Area E) 3
- Course from GE requirement Area F 3

Total 15

Degree Total 63

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Courses in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
Medical Assisting Courses

MOA 101 *BEGINNING MEDICAL TERMINOLOGY
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course provides experience in building basic terms commonly used in the medical field using prefixes, suffixes, and word roots. An introduction to anatomy and physiology is used to illustrate applications of terms in a body systems approach. (CSU, AVC)

MOA 102 ADVANCED MEDICAL TERMINOLOGY
3 units
3 hours weekly
Prerequisite: Completion of MOA 101.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
The focus of this course is continued development of understanding and application of medical language to practical situations that occur in hospitals, clinics, physicians’ offices, medical records, and medical communications. (AVC)

MOA 110 BEGINNING MEDICAL OFFICE ASSISTING SKILLS
4 units
6 hours weekly
Prerequisite: Completion of or concurrent enrollment in MOA 101.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
The course includes duties and responsibilities of the medical assistant including medical ethics, etiquette, law, assisting the physician in the examination of the patient, medical and surgical asepsis and wound care. Human relations for the medical office is also covered. (AVC)

MOA 111 ADVANCED MEDICAL OFFICE ASSISTING SKILLS
4 units
6 hours weekly
Prerequisite: Completion of MOA 110.
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 070.
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)

MOA 199 *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)
Definition
The Music program is designed to prepare students to transfer as juniors to four year institutions, to perform, to write and record music, and to develop an appreciation of various musical styles.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Duane Rumsey ext. 6385
Administrative Assistant:
Tangie Hunter ext. 6385
Clerical Assistant III:
Desiree Lee ext. 6385
Department Chair:
Nate Dillon 2361
Faculty:
Dr. David Newby ext. 6383
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M.
Vicente Avella 2191
G. Suzanne Compton 2602
Les Counts 2539
John Crocker 2304
William Davila 2099
Tizoc Estrada 2012
Elizabeth Fewtrell 2542
Gary Heaton-Smith 2033
Dr. Robin Heifetz 2697
Jinyoung Jang 2363
Jeffrey Kaser 2186
Heather Kinkennon 2179
Dr. Gordon Lazarus 2105
Leon Matalon 2108
Michael McCullough 2116
John McQuilkin 2171
Debra Reddish 2115
Robert Starner 2200

Distinctive Features
The program features opportunities for non-musicians to become skilled musicians; opportunities for public performances; an integration of college programs with music businesses and the public; performance ensembles such as the Concert Choir, the Symphonic Band, and musical theater. The Antelope Valley Symphony Orchestra and Master Chorale is an auxiliary of Antelope Valley College that combines students, community members, and professional musicians.

Career Options
Public and private teaching
Vocal performance, both classical and popular
Instrumental performance, both classical and popular
Arts administration
Music therapy

Program Learning Outcomes
Associate in Arts in Music for Transfer
1. Students will perform as 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 in aural analysis and dictation, and music reading.
4. Students will demonstrate advanced skills (such as sight transposition and the performance of prepared piano literature) in keyboard musicianship.
5. Students will be prepared for the required music placement exams associated with transferring to a four year program.

Certificate Programs

Associate Degree
Associate in Arts in Music for Transfer
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 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.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*MUS 111, Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>*MUS 151, Beginning Music Theory</td>
<td>3</td>
</tr>
<tr>
<td>MUS 251A, Intermediate Music Theory</td>
<td>3</td>
</tr>
<tr>
<td>MUS 251B, Advanced Music Theory</td>
<td>3</td>
</tr>
<tr>
<td>MUS 153, Beginning Musicianship</td>
<td>2</td>
</tr>
<tr>
<td>MUS 253A, Intermediate Musicianship</td>
<td>2</td>
</tr>
<tr>
<td>MUS 253B, Advanced Musicianship</td>
<td>2</td>
</tr>
<tr>
<td>MUS 291, Applied Music</td>
<td>.5</td>
</tr>
<tr>
<td>MUS 292, Applied Music Performance</td>
<td>.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Large Ensemble</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 4 units from the following:</td>
<td></td>
</tr>
<tr>
<td>MUS 160, Symphonic Band</td>
<td>1</td>
</tr>
<tr>
<td>MUS 166, Beginning Orchestra</td>
<td>1</td>
</tr>
<tr>
<td>MUS 167, Intermediate Orchestra</td>
<td>1</td>
</tr>
<tr>
<td>MUS 181, Master Chorale</td>
<td>1</td>
</tr>
<tr>
<td>MUS 185, Concert Choir</td>
<td>1</td>
</tr>
<tr>
<td>MUS 260, Concert Band</td>
<td>1</td>
</tr>
<tr>
<td>MUS 266, Advanced Orchestra</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 173, Beginning Jazz Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 273, Intermediate Jazz Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUSC 274, Advanced Jazz Ensemble</td>
<td>1</td>
</tr>
</tbody>
</table>

Although not required to receive the AA-T in Music, students are highly encouraged to take a piano keyboard proficiency exam. To prepare for this exam students should complete the following courses:

<table>
<thead>
<tr>
<th></th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 131, Keyboard Skills I</td>
<td>2</td>
</tr>
<tr>
<td>MUS 132, Keyboard Skills II</td>
<td>2</td>
</tr>
<tr>
<td>MUS 255A, Beginning Keyboard Harmony</td>
<td>2</td>
</tr>
<tr>
<td>MUS 255B, Advanced Keyboard Harmony</td>
<td>2</td>
</tr>
</tbody>
</table>

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

**Auditions**

Students who wish to enroll in a course that has an audition as a limitation on enrollment should enroll prior to auditioning with the understanding that they must audition successfully to remain in the course.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>MUS 111, Fundamentals of Music (CSU GE C1)</td>
<td>3</td>
</tr>
<tr>
<td>MUS 291, Applied Music</td>
<td>.5</td>
</tr>
<tr>
<td>MUS 292, Applied Music Performance</td>
<td>.5</td>
</tr>
<tr>
<td>Large Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>CSU GE requirement Area A2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area B1/B3</td>
<td>3-4</td>
</tr>
<tr>
<td>CSU GE requirement Area B2/B3</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Total 15</strong></td>
<td></td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>MUS 151, Beginning Music Theory (CSU GE C1)</td>
<td>3</td>
</tr>
<tr>
<td>MUS 153, Beginning Musicianship</td>
<td>2</td>
</tr>
<tr>
<td>MUS 291, Applied Music</td>
<td>.5</td>
</tr>
<tr>
<td>MUS 292, Applied Music Performance</td>
<td>.5</td>
</tr>
<tr>
<td>Large Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>CSU GE requirement Area A1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area B4</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area D</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 16</strong></td>
<td></td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>MUS 251A, Intermediate Music Theory</td>
<td>3</td>
</tr>
<tr>
<td>MUS 253A, Intermediate Musicianship</td>
<td>2</td>
</tr>
<tr>
<td>MUS 291, Applied Music</td>
<td>.5</td>
</tr>
<tr>
<td>MUS 292, Applied Music Performance</td>
<td>.5</td>
</tr>
<tr>
<td>Large Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>CSU GE requirement Area D</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area D</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area C2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 16</strong></td>
<td></td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>MUS 251B, Advanced Music Theory</td>
<td>3</td>
</tr>
<tr>
<td>MUS 253B, Advanced Musicianship</td>
<td>2</td>
</tr>
<tr>
<td>MUS 291, Applied Music</td>
<td>.5</td>
</tr>
<tr>
<td>MUS 292, Applied Music Performance</td>
<td>.5</td>
</tr>
<tr>
<td>Large Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>CSU GE requirement Area A3</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 13</strong></td>
<td></td>
</tr>
</tbody>
</table>

**CSU GE Pattern 39**

**CSU Transferable Elective Units to reach Degree Total 60**

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should contact Dr. David Newby at the beginning of their AVC studies. They should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org
Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Music Courses

MUS 101 *MUSIC APPRECIATION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
An introduction to the most basic concepts of music theory and an overview of the stylistic periods of art music and their unique characteristics. Students will learn to recognize the sound of different orchestral instruments. Students will develop a historical perspective with reference to Western art music and be exposed to the most prominent composers represented in each style period. (C-ID: MUS 100) (CSU, UC, AVC)

MUS 105 *WORLD MUSIC
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
A course designed to provide students with a unique perspective of the diverse musical languages of the world’s cultures, thereby reflecting the cultural diversity of, but not limited to, the AVC student population. Students will explore many geographic regions of the world, learn to identify the distinguishing characteristics of each musical culture, and examine the profound impact that political systems and sociological norms have upon aspects of cultural life. (CSU, UC, AVC)

MUS 111 *FUNDAMENTALS OF MUSIC
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
A course designed to present the foundation of music theory underlying the music of all cultures in all ages, including study of bass and treble clefs, identification of tonal center by recognition of key signatures, major and minor scales, basic rhythmic skills, construction of intervals, triads and seventh chords and their inversions, and the application of the circle of fifths. Beginning composition is also part of the course. (C-ID: MUS 110) (CSU, UC, AVC)

MUS 121 VOICE CLASS
1 unit
3 hours weekly
Advisory: Eligibility for READ 099.
This course is designed to introduce and develop the art and technique of solo singing. Students study and perform contemporary popular songs, selections from the classical tradition, non-Western music, American folk music and spiritual songs. For both beginning and more advanced singers. (CSU, UC, AVC) (R3#)
* Enrollment in any combination of MUS 121 or MUSC 122 is limited to 4 times.

MUS 126 *CLASSICAL GUITAR
1 unit
3 hours weekly
Advisory: Eligibility for READ 099.
This course provides an introduction to the principles of playing classical guitar and reading music as applied to the guitar. Designed for persons with no guitar or musical experience. (CSU, UC, AVC) (R3)

MUS 131 *KEYBOARD SKILLS I
2 units
3 hours weekly
Advisory: Eligibility for READ 099.
Designed for individuals with no keyboard or musical experience, this course provides an introduction to the principles of playing the piano and reading music. It also introduces principles of music theory and expression essential to all musical styles, from the earliest of cultures to the music of today. (CSU, UC, AVC) (R*)
* Enrollment in any combination of MUS 131, MUS 132, MUS 231, MUS 232, MUS 255A or MUS 255B is limited to 4 cumulative enrollments, no repeats.

MUS 132 *KEYBOARD SKILLS II
2 units
3 hours weekly
Prerequisite: Completion of MUS 131.
Course is a continuation of piano skills begun in MUS 131. (CSU, UC, AVC) (R*)
* Enrollment in any combination of MUS 131, MUS 132, MUS 231, MUS 232, MUS 255A or MUS 255B is limited to 4 cumulative enrollments, no repeats.

MUS 142 MUSICAL THEATRE WORKSHOP
1 unit
3 hours weekly
Limitation on Enrollment: Audition required.
Designed to provide instruction and experience in musical theater, this course allows students to rehearse and perform scenes from popular and classical works. Students will receive training in vocal technique, musical style, and stage presence. (CSU, UC, AVC) (R3)
MUS 151 BEGINNING MUSIC THEORY
3 units
3 hours weekly
Prerequisite: Completion of MUS 111.
Advisory: Concurrent enrollment in MUS 153, and Eligibility for ENGL 099 and READ 099.
A study of chord construction, chord progressions, harmonic phrase structures, and melodies and four-part writing. Some beginning orchestration and composition of simple pieces within the constraints of forms being studied. (C-ID: MUS 130) (CSU, UC, AVC)

MUS 153 BEGINNING MUSICIANSHIP
2 units
3 hours weekly
Prerequisite: Completion of MUS 111 or equivalent.
Advisory: Eligibility for ENGL 099 and READ 099.
A study of the aural aspect of music theory. Students develop the ability to identify and transcribe rhythms, intervals, chords, scales, and chord progressions. Students will also learn to sing elementary melodies at sight. (C-ID: MUS 135) (CSU, UC, AVC)

MUS 160 SYMPHONIC BAND
1 unit
3 hours weekly
Limitation on Enrollment: Audition required.
A course designed to rehearse and perform standard band repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the band prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (CSU, UC, AVC)

MUS 165 *INSTRUMENTAL ENSEMBLE–GUITAR
1 unit
3 hours weekly
Limitation on Enrollment: Ability to play classical guitar at high school performance level.
A course designed to rehearse and perform guitar ensemble repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the guitar ensemble prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (CSU, UC, AVC) (R3)

MUS 166 BEGINNING ORCHESTRA
1 unit
3 hours weekly
Limitation on Enrollment: Audition required.
A course designed to rehearse and perform standard orchestra 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 orchestra 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 167 INTERMEDIATE ORCHESTRA
1 unit
3 hours weekly
Limitation on Enrollment: Audition required.
Prerequisite: The student must have completed four semesters of MUS 166 playing a musical instrument. The student must exhibit willingness to perform at other times and locations beyond the immediate context of the class.
Intermediate Orchestra combines with Beginning and Advanced Orchestra classes to prepare music for public performance. Students study and perform orchestral repertoire from many traditions, including the European masterworks of the last five centuries, popular selections, American folk music, and world music. Students receive ensemble performance experience, training in instrumental technique, and music reading, and they gain a practical understanding of the diversity of musical styles. Students are required to obtain approved performance attire for public performances. (C-ID: MUS 180) (CSU, UC, AVC) (R3)

MUS 170 *BEGINNING FLUTE CHOIR
1 unit
3 hours weekly
Limitation on Enrollment: Audition required.
A course designed to rehearse and perform flute choir repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as
correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the flute choir prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all advanced flute players in the AVC community to perform literature in a more intimate setting than one of the larger ensembles and receive like instrument instruction. (CSU, UC, AVC) (R3#) # Enrollment in any combination of MUS 170, MUS 171 or MUS 270 is limited to 4 times.

MUS 171 *INTERMEDIATE FLUTE CHOIR
1 unit
3 hours weekly
Prerequisite: Completion of four semesters of MUS 170.
A course designed to rehearse and perform more advanced flute choir repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the flute choir prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all advanced flute players in the AVC community to perform literature in a more intimate setting than one of the larger ensembles and receive like instrument instruction. (CSU, UC, AVC) (R3#) # Enrollment in any combination of MUS 170, MUS 171 or MUS 270 is limited to 4 times.

MUS 181 MASTER CHORALE
1 unit
3 hours weekly
Limitation on Enrollment: Audition required.
Master Chorale prepares music for public performance, often with orchestra. Students study and perform choral repertoire from many traditions, including the European masterworks of the last five centuries, popular selections, American folk songs and world music. In addition to receiving ensemble performance experience and training in vocal technique and music reading, students gain a practical understanding of the diversity of musical styles. (C-ID: MUS 180) (CSU, UC, AVC) (R3)

MUS 185 CONCERT CHOIR
1 unit
3 hours weekly
Limitation on Enrollment: Audition required.
Corequisite: Concurrent enrollment in MUS 181.
Concert Choir students enroll concurrently in MUS 181. 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) (CSU, UC, AVC) (R3)

MUS 231 *KEYBOARD SKILLS III
2 units
3 hours weekly
Prerequisite: Completion of MUS 132.
A continuation of piano skills begun in MUS 132. (CSU, UC, AVC) (R*)
* Enrollment in any combination of MUS 131, MUS 132, MUS 231, MUS 232, MUS 255A or MUS 255B is limited to 4 cumulative enrollments, no repeats.

MUS 232 *KEYBOARD SKILLS IV
2 units
3 hours weekly
Prerequisite: Completion of MUS 231.
A continuation of piano skills begun in MUS 231. (CSU, UC, AVC) (R*)
* Enrollment in any combination of MUS 131, MUS 132, MUS 231, MUS 232, MUS 255A or MUS 255B is limited to 4 cumulative enrollments, no repeats.

MUS 251A INTERMEDIATE MUSIC THEORY
3 units
3 hours weekly
Prerequisite: Completion of MUS 151.
Advisory: Concurrent enrollment in MUS 253A.
A continuation of the study of traditional voice leading in four-part choral writing, traditional methods of writing harmonic progressions, a basic tour of historical style periods, traditional usages of the dominant seventh, diminished seventh, and half-diminished seventh chords, basic modulation techniques, study of the function of non-dominant seventh chords, study of secondary dominant and leading tone chords, and review of basic forms. Appropriate for any member of the AVC community that desires a strong foundation in common practice music theory. (C-ID: MUS 140) (CSU, UC, AVC)

MUS 251B ADVANCED MUSIC THEORY
3 units
3 hours weekly
Prerequisite: Completion of MUS 251A.
Advisory: Concurrent enrollment in MUS 253B.
A study of advanced methods of writing harmonic progressions, a basic tour of the late nineteenth and twentieth century stylistic periods, usage of borrowed and altered chords, enharmonic modulation techniques, study of new scales and sonorities associated with post-romanticism, impressionism, atonality, serialism and chance music. Appropriate for any member of the AVC community that desires a strong foundation in common practice music theory. (C-ID: MUS 150) (CSU, UC, AVC)
MUS 253A INTERMEDIATE MUSICIANSHIP
2 units
3 hours weekly
Prerequisite: Completion of MUS 153.
A continuation of the study of the aural aspect of music theory begun in Music 153. Students continue to develop the ability to identify and transcribe rhythms, intervals, chords, scales, and chord progressions. Students will also learn to sing intermediate melodies at sight. (C-ID: MUS 145) (CSU, UC, AVC)

MUS 253B ADVANCED MUSICIANSHIP
2 units
3 hours weekly
Prerequisite: Completion of MUS 253A.
A continuation of the study of the aural aspect of music theory begun in Music 253A. Students continue to develop the ability to identify and transcribe rhythms, intervals, chords, scales, and chord progressions. Students will also learn to sing advanced melodies at sight. (C-ID: MUS 155) (CSU, UC, AVC)

MUS 255A BEGINNING KEYBOARD HARMONY
2 units
3 hours weekly
Prerequisite: Completion of MUS 132.
This course combines a study of intermediate keyboard literature with a practical application of theoretical principles at the keyboard. Students will gain experience in improvisation, melodic harmonization, score reading, and figured bass realization. (CSU, UC, AVC) (R*)
* Enrollment in any combination of MUS 131, MUS 132, MUS 231, MUS 255A or MUS 255B is limited to 4 cumulative enrollments, no repeats.

MUS 255B ADVANCED KEYBOARD HARMONY
2 units
3 hours weekly
Prerequisite: Completion of MUS 255A.
This course continues the practical application of theoretical principles at the keyboard begun in MUS 255A. It includes improvisation, melodic harmonization, score reading and figured bass realization. (CSU, UC, AVC) (R*)
* Enrollment in any combination of MUS 131, MUS 132, MUS 231, MUS 255A or MUS 255B is limited to 4 cumulative enrollments, no repeats.

MUS 260 CONCERT BAND
1 unit
3 hours weekly
Limitation on Enrollment: Audition required.
Prerequisite: Completion of four semesters of MUS 160.
A course designed to rehearse and perform advanced band repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the concert band prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course may be taken by all members of the AVC community who wish to improve their instrumental technique and musicianship through participation. (C-ID: MUS 180) (CSU, AVC) (R3#)
# Enrollment in any combination of MUS 160 or MUS 260 is limited to 4 times.

MUS 266 ADVANCED ORCHESTRA
1 unit
3 hours weekly
Limitation on Enrollment: Audition required.
Prerequisite: The student must have completed four semesters of MUS 166 and four semesters of MUS 167 playing a musical instrument. The student must exhibit willingness to perform at other times and locations beyond the immediate context of the class.
Advanced Orchestra combines with Beginning and Intermediate Orchestra classes to prepare music for public performance. Students study and perform orchestral repertoire from many traditions, including the European masterworks of the last five centuries, popular selections, American folk music, and world music. Students receive ensemble performance experience, training in instrumental technique, and music reading, and they gain a practical understanding of the diversity of musical styles. Students are required to obtain approved performance attire for public performances. (C-ID: MUS 180) (CSU, UC, AVC) (R3#)
# Enrollment in any combination of MUS 166, MUS 167 or MUS 266 is limited to 4 times.

MUS 270 *ADVANCED FLUTE CHOIR
1 unit
3 hours weekly
Prerequisite: Completion of four semesters of MUS 171.
A course designed to rehearse and perform advanced flute choir repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the flute choir prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. This course offers an opportunity for all very advanced flute players in the AVC community to perform literature in a more intimate setting than one of the larger ensembles and receive like instruction instruction.(CSU, UC, AVC) (R3#)
# Enrollment in any combination of MUS 170, MUS 171 or MUS 270 is limited to 4 times.
MUS 291 APPLIED MUSIC
.5 unit
1 hour weekly
Limitation on Enrollment: Audition required.
Corequisite: Concurrent enrollment in MUS 292 and one class from: MUS 160, 166, 167, 181, 185, 260 or 266.
Advisory: Eligibility for READ 099.
Designed for music majors, provides advanced individual instruction in each student's performing medium (instrument or voice). (CSU, UC, AVC) (R3)

MUS 292 APPLIED MUSIC PERFORMANCE
.5 unit
1.5 hours weekly
Limitation on Enrollment: Audition required.
Corequisite: Concurrent enrollment in MUS 291 and one class from: MUS 160, 166, 167, 181, 185, 260 or 266.
Advisory: Eligibility for READ 099.
Designed for music majors, provides advanced individual instruction in each student's performing medium (instrument or voice). (CSU, UC, AVC) (R3)
Definition
The Commercial Music program is designed to prepare students to perform, to write and record music, to develop an appreciation of various contemporary music styles, and to understand the latest developments in the ever-changing music industry.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Duane Rumsey ext. 6385
Administrative Assistant: Tangie Hunter ext. 6385
Clerical Assistant III: Desiree Lee ext. 6385
Department Chair: Nate Dillon 2361
Program Coordinator: position vacant ext. 6932
Adjunct Faculty: To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
Jeffrey Bretz 2090
Nathan Dillon 2361
Gary Gregg 2102
Tina Herbeck 2522
Randall Krumrei 2457
Jonathan LaCroix 2437
Michael McCully 2297
Peggy Martindale 2155
Leon Matalon 2108

Program Description
The Commercial Music program includes two certificates; one which is general in nature and prepares students for a variety of careers in the music industry, and another for students specializing in popular instrumental or vocal performance.

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

Distinctive Features
The program features opportunities for non-musicians to become skilled musicians; opportunities for public performances; an integration of college programs with music businesses and the public; strong performance ensembles such as the Antelope Valley Jazz Ensemble and “Test Flight” (the advanced rock band) commercial voice classes, a live sound engineering course, and coursework supporting a 22-station Mac lab with state-of-the-art software and mobile recording rig.

Career Options
Vocalist
Instrumentalist
Producer
Artist agent
Sound engineer
Public and private teaching

Program Learning Outcomes
Level I–General 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.
5. Demonstrate skills in aural analysis and notation, and performance.

Level II–Performance Specialty
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.

Certificate Programs
There are two certificate programs available: 1) Level I - General Certificate, 2) Level II - Performance Specialty. 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.

Level I–General Certificate
Required Courses: units
MUSC 102, History of Jazz or MUSC 103, History of Rock ’n Roll 3
MUSC 104, The Music Industry 3
MUSC 112, Commercial Music Theory 3
MUSC 133, 133L, Studio Music Production I/Lab 2.5
MUSC 141, Concert Management 2
MUSC 143, Live Sound Reinforcement 2
Program Electives 2
Total 17.5
Recommended Plan of Study

First Semester
(MUS 111, Fundamentals of Music)
(suggested; not required for the certificate) (3)
MUSC 104, The Music Industry 3
MUSC 133, 133L, Studio Music Production I/Lab 2.5
Total 5.5 (or 8.5)

Second Semester
MUSC 112, Commercial Music Theory 3
MUSC 103, History of Rock 'n Roll 3
Total 6

Third Semester
MUSC 143, Live Sound Reinforcement 2
Program Elective 1
Total 3

Fourth Semester
MUSC 141, Concert Management 2
Program Electives 1
Total 3

Certificate Total 17.5

Level II—Performance Specialty

Required Courses:
Level I, General Certificate 17.5
AND
MUSC 113, Popular Song Writing 3
MUSC 134, 134L, Studio Music Production II/Lab 2.5
Performance units: MUSC 124, MUSC 124A, MUSC 124B, MUSC 124C, MUSC 222, MUSC 223, or MUSC 274 2
Total 25

Recommended Plan of Study

First Semester
(MUS 111, Fundamentals of Music)
(suggested; not required for the certificate) (3)
MUSC 104, The Music Industry 3
MUSC 133, 133L, Studio Music Production I/Lab 2.5
Total 5.5 (or 8.5)

Second Semester
MUSC 112, Commercial Music Theory 3
MUSC 103, History of Jazz or
MUSC 103, History of Rock 'n Roll 3
Total 8

Third Semester
MUSC 134, 134L, Studio Music Production II/Lab 2.5
MUSC 113, Popular Song Writing 3
Performance Class: MUSC 124, 124A, 222, 223, or 274 1
Program Elective 1
Total 7.5

Fourth Semester
MUSC 143, Live Sound Reinforcement 2
Performance Class: MUSC 124, 124A, 222, 223, or 274 1
Program Elective 1
Total 4

Certificate Total 25

Program Electives:
MUSC 107, History of Women in Rock Music 3
MUSC 122, Stage Voice 1
MUSC 124, Jazz Improvisation 1
MUSC 124A, Jazz Improvisation A 1
MUSC 124B, Jazz Improvisation B 1
MUSC 124C, Jazz Improvisation C 1
MUSC 173, Beginning Jazz Ensemble 1
MUSC 175, Beginning Rock Band 1
MUSC 222, Popular Vocal Performance 1
MUSC 223, Popular Instrumental Performance 1
MUSC 225, Commercial Music Ensemble .5
MUSC 233, Studio Music Production III 2
MUSC 233L, Studio Music Production III Lab .5
MUSC 234, Studio Music Production IV 2
MUSC 234L, Studio Music Production IV Lab .5
MUSC 273, Intermediate Jazz Ensemble 1
MUSC 274, Advanced Jazz Ensemble 1

Associate Degree

An associate degree with a major in Commercial Music is not available. Commercial Music courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
Commercial Music Courses

MUSC 102 *HISTORY OF JAZZ
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course focuses on the works and contributions of musicians and performers to the general history and evolution of jazz music. The course will survey the historical and cultural complexities that influence the jazz music industry. After a brief survey of European and African influences, the time periods studied will begin in the mid-nineteen-twenties and emphasize jazz musicians and performers through the early twenty-first century. Students may be required to attend live musical performances during the course of the semester. (CSU, UC, AVC)

MUSC 103 *HISTORY OF ROCK 'n ROLL
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course focuses on the works and contributions of musicians and performers to the general history and evolution of rock music. The course will survey the historical and cultural complexities that influence the rock music industry. The time periods studied begin in the mid-nineteen-forties and emphasize rock musicians and performers through the early twenty-first century. Students will be required to attend live musical performances during the course of the semester. (CSU, UC, AVC)

MUSC 104 *THE MUSIC INDUSTRY
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
A class to acquaint students with various professions in the music industry. Music professions which the course will examine include performing, arranging/composition/publishing, recording, music production, music for radio/television, music criticism, music store employment, music store management and ownership, musician’s union employment and regulations, artist representatives, agents and managers, and other music professions as they arise. Professionals from the industry will visit class, and visits will be made to selected businesses/studios. (CSU, AVC)

MUSC 107 *HISTORY OF WOMEN IN ROCK MUSIC
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course focuses on the works and contributions of women musicians and performers through the early twenty-first century examining women’s roles in the history of rock music. Students will be required to attend two live, musical performances. (CSU, UC, AVC)

MUSC 112 *COMMERCIAL MUSIC THEORY
3 units
3 hours weekly
Advisory: Completion of MUS 111 or MUS 131.
A foundation of music theory underlying commercial music. Samples of commercial music are used throughout the course as models for discussion and analysis. The course includes the study (written, aural, and performed) of bass and treble clefs, relationships of tonal centers, key signatures, construction and formulas for major, minor, and modal scales; basic rhythmic skills including syncopation; construction of intervals, triads, and seventh chords (and their inversions); and application of the circle of fifths. Special applications include writing form charts, lead sheets, chord charts and transpositions; and playing (at the piano) melodies and chords in all keys from written symbols commonly used amongst commercial musicians. (CSU, AVC)

MUSC 113 *POPULAR SONG WRITING
3 units
3 hours weekly
Advisory: Completion of any of the following: MUS 111, 131, 151, or MUSC 112.
A workshop-formatted course on the elements of writing songs. The course examines the popular song and the technical skills needed to produce quality student writing. Emphasis is on the structural and aesthetic features of song forms as well as the evolution of such, including the standards of professional songwriter’s screening services, and the expectations of artist representatives in the music industry. Students will listen to and learn to analyze examples of current popular songs, as well as produce student songs for a critically adept audience. (CSU, AVC)

MUSC 122 *STAGE VOICE
1 unit
3 hours weekly
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). (AVC) (R3#)
# Enrollment in any combination of MUS 121 or MUSC 122 is limited to 4 times.

MUSC 124 *JAZZ IMPROVISATION
1 unit
3 hours weekly
Limitation on Enrollment: Audition required. Ability to play jazz instrument at high school performance level.
This course provides an introduction to the principles of how those expectations influenced their works. The time periods studied begin in the mid-forties and emphasize female musicians and performers through the early twenty-first century examining women’s roles in the history of rock music. Students will be required to attend two live, musical performances. (CSU, UC, AVC)
improvising jazz using scale patterns, chord progressions, and song repertoire. For musicians with a high school background on a standard jazz instrument. (CSU, UC, AVC)

**MUSC 124A *JAZZ IMPROVISATION A***

1 unit
3 hours weekly

*Limitation on Enrollment:* Audition required. Ability on a standard jazz, or consent of instructor.

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. (CSU, AVC)

**MUSC 124B *JAZZ IMPROVISATION B***

1 unit
3 hours weekly

*Limitation on Enrollment:* Audition required. Ability on a standard jazz, or consent of instructor.

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. (CSU, AVC)

**MUSC 124C *JAZZ IMPROVISATION C***

1 unit
3 hours weekly

*Limitation on Enrollment:* Audition required. Ability on a standard jazz, or consent of instructor. Students should have completed 2 years of jazz improvisation and/or completion of MUSC 124B.

Continuation of jazz improvisational pedagogy and techniques with an emphasis on performance practices of various styles. (CSU, AVC)

**MUSC 133 *STUDIO MUSIC PRODUCTION I***

2 units
3 hours weekly

*Corequisite:* Concurrent enrollment in MUSC 133L.

*Advisory:* Completion of MUS 131, and Eligibility for ENGL 099 and READ 099.

*Instructional materials fee* required for this course and must be paid at registration.

A course designed to teach the making of recordings on a computer music workstation. Techniques will include MIDI sequencing, sampling and hard disc recording. (CSU, AVC)

**MUSC 133L *STUDIO MUSIC PRODUCTION I LAB***

.5 unit
1.8 hours weekly

*Corequisite:* Concurrent enrollment in MUSC 133.

A laboratory in support of the course designed to allow students to apply their keyboard synthesizer skills, including MIDI sequencing, sampling, hard disc recording and other knowledge related to MUSC 133. (CSU, AVC)

**MUSC 134 *STUDIO MUSIC PRODUCTION II***

2 units
3.5 hours weekly

*Prerequisite:* Completion of MUSC 133 and MUSC 133L.

*Corequisite:* Concurrent enrollment in MUSC 134L.

*Instructional materials fee* required for this course and must be paid at registration.

Continuation of MUSC 133. Designed to improve student knowledge and ability in the use of MIDI techniques, sampling, and studio recording production techniques. Level II of Studio Music Production will further the basics achieved in Level I, with more real-time, creative projects as students continue learning techniques of MIDI sequencing, sampling and hard disc recording. (CSU, AVC)

**MUSC 134L *STUDIO MUSIC PRODUCTION II LAB***

.5 unit
1.8 hours weekly

*Corequisite:* Concurrent enrollment in MUSC 134.

A laboratory in support of the course designed to allow students to apply their keyboard synthesizer skills, including MIDI sequencing, sampling, hard disc recording and other knowledge related to MUSC 134. (CSU, AVC)

**MUSC 141 *CONCERT MANAGEMENT***

2 unit
3 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

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 143 *LIVE SOUND REINFORCEMENT***

2 units
2 hours weekly

*Advisory:* Eligibility for ENGL 099 and READ 099.

This course familiarizes students with different possibilities for sound reinforcement in different performance situations. The course will survey elements used in live sound reinforcement as well as modern studio recording. Introduction to modern sound systems, stage layout, and performance techniques will also be presented. (CSU, AVC)
MUSC 173  *BEGINNING JAZZ ENSEMBLE  
1 unit  
3 hours weekly  
**Limitation on Enrollment:** Audition Required.  
A course designed to rehearse and perform jazz ensemble repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the beginning jazz ensemble prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (C-ID: MUS 180) (CSU, UC, AVC) (R3#) 
# Enrollment in any combination of MUSC 173, MUSC 273 or MUSC 274 is limited to 4 times.

MUSC 175  *BEGINNING ROCK BAND  
1 unit  
3 hours weekly  
**Limitation on Enrollment:** Ability to play an electronic instrument (common to rock band instrumentation) at high school performance level.  
A course designed to rehearse and perform rock band repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the Beginning Rock Band prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (CSU, AVC) (R3)

MUSC 222  POPULAR VOCAL PERFORMANCE  
1 unit  
3 hours weekly  
**Limitation on Enrollment:** Audition required.  
**Advisory:** Completion of MUSC 112 and MUSC 122 or MUSC 123.  
A performance class for solo singers (Test Flight) who are preparing to perform in public. Emphasis will be placed on popular music, including development of microphone technique, stage presence, and singing with the band Test Flight. Public performances, including weekends, scheduled by the instructor, are required. (CSU, AVC) (R3)

MUSC 223  POPULAR INSTRUMENTAL PERFORMANCE  
1 unit  
3 hours weekly  
**Limitation on Enrollment:** Audition required.  
**Advisory:** Completion of MUSC 112 and MUSC 175 or MUSC 176.  
A performance class for instrumentalists who are preparing to perform as a backup band in public (Test Flight). Emphasis will be placed on popular music, including accompaniment of and rehearsal with singers enrolled in MUSC 222. Public performances, including weekends, scheduled by the instructor, are required. (CSU, AVC) (R3)

MUSC 225  COMMERCIAL MUSIC ENSEMBLE  
.5 unit  
27 hours total  
**Limitation on Enrollment:** Audition required.  
**Prerequisite:** Completion of MUSC 222 or MUSC 223.  
A performance class for singers and instrumentalists, to present concerts of popular music repertoire (Test Flight). (CSU, AVC) (R3)

MUSC 233  *STUDIO MUSIC PRODUCTION III  
2 units  
3.5 hours weekly  
**Prerequisite:** Completion of MUSC 134 and MUSC 134L.  
**Corequisite:** Concurrent enrollment in MUSC 233L.  
**Instructional materials fee** required for this course and must be paid at registration.  
Continuation of Studio Music Production series. Techniques will include enhanced MIDI sequencing, sampling, and hard disc recording. Students will learn the concept of using the computer as a recording and editing tool. Emphasis will be made on editing with an introduction to enhanced recording techniques and recording theory. (CSU, AVC)

MUSC 233L  *STUDIO MUSIC PRODUCTION III LAB  
.5 unit  
1.8 hours weekly  
**Corequisite:** Concurrent enrollment in MUSC 233.  
A laboratory in support of the course designed to allow students to enhance their keyboard synthesizer skills, including MIDI sequencing, sampling, hard disc recording and other knowledge as related to MUSC 233. (CSU, AVC)
MUSC 234 *STUDIO MUSIC PRODUCTION IV
2 units
3.5 hours weekly
Prerequisite: Completion of MUSC 233 and MUSC 233L.
Corequisite: Concurrent enrollment in MUSC 234L.
Instructional materials fee required for this course and must be paid at registration.
Continuation of Studio Music Production series. Techniques will include advanced MIDI sequencing, sampling, and hard disc recording. Students will continue to learn advanced techniques in using the computer as an editing and recording tool. Emphasis will be on the production process. Students learn how to bring a musical vision to life using the computer to develop tracks from scratch as well as layering and arranging parts in order to enhance the final production. (CSU, AVC)

MUSC 234L *STUDIO MUSIC PRODUCTION IV LAB
.5 unit
1.8 hours weekly
Corequisite: Concurrent enrollment in MUSC 234.
A laboratory in support of the course designed to allow students to enhance their keyboard synthesizer skills, including MIDI sequencing, sampling, hard disc recording and other knowledge as related to MUSC 234. (CSU, AVC)

MUSC 273 *INTERMEDIATE JAZZ ENSEMBLE
1 unit
3 hours weekly
Limitation on Enrollment: Audition required at first class meeting.
Advisory: Completion of MUSC 173.
A course designed to rehearse and perform more advanced jazz ensemble repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the intermediate jazz ensemble prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (C-ID: MUS 180) (CSU, UC, AVC) (R3#)
# Enrollment in any combination of MUSC 173, MUSC 273 or MUSC 274 is limited to 4 times.

MUSC 274 *ADVANCED JAZZ ENSEMBLE
1 unit
3 hours weekly
Limitation on Enrollment: Audition required at first class meeting.
Advisory: Completion of MUSC 273.
A course designed to rehearse and perform advanced jazz ensemble repertoire, chosen by the instructor and changing every semester. Historical and sociological context of the music being studied as well as correct performance of notes and rhythms will be explained in each rehearsal. Each semester, the advanced jazz ensemble prepares music for public performance. Students take part in weekly rehearsals in which they learn how their own parts relate to other harmonies and rhythms occurring simultaneously. The instructor paces each rehearsal such that the performance at the end of the semester is of as high an artistic and technical standard as possible. (C-ID: MUS 180) (CSU, UC, AVC) (R3#)
# Enrollment in any combination of MUSC 173, MUSC 273 or MUSC 274 is limited to 4 times.
**Definition**
The program in Nutrition and Foods allows individuals to acquire knowledge of nutrition to promote optimum health and maximize one’s physical, social, and economic potential.

**Staff**
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

- **Dean:** position vacant, ext. 6402
- **Coordinator:** Karen Smith, ext. 6402
- **Clerical Assistant III:** Sylvia Waller, ext. 6402
- **Department Chair:** Jeffrey Stephens, ext. 6139
- **Faculty:**
  - Dr. Rona Brynin, ext. 6001
  - Ann Volk, R.D., ext. 6501
- **Adjunct Faculty:**
  - To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
  - Carol Edgeworth, R.D., V.M., 2177
  - Anne Elkins, 2980
  - Jyothi Pinto, R.D., 2434
  - Andrea Megel, 2922

**Program Description**
The Nutrition and Foods program includes courses that may apply toward; 1) vocational training, 2) the associate degree or, 3) transfer to upper division institutions for careers in dietetics, dietary health care, and nutrition fitness and health.

**Distinctive Features**
This program provides up-to-date scientific and factual information as well as practical application of that information to the everyday nutrition and foods choices that consumers must make.

**Career Options**
- Appliance and Equipment Demonstrator
- Caterer
- Cafeteria Manager
- Community Nutritionist
- Dietary Aide
- Dietary Workers: Day Care Centers
- Dietary Workers: Health Care Centers
- Dietary Workers: Public Agencies
- Dietetic Technician
- Dietitian
- Fitness Product Sales Representative
- Food Preparation Worker

**Certificate Program**
Certificate not applicable.

**Associate Degree**
An associate degree with a major in Nutrition and Foods is not available. Nutrition and Foods courses can be included in the 21 units required for an associate degree in Family and Consumer Education. (See Graduation/Associate Degree Requirements.)

**Transfer**
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

**Prerequisite Completion**
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**Nutrition and Foods Courses**

**NF 100  *NUTRITION**
3 units
3 hours weekly

*Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099.*

This course is designed to develop an understanding of basic nutrition for healthy individuals and an appreciation of the relationship between sound nutritional food patterns and physical, mental, and emotional health. Discussion on recent developments in nutrition, as well as valid sources of nutritional information is included. (CSU, AVC)
NF 102 *NUTRITION AND FOOD FOR CHILDREN
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course is designed to develop an understanding of basic nutrition issues relating to the basic nutritional needs of children from the prenatal period through adolescence. This will be integrated with the overall developmental goals for children. Identification of nutrients in food as they affect behavioral patterns, learning abilities, physical stamina and growth will be discussed. Meal planning for various age groups in child care will be covered. Recommended for students in a Child Education Certificate Program. (CSU, AVC)

NF 103 *PRINCIPLES OF FOOD PREPARATION
3 units
5 hours weekly
(2 hours lecture, 3 hours lab)
Advisory: Eligibility for ENGL 099, READ 095, and MATH 065.
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)

NF 110 *SPORTS NUTRITION
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL and READ 099.
This course is designed to develop an understanding of the special nutritional needs for those participating in regular physical activity, both individual and team sports. Nutrient and fluid intake before, during and after exercise or sports competition will also be examined. Discussion on the current research on performance-enhancing aids will also be explored. (CSU, AVC)

NF 150 *FOOD AND CULTURE
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
This course is designed to study the culture and home life of varying populations. The study of each culture begins with a history of the group in its native environment then moves to its history and current demographics in the United States. Worldview is studied, including traditional foods, health practices and beliefs. Immigrant influence on American cooking, as well as impact on the health care system, will be analyzed and compared. Course includes sampling of foods from various cultures studied. The course will encourage self-examination and individual cultural identification as well as cultural bias of the student. It expands attitudes towards diversity and is essential for health care providers, food service professionals, dietitians and nutritionists. (CSU, AVC)
Definition
Office Technology is the study of a wide range of subjects related to careers in the modern office of today. This program provides the training necessary to perform successfully in the many varied clerical, secretarial, and office administrative positions.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Laureano Flores ext. 6327

Administrative Assistant:
Rosie Heasley ext. 6327

Clerical Assistant III:
Leyla Barber ext. 6327

Department Chair:
Stacey Adams ext. 6377

Faculty:
Kathy Osburn ext. 6898
Deborah Sullivan-Ford ext. 6175

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Linda Arquieta-Herrera 2221
Kathleen Ballesteros 2718
Barbara Hargett 2295
Gail Lofdahl 2658
Sandra Petersen 2370
Maureen Rethwisch 2197
Steven Sodergren 2091
Sharon Wilson 2058

Program Description
The Office Technology program offers a three-step progression from a one-semester entry-level Office Support Award, to a two-semester Office Specialist certificate, and finally the three-semester Administrative Assistant certificate. These progressive levels of expertise are designed to enable students to gain employment at the entry-level clerk/receptionist position through the highly skilled administrative assistant level. Students can also specialize in the medical or legal fields. Students may earn their associate degree in Office Technology/Office Specialist or Office Technology/Administrative Assistant.

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

Distinctive Features
The Office Technology program offers up-to-date electronic equipment and curriculum which reflect today’s modern office and prepares students to enter the world of work as easily and confidently as possible. The variety, as well as the flexibility of course offerings, allows students to update skills or acquire new job skills as needed.

Career Options
Administrative Assistant/Secretary
Clerk Typist
Executive Secretary
File Clerk
General Clerk
Legal Secretary
Medical Secretary
Receptionist

Program Learning Outcomes
Office Specialist
1. Students will be able to prepare common business documents.
2. Students will meet or exceed current speed and accuracy requirements for employability in industry.

Administrative Assistant
1. Students will be able to prepare common business documents.
2. Students will be able to demonstrate business communication skills.
3. Students will be able to utilize appropriate office technology.
4. Students will meet or exceed current speed and accuracy requirements for employability in industry.

Administrative Medical Assistant
1. Students will be able to prepare common medical office documents.
2. Students will be able to demonstrate understanding of medical terminology and coding procedures commonly used in medical practice.
3. Students will be able to utilize appropriate office technology.
4. Students will meet or exceed current speed and accuracy requirements for employability in industry.

Certificate Programs
Office Specialist
This certificate builds on the Office Support Award and requires a minimum of 27 units. This certificate provides entry-level skills to someone entering or currently employed in office occupations. The emphasis is on developing well-rounded office skills, which includes keyboarding at the rate of 55 wpm.

A maximum of 6 pass/no pass units will be accepted for either of these certificates.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>units</th>
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</thead>
<tbody>
<tr>
<td>BUS 101, Intro. to Business</td>
<td>3</td>
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<tr>
<td>BUS 111, Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 113, Business Communications</td>
<td>3</td>
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</tbody>
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CA 103, Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business 3-4
OT 102, Intermediate Computer Keyboarding 3
CA 111, Word Processing–Microsoft Word 3
OT 121, Spreadsheets for the Office or CA 121, Microcomputer Spreadsheets 3
OT 201, Administrative Office Procedures or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures 3
Program Elective 3
Total 27-28

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units
ACCT 111, Bookkeeping 3
ACCT 113, Bookkeeping II 3
ACCT 201, Financial Accounting 4
BUS 105, Business Mathematics 3
CA 131, Relational Database Management and Design 3
OT 103, Advanced Computer Keyboarding 3

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Administrative Medical Assistant
This certificate requires a minimum of 30 units. This program provides entry-level course instruction and “hands-on” training for the skills needed as an Administrative Medical Assistant.

A maximum of 6 pass/no pass units will be accepted for either of these certificates.

Required Courses: units
BUS 111, Business English 3
CA 103, Intro. to Computers and Dig. Tech. 3
MOA 101, Beginning Medical Terminology 3
OT 102, Intermediate Computer Keyboarding 3
CA 111, Word Processing–Microsoft Word 3
OT 121, Spreadsheets for the Office 3
OT 150, Basic Principles of Coding for the Medical Office 3
OT 152, Beg. Medical Insurance 3
OT 205, Medical Office Procedures 3
Program Elective 3
Total 30

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units
ACCT 111, Bookkeeping 3
ACCT 115, Payroll Bookkeeping 2
BUS 101, Introduction to Business 3
BUS 105, Business Mathematics 3
BUS 113, Business Communications 3
MOA 102, Advanced Medical Terminology 3

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Locally Approved Certificate
Office Support Award
This award requires a minimum of 15 units. This one-semester award provides minimum skills to someone seeking a receptionist or general office support position.

Required Courses: units
BUS 101, Intro. to Business 3
BUS 111, Business English 3
CA 103, Intro. to Computers and Dig. Tech. or CA 221,
Computer Concepts and Applications in Business 3-4
OT 101, Beg. Computer Keyboarding 3
OT 201, Administrative Office Procedures or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures 3
Total 15-16

Associate Degrees

Office Specialist

The requirements for an associate degree in Office Specialist may be satisfied by completing either the Office Specialist or Administrative Assistant certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

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<th>Units</th>
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<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>BUS 111, Business English</td>
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<tr>
<td>CA 103, Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business</td>
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<tr>
<td>OT 102, Intermediate Computer Keyboarding</td>
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<tr>
<td>Course from GE requirement Area B</td>
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<td>Elective</td>
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<th>Semester</th>
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<td><strong>Second Semester</strong></td>
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<td>BUS 101, Intro. to Business</td>
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<td>CA 111, Word Processing–Microsoft Word</td>
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<th>Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td><strong>Third Semester</strong></td>
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<tr>
<td>BUS 113, Business Communications</td>
<td>3</td>
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<tr>
<td>OT 201, Administrative Office Procedures or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures</td>
<td>3</td>
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<tr>
<td>Course from GE requirement Area C</td>
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<td>Program Elective</td>
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<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td><strong>Fourth Semester</strong></td>
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</tr>
<tr>
<td>OT 121, Spreadsheets for the Office or CA 121, Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F (BUS 212 or MGT 212 recommended)</td>
<td>3</td>
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<tr>
<td>Elective</td>
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</table>

**Degree Total** 60-61

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.

**Administrative Assistant**

The requirements for an associate degree in Administrative Assistant may be satisfied by completing either the Office Specialist or Administrative Assistant certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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</tr>
<tr>
<td>BUS 111, Business English</td>
<td>3</td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business</td>
<td>3-4</td>
</tr>
<tr>
<td>OT 102, Intermediate Computer Keyboarding</td>
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</tr>
<tr>
<td>Course from GE requirement Area B</td>
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<tr>
<td>Elective</td>
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<table>
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<tbody>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
</tr>
<tr>
<td>BUS 101, Intro. to Business</td>
<td>3</td>
</tr>
<tr>
<td>CA 111, Word Processing–Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
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<td>Elective</td>
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<table>
<thead>
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<th>Semester</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>BUS 113, Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CA 141, Developing PowerPoint Presentations</td>
<td>1.5</td>
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<tr>
<td>OT 113, Advanced Microsoft Word</td>
<td>3</td>
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<tr>
<td>OT 201, Administrative Office Procedures or OT 205, Medical Office Procedures or OT 207, Legal Office Procedures</td>
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<td>Course from GE requirement Area C</td>
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<tbody>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>OT 121, Spreadsheets for the Office or CA 121, Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F (BUS 212 or MGT 212 recommended)</td>
<td>3</td>
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<tr>
<td>Program Elective</td>
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<td><strong>Total</strong></td>
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**Degree Total** 61.5-62.5

**Program Electives:**

Please refer to the Program Electives listed under the certificate program.
Administrative Medical Assistant
The requirements for an associate degree in Administrative Medical Assistant may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 111, Business English</td>
<td>3</td>
</tr>
<tr>
<td>CA 103, Intro. to Computers and Dig. Tech.</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
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<tr>
<td>Course from GE requirement Area D2</td>
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<td>Program Elective</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOA 101, Beginning Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OT 102, Intermediate Computer Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>CA 111, Word Processing–Microsoft Word</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
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<tr>
<td><strong>Total 15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT 121, Spreadsheets for the Office</td>
<td>3</td>
</tr>
<tr>
<td>OT 150, Basic Principles of Coding for the Medical Office</td>
<td>3</td>
</tr>
<tr>
<td>Course in GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course in GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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<tr>
<td><strong>Total 15</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>units</th>
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<tbody>
<tr>
<td>OT 152, Beg. Medical Insurance</td>
<td>3</td>
</tr>
<tr>
<td>OT 205, Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Course in GE requirement Area E</td>
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<tr>
<td>Course in GE requirement Area F</td>
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</tr>
<tr>
<td>(BUS 212 or MGT 212 recommended)</td>
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<tr>
<td>Elective</td>
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<tr>
<td><strong>Total 15</strong></td>
<td></td>
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</tbody>
</table>

**Program Electives:**
Please refer to the Program Electives listed under the certificate program.

**Transfer**
Students planning to transfer to a four-year college or university after AVC are strongly advised to follow the Business Administration degree and should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: [www.assist.org](http://www.assist.org)

**Prerequisite Completion**
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

**Office Technology Courses**

**OT 101 *BEGINNING COMPUTER KEYBOARDING***
3 units
5 hours weekly
Advisory: Eligibility for READ 099.
This full-semiter class is designed for the beginning keyboarding student with no assumption of prior keyboarding experience. The course emphasizes correct keyboarding technique and production of commonly used business documents with simple formatting. (CSU, AVC)

**OT 102 *INTERMEDIATE COMPUTER KEYBOARDING***
3 units
5 hours weekly
Advisory: Completion of OT 101 (30 wpm), and Eligibility for READ 099.
This course is designed for the student with some keyboarding and document production experience at the intermediate level. Expected keying speed upon class entry is approximately 30 wpm. The class assumes basic knowledge of word processing programs and significant knowledge of keyboarding techniques. Emphasis is placed on more difficult documents and more sophisticated word processing program features. (CSU, AVC)

**OT 103 *ADVANCED COMPUTER KEYBOARDING***
3 units
5 hours weekly
Advisory: Completion of OT 102 (40 wpm), and Eligibility for READ 099.
This course is designed for the experienced keyboarding student at an advanced level. Expected keying speed upon class entry is approximately 40 wpm. Emphasis is placed on document production for specific occupations and sophisticated use of word processing software. (CSU, AVC)
OT 113  *ADVANCED MICROSOFT WORD
3 units
4 hours weekly
Prerequisite: Completion of CA 111.
Advisory: Completion of BUS 111 or BUS 113, and Eligibility for ENGL 099 and READ 099.
This course is designed for students who wish to develop advanced skills in creating and editing business documents using Microsoft Word. Topics include advanced formatting with templates and macros, tables, charts, outlines, columns, graphics, styles, merging, sorting and selecting, fill-in forms, tables, and indexes. This vocationally-oriented course will serve students seeking a certificate, associate degree, or desiring to transfer to a four-year institution. BEFORE ENROLLING, students should have used Microsoft Word to create, format, and edit documents. An understanding of file management, cutting and pasting, creating headers and footers, using footnotes and endnotes, and standard letter and punctuation styles is important. (CSU, AVC)

OT 121  *SPREADSHEETS FOR THE OFFICE
3 units
4 hours weekly
Advisory: Completion of CA 103 or CA 221, and Eligibility for ENGL 099, READ 099 and MATH 070.
This course involves the study of concepts and skills of spreadsheet software for office technology purposes, from introductory through intermediate levels using business math concepts. Efficient and effective solutions to quantitative problems will be developed using spreadsheets, integrated with other applications. Students will be able to enter data, develop formulas, use functions, create charts, design and document spreadsheet files, import/export/manipulate data, including various output and reporting options, and integrate between applications. BEFORE ENROLLING, students should have used spreadsheet software to enter labels and numbers, save and retrieve files, create charts, and print. Familiarity and experience using PC software and hardware is important. Business administration and computer majors see CA 121. (CSU, AVC)

OT 150  *BASIC PRINCIPLES OF CODING FOR THE MEDICAL OFFICE
3 units
3 hours weekly
Advisory: Completion of MOA 101, and Eligibility for ENGL 099 and READ 099.
This is an introductory course in the basic principles of coding for the medical office using American Medical Association (AMA) standardized coding procedures and methodology. (AVC)

OT 152  *BEGINNING MEDICAL INSURANCE
3 units
3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
This course provides a 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)

OT 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
BEFORE ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

OT 201  *ADMINISTRATIVE OFFICE PROCEDURES
3 units
3 hours weekly
Advisory: Completion of OT 101 (30 wpm), and Eligibility for College Level Reading and ENGL 099.
This course is designed to focus on preparing administrative professionals for the general office environment. Through this course, students will acquire the knowledge, skills, and qualities that allow them to gain employment in various industries. Students will be introduced to technology used in offices and asked to apply technology- and knowledge-based decision making to business situations encountered in daily office operations. (CSU, AVC)
OT 205  *MEDICAL OFFICE PROCEDURES
3 units
3 hours weekly
Advisory: Completion of OT 101 (30 wpm), and Eligibility for ENGL 099, READ 099, and MATH 070.

Designed to provide a thorough understanding and offer practical application of the skills needed as a medical administrative assistant. Topics include professional conduct, receptionist duties, telephone techniques, appointment scheduling, organizing and maintaining records, composing medical business correspondence, office maintenance and management, financial responsibilities including the billing process and collections, computer and information processing in the medical office, and preparation for a position as a medical administrative assistant. Continuation of basic knowledge of medical terminology is included. Issues of confidentiality, medical law, and medical ethics will be emphasized. Students will use medical office management software to simulate the administrative office environment. (CSU, AVC)

OT 207  *LEGAL OFFICE PROCEDURES
3 units
3 hours weekly
Advisory: Completion of OT 101 (30 wpm), and Eligibility for College Level Reading and ENGL 099.

This course is designed to provide a thorough understanding and offer practical application of the skills needed as a legal assistant. The course will cover law office management and duties; office systems and technology; court structure for the state judicial system; research; calendaring; legal terminology; records management; litigation and non-litigation; responsibilities and preparation for employment; and the preparation of court forms through the use of software programs. (CSU, AVC)
Definition
The study of philosophy is designed to acquaint students with the distinctive nature of philosophical activity and to help them increase their skills in critical thinking about matters of fundamental philosophical concern; e.g., the nature of correct reasoning, the scope and limits of human knowledge, the generic and pervasive characteristics of reality, and the sources of value and obligation. It encompasses many other academic disciplines and stresses systematic and abstract thought.

Career Options
Philosophy as an elective is an appropriate element in career preparation for:
Education
Government
Law
Management
Medicine
Ministry
Publishing
Scientific Research
Social Work
Teaching
All human service careers
(Most of these careers require education beyond the two-year college level.)

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 will be able to present well-reasoned and clear arguments to support their positions on philosophical issues or social controversies theoretically and factually.

Certificate Program
Certificate not applicable.

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

**Required Courses**

Select 6 units from the following:

- PHIL 110, Introduction to Logic  3
- PHIL 106, Introduction to Philosophy  3
- PHIL 105, Ethics: Moral Issues in Contemporary Society  3

**Required Electives A**

Select 3 units from any course in the Required Courses not already used or the following:

- PHIL 201, Critical Thinking  3

**Required Electives B**

Select 6 units from any course in Required Electives A not already used and the following:

- PHIL 108, Philosophy of Religion  3
- HIST 101, Western Civilization, From Human Beginnings Until 1750  3
- HIST 102, Western Civilization, 1750-Present  3

**Required Electives C**

Select 3 units from any course in Required Electives A and B not already used or the following:

- PHIL 109, World Religions  3
- ENGL 230, World Literature 1  3
- ENGL 231, World Literature 2  3
- ENGL 250, Cross-Cultural Literature in America  3

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

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<thead>
<tr>
<th>Semester</th>
<th>Required Courses</th>
<th>Electives</th>
<th>Total</th>
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<tr>
<td><strong>First Semester</strong></td>
<td>CSU GE requirement Area A1</td>
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<td>CSU GE requirement Area A2</td>
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<td>CSU GE requirement Area C1</td>
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<td>CSU GE requirement Area E</td>
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**Second Semester**

- PHIL 105, Ethics: Moral Issues in Contemporary Society (CSU GE C2)  3
- PHIL 106, Introduction to Philosophy (CSU GE C2)  3
- Required Elective B (CSU GE D)  3
- CSU GE requirement Area B1/B3  3-4
- CSU GE requirement Area B2/B3  3-4

**Total 15-16**

**Third Semester**

- PHIL 110, Introduction to Logic (CSU GE A3)  3
- Required Elective A  3
- CSU GE requirement Area D  3
- *CSU Transferable Electives  5

**Total 14**

**Fourth Semester**

- Required Elective B  3
- Required Elective C  3
- CSU GE requirement Area D  3
- *CSU Transferable Electives  5

**Total 14**

CSU GE or IGETC Pattern 37-39
CSU Transferable Elective Units to reach Degree Total 60

*Electives should be taken from other courses within the discipline.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
Philosophy Courses

PHIL 101  *FUNDAMENTAL REASONING SKILLS
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 070.
The central goals of this course are to help students develop and improve interpretive and evaluative skills that will help them to become more competent and independent thinkers in their personal, academic, social, and professional lives, and in their life-long learning. Various aspects of language, logic, and reasoning will be studied in order to evaluate correctly concepts, claims, arguments, and explanations from a variety of contexts and disciplines. (CSU, UC, AVC)

PHIL 105  ETHICS: MORAL ISSUES IN CONTEMPORARY SOCIETY
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 099.
An introduction into the nature of ethics and to the question as to what ethical system, if any determines right and wrong. This course will not only examine certain traditional approaches to ethical questions, but will investigate the possible application of these approaches to current ethical conflicts. An analysis of moral issues, such as violence, sex, war, abortion, capital punishment, privacy, oppression, pornography, and euthanasia will be emphasized. (C-ID: PHIL 120) (CSU, UC, AVC)

PHIL 106  INTRODUCTION TO PHILOSOPHY
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 099.
An introductory examination of themes and issues central to both classical and contemporary philosophy. Topics will be selected from such areas as ethics, politics, metaphysics, epistemology, religion and logic. (C-ID: PHIL 100) (CSU, UC, AVC)

PHIL 108  PHILOSOPHY OF RELIGION
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 099.
This course emphasizes the philosophical analysis of religious issues and themes. Such themes as the nature and variety of religious expression will be explored, analyzed, and evaluated. The philosophical task revolves around the effort to determine whether there is a special kind of knowledge to be called “Religious”; if so, how is it gained; if it is gained, what its implications will be for human conduct. (CSU, UC, AVC)

PHIL 109  WORLD RELIGIONS
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
In this course students will examine the central beliefs, rituals, traditions, and the philosophical foundations of the major world religions, Judaism, Christianity, Islam, Hinduism, and Buddhism by studying their primary sacred texts. (CSU, UC, AVC)

PHIL 110  INTRODUCTION TO LOGIC
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading, ENGL 099 and MATH 070.
An introduction to both formal and informal logic. Logic includes a study of linguistic analysis, immediate and mediate inference, symbolic notation, deductive proofs and fallacies. Attention is given to both traditional and modern symbolic systems. Critical thinking is applied to both symbolic and written arguments. Argumentative writing will be explored through both formal and informal logical analysis. (C-ID: PHIL 110) (CSU, UC, AVC)

PHIL 201  CRITICAL THINKING
3 units
3 hours weekly
Prerequisite: Completion of ENGL 101/ENGL 101SL.
An introduction to the logical analysis and critical evaluation of arguments and the basic strategies of rhetoric. Different forms of writing are distinguished and examined. A strong emphasis is on formal instruction in argumentative writing that utilizes the critical thinking skills developed in the course. (CSU, UC, AVC)
318 Photography - Commercial

Definition
The Photography program is directed toward individual artistic development with an emphasis on developing the student's ability to create independent works.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Duane Rumsey ext. 6385

Administrative Assistant:
Tangie Hunter ext. 6385

Clerical Assistant III:
Desiree Lee ext. 6385

Department Chair:
Lisa Karlstein ext. 6534

Faculty:
Lee Bergthold ext. 6569
Lisa Karlstein ext. 6534

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

V.M. Amber Fowler 2508
Anthony Maher 2560
Randall Morley 2371
Albert Myers 2378
Trinity Wheeler 2089

Program Description
This program will help students gain the skills and knowledge necessary to enter into the photographic workforce.

The Photography program is carefully designed to build fundamental technical skills in the operation of 35mm, medium and large-format cameras, using traditional and digital camera systems. In addition, all classes emphasize the importance of creativity and originality in image making through a progressive series of conceptual assignments. Basics in digital imaging, editing and creative manipulations, digital printing and color management technologies are provided from entry-level classes and throughout the entire curriculum. The program develops the historic relevance of photography in art and multimedia as well as provides a foundation in creative digital processes that will integrate into the work place.

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

Distinctive Features
Photography courses are directed toward vocational and artistic application of the acquired skills within each of the designated areas.

Career Options
Advertising Photography
Sports Photography
Photojournalism
Wedding, Event and Portrait Photography
Fashion Photography
Fine Art Photography

Program Learning Outcomes
Commercial Photography
1. Students will explore advances in photographic equipment and technology.
2. Students will demonstrate proficiency of fundamental aspects of Black and White photography.
3. Students will design, manipulate and digitally generate photographs using industry standard software and equipment.
4. Students will assess appropriate use of each type of camera in order to fit the environment for the best result.
5. Identify various career possibilities and industry leaders in the photographic industry.

Certificate Programs
The following courses, 27 units, are required for the certificate. Students who successfully complete the certificate requirements are qualified for entry-level positions in newspaper and periodical fields, advertising photography, or as sports, events, and wedding photographers.

Commercial Photography

Required Courses: units
PHOT 107, History of Photography 3
PHTC 101, 101L, Beginning Black and White Photography/Lab 3.5
PHTC 125, 125L, Beginning Digital Photography/Lab 3.5
PHTC 203, 203L, Foundations of Cameras and Composition/Lab 3.5
PHTC 275, 275L, Advanced Digital Photography/Lab 3.5
DM 113, 113L, Photoshop I/Lab 3.5
DM 246, 246L, Portfolio and Job Search/Lab 3.5

Program Electives 3

Total 27

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units
ART 100, Art Appreciation 3
PHOT 213, 213L, Life Photography/Lab 3.5
PHTC 150, 150L, Beginning Color Photography/Lab 3.5
PHTC 205, 205L, Documentary and Landscape Photography/Lab 3.5
Associate Degree

Commercial Photography
The requirements for an associate degree in Commercial Photography may be satisfied by completing the certificate program and sufficient program elective units to total 34 units, plus 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.)

Students who complete the associate degree have enhanced employability in the field of photography. They are well prepared for promotional opportunities such as lead lab technician or supervisory positions. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT 107, History of Photography (GE Area C)</td>
<td>3</td>
</tr>
<tr>
<td>PHTC 203, 203L, Foundations of Cameras and Composition/Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
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<tr>
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<tr>
<th>Second Semester</th>
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<tr>
<td>PHTC 101, 101L Beginning Black and White Photography/Lab</td>
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</tr>
<tr>
<td>DM 113, 113L, Photoshop I/Lab</td>
<td>3.5</td>
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<tr>
<td>Program Electives</td>
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<table>
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<th>Third Semester</th>
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<tr>
<td>PHTC 125, 125L, Beginning Digital Photography/Lab</td>
<td>3.5</td>
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<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
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<td>Course from GE requirement Area D1</td>
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<td>Total</td>
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</tbody>
</table>

Degree Total 60

Program Electives:
Please refer to the Program Electives listed under the certificate program.

Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Photography Courses

PHOT 107 *HISTORY OF PHOTOGRAPHY
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
In-depth study of the historical development of photographic process as an artistic image from the early 1800s to the present. The course will focus on worldwide artistic-photographic and social achievements of photographers. Within the context of the course, the contributions of both chemical and digital photographic techniques will be explored, as well as the relationship of the emergence of photographic imagery to other artistic media within a similar time period. (CSU, UC, AVC)

PHOT 213 *LIFE PHOTOGRAPHY
3 units
4 hours weekly
Prerequisite: Completion of PHTC 101 or PHTC 125.
Corequisite: Concurrent enrollment in PHOT 213L.
Advisory: Completion of ART 110 and Eligibility for ENGL 099 and READ 099.
Photography - Commercial

**Instructional materials fee** required for this course and must be paid at registration.

This course is a basic photographic principles, theories and techniques used in representing the human figure using draped and undraped models. Projects emphasize the organization of the human figure as a 3D image and composition where the environmental factors of lighting, shading, and texture are combined to create an artistic representation. Both traditional and digital processing of the human image will be studied. Course helps students develop creative thinking and idea execution. Students are required to purchase additional supplies not provided by the college. (CSU, AVC)

**PHOT 213L  *LIFE PHOTOGRAPHY LAB**

.5 unit
24 hours total

Corequisite: Concurrent enrollment in PHOT 213.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

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**Commercial Photography Courses**

**PHTC 101  *BEGINNING BLACK AND WHITE PHOTOGRAPHY***

3 units
4 hours weekly

Corequisite: Concurrent enrollment in PHTC 101L.

Advisory: Eligibility for ENGL 099 and READ 099.

Instructional materials fee required for this course and must be paid at registration.

Basic black and white still photography. It is designed for students planning an occupational career in any of the following fields where photography plays an essential part: journalism, police science, public relations, conservation, art science, astronomy, portraiture, commercial and industrial photography, and graphic design. (CSU, AVC)

**PHTC 101L  BEGINNING BLACK AND WHITE PHOTOGRAPHY LAB**

.5 unit
24 hours total

Corequisite: Concurrent enrollment in PHTC 101.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**PHTC 125  *BEGINNING DIGITAL PHOTOGRAPHY***

3 units
4 hours weekly

Corequisite: Concurrent enrollment in PHTC 125L.

Advisory: Eligibility for ENGL 099 and READ 099.

Instructional materials fee required for this course and must be paid at registration.

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 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 125L  *BEGINNING DIGITAL PHOTOGRAPHY LAB**

.5 units
24 hours total

Corequisite: Concurrent enrollment in PHTC 125.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

**PHTC 150  *BEGINNING COLOR PHOTOGRAPHY***

3 units
4 hours weekly

Prerequisite: Completion of PHTC 101.

Corequisite: Concurrent enrollment in PHTC 150L.

Advisory: Eligibility for READ 099.

Instructional materials fee required for this course and must be paid at registration.

An introduction to basic color photography technology. Students will differentiate between black and white photo technology and beginning color. Darkroom basics differ radically as students begin to migrate to color parameters; from Panalure paper to C-41 color processing and printing. (CSU, AVC)

**PHTC 150L  BEGINNING COLOR PHOTOGRAPHY LAB**

.5 unit
24 hours total

Corequisite: Concurrent enrollment in PHTC 150.

A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)
PHTC 201 *ADVANCED BLACK AND WHITE PHOTOGRAPHY
3 units
4 hours weekly
Prerequisite: Completion of PHTC 101.
Corequisite: Concurrent enrollment in PHTC 201L.
Advisory: Eligibility for ENGL 099 and READ 099.
Instructional materials fee required for this course and must be paid at registration.
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)

PHTC 201L *ADVANCED BLACK AND WHITE PHOTOGRAPHY LAB
.5 unit
24 hours total
Corequisite: Concurrent enrollment in PHTC 201.
A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

PHTC 203 *FOUNDATIONS OF CAMERAS AND COMPOSITION
3 units
4 hours weekly
Corequisite: Concurrent enrollment in PHTC 203L.
Advisory: Completion of PHTC 101 or PHTC 125, and Eligibility for ENGL 099 and READ 099.
Instructional materials fee required for this course and must be paid at registration.
Survey of 35mm digital and film cameras, 2 ¼ Medium and 4x5 large format film cameras are examined. The course discusses the integration of mechanical and artistic principles in creating photographic images. It provides information applicable to digital and film cameras, lenses, exposure, and conceptual development. Students may also research photographic bodies of work that have had a large impact on society. Field trips may be included. Students are required to purchase additional supplies. (CSU, AVC)

PHTC 203L FOUNDATIONS OF CAMERAS AND COMPOSITION LAB
.5 units
24 hours total
Corequisite: Concurrent enrollment in PHTC 203.
A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

PHTC 205 *DOCUMENTARY AND PHOTOJOURNALISM
(formerly Documentary and Landscape Photography)
3 units
4 hours weekly
Corequisite: Concurrent enrollment in PHTC 205L.
Advisory: Completion of PHTC 101 or PHTC 125, and Eligibility for ENGL 099 and READ 099.
Instructional materials fee required for this course and must be paid at registration.
This course surveys documentary and 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. Field trips may be included. Students are required to purchase additional supplies. (CSU, AVC)

PHTC 205L DOCUMENTARY AND PHOTOJOURNALISM LAB
(formerly Documentary and Landscape Photography Lab)
.5 units
24 hours total
Corequisite: Concurrent enrollment in PHTC 205.
A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. NOTE: No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

PHTC 211 *WEDDING, PORTRAIT AND EVENT PHOTOGRAPHY
3 units
4 hours weekly
Prerequisite: Completion of PHTC 101 or PHTC 125.
Corequisite: Concurrent enrollment in PHTC 211L.
Advisory: Eligibility for ENGL 099 and READ 099.
Instructional materials fee required for this course and must be paid at registration.
The course discusses the integration of mechanical and artistic principles in creating photographic images related to wedding, portrait and event photography. It provides information applicable to digital and film cameras, lenses, exposure, and conceptual development. Students are required to purchase additional supplies not provided by the college. 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 211L WEDDING, PORTRAIT AND EVENT PHOTOGRAPHY LAB  
.5 units  
24 hours total  
**Prerequisite:** Completion of PHTC 101 or PHTC 125.  
**Corequisite:** Concurrent enrollment in PHTC 211.  
A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

PHTC 215 *PHOTOGRAPHY STUDIO PRACTICES*  
3 units  
4 hours weekly  
**Prerequisite:** Completion of PHTC 101 or PHTC 125.  
**Corequisite:** Concurrent enrollment in PHTC 215L.  
**Advisory:** Eligibility for ENGL 099 and READ 099.  
**Instructional materials fee** required for this course and must be paid at registration.  
This course is an exploration of the photographic studio. Students will be introduced to studio lighting equipment and the principles of traditional lighting methods as well as contemporary commercial applications. Topics will vary per semester and individual student. Students are required to purchase additional supplies not provided by the college. (CSU, AVC)

PHTC 215L PHOTOGRAPHY STUDIO PRACTICES LAB  
.5 units  
24 hours total  
**Corequisite:** Concurrent enrollment in PHTC 215.  
A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

PHTC 275 *ADVANCED DIGITAL PHOTOGRAPHY*  
3 units  
4 hours weekly  
**Prerequisite:** Completion of PHTC 125.  
**Corequisite:** Concurrent enrollment in PHTC 275L.  
**Advisory:** Eligibility for ENGL 099 and READ 099.  
**Instructional materials fee** required for this course and must be paid at registration.  
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 275L ADVANCED DIGITAL PHOTOGRAPHY LAB  
.5 units  
24 hours total  
**Corequisite:** Concurrent enrollment in PHTC 275.  
A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)

PHTC 298 *SPECIAL STUDIES IN PHOTOGRAPHY*  
3 units  
4 hours weekly  
**Prerequisite:** Completion of PHTC 101 or PHTC 125.  
**Corequisite:** Concurrent enrollment in PHTC 298L.  
**Advisory:** Eligibility for ENGL 099 and READ 099.  
**Instructional materials fee** required for this course and must be paid at registration.  
This class is an exploration of various techniques and subjects related to photography and photographic processes. Topics will vary per semester and individual student. Content and unit credit to be determined by student/instructor conferences and/or department. Students are required to purchase additional supplies not provided by college. (CSU, AVC)

PHTC 298L SPECIAL STUDIES IN PHOTOGRAPHY LAB  
.5 units  
24 hours total  
**Corequisite:** Concurrent enrollment in PHTC 298.  
A laboratory in support of Commercial Photography courses, designed to allow students to advance their knowledge, complete course assignments, and master learning objectives. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (CSU, AVC)
Definition
Physical sciences are those disciplines of the natural sciences other than the biological sciences. They generally involve nonliving materials and the principles of fundamental nature which have been sought since man appeared on earth. The laws of physics, for instance, are the very fundamental relationships which have existed since the universe was born. Some are complex, some are not. Some are simple yet others elude the best minds and grandest equipment yet devised by man. These laws, we are confident, guide in a very fundamental way, the human and animal world that we see around us. In a sense then, the physical sciences are the study of these same fundamental laws of nature as applied in very complex ways to living organisms.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Dr. Leslie Uhazy ext. 6415
Administrative Assistant:
Wendy Cios ext. 6415
Clerical Assistant III:
Suzanne Olson ext. 6415
Department Chair:
Christos Valiotis ext. 6422
Lab Technician:
position vacant ext. 6274
Faculty:
Dr. Jason Bowen ext. 6963
Dr. Mark McGovern ext. 6006
Dr. Alexandra Schroer ext. 6922
Dr. Joseph Towe ext. 6427
Christos Valiotis ext. 6422
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M.
Dr. Kenneth Underwood 2726

Program Description
Physical sciences offered include: astronomy, physical science, and physics. The courses, for the most part, are designed to meet the general education and major transfer requirements for the physical sciences.

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

Distinctive Features
Traditional teaching may be supplemented with computer and Internet-based instruction. Laboratory activities provide “hands-on” experimentation and discovery into the natural, physical and chemical characteristics of the earth and our universe.

Engineering and life science applications may be presented and computer-based data acquisition and analysis may assist in some lab instruction.

Career Options
Astronomer
Astrophysicist
Geophysicist
Medical Physics
Physicist
Teacher
(These careers require education beyond the two-year college level.)

Program Learning Outcomes
Associate in Science in Physical Science
Students earning an Associate Degree in Physical Science will be able to:
1. Follow the scientific method to safely collect, evaluate, and analyze scientific data from an investigation of a physical phenomenon, then, prepare a report of findings from the investigation.
2. Apply mathematical and appropriate conceptual knowledge to solve problems in a variety of real life applications of physical phenomena.
3. Explain the fundamental aspects of the conservation laws (mass, energy, charge) and use these concepts to explain everyday phenomena.
4. Understand the structure of the atom and how it affects processes both in the macroscopic and microscopic.

Associate in Science in Physics for Transfer
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.
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.
5. Students will communicate physics concepts, processes, and results effectively, both verbally and in writing.

Certificate Program
Certificate not applicable.
Physical Science
An associate in science degree with a major in Physical Sciences may be satisfied by completing a minimum of 23 units, plus 21 units of general education requirements, and sufficient elective credits to total 60 units. Students who intend to transfer are strongly encouraged to complete either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth (CSU GE) requirements. (See Graduation/Associate Degree Requirements and Transfer Information.)

**Required Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CHEM 110, 120, General Chemistry</td>
<td>10</td>
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<tr>
<td>MATH 150, 160, Calculus and Analytic Geometry</td>
<td>9</td>
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**Program Electives:**

Select at least 4 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ASTR 101, 101L, Astronomy/Lab</td>
<td>4</td>
</tr>
<tr>
<td>GEOF 101, 101L, Physical Geography/Lab</td>
<td>4</td>
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<tr>
<td>GEOF 101, 101L, Physical Geology/Lab or GEOL 102, Historical Geology</td>
<td>3-4</td>
</tr>
<tr>
<td>PHYS 101, 102, Introductory Physics</td>
<td>8</td>
</tr>
<tr>
<td>PSCI 101, Physical Science</td>
<td>4</td>
</tr>
</tbody>
</table>

**Associate in Science in Physics for Transfer**
The Associate in Science in Physics for Transfer (AS-T in Physics) degree 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 in Physics) 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 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.

**Recommended Plan of Study**

**First Semester**

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<tr>
<th>Course</th>
<th>Units</th>
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<td>MATH 150, Calculus and Analytic Geometry (CSU GE B4)</td>
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<td>CSU GE Course requirement Area A2</td>
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<td>CSU GE Course requirement Area C2</td>
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<td>CSU GE Course requirement Area D</td>
<td>3</td>
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**Second Semester**

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<th>Course</th>
<th>Units</th>
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<tr>
<td>MATH 160, Calculus and Analytic Geometry</td>
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</tr>
<tr>
<td>PHYS 110, General Physics (CSU GE B1/B3)</td>
<td>4</td>
</tr>
<tr>
<td>CSU GE Course requirement Area A1</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area D</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Third Semester**

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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MATH 250, Calculus and Analytic Geometry</td>
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<tr>
<td>PHYS 120, General Physics</td>
<td>4</td>
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<tr>
<td>CSU GE Course requirement Area A3</td>
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**Fourth Semester**

<table>
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<tr>
<td>PHYS 211, General Physics</td>
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<tr>
<td>CSU GE Course requirement Area C</td>
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<td>CSU GE Course requirement Area C1</td>
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<tr>
<td>CSU GE Course requirement Area B2</td>
<td>3-4</td>
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</table>

**CSU GE or IGETC Pattern 37-39**

**CSU Transferable Elective Units to reach Degree Total 60**

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org
Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Physical Science Course

PSCI 101  *PHYSICAL SCIENCE
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
Advisory: Completion of ENGL 101/ENGL 101SL and MATH 102.
Designed to meet lower division physical science requirements for the non-science major. Introduces basic concepts in physics and chemistry (motion, energy, atoms and chemical reactions) emphasizing concepts with a minimum of math. Especially recommended for students interested in teaching, library science, and humanities. (CSU, UC, AVC)

Physics Courses

PHYS 101  INTRODUCTORY PHYSICS
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
Advisory: Completion of MATH 135 or MATH 140, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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, fluids, gravitation and thermodynamics. (C-ID: PHYS 105) (CSU, UC, AVC)

PHYS 110  GENERAL PHYSICS
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
Prerequisite: Completion of or concurrent enrollment in MATH 150.
Advisory: Completion of ENGL 101/ENGL 101SL and PSCI 101.
This course is the first part of a three-semester calculus-based introductory physics course for scientists and engineers. Topics covered are: kinematics, Newton’s laws, statics, linear momentum, linear-rotational analogs, rotational dynamics, energy and its transformation, fluids, gravitation and oscillations. (C-ID: PHYS 205) (CSU, UC, AVC)

PHYS 120  GENERAL PHYSICS
4 units
6 hours weekly
(3 hours lecture, 3 hours lab)
Prerequisite: Completion of PHYS 110, and Completion of or concurrent enrollment in MATH 160.
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

PHYS 211  GENERAL PHYSICS
5 units
7 hours weekly
(4 hours lecture, 3 hours lab)
Prerequisite: Completion of PHYS 110, and Completion of or concurrent enrollment in MATH 160.
Advisory: Completion of MATH 220.
This course covers 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) (CSU, UC, AVC)
Definition
Political Science is the study of the acquisition and use of public power and authority. Politics and government affect everyone’s life and impinge on activities in many fields.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Dr. L. Tom O’Neil ext. 6482
Administrative Assistant:
Christi Crosby ext. 6482
Clerical Assistant III:
Bettie Negrete ext. 6482
Department Chair:
Dr. Ken Shafer ext. 6906
Faculty:
Dr. Nancy Bednar ext. 6876
John Vento ext. 6494
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M.
Derek Carver 2458
Dr. Ellen Coleman 2125
Amaka Donn 2397
Steven Jaworowski 2435
Samuel John 2190
Larry Ramirez 2365
Dr. Donald Ranish 2951

Program Description
Introductory courses are offered for the general student interested in learning about American Government and different political cultures in the world. In-depth courses are offered for majors (bachelor’s degree) in Political Science.

The Political Science major is especially desirable for students who might work for civil government at any level, be commissioned as military officers, or who intend to become lawyers. A minor in Political Science is useful in such fields as economics, journalism, and language, or for those who hope to become executives in law enforcement or in many types of businesses.

Career Options
Administrator
Attorney
Budget Analyst
Campaign Aide
City Planner
Elected Official
Foreign Service Officer
Foreign Trade Specialist
Government Worker
Legislative Aide
Lobbyist
Military Officer
Occupational Analyst
Personnel Manager
Political Economist
Political Scientist
Public Information Officer
Public Opinion Surveyor
Public Relations Specialist
(Most of these careers require education beyond the two-year college level.)

Program Learning Outcomes
Associate in Arts in Political Science for Transfer
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.

Certificate Program
Certificate not applicable.

Associate Degree

Associate in Arts in Political Science for Transfer
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:
   - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
   - 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.

### Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>*POLS 101, American Political Institutions</td>
<td>3</td>
<td></td>
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</table>

### Required Electives A:

Select 9-10 units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>*POLS 103, Comparative Government</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*POLS 200, Introduction to Political Theory</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*POLS 201, Contemporary International Relations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*MATH 115, Statistics</td>
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### Required Electives B:

Select 6-7 units from the following or any course from above not already used:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>*ANTH 102, Introduction to Cultural Anthropology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*ECON 101, Principles of Macroeconomics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*ECON 102, Principles of Microeconomics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POLS 202, Ethnic Politics in America</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POLS 203, The Judicial Process</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*SOC 110, Ethnic Relations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>*SOC 112, American Social Issues: Problems &amp; Challenges</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

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.

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### Recommended Plan of Study

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td><strong>First Semester</strong></td>
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<tr>
<td>POLS 101, American Political Institutions (CSU GE D)</td>
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<tr>
<td>CSU GE American Institution Requirement (CSU GE D)</td>
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<td>CSU GE Course requirement Area A1</td>
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<tr>
<td>Course from GE requirement Area B4</td>
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<tr>
<td>Course from GE requirement Area C</td>
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<td><strong>Total First Semester</strong></td>
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<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
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<tbody>
<tr>
<td><strong>Second Semester</strong></td>
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<tr>
<td>Required Elective A</td>
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</tr>
<tr>
<td>Required Elective B</td>
<td>3</td>
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<tr>
<td>CSU GE Course requirement Area A2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area B1</td>
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<td>CSU GE Course requirement Area C1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Second Semester</strong></td>
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### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>CSU GE Course requirement Area A3</td>
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<tr>
<td>CSU GE Course requirement Area B2</td>
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<tr>
<td>CSU GE Course requirement Area C2</td>
<td>3</td>
</tr>
<tr>
<td>*Elective</td>
<td>3</td>
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<tr>
<td><strong>Total Third Semester</strong></td>
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</table>

### Fourth Semester

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Required Elective A</td>
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<tr>
<td>Required Elective B</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area E</td>
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<tr>
<td>*CSU Transferable Elective</td>
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<tr>
<td><strong>Total Fourth Semester</strong></td>
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</tr>
</tbody>
</table>

### CSU GE or IGETC Pattern

37-39 units

### CSU Transferable Elective Units to reach Degree Total

60 units

*Electives should be taken from other courses within the major or foreign language.

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### Transfer

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

---

### Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

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### Political Science Courses

**POLS 101 AMERICAN POLITICAL INSTITUTIONS**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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) (CSU, UC, AVC)
POLS 103 COMPARATIVE GOVERNMENT  
3 units  
3 hours weekly  
Advisory: Completion of POLS 101, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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) (CSU, UC, AVC)

POLS 120 *INTERNATIONAL ORGANIZATIONS  
4 units  
3 hours weekly  
18 hours of supervised conference time.

Advisory: Completion of POLS 103 and COMM 101, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

This course will examine the development and impact of international organizations. Particular emphasis will be placed upon an understanding of the United Nations. The concept of diplomacy will be examined through lecture and simulation. Students will prepare for participation in Model United Nations (MUN) conferences. Each semester, students will represent different countries, such as Poland, Qatar, Algeria, Brazil and Vietnam, as well as various non-governmental organizations, such as the International Committee of the Red Cross and Doctors Without Boarders, at various MUN conferences. Students are required to attend and participate in MUN conferences. Furthermore, students will examine current issues of debate within the United Nations and other international organizations which will vary from semester to semester. Subsequent enrollment will provide students an opportunity for additional skill and competency development within the subject matter. Students will be required to participate in a minimum of 18 hours of supervised on or off-campus Model United Nations Conferences. (CSU, AVC)

POLS 199 *OCCUPATIONAL WORK EXPERIENCE  
1–8 units  
hours vary  
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation. Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

POLS 200 INTRODUCTION TO POLITICAL THEORY  
3 units  
3 hours weekly  
Advisory: Completion of POLS 101, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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) (CSU, UC, AVC)

POLS 201 CONTEMPORARY INTERNATIONAL RELATIONS  
3 units  
3 hours weekly  
Prerequisite: Completion of POLS 101.

Advisory: Completion of POLS 103, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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
3 hours weekly
Prerequisite: Completion of POLS 101.
Advisory: Eligibility for ENGL 101/ENGL 101SL.
This course offers an examination and evaluation of the political power and powerlessness of America’s diverse ethnic communities. This American experience of these groups will be examined along with the political realities and dynamics of each group’s role within the American governmental and political system. The ethnic groups to be reviewed include American Native peoples, Blacks, Hispanics, and Asians. Moreover, new migrations from the Indian subcontinent as well as Muslim and Arab countries will be examined and evaluated within the context of the American political process. The changing demographic nature of America will provide the backdrop for explaining the new political forces and electoral consequences emerging as the result of the new American ethnic diversity. The power, powerlessness, and role of America’s ethnic groups will be examined at the national, state, and local levels. (CSU, UC, AVC)

POLS 203 THE JUDICIAL PROCESS
3 units
3 hours weekly
Prerequisite: Completion of POLS 101.
Advisory: Completion of ENGL 101/ENGL 101SL, and Eligibility for College Level Reading.
The course examines and evaluates both the United States and California judicial systems. Topics include the nature of law and jurisprudence, the origins of Anglo-American law, the organization of both the federal and California judicial systems, judicial appointment and removal, attorneys lawsuits and public issues, the jury system, judicial decision-making and judicial reform. The course is primarily for transfer students but is valuable for those seeking terminal vocational career objectives such as those found in administration of justice fields. This course is valuable for transfer students, political science majors, those seeking to fulfill general education pattern requirements and associate in arts degree candidates. (CSU, UC, AVC)
Psychology

Definition
Psychology is a natural and a 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.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Dr. L. Tom O’Neil ext. 6482

Administrative Assistant:
Christi Crosby ext. 6482

Clerical Assistant III:
Bettie Negrete ext. 6482

Department Chair:
Dr. Irit Gat ext. 6493

Faculty:
Dr. Fredy Aviles ext. 6009
Dr. Irit Gat ext. 6493

Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

Nicholas Betty 2512
Vivian Davenport 2030
John Glover 2541
Rhosheda Henry 2261
Micheal Huff 2143
Laurel Johnson 2659
Dr. David Elwin Lewis 2083
Danielle McCabe 2680
Timea McLean 2092
Sean Mintz 2999
Luis Ramirez 2026
Danielle Reinier 2004
Kathleen Ringenbach 2433
Bruce Schreibfeder 2282
Dr. Harry Taylor 2215

Program Description
The Psychology program is designed to benefit both the student pursuing a career in psychology or related disciplines as well as the student desiring to acquire a personal understanding of psychology as it applies to everyday living. 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 Psychology for Transfer
1. Write an APA style research report that synthesizes a body of research findings and tests hypotheses with the appropriate research methodology.
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
Certificate not applicable.

Associate Degree

Associate in Arts in Psychology for Transfer
The Associate in Arts in Psychology for Transfer (AA-T in Psychology) offers students a fundamental knowledge of the field of 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.
ADTs also require that students must earn a C or better in all
courses required for the major or area of emphasis.

**Required Courses**

- **MATH 115, Statistics** 3 units
- **PSY 101, General Psychology** 3 units
- **PSY 200, Introduction to Research Methods in Psychology** 3 units

**Required Electives A**

Select 3 units from the following:
- **PSY 201, Intro. to Physiological Psychology** 3 units

**Required Electives B**

Select 3 units from the following:
- **PSY 236, Developmental Psychology** 3 units
- **PSY 244, Introduction to Counseling** 3 units

**Required Electives C**

Select 3 units from the following or any course from List B not
already used:
- **PSY 212, Human Sexuality** 3 units
- **PSY 230, Social Psychology** 3 units
- **PSY 232, Theories of Personality** 3 units
- **PSY 233, Personal and Social Adjustment** 3 units
- **PSY 234, Abnormal Psychology** 3 units
- **PSY 235, Child Psychology** 3 units

*Courses denoted with an asterisk will fulfill the completion
requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that
courses be taken in exactly this sequence; they are recommended
in this order to facilitate success.

**Recommended Plan of Study**

**First Semester**

- **MATH 115, Statistics (CSU GE B4)** 4 units
- **CSU GE requirement Area A2** 3 units
- **CSU GE requirement Area C1** 3 units
- **CSU Transferable Electives: POLS 101 (CSU GE D & AIR)** 3 units

**Total 13**

**Second Semester**

- **PSY 101, General Psychology (CSU GE D)** 3 units
- **CSU GE requirement Area A1** 3 units
- **CSU GE requirement Area A3** 3 units
- **CSU GE requirement Area C2** 3 units

**Third Semester**

- **PSY 200, Intro. to Research Methods in Psychology** 3 units
- **Required Electives B** 3 units
- **Required Electives C** 3 units
- **BIOL 102, Human Biology (CSU GE B2 & B3)** 4 units
- **CSU GE requirement Area C** 3 units

**Total 16**

**Fourth Semester**

- **PSY 201, Intro. to Physiological Psychology (List A)** 3 units
- **CSU GE requirement Area B1** 3 units
- **CSU GE requirement Area E** 3 units
- **CSU Transferable Electives: HIST 107, 108, 110, or 111 (CSU GE D & AIR)** 3-4 units

**Total 15-16**

**CSU GE or IGETC Pattern 37-39**

**CSU Transferable Elective Units to reach Degree Total 60**

*Electives should be taken from other courses within the major,
foreign language or recommended course as noted.

**Transfer**

Students planning to continue studies at a four-year college or
university after AVC should visit the Transfer Resource Center
and consult with a counselor as soon as possible. Additional
information on official transfer articulation agreements from
AVC to many CSU/UC campuses can be found at the following
Web site: www.assist.org

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that
prerequisite course must be completed with a satisfactory grade
in order to enroll in the next course. According to Title 5, Section
55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or
“P”. Classes in which the Pass/No Pass option is available are
indicated with an asterisk (*) before the course title. See “Pass/
No Pass Option” in the catalog for full explanation.

**Psychology Courses**

**PSY 101 *GENERAL PSYCHOLOGY**

3 units

3 hours weekly

**Advisory:** Eligibility for College Level Reading and ENGL 101/
ENGL 101SL.

This course provides a scientific study of behavior through
an exploration of major concepts, methods and research
findings. Topics such as biological basis of behavior; cognitive processes; research methods; learning and motivation; life span development; individual differences; behavioral disorders and therapies; social behavior and applied psychology are included. Students will also develop critical thinking so they may read and write in a scientific manner. (C-ID: PSY 110) (CSU, UC, AVC)

**PSY 200  *INTRODUCTION TO RESEARCH METHODS IN PSYCHOLOGY***

*3 units*

3 hours weekly

**Prerequisite:** Completion of PSY 101 and MATH 115.

**Advisory:** Eligibility for ENGL 101/ENGL 101SL.

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) (CSU, UC, AVC)

**PSY 201  *INTRODUCTION TO PHYSIOLOGICAL PSYCHOLOGY***

*3 units*

3 hours weekly

**Prerequisite:** Completion of PSY 101.

**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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) (CSU, UC, AVC)

**PSY 212  *HUMAN SEXUALITY***

*3 units*

3 hours weekly

**Prerequisite:** Completion of PSY 101 and ENGL 101/ENGL 101SL.

**Advisory:** Completion of PHIL 105, and Eligibility for College Level Reading.

This course surveys biological, socio-logical, 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) (CSU, UC, AVC)

**PSY 230  *SOCIAL PSYCHOLOGY***

*3 units*

3 hours weekly

**Prerequisite:** Completion of PSY 101 or SOC 101.

**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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) (CSU, UC, AVC)

**PSY 232  *THEORIES OF PERSONALITY***

*3 units*

3 hours weekly

**Advisory:** Completion of PSY 101, and Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

This course examines both classical and contemporary theories of personality and the basic concepts, assumptions, principles, and implications that underlie them. The evidence that validates or supports their proposition will be evaluated. This course will further explore the applicability and relevance of the theories to everyday world events, situations and cross culturally. The origination of the theories and the theorist’s biographical data will be considered. (CSU, UC, AVC)

**PSY 233  PERSONAL AND SOCIAL ADJUSTMENT***

*3 units*

3 hours weekly

**Prerequisite:** Completion of ENGL 101/ENGL 101SL.

**Advisory:** Completion of PSY 101, and Eligibility for College Level Reading.

This course emphasizes personal and social adjustment through examination of the major theories and issues in the field of psychology. Specific focus is placed on self-awareness, personal growth, interpersonal relationships and communication. Students will also examine current topics in the area of personal and social adjustment in scientific journals. (C-ID: PSY 115) (CSU, UC, AVC)

**PSY 234  *ABNORMAL PSYCHOLOGY***

*3 units*

3 hours weekly

**Prerequisite:** Completion of ENGL 101/ENGL 101SL 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) (CSU, UC, AVC)

**PSY 235  CHILD PSYCHOLOGY**

3 units
3 hours weekly
**Prerequisite:** Completion of PSY 101.
**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

Introduction to the psychological development of the person from prenatal period through adolescence. A survey of current psychological theories, such as cognitive, behavioral and social cognitive, and psychoanalytic will be examined regarding the emotional, physical, and social development of the child. (CSU, UC, AVC)

**PSY 236  DEVELOPMENTAL PSYCHOLOGY**

3 units
3 hours weekly
**Prerequisite:** Completion of PSY 101.
**Advisory:** Eligibility for College Level Reading and ENGL 101/ENGL 101SL.

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) (CSU, UC, AVC)

**PSY 244  INTRODUCTION TO COUNSELING**

3 units
3 hours weekly
**Prerequisite:** Completion of PSY 101.
**Advisory:** Eligibility for College Level Reading and ENGL 099.

This course provides an introduction and broad overview to the field of Counseling Psychology. Primary topics covered include counseling theories, a brief history of this specialty, skills, strategies and processes for working with individuals or groups. Additional topics include an introduction to various mental health professions, ethical guidelines, identifying the characteristics of effective helpers and examining the process of personal bias in the counseling relationship. (CSU, AVC)
Definition
The radiologic technologist (radiographer) is a member of the health care team who works directly with patients and other practitioners performing diagnostic imaging procedures. Radiographers may work in a variety of health care settings including hospitals, imaging centers and physician offices.

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.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
  position vacant ext. 6402
Coordinator:
  Karen Smith ext. 6402
Clerical Assistant III:
  Sylvia Waller ext. 6402
Department Chair:
  Jeffrey Stephens ext. 6139
Faculty:
  Robert Desch ext. 6983
  Abu Taher Mahfuzar Rahman ext. 6743
Adjunct Faculty:
  To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
  V.M. Cindy Austin 2202
  Abosede Coker 2062
  Amy Kunz 2145

Program Description
The Antelope Valley College Radiologic Technology program provides concurrent didactic and clinical education. The program length is 24 months. Students should expect to attend class/clinic/laboratory 4 to 5 days per week up to 40 hours per week and therefore should be able to make a full time commitment. Courses are scheduled in the fall, intersession, spring and summer sessions. Weekend and/or evening hours may be required. The clinical education sites affiliated with the program are located in Lancaster, Palmdale and Ridgecrest, California. Students may be assigned to any clinical education site during the length of the program.

The course of study leads to an Associate in Science Degree in Radiologic Technology.

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

Program Mission
The mission of the Antelope Valley College Radiologic Technology program is to serve the community by providing an educational setting for the development of knowledge, skills and professional behaviors essential for a foundation and career advancement in radiologic technology sciences.

Program Goals
Goal: Students will be clinically component.
Student Learning Outcomes:
  Students will apply positioning skills.
  Students will select technical factors.
  Students will utilize radiation protection.

Goal: Students will demonstrate communication skills.
Student Learning Outcomes:
  Students will demonstrate written communication skills.
  Students will demonstrate oral communication skills

Goal: Students will develop critical thinking skills.
Student Learning Outcomes:
  Students will adapt standard procedures for non-routine patients.
  Students will critique images to determine diagnostic quality.

Goal: Students will model professionalism.
Student Learning Outcomes:
  Students will demonstrate work ethics.
  Students will summarize the value of life-long learning.

Certification Eligibility
Completion of an educational program in radiologic technology does not guarantee that a certificate to practice diagnostic imaging will be granted by the Radiologic Health Branch or the American Registry of Radiologic Technologists (ARRT).

The ARRT requires review of criminal proceedings, sanctions by a state or federal regulatory body or certification board and/or honor code violations. This review may be conducted prior to or during the program. For more information contact the ARRT at: (651) 687-0048 or visit www.arrt.org/handbooklinks.

Career Options
Radiologic Technologist

Certificate Program
Certificate not applicable.

Associate Degree
Radiologic Technology
Prerequisites
Students who are applying to enroll in the radiologic technology program must meet the following prerequisites:
1. Freedom from communicable disease as verified by a licensed physician or certified nurse practitioner. Other health
conditions that could impair a student’s ability to perform the essential functions of a radiologic technology student will be examined on a case-by-case basis. Final acceptance into the program will depend on the results of the physical examination.

2. Completion of: 
   - units
   - BIOL 201, Gen. Human Anatomy 4
   - BIOL 202, Gen. Human Physiology 4
   - ENGL 101/ENGL 101SL, Academic Composition 3

   **NOTE:** The three prerequisite courses must be completed with a grade of “C” or better and grades must be posted on the official college transcript when the “Verification of Prerequisites” packet is submitted.

**Enrollment Procedures for all Students**

All items in the process must be submitted together.

- Obtain the “Verification of Prerequisites” form for the radiologic technology program from the Career Technical Education Division office during the designated enrollment period.
- Submit one set of official college transcripts showing completion of the three prerequisite courses to the Career Technical Education Division office with the program enrollment form. (Transcripts/AP scores 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 college(s) attended for official transcripts. The student should contact educational institutions early in the enrollment process.

   **NOTE:** Foreign transcripts of college work must be evaluated for equivalency to United States education by an accredited credentials evaluation service. Subject and grade listing are required for college work. A list of credentials evaluation services is available from the Office of Admissions and Records or the Career Technical Education Division office.

- Submit an Education Planning and Evaluation Form provided by an AVC counselor. The counselor will evaluate progress toward graduation requirements and courses from other colleges for equivalency to AVC courses. Contact the Counseling Department for an appointment.
- Students transferring science courses should consult with a counselor and the dean. Not all science courses are equivalent to those at AVC.

Submission of a “Verification of Prerequisites” packet does not guarantee acceptance into the program. Incomplete packets will not be considered.

**Selection Procedure**

1. “Verification of Prerequisite” packets are accepted on a first-come, first-served basis, by mail only. Students will be enrolled in the program in numerical order until each class is filled. Students are advised of acceptance or non-acceptance by mail. The student is responsible for informing the Career Technical Education Division office of any change of address, email, and/or telephone number.

2. A physical examination will be required after conditional acceptance into the program. The purpose of the examination is to ensure the absence of communicable disease and to ensure that the student is not adversely affected by physical and/or mental illness that may endanger the health and safety of a patient. Students will be required to submit evidence of the following immunizations: measles, mumps, rubella, chicken pox, Tdap (as an adult), annual seasonal flu vaccine, and hepatitis B. These immunizations are required by facilities where students will have clinical experiences. Antelope Valley College does not provide these immunizations. A drug screening is required.

3. Students are required to have background screening for felonies, misdemeanors, fraud and abuse, sexual crimes, and social security number verification. Information on how to obtain background screening will be sent to students with the acceptance letter.

4. Students are required to purchase personal liability insurance. Information about personal liability insurance will be sent to students with the acceptance letter.

It is recommended that students complete the general education requirements for the Associates in Sciences Degree in Radiologic Technology prior to program enrollment. Please refer to the degree requirements listed below.

**Required Prerequisite:** (11 units)

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
<td>General Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 202</td>
<td>General Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101/ENGL 101SL</td>
<td>Academic Composition</td>
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</tbody>
</table>

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

**First Summer Semester**

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>RADT 101</td>
<td>Introduction to Radiologic Technology</td>
<td>2</td>
</tr>
<tr>
<td>RADT 102</td>
<td>Patient Care in Radiology</td>
<td>2</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology (GE requirement Area B)</td>
<td>3</td>
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**First Fall Semester**

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<tr>
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<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>RADT 103</td>
<td>Radiographic Positioning and Procedures I</td>
<td>10</td>
</tr>
<tr>
<td>RADT 104</td>
<td>Radiographic Principles I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Intermediate Algebra (GE requirement Area D2)</td>
<td>4</td>
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**Intersession**

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<tr>
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<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>RADT 106</td>
<td>Radiographic Clinical Practicum IA</td>
<td>2</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
<td></td>
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**First Spring Semester**

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<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>COMM 103</td>
<td>Process of Communication (GE requirement Area E)</td>
<td>3</td>
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<tr>
<td>RADT 107</td>
<td>Radiographic Positioning and Procedures II</td>
<td>10</td>
</tr>
<tr>
<td>RADT 108</td>
<td>Advanced Principles of Exposure</td>
<td>3</td>
</tr>
<tr>
<td>RADT 109</td>
<td>Radiation Physics</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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</table>
Radiologic Technology Courses

**RADT 101 INTRODUCTION TO RADIOLOGIC TECHNOLOGY**
- 2 units
- 36 hours total
**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.
**Prerequisite:** Completion of BIOL 201, BIOL 202, and ENGL 101/ENGL 101SL with a grade of “C” or better.
**Corequisite:** Concurrent enrollment in RADT 102.
This course includes orientation to the role of the radiologic technologist. The course includes medical use of radiation, ethics, history of radiology, hospital and department operations, and program policies and regulations. (CSU, AVC)

**RADT 102 PATIENT CARE IN RADIOLOGY**
- 2 units
- 36 hours total
**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.
**Prerequisite:** Completion of BIOL 201, BIOL 202, and ENGL 101/ENGL 101SL with a grade of “C” or better.
**Corequisite:** Concurrent enrollment in RADT 101.
This course introduces basic concepts and skills that are essential for safe patient care in the field of radiography. (CSU, AVC)

**RADT 103 RADIOGRAPHIC POSITIONING AND PROCEDURES I**
- 10 units
- 3 hours lecture weekly
- 21 hours clinic weekly
**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.
**Prerequisite:** Completion of RADT 101 and RADT 102 with a grade of “C” or better, and Eligibility for MATH 102.
**Corequisite:** Concurrent enrollment in RADT 104.
This course provides beginning theory, lab, and clinical practice in radiographic positioning and procedures of the respiratory system, bony thorax, lower and upper extremities and related joints, and abdominal cavity. Portable and trauma radiography are included. (CSU, AVC)

**RADT 104 RADIOGRAPHIC PRINCIPLES I**
- 3 units
- 3 hours weekly
**Limitation on Enrollment:** Formal admission to Radiologic Technology Program.
**Prerequisite:** Completion of RADT 101 and RADT 102 with a grade of “C” or better, and Eligibility for MATH 102.
**Corequisite:** Concurrent enrollment in RADT 103.
This course introduces principles of x-ray image creation, basic radiation protection, exposure factors, beam restriction, and radiation absorption. Accessory supplies and equipment, grids,
image receptors, image processing, sensitometry, and digital radiography are also covered. Photographic and geometric factors that contribute to quality and detail will be discussed. (CSU, AVC)

**RADT 106 RADIOPHASIC CLINICAL PRACTICUM IA**

2 units
6 hours weekly

*Limitation on Enrollment:* Formal admission to Radiologic Technology Program.

*Prerequisite:* Completion of RADT 103 and RADT 104 with a grade of “C” or better, and Eligibility for MATH 102.

This course provides supervised practice in clinical settings to improve skills in basic radiographic procedures. (CSU, AVC)

**RADT 107 RADIOPHASIC POSITIONING AND PROCEDURES II**

10 units
3 hours lecture weekly
21 hours clinic weekly

*Limitation on Enrollment:* Formal admission to Radiologic Technology Program.

*Prerequisite:* Completion of RADT 106 with a grade of “C” or better.

*Corequisite:* Concurrent enrollment in RADT 108 and RADT 109.

This course provides theory, laboratory, and clinical practice in positioning for the cranium, facial bones, sinuses, vertebral column and contrast procedures for the gastrointestinal and genitourinary tracts. (CSU, AVC)

**RADT 108 ADVANCED PRINCIPLES OF EXPOSURE**

3 units
3 hours weekly

*Limitation on Enrollment:* Formal admission to Radiologic Technology Program.

*Prerequisite:* Completion of RADT 106 with a grade of “C” or better.

*Corequisite:* Concurrent enrollment in RADT 107 and RADT 109.

This course provides advanced analysis of the principles of radiologic technique and their applications in the clinical settings. Students learn to calculate changes in technical factors and their effects on image production and quality. (CSU, AVC)

**RADT 109 RADIATION PHYSICS**

3 units
3 hours weekly

*Limitation on Enrollment:* Formal admission to Radiologic Technology Program.

*Prerequisite:* Completion of RADT 106 and MATH 102 with a grade of “C” or better.

*Corequisite:* Concurrent enrollment in RADT 107 and RADT 109.

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 RADIOPHASIC CLINICAL PRACTICUM III**

5 units
15 hours weekly

*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 RADIOPHASIC PATHOLOGY**

11 units
3 hours lecture weekly
24 hours clinic weekly

*Limitation on Enrollment:* Formal admission to Radiologic Technology Program.

*Prerequisite:* Completion of RADT 201 with a grade of “C” or better.

*Corequisite:* Concurrent enrollment in RADT 203, RADT 204 and RADT 210.

This course provides an introduction to advanced pathological conditions. Normal radiographic anatomy is differentiated from pathologic conditions. Students participate in supervised clinical practice. (CSU, AVC)

**RADT 203 FLUOROSCOPIC IMAGING AND RADIATION PROTECTION**

3 units
3 hours weekly

*Limitation on Enrollment:* Formal admission to Radiologic Technology Program.

*Prerequisite:* Completion of RADT 201 with a grade of “C” or better.

*Corequisite:* Concurrent enrollment in RADT 202, RADT 204 and RADT 210.

This course provides an introduction to the fluoroscopic imaging system and methods of reducing public and occupational doses of radiation. The course prepares students for national certification and the California Fluoroscopy Permit Exam. (CSU, AVC)
RADT 204  PRINCIPLES AND APPLICATIONS OF CROSS-SECTIONAL ANATOMY IN IMAGING
2 units
2 hours weekly
Limitation on Enrollment: Formal admission to Radiologic Technology Program.
Prerequisite: Completion of RADT 201 with a grade of “C” or better.
Corequisite: Concurrent enrollment in RADT 202, RADT 203, and RADT 210.
This course includes cross-sectional anatomy and relationships of human organs to each other as the organs appear in the sagittal, coronal, and axial planes. Practical applications of cross-sectional anatomy in computerized tomography, magnetic resonance imaging, and ultrasound will be emphasized. (CSU, AVC)

RADT 205  RADIOGRAPHIC CLINICAL PRACTICUM IV
2 units
6 hours weekly
Limitation on Enrollment: Formal admission to Radiologic Technology Program.
Prerequisite: Completion of RADT 202, RADT 203, RADT 204 and RADT 210 with a grade of “C” or better.
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
3 hours lecture weekly
24 hours total clinic
Limitation on Enrollment: Formal admission to Radiologic Technology Program.
Prerequisite: Completion of RADT 202, RADT 203, RADT 204 and RADT 210 with grades of “C” or better.
Corequisite: Concurrent enrollment in RADT 208.
This course provides the advanced radiography student with a survey of advanced imaging and an introduction to other specializations in radiation sciences. An introduction to special invasive procedures is also included. (CSU, AVC)

RADT 208  RADIOGRAPHIC CERTIFICATION PREPARATION
4 units
4 hours weekly
Limitation on Enrollment: Formal admission to Radiologic Technology Program.
Prerequisite: Completion of RADT 202, RADT 203, RADT 204 and RADT 210 with grades of “C” or better.
Corequisite: Concurrent enrollment in RADT 207.
Instructional materials fee required for this course and must be paid at registration.
This course consists of a review of subjects that are critical for the American Registry of Radiologic Technologists (ARRT) examination and the California certification examination. (AVC)

RADT 210  PRINCIPLES OF VENIPUNCTURE FOR RADIOLOGY
1 unit
18 hours total
Limitation on Enrollment: Formal admission to Radiologic Technology Program.
Prerequisite: Completion of RADT 201 with a grade of “C” or better.
Corequisite: Concurrent enrollment in RADT 202, RADT 203 and RADT 204.
This course provides basic instruction and practice of venipuncture theory and methods for the administration of contrast agents. It meets California Health and Safety Code, Section 106985, pertaining to Certified Radiologic Technologists performing venipuncture. (AVC)
**Definition**

Reading involves the interpretation of the meaning of written material. Critical reading and thinking skills are crucial for the development of the educated person and for success in college. Additionally, most forms of employment require the ability to read; an individual needs to be able to evaluate many written materials encountered in today’s society.

---

**Staff**

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean: Riley Dwyer
Administrative Assistant: Mayke “Samantha” Darby
Clerical Assistant III: Renee Nicovich
Department Chair: Dr. Susan Lowry
Heidi Williams

Faculty:
- Morenike Adebayo-Ige
- Mary Rose Toll

Adjunct Faculty:
- V.M. Bertha Acosta-Del Riego
- Sergio Arroyo
- Sandra Heller
- Kimberly Jefferson
- Joanne Meester
- Jennifer Zanke

---

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

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**Reading Non Credit Courses**

**READ 095 READING SKILLS**

3 hours weekly

A comprehensive, diagnostic-prescriptive program for students requiring basic reading skills, including instruction in phonics, vocabulary development, and literal and inferential comprehension skills. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (R unlimited)

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**Reading Credit Courses**

**READ 097 READING STRATEGIES**

3 units

3 hours weekly

**Prerequisite:** Eligibility for READ 097 (AVC Assessment), or Completion of READ 095.

This course is designed to develop and improve college level reading in a variety of discipline-specific texts. Areas of concentration include literal and inferential comprehension, critical thinking, metacognitive strategies and vocabulary development in a variety of narrative and expository texts. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. (Credit course not applicable to the associate degree and certificate programs.)

---

**READ 099 CRITICAL READING**

3 units

3 hours weekly

**Prerequisite:** Eligibility for READ 099 (AVC Assessment), or Completion of READ 097.

This course provides competency and strategy-based instruction for improving reading. It involves intensive work with literal comprehension, introductory inferential comprehension, metacognitive strategies and vocabulary development in college-level texts. **NOTE:** No grade will be given for this class; student will receive “pass” or “no pass” only. This course meets the reading proficiency requirement for the associate degree. (Credit course not applicable to the associate degree and certificate programs.)

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**Distinctive Features**

Students enrolled in the reading improvement courses are pre-tested to ensure their placement at the level best suited to their abilities and needs. Individualized plans are developed for all students in the reading improvement courses (READ 095 and 099) to maximize student success. At the end of the Reading courses, post-tests are given to assess growth and to measure the student’s readiness to proceed to the next level of the instructional sequence.

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**Certificate Program**

Certificate not applicable.

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**Associate Degree**

Associate degree not available.

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**Transfer**

Not a transfer major.
Definition
Real property provides two-thirds of all the national wealth and contributes to a substantial amount of commerce in the United States. There are many professionals employed in fields both directly and indirectly related to real estate. Understanding each of their roles and their interrelationships is the key to success in real estate ventures.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: Laureano Flores ext. 6327
Administrative Assistant: Rosie Heasley ext. 6327
Clerical Assistant III: Leyla Barber ext. 6327
Department Chair: Stacey Adams ext. 6377
Adjunct Faculty:
V.M. Linda Arquieta-Herrera 2221
Tristan Greenleaf 2050
Chris Hamilton 2511
James “Roe” Leer 2917
Daniel McMahon 2324

Program Description
The Real Estate program includes a salesperson certificate, Broker’s certificate, and associate degree. These programs are designed to provide students with preparation for careers in real estate, real estate investment and related fields. Course work is available both in the day and in the evening; however, it is primarily an evening program.

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

Distinctive Features
An individual can meet all of the educational requirements of the 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 web site http://www.bre.ca.gov/.

Career Options
Appraiser
Developer
Escrow Officer
Lending Officer
Mortgage Banker

Program Learning Outcomes
1. Explain the steps in listing, selling, leasing, investing, and exchanging real property.
2. Apply computer applications to list, sell and market real property.
3. Demonstrate the use of accounting for the operation of a real estate office.

Certificate Programs
Real Estate Salesperson
This certificate requires a minimum of 18 units. This program provides the basic skills necessary to enter the real estate field as a salesperson. This option CANNOT be used as a major for the associate degree.

A maximum of 6 pass/no pass units will be accepted for the Real Estate Broker certificate.

Required Courses: units
BUS 105, Business Mathematics or MATH 140, Pre-calculus 3-5
BUS 113, Business Communications 3
CA 103, Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business or CIS 101, Intro. to Computer Info. Science 3-4
RE 101, Real Estate Principles 3
RE 105, Real Estate Practices 3
Program Elective 3
Total 18-21

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units
RE 111, Real Estate Finance 3
RE 121, Legal Aspects of Real Estate 3
RE 131, Real Estate Appraisal 3
RE 141, Escrow Principles 3
RE 161, Property Management 3

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Real Estate Broker
This certificate requires a minimum of 36 units. This program provides advanced training in real estate for those planning to become California licensed real estate brokers as well as to upgrade the professional training of those in the real estate industry.

A maximum of 6 pass/no pass units will be accepted for the Real Estate Broker certificate.
Required Courses: units

- ACCT 111, Bookkeeping or 3-4
- ACCT 201, Financial Accounting
- BUS 105, Business Mathematics or MATH 140, Precalculus 3-5
- BUS 113, Business Communications
- BUS 201, Business Law
- CA 103, Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business or 3-4
- CIS 101, Intro. to Computer Information Science
- RE 101, Real Estate Principles
- RE 105, Real Estate Practices
- RE 111, Real Estate Finance
- RE 121, Legal Aspects of Real Estate
- RE 131, Real Estate Appraisal

Program Electives 6

Total 36-38

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Program Electives: units

- RE 141, Escrow Principles 3
- RE 161, Property Management 3

NOTE: Substitutions, with prior permission, may be made for certain courses that may not be offered in the two-year period.

Associate Degree

The requirements for an associate degree in Real Estate may be satisfied by completing the Real Estate Broker certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study

First Semester units

- BUS 105, Business Mathematics or MATH 140, Precalculus 3-5 3
- CA 103, Intro. to Computers and Dig. Tech. or CA 221, Computer Concepts and Applications in Business or 3-4
- CIS 101, Intro. to Computer Information Science 3
- RE 101, Real Estate Principles 3
- Course from GE requirement Area B 3
- Course from GE requirement Area D1 3

Total 15-18

Second Semester units

- BUS 113, Business Communications 3
- BUS 201, Business Law 3
- RE 105, Real Estate Practices 3
- RE 121, Legal Aspects of Real Estate 3
- Course from GE requirement Area C 3

Total 15

Third Semester units

- ACCT 111, Bookkeeping or 3-4
- ACCT 201, Financial Accounting 3
- RE 111, Real Estate Finance 3
- RE 131, Real Estate Appraisal 3
- Course from GE requirement Area D2 3
- Course from GE requirement Area E 3

Total 15-16

Fourth Semester units

- Course from GE requirement Area A 3
- Course from GE requirement Area F 3
- (BUS 212 or MGT 212 recommended) 3
- Program Electives 6
- Elective 3

Total 15

Degree Total 60-64

Program Electives:

Please refer to the Program Electives listed under the certificate program.

Transfer

Students planning to transfer to a four-year college or university after AVC are strongly advised to follow the Business Administration degree and should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Real Estate Courses

**RE 101 *REAL ESTATE PRINCIPLES**

3 units

3 hours weekly

*Advisory: Eligibility for ENGL 099, READ 099 and MATH 065.*

A course in the basic principles of real estate. Includes the study of real property laws pertaining to contracts, deeds, land titles, liens, escrows, leases, financing, land description, brokerage, and selling. This course meets one of the educational requirements toward a California Real Estate Salesperson’s license. (CSU, AVC)
RE 105 *REAL ESTATE PRACTICES
3 units
3 hours weekly
Advisory: Completion of RE 101, and Eligibility for ENGL 099, READ 099 and MATH 065.
This course focuses on the professional activities of the broker and salesperson in the real estate business. Special attention is given to the real estate office, listings, valuation of listings, prospecting, advertising, exchanges, property management and leasing, land utilization and development, public relations, supervising the sales force, and ethics of the real estate business. This course meets one of the educational requirements toward a California Real Estate Salesperson’s license. (CSU, AVC)

RE 111 *REAL ESTATE FINANCE
3 units
3 hours weekly
Advisory: Completion of RE 101, and Eligibility for ENGL 099, READ 099 and MATH 065.
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
3 hours weekly
Advisory: Completion of RE 101, and Eligibility for ENGL 099 and READ 099.
A course in California real estate property law with emphasis on practical applications. Includes a study of sources of real estate law, classes of property, fixtures, easements, interests in real property, covenants, conditions, and restrictions. The course also includes real property security devices, escrow, and landlord-tenant law. May be applied toward: (1) Real Estate Salesperson’s license; (2) Real Estate Broker’s license. (CSU, AVC)

RE 131 *REAL ESTATE APPRAISAL
3 units
3 hours weekly
Advisory: Completion of RE 101, and Eligibility for ENGL 099, READ 099 and MATH 070.
This is an introductory course in real estate appraisal confined largely to residential property and to investment property valuation. This course includes studying and applying methods and techniques necessary for the valuation of real estate. These methods and techniques are applicable for valuing real estate for a variety of purposes, including loan origination, estate valuation, marriage dissolution, and personal asset valuation. Case study situations are used, including the study of actual appraisal reports. May be applied toward: (1) Real Estate Salesperson’s license; (2) Real Estate Broker’s license. (CSU, AVC)

RE 141 *ESCROW PRINCIPLES
3 units
3 hours weekly
Advisory: Completion of RE 101, and Eligibility for ENGL 099, READ 099 and MATH 070.
This course furnishes persons, private or career oriented, with fundamental principles and basic procedures involved in ordinary escrow transactions. Terminology and mechanics of the real estate escrow process are presented using generally used forms. May be applied toward: (1) Real Estate Salesperson license; (2) Real Estate Broker’s license. (CSU, AVC)

RE 161 *PROPERTY MANAGEMENT
3 units
3 hours weekly
Advisory: Completion of RE 101, and Eligibility for ENGL 099, READ 099 and MATH 070.
Includes the principles and practices of managing income properties. Covers nature and types of property management, leases and contracts, collections, rent schedules, tenant selection and supervision, budgets, apartments, shopping centers, office and condominium management. May be applied toward: (1) Real Estate Salesperson’s license; (2) Real Estate Broker’s license. (CSU, AVC)

RE 199 *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning
experience through work. The ultimate goal is to teach students 
those skills and attitudes that will equip them to function 
and adapt as an employee in a variety of situations and jobs. 
Occupational Work Experience Education is supervised 
employment extending classroom-based occupational learning at 
an on-the-job learning station related to the students’ educational 
major or occupational goal. Credit may be accrued at the rate of 
one to eight units per semester. For the satisfactory completion 
of all types of Cooperative Work Experience Education (WE 197 
and WE 199), students may earn up to a total of sixteen semester 
credit hours. (CSU, AVC) (R3)
Recreational Leadership Courses

REC 101 *INTRODUCTION TO RECREATION AND LEISURE
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
An overview of recreation and leisure in our society, examining the basic concepts of recreation and leisure and the trends in the overall field of recreation and leisure services. Emphasis will be placed on the role of the professional leader in organizing and facilitating recreational and leisure programs, services, operations, resources and facilities. (CSU, AVC)

REC 102 *RECREATIONAL LEADERSHIP
3 units
3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101/ENGL 101SL.
This course involves the study of essential elements and basic principles of organization and leadership of the various types of recreational and leisure programs, including planning and conducting organized programs in private and public agencies. Special emphasis will be given to the role of face-to-face leadership within recreational organizations. (CSU, AVC)

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
Definition

Associate Degree Nursing prepares students to become Registered Nurses. Registered Nursing is a profession that incorporates arts and sciences from biology, behavioral sciences and physical sciences. The program is based upon the roles and responsibilities of the professional entry level registered nurse as defined in the State’s nursing practice act.

Staff

To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
  position vacant  ext. 6402
Coordinator:
  Karen Smith  ext. 6402
Clerical Assistant III:
  Sylvia Waller  ext. 6402
Department Chair/Director of Nursing:
  Elizabeth Sundberg  ext. 6414
Faculty:
  Victoria Beatty  ext. 6410
  Yesenia Cota  ext. 6748
  Bonnell Curry  ext. 6405
  Debra Dickinson  ext. 6406
  Wendy Hardy  ext. 6778
  Candace Martin  ext. 6408
  Dr. Casey Scudmore  ext. 6847
  Susan Snyder  ext. 6017
  Elizabeth Sundberg  ext. 6414
  Laurie Walker  ext. 6026
  Courtney Whipple  ext. 6051
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.

  Alicia Allen  2348
  Della Archambo  2547
  Lori Arellano  2103
  Cindy Bullard  2347
  Denise Dedrick  2519
  Laveria Dent  2648
  Heather Ferrell  2178
  Ruth Godde  2264
  Tara Gonzales  2054
  Kathleen Harjes  2667
  Sandra Hughes  2375
  Mary Claire Lanski  2082
  Lynn Lee  2712
  Sonia Madrigal  2494
  Vicki Miranda  2057
  Elizabeth Padgett  2028
  Sandra Quinones  2155
  Sandra Robinson  2545
  Kimberly Smith  2654
  Gabrielle Spitzer  2664
  Mary Thomas  2005

Tina Whitson  2127
Christine Williams  2666

Program Description

The Associate Degree Nursing program prepares graduates and program completers for the National Council Licensure Examination for Registered Nurses. This exam is required by the California Board of Registered Nursing and the boards of nursing of other states and U.S. territories for licensure as a registered nurse.

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

Distinctive Features

The Associate Degree Nursing (ADN) program can be completed in four semesters after enrollment in the first nursing science course. In addition, students need at least three semesters to complete the prerequisites for admission to the program. The ADN program is approved by the California Board of Registered Nursing (BRN). The number of students who can enroll is limited by the availability of classroom space, qualified instructors and clinical facilities.

Completion of the Associate Degree in Nursing provides students with the opportunity to take the national licensure examination to become a registered nurse. The Associate Degree in Nursing is also a stepping stone to an advanced degree in nursing. The rigorous curriculum consists of the knowledge and clinical skills to practice professional nursing. Registered nurses have one of the highest starting salaries in healthcare. Those with the Associate Degree in Nursing have freedom to find employment in virtually any location in a variety of rewarding environments while making a difference in the lives of others. Registered nurses work in hospitals, clinics, schools, hospice, governmental agencies, home health, criminal justice, community and public health agencies, extended care facilities, physicians’ offices, industry, pharmaceutical companies and the military.

Program Learning Outcomes

1. Practice nursing within the legal, ethical and regulatory framework of nursing and standards of professional nursing practices.
2. Uses the nursing process to safely care for patients; reports and documents appropriate patient information in a timely manner.
3. Uses critical thinking to provide the foundation for appropriate decision making.

Certificate Program

Certificate not applicable.
Associate Degree

Nursing Program
The Associate Degree Nursing program prepares graduates and program completers for the National Council Licensure Examination for Registered Nurses. This exam is required by the California Board of Registered Nursing and the boards of nursing of other states and U.S. Territories for licensure as a registered nurse.

Students must receive a grade of “C” or better in all courses required for the degree.

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. 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:
   - BIOL 201, General Human Anatomy 4 units
   - BIOL 202, General Human Physiology 4
   - BIOL 204, General Microbiology 5
   - MATH 115, Statistics 4
   - ENGL 101/ENGL 101SL, Academic Composition 3
   Total 20

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.
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/ENGL 101SL.
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 from the ADN program from the Nursing Department office.
- Submit one set of official high school transcripts (or GED results) and all college transcripts to the Nursing Department office with the enrollment form. 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.
- 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.
- 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 accepted year-round. However, students who wish to enter in fall must file complete enrollment packets and successful ATI TEAS results by March 1st (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 by September 1st (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. 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 taking the TEAS® on or after August 31, 2016, will be required to take the ATI TEAS. The TEAS® V results will be accepted until September 1, 2017. 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 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 or Assessment Technologies Institute, LLC (www.atitesting.com).

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, 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.

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201, General Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 202, General Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 204, General Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>MATH 115, Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101/ENGL 101SL, Academic Composition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 101A, Fundamentals of Nursing Science</td>
<td>8</td>
</tr>
<tr>
<td>NS 102A, Maternal and Newborn Nursing</td>
<td>3.5</td>
</tr>
<tr>
<td>NS 103A, Medical Surgical Nursing I</td>
<td>5.5</td>
</tr>
<tr>
<td>NS 201A, Psychiatric-Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NS 202A, Medical Surgical Nursing II</td>
<td>5.5</td>
</tr>
<tr>
<td>NS 203A, Pediatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NS 204A, Medical Surgical Nursing III</td>
<td>5.5</td>
</tr>
<tr>
<td>NS 205A, Transition to Professional Nursing</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 101A, Fundamentals of Nursing Science</td>
<td>8</td>
</tr>
<tr>
<td>PHIL 110, Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>COMM 101, Introduction to Public Speaking</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 102A, Maternal and Newborn Nursing</td>
<td>3.5</td>
</tr>
<tr>
<td>NS 103A, Medical Surgical Nursing I</td>
<td>5.5</td>
</tr>
<tr>
<td>PSY 236, Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 201A, Psychiatric-Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NS 202A, Medical Surgical Nursing II</td>
<td>5.5</td>
</tr>
<tr>
<td>SOC 101, Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11.5</strong></td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 203A, Pediatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NS 204A, Medical Surgical Nursing III</td>
<td>5.5</td>
</tr>
<tr>
<td>NS 205A, Transition to Professional Nursing</td>
<td>1</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>HIST 107, U.S. History 1607-1877 or 1865</td>
<td></td>
</tr>
<tr>
<td>HIST 108, U.S. History from 1865</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16.5</strong></td>
</tr>
</tbody>
</table>

**Program Prerequisites Total 20**

**Degree Total 74**

**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.

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

<table>
<thead>
<tr>
<th>Required Curriculum</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 202, General Human Physiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 204, General Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>NS 200A, Nursing Transition</td>
<td>3</td>
</tr>
<tr>
<td>NS 201A, Psychiatric-Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NS 202A, Medical Surgical Nursing II</td>
<td>5.5</td>
</tr>
<tr>
<td>NS 204A, Medical Surgical Nursing III</td>
<td>5.5</td>
</tr>
<tr>
<td>NS 205A, Transition to Professional Nursing</td>
<td>1</td>
</tr>
<tr>
<td>PSY 236, Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**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.

**Advanced Placement**

Required Curriculum (for students entering NS 200A in Summer 2016 or later)

**NOTE:** Completion of BIOL 201, BIOL 202, BIOL 204, MATH 115, and ENGL 101/ENGL 101SL are prerequisites for NS 103A.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 103A, Medical Surgical Nursing I</td>
<td>5.5</td>
</tr>
<tr>
<td>NS 202A, Medical Surgical Nursing II</td>
<td>5.5</td>
</tr>
<tr>
<td>*PHIL 110, Introduction to Logic</td>
<td>3</td>
</tr>
<tr>
<td>*PSY 236, Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>*COMM 101, Introduction to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS 201A, Psychiatric-Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NS 204A, Medical Surgical Nursing III</td>
<td>5.5</td>
</tr>
<tr>
<td>NS 205A, Transition to Professional Nursing</td>
<td>1</td>
</tr>
<tr>
<td>*SOC 101, Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>*HIST 107, U.S. History 1607-1877 or</td>
<td></td>
</tr>
<tr>
<td>*HIST 108, U.S. History from 1865</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15.5</strong></td>
</tr>
</tbody>
</table>

*These courses may be taken prior to enrollment in the ADN program.

**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.

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 taking the TEAS® on or after August 31, 2016, will be required to take the ATI TEAS. The TEAS® V results will be accepted until September 1, 2017. 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 TEAS® must be on file at Antelope Valley College. A study manual for the TEAS® is available from Assessment Technologies Institute, LLC (www.atitesting.com).

Transfer and LVN-RN students are enrolled on a first-come, first-served basis as space is available.

**General Information**
The student who completes the program is eligible to apply for an Associate in Science degree.

Nursing courses include classroom instruction and supervised clinical experiences in local hospitals and health care agencies in each of the four semesters.

For successful completion of the program, a minimum grade of “C” is required in all courses of the program.

Students are responsible for purchasing textbooks, personal liability insurance, uniforms, and health services. Students must provide their own transportation to and from the campus and the clinical sites.

Current expense sheets for the program are mailed to students with acceptance letters.

High school students who would like to enter the field of registered nursing should take courses relevant to nursing, such as chemistry, biology, algebra, anatomy and physiology.

Registered nurses who lack California licensure and LVNs who are licensed in California can meet state licensing regulations through this program. Credit by equivalency is available. Students requesting advance standing should follow the enrollment procedure for all nursing students.

LVNs and transfer students must complete NS 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
Additional information about the Nursing Practice Act can be found on the BRN’s Web site www.rn.ca.gov

Appeals procedures for the resolution of grievances can be found in the Board Policies and Administrative Procedures Manual.

Once admitted, if a student is unable to participate in the nursing program due to illness, the student must obtain a written statement from a primary health care provider stating that the student is in good health and able to participate in the nursing program without compromising the physical or emotional safety of any patient.

A student enrolled in the nursing program may be allowed to reenroll in the program 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.

Reenrollment 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.
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 course from a regionally accredited nursing program is comparable in content and level to a course offered in the Antelope Valley College ADN program, transfer credit is granted. Applicants are asked to submit course descriptions, course outlines, and/or syllabi for evaluation of content as necessary.

Applicants must provide a letter from the director of the previous nursing program indicating that they were in good standing at the time of withdrawal from that program.

**Transfer**

Students who are planning to pursue a bachelor’s degree in nursing and who plan to transfer to a university should plan a general education program individually with a counselor early in their enrollment.

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
**Nursing Science Courses**

Required curriculum for students enrolled Fall 2015 or later.

**NS 101A FUNDAMENTALS OF NURSING SCIENCE**  
8 units  
4 hours lecture weekly  
12 hours clinic weekly  
**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background screening, 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 only have one repeat in the sciences. Completion of MATH 115 and ENGL 101/ENGL 101SL 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  
1.5 hours lecture weekly  
6 hours clinic weekly  
**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background screening, 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  
2.5 hours lecture weekly  
9 hours clinic weekly  
**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background screening, 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  
90 hours total (36 hours lecture, 54 hours clinic)  
**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 ENGL 101/ENGL 101SL 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  
2 hours lecture weekly  
3 hours clinic weekly  
**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background screening, current American Heart Association Healthcare Provider basic cardiac life support card.  
**Prerequisite:** Completion of NS 102A and NS 103A, or NS 103A and 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  
2.5 hours lecture weekly  
9 hours clinic weekly  
**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background screening, current American Heart Association Healthcare Provider basic cardiac life support card.  
**Prerequisite:** Completion of NS 102A and NS 103A, or NS 103A and 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  
2 hours lecture weekly  
6 hours clinic weekly  
**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background screening, 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 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  
2.5 hours lecture weekly  
9 hours clinic weekly  
**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background screening, 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  
1 hour lecture weekly  
**Limitation on Enrollment:** Formal admission to the Associate Degree Nursing Program, annual physical exam and tuberculin test, current immunizations, personal liability insurance, background screening, current American Heart Association Healthcare Provider basic cardiac life support card.  
**Prerequisite:** Completion of NS 201A and 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)
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)

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: www.coarc.com/47.html

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: position vacant ext. 6402
Coordinator: Karen Smith ext. 6402
Clerical Assistant III: Sylvia Waller ext. 6402
Department Chair: Jeffrey Stephens ext. 6139
Faculty: Jeffrey Stephens ext. 6139 Wendy Stout ext. 6150
Adjunct Faculty: To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M. Daena Carroll 2037 Vanessa Lopez 2497 Komson Potipitak 2113 Ardella Tatro 2444

Program Description
The respiratory care program serves the community by preparing students for entry-level careers in respiratory care. The course of study provides vocational education that leads to an associate in science degree. Students learn the knowledge, skills and attitudes that will enable them to take the 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.

Students who complete the associate degree have advance entry level and enhanced employability in the field of respiratory care. Respiratory therapists work in a wide variety of settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders. The advanced respiratory therapist participates in clinical decision-making and patient education, develops and implements respiratory care plans, applies patient-driven protocols, utilizes evidence-based clinical practice guidelines, and participates in health promotion, disease prevention, and disease management. The advanced level respiratory therapist may be required to exercise considerable independent judgment, under the supervision of a physician, in the respiratory care of patients.

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

Distinctive Features
The respiratory care program is the only program in the Antelope Valley that prepares students for entry-level practice in the field. For detailed information about respiratory care as a career, see the Web site for the Respiratory Care Board of California at www.rcb.ca.gov.

Career Options
Respiratory Therapist

Program Learning Outcomes
1. Promote service excellence in clinical practice by pursuing lifelong professional development.
2. Synthesize learning from the sciences, mathematics, humanities, arts, and social sciences into professional 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.
5. Practice as an advanced respiratory care practitioner within legal, ethical, professional, and regulatory standards of respiratory care practice.

Certificate Program
Certificate not applicable.

Associate Degree
Students who want to enter the respiratory care program must meet the following prerequisites:
1. Freedom from communicable disease as verified by a licensed physician or certified nurse practitioner. Other health conditions that could impair the student’s ability to perform the essential functions of a respiratory care student safely and competently will be examined on a case-by-case basis. The student should not have the physical examination until given the program forms by the Career Technical Education Division office. Final acceptance into the respiratory care program will be dependent on the results of the physical examination.
2. Completion of the program prerequisites: units
   BIOL 101, General Biology 4
   CHEM 101, Introductory Chemistry 5
   BIOL 201, General Human Anatomy 4
   BIOL 202, General Human Physiology 4
NOTE: The four prerequisite courses must be completed with a grade of “C” or better and grades must be posted on the official college transcript at time of submitting the “Verification of Prerequisites” form.

ENROLLMENT PROCEDURE
All items in the process must be submitted together.
• Obtain the “Verification of Prerequisites” form from the Career Technical Education Division office.
• Submit one set of official college transcripts to the Career Technical Education Division office with the “Verification of Prerequisites” form. (Transcripts must be received in sealed, unopened envelopes.) If the student is transferring college courses from other colleges, the student should send a set of transcripts to the transcript office. It is the student’s responsibility to contact college(s) attended for official transcripts. The student should contact educational institutions early in the process.
• Submit an Educational Planning and Evaluation Form provided by an AVC counselor. The counselor will evaluate progress toward graduation requirements and courses from other colleges for equivalency to AVC courses. Contact the Counseling Department for an appointment.

Submission of a “Verification of Prerequisites” packet does not guarantee a space in the program. Incomplete packets will not be considered.

SELECTION PROCEDURE
1. “Verification of Prerequisite” packets are accepted on a first-come, first-served basis. Students will be given spaces in the respiratory care program in numerical order until each class is filled. Students are advised of eligibility to enroll in respiratory care courses by mail. The student is responsible for informing the Career Technical Education Division office of any change of address and/or telephone number.
2. A physical examination will be required after verification of prerequisites. The purpose of the examination is to ensure the absence of communicable disease and to ensure that the student is not adversely affected by physical and/or mental illness that may endanger the health and safety of a patient. Students will be required to submit evidence of the following immunizations: measles, mumps, rubella, chickenpox, Tdap (as an adult), annual seasonal flu vaccine, and hepatitis B. These immunizations are required by facilities where students will be having clinical experiences. Antelope Valley College does not provide these immunizations. A drug screening will be required.
3. Students are required to have background screening for felonies, misdemeanors, fraud and abuse, sexual crimes, and social security number verification. Information on how to obtain background screening will be sent to students with the acceptance letter. In addition, the Respiratory Care Board of California requires applicants for licensure to submit fingerprints for criminal background check and driver history. The Board may deny a license for reasons specified in the Business and Professions Code, Sections 480 and 3733 through 3763.
4. Students are required to purchase personal liability insurance. Information about personal liability insurance will be sent to students with the acceptance letter.

Completion of an educational program in respiratory care does not guarantee that a license will be granted by the Board.

Recommended Plan of Study

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
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</thead>
<tbody>
<tr>
<td>RCP 101, Fundamentals of Respiratory Care</td>
<td>6</td>
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<tr>
<td>RCP 102, Clinical Preparation for Respiratory Care</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 101/ENGL 101SL, Academic Composition</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>units</th>
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</thead>
<tbody>
<tr>
<td>RCP 103, Concepts in Respiratory Care</td>
<td>6</td>
</tr>
<tr>
<td>RCP 104, Respiratory Care Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102, Intermediate Algebra</td>
<td>4</td>
</tr>
<tr>
<td>COMM 103, Process of Communication</td>
<td>3</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Summer Session</th>
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</thead>
<tbody>
<tr>
<td>RCP 105, Fundamentals of Clinical Respiratory Care</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCP 201, Neonatal and Pediatric Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RCP 202, Fundamentals of Intensive Respiratory Care</td>
<td>4</td>
</tr>
<tr>
<td>RCP 203, Seminar and Practicum in Respiratory Care</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>units</th>
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</thead>
<tbody>
<tr>
<td>RCP 204, Seminar and Practicum in Respiratory Care II</td>
<td>9</td>
</tr>
<tr>
<td>PSY 101, General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

**TRANSFER STUDENTS:**
Students wanting to transfer from a respiratory care program in another college should contact the program director or dean for information.

General Information
The student who completes the program is eligible for an Associate in Science degree.

Respiratory care courses include classroom instruction and supervised clinical experiences in hospitals and health care facilities in each of the four semesters and in the summer session
between the second and third semesters of the program.

For successful completion of the program, a minimum grade of “C” is required in all courses of the program.

Students are responsible for purchasing textbooks, personal liability insurance, uniforms, course syllabi and health services. Students must provide their own transportation to and from the campus and the clinical sites.

Current expense sheets for the program are mailed to students with letters notifying them of eligibility to enroll in RCP 101.

Students will be required to have an examination by a licensed physician or certified nurse practitioner, once they are notified of eligibility to enroll in the first respiratory care course. The examination must show that the student is free from communicable disease and does not have a physical and/or mental illness that may endanger the health or safety of the patient. A drug screening will be required.

Impairment by controlled substances or alcohol during class or clinical experience violates college policy and compromises physical and emotional patient safety. Therefore, impairment by substance abuse or alcohol abuse that affects class or clinical performance is a reason for dismissal from the program.

Students with disabilities who anticipate that they may need reasonable accommodation to participate in the respiratory care program should contact the Office for Students with Disabilities (OSD) early in their academic career. The faculty and dean will work closely with OSD to determine if reasonable accommodations are required to perform essential job functions and identify effective accommodation that would not pose an undue hardship.

A student handbook is located at the following link: http://www.avc.edu/academics/hs/respiratory

If a student is unable to participate in the respiratory care program due to illness, the student must obtain a written statement from a primary health care provider stating that the student is in good health and able to participate in the respiratory care program without compromising the physical or emotional safety of any patient.

Students are expected to complete the Respiratory Care Program in 5 semesters after the initial admission. Students may re-enroll in the respiratory care program once. A student will not be allowed to re-enroll after two unsuccessful completions or withdrawals from any respiratory care course. Effective spring 2017, re-enrollment to the respiratory care program will only be available to returning students who have been out of the program three years (36 months) or less. Re-enrollment is based on space availability / capacity for the cohort being admitted to for completion.

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Transfer

Not a transfer major.

Prerequisite Completion

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

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Respiratory Care Courses

**RCP 101  FUNDAMENTALS OF RESPIRATORY CARE**

6 units
8 hours weekly
(5 hours lecture, 3 hours clinic)

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Prerequisite:** Completion of BIOL 101, BIOL 201, BIOL 202, and CHEM 101 with a grade of “C” or better, and Eligibility for ENGL 101/ENGL 101SL and MATH 102.

**Corequisite:** Concurrent enrollment in RCP 102.

**Advisory:** Eligibility for College Level Reading.

This course introduces students to atmospheric physics, cardiopulmonary anatomy and physiology, blood gas chemistry, and ventilatory dynamics. Basic concepts of health and disease with emphasis on cardiopulmonary disorders, fundamentals of problem solving techniques, and safe handling of medical gases and equipment are studied. Students are introduced to selected respiratory care and diagnostic equipment, respiratory care techniques, and common problems encountered with respiratory care equipment. (AVC)

**RCP 102  CLINICAL PREPARATION FOR RESPIRATORY CARE**

1 unit
36 hours total

**Limitation on Enrollment:** Formal admission to Respiratory Care program.

**Corequisite:** Concurrent enrollment in RCP 101.

This course provides an introduction to the basic concepts of clinical respiratory care as practiced in the acute care hospital. (AVC)

**RCP 103  CONCEPTS IN RESPIRATORY CARE**

6 units
10 hours weekly
(4 hours lecture, 6 hours clinic)

**Limitation on Enrollment:** Formal admission to Respiratory Care program.
Prerequisite: Completion of RCP 101, RCP 102, BIOL 202, and ENGL 101/ENGL 101SL 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 cardio-pulmonary diseases in an acute care setting. (AVC)

RCP 104 RESPIRATORY CARE PHARMACOLOGY
3 units
3 hours weekly
Limitation on Enrollment: Formal admission to Respiratory Care program.
Prerequisite: Completion of RCP 101, RCP 102, BIOL 202 and ENGL 101/ENGL 101SL 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
11 hours weekly
(2 hours lecture, 9 hours clinic)
Limitation on Enrollment: Formal admission to Respiratory Care program.
Prerequisite: Completion of RCP 103 and RCP 104 with a grade of “C” or better.
Corequisite: Concurrent enrollment in RCP 201 and RCP 203.
This course provides an introduction to mechanical ventilation concepts and selected therapeutic modalities. (AVC)

RCP 201 NEONATAL AND PEDIATRIC RESPIRATORY CARE
3 units
3 hours weekly
Limitation on Enrollment: Formal admission to Respiratory Care program.
Prerequisite: Completion of RCP 105 with a grade of “C” or better.
Corequisite: Concurrent enrollment in RCP 202 and RCP 203.
This course provides an introduction to respiratory care of the neonatal and pediatric patient. Emphasis is placed upon growth and development, pathophysiology, clinical assessment, treatment, resuscitation, and mechanical ventilatory support. (AVC)

RCP 202 FUNDAMENTALS OF INTENSIVE RESPIRATORY CARE
4 units
8 hours weekly
(2 hours lecture, 6 hours clinic)
Limitation on Enrollment: Formal admission to Respiratory Care program.
Prerequisite: Completion of RCP 105 with a grade of “C” or better.
Corequisite: Concurrent enrollment in RCP 201 and RCP 203.
This course provides theory and practice in respiratory care of the intensive care patient. Emphasis is placed upon the critical care environment, clinical assessment and monitoring, advanced airway management and continuous ventilatory support. (AVC)

RCP 203 SEMINAR AND PRACTICUM IN RESPIRATORY CARE I
6 units
14 hours weekly
(2 hours lecture, 12 hours clinic)
Limitation on Enrollment: Formal admission to Respiratory Care program.
Prerequisite: Completion of RCP 105 with a grade of “C” or better.
Corequisite: Concurrent enrollment in RCP 201 and RCP 202.
This course provides theory and practice in respiratory care of the respiratory care patient. Emphasis is placed upon the perinatal and pediatric respiratory care patient, information competency and communication skills. Out-of-area travel may be required. (AVC)

RCP 204 SEMINAR AND PRACTICUM IN RESPIRATORY CARE II
9 units
23 hours weekly
(2 hours lecture, 21 hours clinic)
Limitation on Enrollment: Formal admission to Respiratory Care program.
Prerequisite: Completion of RCP 201, RCP 202 and RCP 203 with a grade of “C” or better.
Instructional materials fee required for this course and must be paid at registration.
Historical, contemporary and technical issues germane to respiratory care as an allied health profession will be explored. Emphasis will be placed on issues relevant to current credentialing requirements. Preparation for postgraduate credentialing examination will be included in the course. (AVC)
Definition
Sociology is both a scientific and a humanistic discipline. It is concerned with the study of systems of social action and their interrelations. The systems of action include, in increasing order of size and complexity: single social acts, social relationships, organizations, institutions, communities and societies.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Dr. L. Tom O’Neil ext. 6482
Administrative Assistant:
Christi Crosby ext. 6482
Clerical Assistant III:
Bettie Negrete ext. 6482
Department Chair:
Dr. Irit Gat ext. 6493
Faculty:
Dr. Ronald C. Chapman ext. 6913
Dr. Carina Giorgi
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V. M. Arutyun Ambartsumyan 2724
Amy Andrada 2994
Dr. Daniel Cervi 2027
Angela Davis 2377
Siobhan Goldberg 2132
Dr. Patricia Grizzle 2724
Sarah Johnson 2958
William Lund 2198
Marion Robinson 2165
Art Salazar 2156
Chaka Khan D. Theus 2169
Connie Villegas 2246

Program Description
Survey courses focus on basic sociological theory and analytic techniques. There are also substantive courses in marriage and the family, and social problems.

Distinctive Features
The program includes a variety of courses, and utilizes a number of teaching methods, including those which emphasize student participation through group and individual activity.

Career Options
Administrator
Civil Service Worker
Community College Instructor
Criminologist
Employment Counselor

Human Resources
Interviewer/Researcher
Outreach Worker
Personnel Analyst
Personnel Management Specialist
Probation Officer
Public Opinion Analyst
Public Relations Consultant
Research Director
Recreation Specialist
Social Services Director
Social Worker
Urban Planner

(Most of these careers require education beyond the two-year college level.)

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) ensures that students have a pathway to transfer into the California State University (CSU) system to complete a baccalaureate degree in the Sociology major. 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 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 Sociology for Transfer (AA-T in Sociology) 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.

Required Courses: units
*SOC 101, Introduction to Sociology 3

Required Courses: units
Select 6-7 units from the following:
*MATH 115, Statistics 4
*SOC 112, American Social Issues: Problems and Challenges 3
SOC 200, Research Methods for the Social Sciences 3

Required Electives A: units
Select 6-7 units from the following or any course from above not already used:
*AJ 206, Criminology 3
*PSY 230, Social Psychology 3
*SOC 110, Ethnic Relations 3
SOC 115, Marriage and Family Life 3

Required Electives B: units
Select 3-4 units from the following or any course from above not already used:
*SOC 105, The Mexican American in Contemporary Society 3
*SOC 111, Issues and Concepts in Aging 3

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
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<tr>
<td>SOC 101, Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area A2</td>
<td>3</td>
</tr>
<tr>
<td>CSU GE Course requirement Area A1</td>
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<thead>
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<th>Second Semester</th>
<th>units</th>
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<tr>
<td>MATH 115, Statistics (Required Course Elective) (CSU/GE B4)</td>
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<tr>
<td>American Institution Requirement</td>
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<tr>
<td>Required Elective A</td>
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<tr>
<td>CSU GE Course requirement Area A3</td>
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<tr>
<td>CSU GE Course requirement Area B1</td>
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| Total | 15-16 |

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<td>American Institution Requirement</td>
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<tr>
<td>Required Elective B</td>
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<td>*CSU Transferable Elective</td>
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<th>CSU GE or IGETC Pattern</th>
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<tr>
<td>CSU Transferable Elective Units to reach Degree Total</td>
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</tbody>
</table>

*Electives should be taken from other courses within the major.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/ No Pass Option” in the catalog for full explanation.

**Sociology Courses**

<table>
<thead>
<tr>
<th>SOC 101 INTRODUCTION TO SOCIOLOGY</th>
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</thead>
<tbody>
<tr>
<td>3 units</td>
</tr>
<tr>
<td>3 hours weekly</td>
</tr>
</tbody>
</table>

*Advisory: Eligibility for ENGL 101/ENGL 101SL.
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) (CSU, UC, AVC)

SOC 105 *THE MEXICAN AMERICAN IN CONTEMPORARY SOCIETY
3 units
3 hours weekly
Advisory: Completion of SOC 101 and Eligibility for ENGL 101/ENGL 101SL.
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. (CSU, UC, AVC)

SOC 110 ETHNIC RELATIONS
3 units
3 hours weekly
Advisory: Completion of SOC 101, and Eligibility for College Level Reading, ENGL 101/ENGL 101SL and MATH 070.
This course is a study of the sociological, historical, and political components of race and ethnic relations in the United States and the effect that this has had in regard to globalization. Major ethnic and racial groups, including minorities within these groups, will be examined in detail utilizing sociological theories and perspectives including: African-American, Hispanic, Middle Eastern, Asian, Pacific Islander and Native American ethnic groups. Questions concerning techniques designed to promote peaceful and successful interaction will also be reviewed. (C-ID: SOCI 150) (CSU, UC, AVC)

SOC 111 *ISSUES AND CONCEPTS IN AGING
3 units
3 hours weekly
Advisory: Completion of SOC 101, and Eligibility for ENGL 101/ENGL 101SL.
This course provides an introductory study of the social, psychological, demographic, and physical aspects of growing older in American society, with an emphasis on health, finances, retirement, and interpersonal and intergenerational relations. The course also includes psychological and sociological adjustment to aging, as well as death and dying. (CSU, UC, AVC)

SOC 112 *AMERICAN SOCIAL ISSUES: PROBLEMS AND CHALLENGES
3 units
3 hours weekly
Advisory: Completion of SOC 101, and Eligibility for ENGL 1099.
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) (CSU, UC, AVC)

SOC 115 *MARRIAGE AND FAMILY LIFE
3 units
3 hours weekly
Advisory: Completion of SOC 101, and Eligibility for ENGL 1099.
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) (CSU, UC, AVC)

SOC 116 *SOCIOLOGY OF GENDER AND SEXUALITY
3 units
3 hours weekly
Prerequisite: Completion of SOC 101.
Advisory: Completion of ENGL 099 and MATH 070.
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. (CSU, UC, AVC)

SOC 120 *DRUGS, SOCIETY AND HUMAN BEHAVIOR
3 units
3 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
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. (CSU, UC, AVC)

**SOC 200  *RESEARCH METHODS FOR THE SOCIAL SCIENCES*

3 units
3 hours weekly

**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) (CSU, UC, AVC)
Definition
The study of the Spanish language
• provides the personal satisfaction of broadening one’s communicative skills,
• increases the student’s transfer options as numerous four-year schools have foreign language requirements,
• enriches foreign travel through the ability to communicate with others in their own language,
• provides exposure to the richness of cultural variety,
• fosters understanding and appreciation of one’s cultural heritage,
• opens new job opportunities,
• develops a new perspective on one’s own language and culture,
• offers salary increments in certain occupations.
The ability to speak a foreign language is often viewed as one of the hallmarks of the aware and educated individual.

Career Options
Banking
Consular and Junior Foreign Service Officer
Import and Export Business
International Business
International Relations
Medicine
Nursing
Overseas Employment
Police Work
Social Security Office
Teacher
Translating and Interpreting
Social Services
(Some of these careers may require education beyond the two-year college level.)

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.

Certificate Program
Certificate not applicable.

Associate Degree
An associate degree with a major in Foreign Language is not available. Foreign Language courses can be included in the 18 units necessary for an associate degree with a major in Liberal Arts and Sciences. (See Graduation/Associate Degree Requirements.)

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101</td>
<td>Elementary Spanish 1</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 102</td>
<td>Elementary Spanish 2</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>Intermediate Spanish 1  or SPAN 110SS, Spanish for Heritage Speakers I</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 202</td>
<td>Intermediate Spanish 2  or SPAN 210SS, Spanish for Heritage Speakers II</td>
<td>5</td>
</tr>
</tbody>
</table>

Substitution Courses: If a student places out of any required course(s) and is not awarded units for that course, the students will need to take additional units to compensate for the course/units required to reach at least 18 total units in the major (Title 5 regulations).

- SPAN 220SS, Composition and Conversation for Spanish Speaker 5
- ENGL 256, Hispanic and Latin American Literatures 3
- FREN 101, Elementary French 1 5
- FREN 102, Elementary French 2 5
- HIST 115, Cultural History of Mexico 3
- HIST 119, History of Latin America and the Caribbean 3
- SOC 105, The Mexican American in Contemporary Society 3

**Required Electives A**

Select 3 units from the following:
- SPAN 203, Introduction to Hispanic Literature 3

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Spanish Speakers who qualify to take SPAN 110SS will not be required to take SPAN 101 and SPAN 102. As a result, students should consult a counselor for a plan of study that meets their educational needs.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Units</th>
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<tr>
<td><strong>Summer Semester</strong></td>
<td>*SPAN 101, Elementary Spanish 1 (CSU GE C2)</td>
<td>5</td>
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<tr>
<td><strong>First Semester</strong></td>
<td>SPAN 102, Elementary Spanish 2 (CSU GE C2)</td>
<td>5</td>
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<td>CSU GE requirement Area A2</td>
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<td>CSU GE requirement Area B4</td>
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<td><strong>Second Semester</strong></td>
<td>SPAN 201, Intermediate Spanish 1  or SPAN 110SS, Spanish for Heritage Speakers I (CSU GE C2)</td>
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<td></td>
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<td></td>
<td>CSU GE requirement Area A1</td>
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<td><strong>Total 14-15</strong></td>
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<tr>
<td><strong>Third Semester</strong></td>
<td>SPAN 202, Intermediate Spanish 2  or SPAN 210SS, Spanish for Heritage Speakers II (CSU GE C2)</td>
<td>5</td>
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<tr>
<td></td>
<td>CSU GE requirement Area A3</td>
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CSU GE or IGETC Pattern 37-39
CSU Transferable Elective Units to reach Degree Total 60

*Electives should be taken from other courses within the discipline.

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org
Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Spanish Courses

SPAN 101 *ELEMENTARY SPANISH 1
5 units
5 hours weekly
Advisory: Eligibility for ENGL 101/ENGL 101SL.
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
5 hours weekly
Prerequisite: Completion of SPAN 101 or SPAN 110SS.
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 90 percent in Spanish. (C-ID: SPAN 100) (CSU, UC, AVC)

SPAN 110SS *SPANISH FOR HERITAGE SPEAKERS I
5 units
3 hours weekly
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) (CSU, UC, AVC)

SPAN 201 *INTERMEDIATE SPANISH 1
5 units
5 hours weekly
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) (CSU, UC, AVC)

SPAN 202 *INTERMEDIATE SPANISH 2
5 units
5 hours weekly
Prerequisite: Completion of SPAN 201.
Course continues to develop students’ ability to read, write, speak, and comprehend Spanish. Students will read and discuss intermediate literary and non-literary texts. Grammar will be reviewed as necessary through brief lectures and exercises. Major twentieth century Spanish authors will be introduced through readings and discussion. Cultural and social issues will be discussed. The course will be conducted entirely in Spanish. (C-ID: SPAN 210) (CSU, UC, AVC)

SPAN 203 *INTRODUCTION TO HISPANIC LITERATURE
(formerly Advanced Spanish)
3 units
3 hours weekly
Prerequisite: Completion of 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. (CSU, UC, AVC)

SPAN 210SS *SPANISH FOR HERITAGE SPEAKERS II
5 units
5 hours weekly
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) (CSU, UC, AVC)

SPAN 220SS *COMPOSITION AND CONVERSATION FOR SPANISH SPEAKERS

5 units
5 hours weekly
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. (CSU, UC, AVC)
Definition
Theatre has been a powerful medium of human expression and exploration for thousands of years, offering its community a deeper understanding of itself, both as a collective and as individuals, through a synthesis of entertainment and instruction. A background in the Theatre Arts offers students the opportunity to develop a powerful insight into the nature of human relationships and interpersonal dynamics. Theatre Arts students develop intense imaginations, become keen observers, and generate valuable insights into the complexities of human nature.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Duane Rumsey  ext. 6385
Administrative Assistant:
Tangie Hunter  ext. 6385
Clerical Assistant III:
Desiree Lee  ext. 6385
Department Chair:
Nate Dillon  2361
Faculty:
Jonet Leighton  ext. 6393
Eugenie Trow  ext. 6425
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
Carolina Barcos  2346
Carla Corona  2949
Nicholas Guilak  2275
Rick Hernandez  2244
Jane Macfie  2314
Erika Newman  2935
Kirk Vichengrad  2239
Suzanne Wakefield  2059
Jeff Wienckowski  2211

Program Description
Since theater is a performance art, classes in the Theatre Arts Department are production oriented. The department produces a season of 5-6 shows each year, including serious and comedic dramas, musical theater, theater for young audiences, and an original one-act festival. A full range of courses are offered allowing the student to gain a broad-based background in all aspects of theater along with intensive training for the actor, director, designer and playwright.

Course offerings are designed to serve three student groupings: theater students planning to transfer to a four-year institution; students seeking fulfillment of general education requirements for a degree program; and students wishing to broaden their vision as artists in an intensive acting training program to help prepare for a career as an actor in theater, film and television.

Distinctive Features
Departmental productions are integrated into all course studies and are used as practical examples of the theory and practice covered in each course. The program is performance oriented with many opportunities for students and community members to participate in public performances of shows. Our theater for young audiences program, for example, generally performs each year before over 7,000 audience members. Course offerings fall into three groupings: introduction to theater history/theory, dramatic literature, and practical courses in acting, directing, playwriting and technical theater.

Career Options
Acting in Theater, Film and Television
Agent for Theater, Film and Television
Arts Management
Broadcast Technology
Box Office Sales
Camera Operator
Casting Agent
Crew Heads: Props, Costumes
Director for Theater, Film and Television
Entertainer
Instructor
Journalism
Lighting Designer
Makeup Designer
Performance Artist
Playwright
Press Agent
Producer
Property Design
Radio/Television Personality/Reporter
Researcher
Riggers
Salesperson
Screenwriter
Scriptwriter
Special Effects
Stage Manager
Technical Director
Theater Reviewer
Theater Technician
Trial Lawyer
Volunteers Coordinator
(Some of these careers may require education beyond the two-year college level.)

Program Learning Outcomes

Associate in Arts in Theatre Arts for Transfer
1. Students will develop an understanding of theatre concepts,
366  Theatre Arts

elements, and terminology.
2. Students will collaborate with others in the production of theatrical works.
3. Students will apply critical thinking skills by researching, analyzing, and interpreting dramatic literature and the theatre arts.

Certificate Program
Certificate not applicable.

Associate Degree

Associate in Arts in Theatre Arts for Transfer
Theatre has been a powerful medium of human expression and exploration for thousands of years, offering its community a deeper understanding of itself, both as a collective and as individuals, through a synthesis of entertainment and instruction. A background in the Theatre Arts offers students the opportunity to develop a powerful insight into the nature of human relationships and interpersonal dynamics. Theatre Arts students develop intense imaginations, become keen observers, and generate valuable insights into the complexities of human nature.

The Associate in Arts in Theatre Arts for Transfer (AA-T in Theatre Arts) degree is designed to enrich students’ aesthetic and intellectual proficiency in the theatre arts; and to build a solid foundation in the practical, artistic and historical aspects of theatre.

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 Theatre 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 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.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA 101, Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THA 110, Fundamentals of Acting</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete a maximum of 3 units from either Rehearsal and Performance Production or Technical Theatre in Production:

**Rehearsal and Performance Production:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA 115A, Rehearsal and Performance: Drama</td>
<td>1</td>
</tr>
<tr>
<td>THA 115B, Rehearsal and Performance: Drama</td>
<td>2-3</td>
</tr>
<tr>
<td>THA 116A, Rehearsal and Performance: Comedy</td>
<td>1</td>
</tr>
<tr>
<td>THA 116B, Rehearsal and Performance: Comedy</td>
<td>2-3</td>
</tr>
<tr>
<td>THA 117A, Rehearsal and Performance: Musical Theatre</td>
<td>1</td>
</tr>
<tr>
<td>THA 117B, Rehearsal and Performance: Musical Theatre</td>
<td>2-6</td>
</tr>
<tr>
<td>THA 118A, Rehearsal and Performance: Children’s Theatre</td>
<td>1</td>
</tr>
<tr>
<td>THA 118B, Rehearsal and Performance: Children’s Theatre</td>
<td>2-4</td>
</tr>
</tbody>
</table>

**OR**

**Technical Theatre in Production:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA 121A, Theatre Production</td>
<td>1</td>
</tr>
<tr>
<td>THA 121B, Theatre Production</td>
<td>2-4</td>
</tr>
</tbody>
</table>

**Required Electives Group A**

Select 9 units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA 102, Introduction to Stagecraft</td>
<td>3</td>
</tr>
<tr>
<td>THA 103, Introduction to Stage Lighting</td>
<td>3</td>
</tr>
<tr>
<td>THA 125, Intermediate Acting Workshop</td>
<td>3</td>
</tr>
<tr>
<td>THA 133, Makeup for the Stage</td>
<td>3</td>
</tr>
<tr>
<td>*THA 225, Introduction to Playwriting</td>
<td>3</td>
</tr>
</tbody>
</table>

Complete a maximum of 3 units from either Rehearsal and Performance Production or Technical Theatre in Production if not used in required core to satisfy 3 of the 9 units required for Group A:

**Rehearsal and Performance Production:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA 115A, Rehearsal and Performance: Drama</td>
<td>1</td>
</tr>
<tr>
<td>THA 115B, Rehearsal and Performance: Drama</td>
<td>2-3</td>
</tr>
<tr>
<td>THA 116A, Rehearsal and Performance: Comedy</td>
<td>1</td>
</tr>
<tr>
<td>THA 116B, Rehearsal and Performance: Comedy</td>
<td>2-3</td>
</tr>
<tr>
<td>THA 117A, Rehearsal and Performance: Musical Theatre</td>
<td>1</td>
</tr>
<tr>
<td>THA 117B, Rehearsal and Performance: Musical Theatre</td>
<td>2-6</td>
</tr>
<tr>
<td>THA 118A, Rehearsal and Performance: Children’s Theatre</td>
<td>1</td>
</tr>
<tr>
<td>THA 118B, Rehearsal and Performance: Children’s Theatre</td>
<td>2-4</td>
</tr>
</tbody>
</table>

**OR**

**Technical Theatre in Production:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1</td>
</tr>
<tr>
<td>THA 121B, Theatre Production</td>
<td>2-4</td>
</tr>
</tbody>
</table>

*Courses denoted with an asterisk will fulfill the completion requirements for both the major and general education.

Except in cases of prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA 101, Introduction to Theatre (3) (CSU GE C1)</td>
<td>3</td>
</tr>
<tr>
<td>THA 110, Fundamentals of Acting (3) (CSU GE C1)</td>
<td>3</td>
</tr>
</tbody>
</table>

2017-2018 AVC College Catalog
Theatre Arts Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THA 101</td>
<td>*INTRODUCTION TO THEATRE</td>
<td>3</td>
<td>3 hours weekly</td>
</tr>
<tr>
<td></td>
<td>*INTRODUCTION TO STAGECRAFT</td>
<td>3</td>
<td>2 hours lecture weekly 48 hours total laboratory</td>
</tr>
<tr>
<td></td>
<td>*INTRODUCTION TO STAGE LIGHTING</td>
<td>3</td>
<td>5 hours weekly</td>
</tr>
</tbody>
</table>

**Transfer**

Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

**Prerequisite Completion**

If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass Option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
**THA 110 **FUNDAMENTALS OF ACTING  
3 units  
4 hours weekly  
**Advisory:** Eligibility for ENGL 099 and READ 099.  
Introduction to the various techniques and methods of acting, emphasizing theater games, improvisation, mime, observation, concentration, and physical release which are intended to unleash the actors imagination and intuition. The student will also be introduced to the fundamentals of text and character analysis applied to the performance of a monologue. (C-ID: THTR 151) (CSU, UC, AVC)

**THA 115A **REHEARSAL AND PERFORMANCE: DRAMA  
(formerly THA 120A)  
1 unit  
54 hours total  
**Limitation on Enrollment:** Audition required.  
**Advisory:** Eligibility for READ 099.  
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) (CSU, AVC) (R3)

**THA 115B **REHEARSAL AND PERFORMANCE: DRAMA  
(formerly THA 120A)  
2-3 units  
108-162 hours total  
**Limitation on Enrollment:** Audition required.  
**Advisory:** Eligibility for READ 099.  
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. The number of units awarded is based on the total time required for the assigned role or function. (C-ID: THTR 191) (CSU, AVC) (R3)

**THA 116A **REHEARSAL AND PERFORMANCE: COMEDY  
(formerly THA 120B)  
1 unit  
54 hours total  
**Limitation on Enrollment:** Audition required.  
**Advisory:** Eligibility for READ 099.  
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) (CSU, AVC) (R3)

**THA 116B **REHEARSAL AND PERFORMANCE: COMEDY  
(formerly THA 120B)  
2-3 units  
108-162 hours total  
**Limitation on Enrollment:** Audition required.  
**Advisory:** Eligibility for READ 099.  
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) (CSU, AVC) (R3)

**THA 117A **REHEARSAL AND PERFORMANCE: MUSICAL THEATRE  
(formerly THA 120C)  
1 unit  
54 hours total  
**Limitation on Enrollment:** Audition required.  
**Advisory:** Eligibility for READ 099.  
Students will participate in a departmental production, performing a role in a musical theatre production or serving in a specific production-related function assigned by the director. (C-ID: THTR 191) (CSU, AVC) (R3)

**THA 117B **REHEARSAL AND PERFORMANCE: MUSICAL THEATRE  
(formerly THA 120C)  
2–6 units  
108–324 hours total  
**Limitation on Enrollment:** Audition required.  
**Advisory:** Eligibility for READ 099.  
Students will participate in a departmental production, performing a role in a musical theatre production or serving in a specific production-related function assigned by the director. The number of units awarded is based on the total time required for the assigned role or function. (C-ID: THTR 191) (CSU, AVC) (R3)

**THA 118A **REHEARSAL AND PERFORMANCE: CHILDREN’S THEATRE  
(formerly THA 120D)  
1 unit  
54 hours total  
**Limitation on Enrollment:** Audition required.  
**Advisory:** Eligibility for READ 099.  
Students will participate in a departmental production, performing a role in a children’s theater play or serving in a specific production-related function assigned by the director. (C-ID: THTR 191) (CSU, AVC) (R3)

**THA 118B **REHEARSAL AND PERFORMANCE: CHILDREN’S THEATRE  
(formerly THA 120D)  
2–4 units  
108–216 hours total  
**Limitation on Enrollment:** Audition required.  
**Advisory:** Eligibility for READ 099.  
Students will participate in a departmental production, performing a role in a children’s theater play or serving in a specific production-related function assigned by the director.
The number of units awarded is based on the total time required for the assigned role or function. (C-ID: THTR 191) (CSU, AVC) (R3)

THA 121A *THEATRE PRODUCTION
(formerly THA 121)
1 unit
54 hours total
Advisory: Eligibility for READ 099, and MATH 065.
A study of production techniques as they relate to an actual public performance of a theatrical production. Methods of construction, painting, assembly, and movement of scenery and properties will be covered, as will be hanging, circuiting, and focusing of lights. The strike (removal) of the sets and lights will end the public performance aspect of the class, but the class will continue learning about maintenance and storage of tools and equipment. (C-ID: THTR 192) (CSU, UC, AVC) (R3)

THA 121B *THEATRE PRODUCTION
(formerly THA 121)
2–4 units
108–216 hours total
Advisory: Eligibility for READ 099, and MATH 065.
A study of production techniques as they relate to an actual public performance of a theatrical production. Methods of construction, painting, assembly, and movement of scenery and properties will be covered, as will be hanging, circuiting, and focusing of lights. The strike (removal) of the sets and lights will end the public performance aspect of the class, but the class will continue learning about maintenance and storage of tools and equipment. (C-ID: THTR 192) (CSU, UC, AVC) (R3)

THA 125 *INTERMEDIATE ACTING WORKSHOP
3 units
4 hours weekly
Prerequisite: Completion of THA 110.
Introduces the acting student to more in-depth work with character and text through analysis and performance of monologues and scenes from theatrical literature. Students will prepare performance-level scene/monologue studies with written analysis and then revise their work based on class critiques. (C-ID: THTR 152) (CSU, UC, AVC) (R3)

THA 130 *IMPROVISATION
3 units
4 hours weekly
Students will gain skill in performing theater improvisations and related acting techniques. Class sessions will cover a progression of structured theater games leading to improved performance skills and practice with improvisational activities presented in a performance setting. (CSU, UC, AVC)

THA 133 *MAKEUP FOR THE STAGE
3 units
4 hours weekly
Advisory: Completion of THA 110.
Instructional materials fee required for this course and must be paid at registration.
Introduction to the materials, principles, techniques, and methods of makeup application for the stage. This course will introduce students to basic corrective, period, character, old-age, and stylized make-up. Students will be encouraged to experiment and form their own designs. Lab hours include makeup crew work on college productions. (C-ID: THTR 175) (CSU, UC, AVC)

THA 199 *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

THA 215 *ACTING FOR THE CAMERA
3 units
4 hours weekly
Prerequisite: Completion of THA 110.
Introduces the acting student to the principles and techniques of various performance methods involved in acting for the camera, including physical motivation, using the camera as a character, takes and retakes. Students will prepare performance level scene studies, including written analysis, and then revise their work based on class critiques. (CSU, AVC)

THA 218 *AUDITION TECHNIQUES FOR THE ACTOR
3 units
4 hours weekly
Prerequisite: Completion of THA 110.
This class is designed to equip Theatre Arts/Acting majors and other students serious about a career as a performer with the necessary tools to audition well and become knowledgeable with the audition process as they pursue their careers in film, theatre, and television. The course will be a valuable asset to the students as they learn, experience, and explore not only the techniques of a successful audition but also the challenges of being a working professional actor. (CSU, AVC)

**THA 220  *FUNDAMENTALS OF DIRECTING***

3 units  
4 hours weekly  
**Prerequisite:** Completion of THA 101 or THA 110.  
An introduction to the fundamental techniques of stage directing, including text analysis, stage composition, blocking, picturization, working with actors, styles and genres, working with designers, and formulating a creative vision. These techniques will be applied to in-class scene work. (CSU, UC, AVC)

**THA 225  *SCRIPT ANALYSIS***

3 units  
3 hours weekly  
**Prerequisite:** Completion of ENGL 101/ENGL 101SL.  
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) (CSU, UC, AVC)

**THA 239  *INTERCULTURAL AND WOMEN’S THEATRE***

3 units  
4 hours weekly  
**Advisory:** Eligibility for ENGL 099 and READ 099.  
Images of women, African Americans, Hispanics, Asian Americans, Native Americans, gays and lesbians in the theater and through selected plays. This course covers the evolution of racial, ethnic and sexual stereotypes in the theater, including the racist and sexist origins of those stereotypes, and efforts to more accurately and fairly portray sexual, racial, and ethnic diversity in the American theater. In addition, contributions from theater artists from various backgrounds are highlighted. Representative plays are used as the basis for class discussion. (CSU, UC, AVC)
Definition
Nursing is an art and science incorporating knowledge from behavioral, biological and physical sciences. It is based on holistic concept of health in which the physical, emotional, psychological, intellectual, social and spiritual aspects of human functioning are interrelated, interdependent and of equal importance.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean: position vacant ext. 6402
Coordinator: Karen Smith ext. 6402
Clerical Assistant III: Sylvia Waller ext. 6402
Department Chair/Director of Nursing: Elizabeth Sundberg ext. 6414
Faculty: Candace Martin ext. 6408
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M. Lori Arellano 2103
Denise Dedrick 2301
Vicki Miranda 2057

Program Description
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.

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.

Career Options
Licensed Vocational Nurse

Certificate Program
Vocational Nursing
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 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 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.

High school students who would like to enter the field of vocational nursing should take relevant courses, such as chemistry, biology, algebra, anatomy and physiology.

Students may be given transfer credit for related previous education completed in the five years 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 120 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
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 Career Technical Education 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 reenroll 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 Requirements for Applicants:**

1. Graduation from an accredited United States high school or GED results.
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.

**Advisory:** It is recommended that students take the Antelope Valley College assessment tests. Recommended level of performance is eligibility for ENGL 099, READ 099, and MATH 070 or minimum grade of “P” in appropriate courses: ENGL 097, READ 095, and MATH 065. If the student does not score at the recommended levels, there is a very strong possibility that the student will not successfully complete the program. The student is encouraged to take the courses to meet the eligibility advisories.

**Enrollment Procedure**

Refer to announcements on the AVC website for updated enrollment information. The next class is expected to begin in August 2018. 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 between February 5 and February 28, 2018. 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.
  - A copy of the Educational Planning and Evaluation form completed by an AVC counselor, completed within one year prior to the date of submitting the enrollment form.

**NOTE:** Graduates of foreign high schools should take the GED. 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 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. Students who meet the minimum requirements of the program are enrolled in the order in which their enrollment packet was received.
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 and 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. 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.

The following courses (53.5 units) are required for the Vocational Nursing certificate:

Required Courses: units
*Biol 100, Elementary Human Anatomy and Physiology 3
(This course must be completed before the student can enter the second semester of the program. Students are encouraged to complete it prior to admission.)
*NF 100, Nutrition 3
*Psy 101, General Psychology 3
Vn 109, Fundamentals of Patient Care for Vocational Nurses 2.5
Vn 110, Self-Care: Fundamentals and Pharmacology 12.5
Vn 111, Nursing to Promote Self-Care Agency in the Child-Bearing Family and Pediatric Patient 5.5
Vn 112, Nursing to Promote Self-Care Agency in the Adult 15.5
Vn 113, Nursing Leadership to Promote Self-Care Agency in the Adult 8.5
Total 53.5

* It is recommended that students take these courses prior to entering the program. Whether the student has taken or has not taken the courses will not affect the student’s enrollment into the program. Students who want to pursue the associate degree in registered nursing should consider completing Biol 201 and Biol 202.

Associate Degree
Associate degree not available.

Transfer
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Vocational Nursing Courses

VN 109 FUNDAMENTALS OF PATIENT CARE FOR VOCATIONAL NURSES
2.5 units
120 hours total
Limitation on Enrollment: Formal admission to VN program.
Corequisite: Concurrent enrollment in VN 110 and Biol 100 or completion with a grade of “C” or better.
Advisory: Eligibility for Engl 099, Read 099 and Math 070.
A course in the fundamental nursing skills needed to care for the hospitalized or long-term care patient. The course includes clinical practice in a hospital or long-term care facility. Emphasis is on safety principles and basic patient care skills. Note: no grade will be given for this class; students will receive ‘pass’ or ‘no pass’ only. Qualifying Certified Nursing Assistants are exempt from this course. Prior approval must be obtained from the Director of Nursing. (AVC)

VN 110 SELF-CARE: FUNDAMENTALS AND PHARMACOLOGY
12.5 units
362 total hours
(147 hours lecture, 215 hours clinical)
Limitation on Enrollment: Formal admission to VN program.
Corequisite: Concurrent enrollment in BIOL 100, or completion with a grade of “C” or better. Concurrent enrollment in VN 109 unless exempt.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Instructional materials fee required for this course and must be paid at registration.

Fundamental nursing principles of adult patient care, basic principles of the nursing process, self-care theory, nutrition, pharmacology, gerontology, and adult growth and development are integrated throughout the course. (AVC)

VN 111 NURSING TO PROMOTE SELF-CARE AGENCY IN THE CHILD-BEARING FAMILY AND PEDIATRIC PATIENT
5.5 units
179 total hours
(55 hours lecture, 124 hours clinical)
Limitation on Enrollment: Formal admission to VN program.
Prerequisite: Completion of BIOL 100 and VN 110 with a grade of “C” or better.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Instructional materials fee required for this course and must be paid at registration.

Principles of nursing care of the mother during child-bearing, the newborn, and the pediatric patient. The pediatric component will have emphasis on assessment and growth and development. Self-care theory will be integrated throughout the course. (AVC)

VN 112 NURSING TO PROMOTE SELF-CARE AGENCY IN THE ADULT
15.5 units
455 total hours
(147 hours lecture, 308 hours clinical)
Limitation on Enrollment: Formal admission to VN program.
Prerequisite: Completion of VN 111 with a grade of “C” or better.
Corequisite: Concurrent enrollment in NF 100 or PSY 101 or completion with a grade of “C” or better.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Instructional materials fee required for this course and must be paid at registration.

Principles of medical-surgical nursing of the adult and child with integration of self-care theory and leadership throughout the course. Emphasis will be on diseases and conditions of the cardiovascular and neurological systems, and mental health disorders. (AVC)

VN 113 NURSING LEADERSHIP TO PROMOTE SELF-CARE AGENCY IN THE ADULT
8.5 units
83 hours lecture, 187 hours clinical
Limitation on Enrollment: Formal admission to Vocational Nursing Program.
Prerequisite: Completion of VN 112 with a grade of “C” or better.
Corequisite: Concurrent enrollment in NF 100 or PSY 101 or completion with a grade of “C” or better.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Instructional materials fee required for this course and must be paid at registration.

Principles of medical-surgical nursing of the adult and child with integration of self-care theory throughout the course. Emphasis will be on diseases and conditions of the endocrine, respiratory, reproductive, integumentary, gastrointestinal, hematological, musculoskeletal, and renal systems. (AVC)
**Definition**
These courses will help prepare students for the various grade-level water treatment and/or distribution examinations administered by California Department of Health Services. Specific courses may also be used as secondary course required for specialized training or for students who wish to enter or who are already employed in the water treatment and water distribution operator fields as defined by California Department of Health Services.

**Water Treatment Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Hours Weekly</th>
<th>Advisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDTO 101</td>
<td>APPLIED WATER TREATMENT AND DISTRIBUTION MATHEMATICS</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>WDTO 115</td>
<td>WATER DISTRIBUTION I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Staff**
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.

Dean:
Dr. Leslie Uhazy ext. 6415
Administrative Assistant:
Wendy Cios ext. 6415
Clerical Assistant III:
Suzanne Olson ext. 6415
Department Chair:
Dr. Zia Nisani ext. 6916
Adjunct Faculty:
V.M. Toby Taube 2409
Peter Thompson 2457

**Certificate Program**
Certificate not applicable.

**Associate Degree**
Associate degree not available.

**Transfer**
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

**Prerequisite Completion**
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P.” Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.
Public Health, Operator Certification Branch as a prerequisite to take state exams or contact hours for certificate renewal. (AVC)

**WDTO 120  *WATER TREATMENT I**

3 units
3 hours weekly

_**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070._

This course is designed to train potential and current water treatment professionals in understanding the water treatment process. The course content, selected from expected range of knowledge for Grades 1 & 2 Operator Certification, Drinking Water Program, State of California, includes sources of raw water supplies, treatment requirements for different sources, various water quality parameters and their significance in drinking water with regard to public safety. Students will learn how to operate a drinking water treatment plant according to State regulations. Topics include treatment processes for removal of contaminants; elementary water chemistry; chemical dosage problems; water supply regulations; water source protection; water quality monitoring; distribution system operation; and customer complaints investigation. The student must attend at least 36 hours of class time (contact hours) to receive a certificate of successful completion. This ensures acceptance of the certificate by the California Department of Public Health, Operator Certification Branch as a prerequisite to take state exams or contact hours for certificate renewal. (AVC)
Definition
Welding is the most common way of permanently joining metal parts. Because of its strength, welding is used to construct and repair parts of ships, automobiles, spacecraft, and thousands of other products. Welding is also used to join beams and steel reinforcing rods in buildings, bridges, and highways. The program is designed to prepare students for employment in the welding field and related areas.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Laureano Flores ext. 6327
Administrative Assistant:
Rosie Heasley ext. 6327
Clerical Assistant III:
Leyla Barber ext. 6327
Department Chair:
Rick Motawakel ext. 6097
Faculty:
Gary Wheeler ext. 6159
Instructional Assistant:
Travis Lee ext. 6025
Adjunct Faculty:
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.
V.M.
Stephan Bates 2085
Thomas Olivares 2983
Alan Pinley 2656
Jerome Udager 2056

Program Description
The welding curriculum provides training in manipulative skills, technical knowledge and related trade information. Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

Distinctive Features
This program provides training that leads to Welding Certification—Los Angeles City Building Code.

Career Options
Assembly Worker
Auto Body Worker
Machine Tool Operator
Sheet Metal Worker
Tool and Die Maker
Welder

Program Learning Outcomes
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
The following courses (24 units) are required for the certificate.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 110, Oxyacetylene Welding, Cutting and Brazing</td>
<td>2</td>
</tr>
<tr>
<td>WELD 120, Basic Shielded Metal Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD 130, Advanced Shielded Metal Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD 145, Advanced Welding Processes</td>
<td>4</td>
</tr>
<tr>
<td>WELD 212, Performance Welding-Arc Welding Processes</td>
<td>4</td>
</tr>
<tr>
<td>WELD 230, Welding Symbols and Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>WELD 240, Welding Layout</td>
<td>3</td>
</tr>
<tr>
<td>WELD 260, Certification Welding-L.A. City Building Code</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

For a recommended plan of study for the certificate, please refer to the Associate Degree plan minus the general education requirements.

Associate Degree
The requirements for an associate degree in Welding may be satisfied by completing 24 units of required courses, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirements.) Students who complete the associate degree have enhanced employability in the field of Welding Technology. They are well prepared for employment in a wide variety of welding applications including but not limited to, Shielded Metal Arc Welding (SMAW “Stick”), Gas Metal Arc Welding (GMAW “Mig”), Gas Tungsten Arc Welding (GTAW “Tig or Heliarc”). Students will also be able to read and interpret welding symbols and blue prints relating to welding application. Students will also have the experience and skills needed for welding inspection and management positions. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the physical environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.
Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.

**Recommended Plan of Study**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 110, Oxyacetylene Welding, Cutting and Brazing</td>
<td>2</td>
</tr>
<tr>
<td>WELD 120, Basic Shielded Metal Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>Course from GE requirement Area A</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area B</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D1</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 130, Advanced Shielded Metal Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>WELD 145, Advanced Welding Processes</td>
<td>4</td>
</tr>
<tr>
<td>Course from GE requirement Area C</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area D2</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>units</th>
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</thead>
<tbody>
<tr>
<td>WELD 212, Performance Welding-Arc Welding Processes</td>
<td>4</td>
</tr>
<tr>
<td>WELD 230, Welding Symbols and Print Reading</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area E</td>
<td>3</td>
</tr>
<tr>
<td>Course from GE requirement Area F</td>
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<tr>
<td>Elective</td>
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<td><strong>Total</strong></td>
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</table>

<table>
<thead>
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<th>Fourth Semester</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 240, Welding Layout</td>
<td>3</td>
</tr>
<tr>
<td>WELD 260, Certification Welding-L.A. City Building Code</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Degree Total** 60

**Transfer**

Not a transfer major.

**Welding Courses**

**WELD 101 WELDING FUNDAMENTALS**

2 units

4 hours weekly

(1 hour lecture, 3 hours lab)

*Advisory:* Eligibility for ENGL 099 and READ 099.

Designed for the student who does not intend to become employed in the welding industry but desires a background in welding for general education purposes and/or as a supportive course for his/her studies such as automotive mechanics, auto body repair, air conditioning and refrigeration, artistic sculpturing, etc. Instruction is given in the basic techniques of safely operating the Shielded Metal Arc Welding (SMAW) and oxyacetylene welding processes. (AVC)

**WELD 110 *OXYACETYLENE WELDING, CUTTING AND BRAZING***

2 units

4 hours weekly

(1 hour lecture, 3 hours lab)

*Advisory:* Eligibility for ENGL 099, READ 099 and MATH 070.

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. (AVC)

**WELD 120 *BASIC SHIELDED METAL ARC WELDING***

2 units

4 hours weekly

(1 hour lecture, 3 hours lab)

*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. (AVC)

**WELD 130 *ADVANCED SHIELDED METAL ARC WELDING***

2 units

4 hours weekly

(1 hour lecture, 3 hours lab)

*Prerequisite:* Completion of WELD 120.

*Advisory:* Completion of WELD 110.

Continuation of WELD 120 in which the student will develop his/her manipulative welding skills to greater proficiency.
Emphasis placed on the use of low hydrogen type shielded metal arc welding (SMAW) electrodes and welding in the vertical and overhead positions. Upon successful completion the student will be able to produce welds acceptable to meet the qualification requirements of welding operator set forth by the American Welding Society code book D1.1 Structural Steel. (AVC)

**WELD 145 *ADVANCED WELDING PROCESSES*

4 units  
8 hours weekly  
(2 hours lecture, 6 hours lab)  
**Prerequisite:** Completion of WELD 120 and WELD 130.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
Designed for the student who seeks employment in the welding industry. Instruction is given in the basic techniques of safely welding steel and aluminum in the five American Welding Society defined joint configurations of flat, horizontal, and vertical positions using the process of Gas Tungsten Arc Welding (GTAW) and Gas Metal Arc Welding (GMAW). The student will make fillet and groove welds in the flat, horizontal, vertical and overhead positions using the Flux Cored Arc Welding (FCAW) process. (AVC)

**WELD 199 *OCCUPATIONAL WORK EXPERIENCE*

1–8 units  
hours vary  
**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.  
Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. Occupational Work Experience Education is supervised employment extending classroom-based educational learning opportunities to the learning area related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

**WELD 212 *PERFORMANCE WELDING–ARC WELDING PROCESSES*

4 units  
8 hours weekly  
(2 hours lecture, 6 hours lab)  
**Prerequisite:** Completion of WELD 120, WELD 130, and WELD 145.  
**Advisory:** Eligibility for ENGL 099, READ 099 and MATH 070.  
This course is designed for the student that seeks employment in the welding industry. Provides additional training to improve skills in all aspects of the different arc welding processes. Advanced techniques will be covered more in-depth than in previous classes. The student can improve their skills in one or all of the following processes: Shielded Metal Arc Welding (SMAW), Flux Cored Arc Welding (FCAW), Gas Metal Arc welding (GMAW) and Gas Tungsten Arc Welding (GTAW). (AVC)

**WELD 230 *WELDING SYMBOLS AND PRINT READING*

3 units  
3 hours weekly  
**Advisory:** Completion of WELD 145, and Eligibility for ENGL 099, READ 099 and MATH 070.  
Designed to give the student an introduction to the basic concepts of industrial drawing systems used in the fabrication and erection of welded components. Emphasis is placed upon the application and interpretation of welding symbols to drawings. Students will be given instruction in the basic use and techniques of drafting tools used to produce industry acceptable draws or prints. (AVC)

**WELD 240 *WELDING LAYOUT*

3 units  
3 hours weekly  
**Prerequisite:** Completion of WELD 120.  
**Advisory:** Completion of WELD 230, and Eligibility for ENGL 099, READ 099 and MATH 070.  
Designed to give the student an introduction to the techniques of applying shop mathematics for the purpose of fabricating welded structures. A study of standard material shapes, cutting procedures, joint design, and layout tools and their application is included. (AVC)

**WELD 260 *CERTIFICATION WELDING–L.A. CITY BUILDING CODE*

4 units  
8 hours weekly  
(2 hours lecture, 6 hours lab)  
**Advisory:** Completion of WELD 145, and Eligibility for ENGL 099, READ 099 and MATH 070.  
Designed for students who seek employment in the welding industry as an L.A. City certified structural steel welder. Provides preparation for the written and performance portions of the Welder Certification Test administered by the L.A. City Department of Building and Safety. The students’ welding skills are tested in the same manner as when they take the welding performance test for the L.A. City certification. **NOTE:** The cost of the L.A. City Welder Certification is approximately $350 per certification. (AVC)
Definition
The Cooperative Work Experience Education program provides systematic methods for students enrolled in a planned program of study to gain educational experience at a work site under realistic employment conditions.

Staff
To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.
Dean:
Dr. L. Tom O’Neil ext. 6482
Administrative Assistant:
Christi Crosby ext. 6482
Clerical Assistant III:
Bettie Negrete ext. 6482

Program Description
General Work Experience:
A program stressing the acquisition of good work habits, attitudes and career awareness, through on-the-job training experience.

Occupational Work Experience:
An opportunity to extend occupational learning experiences through employment in a field directly related to the students' occupational program.

Certificate Program
Many of the certificate programs require or recommend the completion of work experience. Check the specific certificate program for details.

Associate Degree
No more than 4 units of work experience credit may be applied toward the 18 units required in a major for the associate degree. Additional units of work experience may be used as elective credit toward the associate degree. (See Graduation/Associate Degree Requirements.)

Transfer
California State University System
Acceptance of Work Experience units at the CSU varies for each campus. Please check with the Transfer Center located in SSV 101 for detailed information.

Prerequisite Completion
If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of “A,” “B,” “C” or “P”. Classes in which the Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See “Pass/No Pass Option” in the catalog for full explanation.

Work Experience Courses

WE 197  *GENERAL WORK EXPERIENCE
1–6 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
General Work Experience is supervised employment that is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. General work experience is available to students whose jobs are not related to their college major. Credit may be accrued at the rate of one to six units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)

WE 199  *OCCUPATIONAL WORK EXPERIENCE
1–8 units
hours vary
Prerequisite: To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. PRIOR TO ENROLLING, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.
Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the students’ educational major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) (R3)
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Title</th>
<th>Institution and Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryant, Mark</td>
<td></td>
<td>Vice-President, Human Resources and</td>
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Vento, John 2004  Professor, Political Science  A.A. Orange Coast College  B.A. University of California, Los Angeles  M.A. California State University, Fullerton

Villapando, Pavinee 2005  Professor, Mathematics  B.S. College of Charleston  M.S. California State University, Northridge

Volk, Ann 2004  Instructor, Nutritional Science/Dietetics  B.S. California Polytechnic State University, San Luis Obispo  M.S. California State University, Northridge
Faculty

Walker, Laurie  2008  Instructor, Nursing  
Mississippi Gulf Coast Community College  
B.S.N. University of Southern Mississippi  
M.S.N. University of Southern Mississippi  

Wanko, John  2016  Instructor, Counselor  
A.A. Union County College  
B.A. Kean University,  
M.A. Kean University  

Watts, Joseph  1988  Instructor, Kinesiology  
B.A. Claremont Men’s College  
M.Ed. Azusa Pacific College  

Weisenberger, Neal  1981  Professor, Agriculture  
B.S. California Polytechnic State University,  
San Luis Obispo  
M.S. California Polytechnic State University,  
San Luis Obispo  

Wendt, Nancy  1985  Professor, Mathematics  
B.S. Aristotle University, Greece  
M.A. University of California, Los Angeles  

Wheeler, Gary  2014  Instructor, Welding  
A.A. Los Angeles Mission College  

Whipple, Courtney  2017  Instructor, Registered Nursing  
B.S.N. Wright State University  
M.S.N. Wright State University  

Wiewall, Darcy  2007  Professor, Anthropology/Archaeology  
B.S. University of California, Riverside  
M.A. University of California, Riverside  
Ph.D. University of California, Riverside  

Wishka, Cynthia  2014  Instructor, Counselor  
A.S. Antelope Valley College  
B.S. University of Southern California  
M.S. University of LaVerne  

Yorke, Callyn D.  1984  Professor, Biological Sciences  
B.S. California State University, Hayward  
M.A. California State University, Hayward  
Ph.D. University of Arkansas  

Zhu, X. Sherri  2005  Professor, Philosophy  
B.E. Tianjin University, China  
M.A. Jilin University, China  
M.A. Concordia University, Canada  
Ph.D. University of Southern California  

Professor Emeritus  
The Professor Emeritus faculty designation is granted by the Antelope Valley College Academic Senate. Professor Emeritus are retired faculty who have achieved the rank of tenured full professor with at least 10 years at AVC. Questions regarding this listing should be directed to the President of the Academic Senate.  
(Number in parentheses indicates year of appointment)  

Wengert, Martha, Dr.  1967-2003, Sociology (2006)  
Williams, Dorothy  1981-2013, Instructional Resources Learning Center (2013)
2017-2018 Scholar In Residence

Scott Lee

Past Recipients

Tina McDermott 2016-2017
Christos Valiotis 2015-2016
Elizabeth Sundberg 2014-2015
Edward Beyer 2013-2014
David Newby 2012-2013
Matthew Jaffe 2011-2012
Carol Eastin 2010-2011
Carolyn Burrell 2009-2010
Susan Lowry 2008-2009
Kathy Bingham 2007-2008
Magdalena Caproiu 2006-2007
Richard Manley 2005-2006
Charles Hood 2004-2005
Jerry Lewis 2003-2004
Robert Brister 2002-2003
Neal Weisenberger 2001-2002
Richard Loofbourrow 2000-2001
Dorothy Williams 1999-2000
Eugenie Trow 1998-1999
Laura Hemenway 1997-1998
Leslie Uhazy 1996-1997
Martha Wengert 1995-1996
Richard Balogh 1994-1995
Charles Ferrari 1993-1994
Marian Olson 1992-1993
Glen Horspool 1991-1992
Loren Shuck 1990-1991
Revier Palmer 1989-1990
Nelda Pugh 1988-1989
Selma Minet 1987-1988
Steve Langjahr 1986-1987
Richard Sim 1985-1986
Roger Robinson 1984-1985
Warren Houghton 1983-1984
Aguilar, Elder Computer Services Technician, ITS
Alexander, Roy Grounds Maintenance Worker, Maintenance and Operations
Alger, Deanne Clerical Assistant III, Student Community Outreach
Alvarez, Angelica Clerical Assistant III, Child Development
Anderson, Denise Buyer, Business Services
Anderson, LeDeidre Clerical Assistant II, Counseling and Matriculation
Arceneaux, Burton Programmer Analyst, ITS
Arlette Administrative Specialist, Economic Development (CTE Grants)
Asher, Julian Clerical Assistant II, Community Services
Azimianaraki, Ryan Clerical Assistant III, Enrollment Services
Barber, Leyla Clerical Assistant III, Career Technical Education
Bautista, Richard Custodian I, Maintenance and Operations
Beam, Christopher Grounds Maintenance Worker, Maintenance and Operations
Becerra, Annamarie Financial Aid Technician I
Belton, Mari-Ali Clerical Assistant III, Enrollment Services
Benedetti, Ronald Skilled Maintenance Worker, Maintenance and Operations
Betancourt, Ramon, Jr. Job Placement Specialist
Bianchi, Fred Custodian, Maintenance and Operations
Blanco, Jose Clerical Assistant III, Extended Learning Palmdale
Blundell, Nancy Accounting Assistant II, Student Life
Boles, Terry Utility Worker, Maintenance and Operations
Bozoghlanian, Maro Clerical Assistant I, Child Development Center
Braverman, Lori Accounting Assistant II, Business Services
Bravo, Vincent Custodial I, Facilities Services
Brewer, Faith Senior Bookstore Assistant, Marauder Bookstore
Broaden, Ernie Plumber Lead, Maintenance and Operations
Brogan, Kelly Evaluations Coordinator Enrollment Services
Brown, Jamaal Technical Analyst, CalWORKs
Brown, Rosalind Administrative Assistant, Counseling and Matriculation
Brown, Qiana Records Technician, Enrollment Services
Browne, Patti Instructional Assistant, Aerospace Toolroom
Burgess, Rhonda Sr. Administrative Assistant, Business Services
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Burkholder, Sherri Clerical Assistant III, Human Resources and Employee Relations
Burleson, Cheryl Clerical Assistant III, IMC
Burns, Stephen Web Developer, ITS
Calderon, Augustine Technical Analyst, Counseling and Matriculation
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Carcano, Javier Systems Security Administrator, ITS
Cardenas, Geneva Financial Aid Technician II
Carlson, V. Kim Accountant, Business Services
Carreon, Monica Education Advisor, Counseling and Matriculation
Cartwright, Jacqueline Financial Aid Technician II
Castillejo, Tiffany Education Advisor, Palmdale Center
Castro, Sylvia Accounting Assistant II, Foundation
Catley, Towana Education Advisor, Counseling and Matriculation
Chaisson, Kristoffer Laboratory Technician, Agriculture
Chapman, Janet Accounting Assistant III, Business Services
Chime, Kenechukwu Lab Technician, Biology
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Cios, Wendy Administrative Assistant, Math, Science and Engineering Division
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Combs, Darin Electrician Lead, Maintenance and Operations
Conner, Daniel Manager, Projects, ITS
Contreras, Jamie Laboratory Technician, Biology
Cook, Geary Systems Administrator, ITS
Cooper, John Grounds Maintenance Worker, Maintenance and Operations
Cooper, Teresa Warehouse Assistant, Business Services
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Correa, Kim Sr. Administrative Assistant, Human Resources and Employee Relations
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Covell, Kim Technical Analyst, ITS
Crawford, Jana Clerical Assistant III, ITS
Crenshaw, Mary Payroll Technician, Human Resources and Employee Relations
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Darby, Makye “Samantha” Administrative Assistant, Rhetoric and Literacy
Davidson, Anita Early Childhood Instructional Specialist, Child Development Center
Davis, Elayne Clerical Assistant III, Community Services and Economic Development
Deplazes, Svetlana Research Analyst, Institutional Effectiveness, Research and Planning
Diaz, Lisa Payroll Specialist, Human Resources and Employee Relations
Dodge, Allison Clerical Assistant II, Counseling and Matriculation
Doss, Kendra Financial Aid Technician II
Dunlap, Bryan Painter, Maintenance and Operations
Dusynski, Darrel HVAC Technician, Maintenance and Operations
Edmondson, LaTara Administrative Assistant, Enrollment Services
Ellis, Crystal Sr. Administrative Assistant, Student Services
Epps, Steve Skilled Maintenance Worker Lead, Maintenance and Operations
Faber, Kyle Computer Lab Technician, ITS
Farris, Casey Mailroom-Duplication Technician, Business Services
390  Classified Staff

Fernandez, Sheri  Accounting Assistant II, Business Services
Fernandez, Tracy  Clerical Assistant III, Job Placement Center
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Fite, Kim  Administrative Assistant, Student Life
Flores, Bryan  Utility Worker, Maintenance and Operations
Ford, Pamela  Program Coordinator, CalWORKs
Gaddis, Jennifer  Cashier, Business Services
Garcia, Crystal  Program Specialist, Student Equity
Garcia, Jasmine  Program Specialist, FYE
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Garcia, Virginia  Payroll Technician, Human Resources and Employee Relations
Garza, Samuel (Joe)  Technical Analyst, Enrollment Services
Gibson, Vanessa  Financial Aid Specialist, Financial Aid
Giron, Javier  Grounds Maintenance Worker, Facilities Services
Goff, Una  Accounting Assistant III, Business Services
Gomez, Miguel  Accounting Technician, Auxiliary Services
Gordon, Charles  Instructional Assistant, Air Conditioning and Electrical Toolroom
Gray, James  Custodian I, Maintenance and Operations
Guillermo, Rodolfo  Custodian I, Maintenance and Operations
Guzman, Marvin  Instructional Assistant, Auto Body Toolroom
Hadley, Keyana  Coordinator, Evaluations
Hanstad, Sherilyn  Custodian, Maintenance and Operations
Haproff, Kevin  Instructional Assistant, Automotive
Harvey, Yvonne  Clerical Assistant II, Facilities Services
Heasley, Rocio  Administrative Assistant, Career Technical Education
Herman, Susan  Clerical Assistant III, Human Resources-Risk Management
Hernandez, Rosa  Campus Telephone Operator, Marketing and Public Information
Hinesley, Ann  Telecommunications Technician, ITS
Hitchman, Andrew  Library Technician
How, Micheline  Database Administrator, ITS
Hubkey, Clint  HVAC Technician, Maintenance and Operations
Hunter, Tangania  Administrative Assistant, Arts and Humanities
Ingram, Carla  Mailroom-Duplication Technician, Business Services
Ingrassi, Joseph  Skilled Maintenance Worker, Maintenance and Operations
Jackson, Donald  Instructional Assistant, Automotive Toolroom
Jacobsen, Kyle  Academic Affairs Specialist
James, David  Instructional Assistant, Automotive Equipment/Mechanic
Janiszewski, Karen  Bookstore Assistant, Marauder Bookstore
Jauregui, Melissa  Academic Affairs Specialist
Johnson, Ashley  Financial Aid Technician I
Jones, Antonio  Lead Custodian, Facilities
Jones, Jamie  Research Technician, Institutional Effectiveness, Research and Planning
Jordan, Ernestine  Financial Aid Technician II, Financial Aid
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Langaman, Sheri  Clerical Assistant II, Health and Safety Sciences
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Long, Monteigne  Program Coordinator, Student Services
Lopez, Tammy  Tutoring Specialist, Instructional Resources/Learning Center
Lott, Richard  Computer Services Technician, ITS
Lubos, Arnold  Custodian I, Maintenance and Operations
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Martinez, Diane  CalWORKs Technician I
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Masters, Nancy  Academic Senate Coordinator, Academic Affairs
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McCollam, Jamie  Human Resources Technician, Human Resources and Employee Relations
McCord, Maisha  Clerical Assistant II, Counseling and Matriculation
McCover, Tyeshia  Financial Aid Technician II
Mena, Herman  Custodian I, Maintenance and Operations
Mendizabal, Cesar  Custodial I, Facilities Services
Mills, Gloria  Financial Aid Technician II
Moore, Kimberly  Food Services Assistant II
Moore, Stan  Coordinator Warehouse and Inventory
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Morgan, Rachel  Communication Design Coordinator, Marketing and Public Information
Moulton, Emily  Foundation Coordinator
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Nowak, Lisa  Accounting Assistant II  
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O’Dell, Frank  Maintenance Worker, Maintenance and Operations  
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O’Leary, Lisa  Foundation Coordinator  
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Olson, Suzanne  Clerical Assistant III, Math, Science and Engineering  
Onofre, Adan  Custodian I, Maintenance and Operations  
Overman, Steven  Custodian I, Maintenance and Operations  
Padilla, Samuel  Instructional Assistant, Career Technical Education  
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Patin, Anairma  Human Resources Technician, Human Resources and Employee Relations  
Paul, Jenell  EOP&S Technician II  
Pelland, Kenneth  Locksmith, Facilities Services  
Perez, Esperanza  Records Technician, Enrollment Services  
Petrin, Yvette  EOPS Specialist  
Planellas, Philip  Custodial I, Facilities Services  
Pleer, Harry  Deaf Services Coordinator, Office for Students with Disabilities (OSD)  
Preston, Gwennette  Clerical Assistant III, Counseling and Matriculation  
Printzian, Shant  Financial Aid Technician I  
Pullum, Tina  Program Specialist, Child Development Center  
Ramirez Giraldo, Pablo  Custodian I, Maintenance and Operations  
Ramos, Amy  Evaluations Coordinator, Enrollment Services  
Raper, Tasakyna  Tutoring Specialist  
Reffner, Richard  Programmer Analyst, ITS  
Remp, Maria (Vicki)  Benefits Technician, Human Resources and Employee Relations  
Reyes, Erica  Clerical Assistant II, Counseling and Matriculation  
Reynolds, LaQuenta  Administrative Specialist, Health and Safety Sciences  
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Ritchie, Kenneth  Electrician, Maintenance and Operations  
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Tuss, Scott  Programmer Analyst, ITS  
West, Maria  Library Technician  
Vargas, Dawn  Library Assistant  
Vasquez, Felix  Clerical Assistant II, ITS  
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Villator, Louie  Custodian I, Maintenance and Operations  
Villarreal, Eduardo  Grounds Maintenance Worker, Maintenance and Operations  
Walden, Robert  Technical Analyst, Business Services  
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Classified Staff

White, Darnell, Jr. IMC Technician
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   Administrative Assistant, Rhetoric and Literacy
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Yingling, John Custodial I, Facilities Services
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Youkhana, Anet Attendance Accounting Technician, Enrollment Services
Young, Keina Clerical Assistant III, Extended Services Palmdale
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