



IVC GENERAL CATALOG
1989 - 91



IMPERIAL VALLEY COLLEGE 1989 - 1991

welcomes you and wishes to take this opportunity to congratulate you on your decision to accept the challenge of further education. This catalog is your guide to and through this college and the many educational programs which it offers. In it you will find the information which you must have to succeed. In it also are those rules and regulations which govern not only the college, but you, the student, as well. It is your obligation to become thoroughly familiar with its contents. It has been prepared with your success in mind!

ANNOUNCEMENT OF COURSES

IMPERIAL COMMUNITY COLLEGE DISTRICT

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Phone 619-352-8320
IMPERIAL COUNTY**

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IMPERIAL VALLEY COLLEGE

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by

Accrediting Commission for Junior Colleges

Western Association of Schools and Colleges

The State Department of Education

American Welding Society

Commission on Peace Officers Standards and Training

California Board of Registered Nursing

California Board of Vocational Nurse and Psychiatric Examiners

A

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of

California Community and Junior College Association

APPROVED

for

The Veterans Administration

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IMPERIAL VALLEY COLLEGE 1989 - 1990 SCHOOL CALENDAR

1989

August	22	Tuesday	Registration
	23	Wednesday	Registration
September	4	Monday	Holiday (Labor Day)
	5	Tuesday	Faculty Service Day (Orientation)
	6	Wednesday	Fall Semester Classes Begin
November	10	Friday	Holiday (Veteran's Day)
	23	Thursday	Recess (Thanksgiving)
	24	Friday	Recess (Thanksgiving)
December	18	Monday	Recess (Christmas)

1990

January	1	Monday	Last Day of Recess (Christmas)
	9	Tuesday	Registration
	10	Wednesday	Registration
	15	Monday	Holiday (King's Birthday)
	22	Monday	Final Exams Begin (Day & Evening)
	26	Friday	Last Day of Final Exams
	29	Monday	Semester Break
	30	Tuesday	Semester Break
	31	Wednesday	Spring Semester Classes Begin
February	9	Friday	Holiday (Lincoln's Birthday)
	19	Monday	Holiday (Washington's Birthday)
April	16	Monday	Recess (Spring)
	20	Friday	Last Day of Recess (Spring)
May	28	Monday	Holiday (Memorial Day)
June	6	Wednesday	Final Exams Begin (Day & Evening)
	7	Thursday	Final Exams
	8	Friday	Final Exams
	9	Saturday	Graduation (Service Day)
	11	Monday	Final Exams
	12	Tuesday	Last Day of Final Exams

IMPERIAL VALLEY COLLEGE DEADLINE DATES

FALL SEMESTER 1989

September	5	Tuesday	Residence Determination Date Fall Semester 1989
September	6	Wednesday	First Day of Classes
September	20	Wednesday	Last Day to Add or Register (End of 2nd Week)
			Last Day to Apply for Tuition Refund
September	25	Monday	First Census Day (Monday of 4th Week)
September	29	Friday	Last Day to Apply for Graduation and Certificates
October	13	Friday	Last Day to Remove Incompletes for Spring 1989 and Summer 1989 (End of 6th Week)
November	13	Monday	Second Census Day (Monday of 11th Week)
December	8	Friday	Last Day to Drop with a "W" Grade (End of 14th Week)
January	22-26	Monday - Friday	Final Examinations
January	26	Friday	Last Day of Fall Semester 1989

SPRING SEMESTER 1990

January	30	Tuesday	Residence Determination Date Spring Semester 1990
January	31	Wednesday	First Day of Classes
February	14	Wednesday	Last Day to Add or Register (End of 2nd Week)
			Last Day to Apply for Tuition Refund
February	20	Tuesday	First Census Day (Monday of 4th Week)
February	23	Friday	Last Day to Apply for Graduation and Certificates
March	9	Friday	Last Day to Remove Incompletes for Fall 1989 (End of 6th Week)
April	9	Monday	Second Census Day (Monday of 11th Week)
May	11	Friday	Last Day to Drop with a "W" Grade (End of 14th Week)
June	6-8	Wednesday - Friday	Final Examinations
June	9	Saturday	Graduation Day
June	11-12	Monday - Tuesday	Final Examinations

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NOVAK, RUTH Counselor 1958-72	BARKALOW, N.C. Law Enforcement 1974-81	LARSSON, HAROLD Astronomy 1966-84	AKERS, H. RUSSELL Physically Limited 1973-87
HINSHAW, JOHN Mathematics 1942-73	FINLEY, LUTHER Engineering 1960-81	TOPPER, IRENE Nursing 1976-84	BERNARD, WILLIS C. Art 1969-88
UPSON, JOHN English 1966-77	FINNEY, DEE Physical Education 1967-81	BACON, JEANNE Physically Limited 1973-85	MOORE, ROBERT Business 1970-88
GARTIN, HERBERT Psychology 1966-78	GENTRY, GLENN A. Work Experience 1967-81	BRUNGARDT, MARTHA Nursing 1972-85	PAULSON, CLARENCE A. Business 1960-88
MOORE, ERNEST Business 1970-78	OVERMAN, RUTH Business 1965-81	DUFF, JACK Counselor 1981-85	RICE, PAULINE BENOIT Foreign Language/Humanities 1963-88
SPENCER, TERREL Superintendent/President 1963-78	SAMUELS, CARMEN Nursing 1971-81	RODDEN, ROSE Health Education 1974-86	CHAMPAGNE, PHILIP Welding 1971-1989
BARKER, MICHAEL Anthropology 1968-79	SAMSON, WALTER History 1963-82	STEARNS, HAROLD Speech 1973-86	FUESLER, JACK Music 1964-1989
WHITE, HOWARD Law Enforcement 1969-79	ANDERSON, LESLIE Law Enforcement 1967-83	STONE, JAMES Mathematics/Music 1966-86	MELLINGER, ELWOOD Agriculture 1961-1989
SWANN, MARIE English 1964-80	LEWIS, STANLEY H. Ag/Heavy Equipment Mechanics 1969-83	BANKS, STANLEY Sociology 1966-87	

THE COLLEGE

LOCATION

The Imperial Valley College is located in Imperial Valley, long recognized as one of the richest, most productive agricultural regions in the country. The mild, delightful winters have made the region attractive to tourists and helped it to become an outstanding recreational region.

The campus is located on a 160 acre site at the intersection of Highway 111 and Aten Road. This location is in the heart of Imperial County and is within reasonable commuting distance of all of the cities of the Valley.

HISTORY OF IMPERIAL VALLEY COLLEGE

The Imperial Valley College is an integral part of the public school system of California and functions as a public community college for lower-division college work.

During its years of service to residents of Imperial Valley, the community college movement has grown from two small colleges, organized by two high school districts, to a county-wide community college district which serves seven high schools and unified school districts.

It had its beginning on May 9, 1922, when the Board of Trustees of the Central Union High School District of El Centro passed a resolution establishing the Central Junior College. This institution formally opened for instruction in September, 1922.

Two years later, in the fall of 1924, the Brawley Union High School District opened classes at the Brawley Junior College.

Enrollments increased in both schools until the war years, when attendance dropped sharply. Brawley Junior College was forced by lack of attendance to discontinue classes at the close of the 1947 school year.

Although enrollment dropped at Central Junior College, the institution continued to operate and after the war years, steadily gained in attendance.

The Associate in Arts degree was first conferred by Central Junior College in 1934.

In the fall of 1951, students, in cooperation with the administration and faculty, petitioned the Board of Trustees for a more representative name for the college, for it was now serving students from all of the Imperial Valley. By action of the Board the name was officially changed to Imperial Valley College.

The school, under the administration of the Central Union High School District, gained recognition as an accredited institution of higher education. As the institution grew with the community, this growth was reflected in the steady rise in enrollment and in the diversity of courses and curricula that was offered.

The extended-day program, which offered regular college classes at night, was initiated on a limited basis in 1952. Its rapid growth served to enlarge the service of the college to the community.

An increasing number of students from other high school districts attended the college in El Centro, and it was felt that a county-wide community college district with a campus of its own could offer much more to the students and be of greater service to the entire Valley.

A recommendation that such a county-wide community college district be established in Imperial County was submitted to the State Department of Education and was approved on July 10, 1959. The County Superintendent of Schools then set a date for

an election at which all qualified voters residing within the boundaries of the seven high school and unified school districts were eligible to vote. The election was held on October 6, 1959; and by an overwhelming vote of twelve to one, the Imperial Valley Junior College District was established. This was followed by the election of the members of the Junior College District Board of Trustees, one of whom comes from each of the seven high school or unified school districts represented in the area served by the Imperial Junior College District.

This District includes all of Imperial County except a small area in the northwest corner of the County which is a part of the Coachella Valley Community College District.

Because of the increase in enrollment at both Central Union High School and the Imperial Valley College, and because of the lack of space on the campus of the Central Union High School in El Centro, the Imperial Valley College moved to temporary quarters erected on the campus of the Imperial Valley Union High School in Imperial, California.

On October 4, 1960, an all-time state record was set by the people of Imperial County when they voted thirteen to one in favor of bonds to finance the building of a new campus.

The Board of Trustees selected a nationally known architectural firm to plan the new buildings, and a 160 acre site which met the criteria recommended by the Citizens' Committee was selected for the new campus.

On January 13, 1971, the Board of Trustees changed the name of the District to Imperial Community College District in order to further emphasize the close relationship the college has with its service area.

FACILITIES

On October 29, 1961, an impressive ground-breaking service was held for the new campus. Board members manned giant earth-moving equipment to break ground for the project. The new buildings included a library, science laboratories, fine arts rooms, student activities building, academic classrooms, administration and faculty offices, social science rooms, physical education shower and locker rooms, and agricultural education classrooms and shop. The new campus opened in 1962.

A steady growth pattern began in April of 1967 with the addition of the multi-purpose building. The building was designed to house sporting and theater events, and was comparable to any such community college structure in the State. Three other projects followed which were completed through community donations: The Janey Jackson Memorial Fountain, 1969; the renovation of the Holtville Train Depot, located in the cactus garden, 1971; and the Meyer Center for Business and Commerce. The Meyer Center was dedicated February 20, 1972, at ceremonies commemorating the 50th anniversary of the Imperial Community College District. Also recognized the same day was the opening of the archaeological museum at 442 Main Street in El Centro in buildings donated by H. P. Meyer and the new agriculture-welding complex. The museum was later named the Barker Museum, honoring Michael Barker, deceased. Mr. Barker was an IVC archaeology instructor.

Other building projects which followed were: Associated Students Activities Building, 1971; the new Library/Media Center, 1975, which was later named the Spencer Library Media Center, honoring Terrel Spencer, President Emeritus; the swimming pool complex, 1975; remodeling of the Student Union and the cafeteria into the College Center complex, 1977; and the preschool, 1981, which was constructed off Highway 111 on a section of the campus named Rider Park, honoring Amos R. Rider, deceased. Mr. Rider served as the first custodian and maintenance supervisor at the new campus in 1961. Additionally, a modernization of facilities to remove architectural barriers to the handicapped was completed in 1982.

On September 17, 1982, ceremonies were held to commemorate the 20th anniversary of the beginning of class instruction. From less than one thousand students a year in the early sixties, the college now enrolls approximately five thousand students each year.

MISSION AND GOALS

The urban isolation experienced by Imperial Valley College has created the opportunity for the institution to become a leader in instituting a wide range of educational programs, services, and innovations.

In view of this privileged role, the over-riding mission of Imperial Valley College is to serve our community today and in the future. We are both a leader for new ideas and a servant fulfilling the population's needs. Our offerings must reflect community interests and also present new ideas that will be of significance in the years ahead.

To fulfill this mission, we must know our constituency well. It is a unique one with highly diverse interests and educational backgrounds. The area is predominately agricultural with a large minority population, and statistically, it is a low economic sector with Imperial Valley College providing the best opportunity for advanced education and training for many of the residents.

As an educational institution, our primary responsibility is to offer high quality instruction with open access to all adults. Through our offerings, Imperial Valley College seeks to enrich the lives of our students, be it vocationally, academically, or avocationally. We must be sensitive to the individual and to his/her needs, with the belief that educated people build a strong community.

Our offerings must extend outside of the classroom. Through counseling, special programs, presentations and services, Imperial Valley College strives to contribute to the lives of as many citizens of Imperial County as possible.

The goals for Imperial Valley College are as follows:

1. **Provide quality teaching that is responsive and sensitive to the individuals served through the integrated efforts of all the staff.** The college exists for the benefit of the student and our programs must be relevant to his/her needs.

PROCESS - Close communication between departments, personal contact between staff and students, input by community and staff at all levels of operation, accessibility of services and personnel, diverse programs designed for a diverse population, staff training and sharing of ideas.

2. **Provide a quality vocational and professional education for students.** A major emphasis at Imperial Valley College is to equip the student with marketable skills and to allow members of the work force to upgrade their skills.

PROCESS - Two-year degree programs, certificate programs with specific focus, continuing education courses.

3. **Develop a well-rounded formal academic program.** Imperial Valley College offers an associate degree program comparable to that offered by colleges throughout the United States.

PROCESS - Staff commitment to high standards and intellectual development, strong transfer program with lower division courses, developmental program to prepare students for the mainstream of college work with special attention to students whose native language is not English, preparatory classes and learning aids for students deficient in educational skills.

4. **Provide enrichment and special interest programs.** Education offers a means to expand horizons and grow intellectually and spiritually. These special offerings may form part of a program or be ends in themselves.

PROCESS - Short-term programs, continuous courses in the arts and culture, encouragement of student presentations and participation, flexibility of schedules and course loads.

5. **Provide integrated support services for educational programs and student activities.** Successful education is more than time in a classroom; it is an integrated experience.

PROCESS - Strong counseling program, laboratories that supplement class work, a full-service library, creative and supportive student activities personnel, open cooperation and communication between areas.

6. **Provide services to the community at large.** As a leading educational institution, Imperial Valley College recognizes a responsibility to go beyond the campus and the course.

PROCESS - Special cultural and informational presentations open to all, entertainment, availability of resources and facilities, exchange of ideas and information with community groups, wide publicity of events and services.

7. **Maintain high standards through assessment, development, evaluation, improvement, and accountability.** The commitment to excellence is an ongoing process. To fulfill its many responsibilities, our college must be current with its community and dedicated to improving its services.

PROCESS - Timely needs surveys and community input, encouragement of substantiated development, meaningful evaluations of all aspects of the college program and subsequent improvements, accountability in pursuing our goals efficiently.

8. **Prepare students to make contributions, through knowledge, to the quality of life in the Imperial Valley.** Education creates opportunities and makes choices possible. Improvement of self-concept heightens respect for others and for the environment. Ultimately, it builds a solid community, a strong nation, a better world.

PROCESS - Diverse offerings that serve the needs of our diverse community, honesty and respect for all involved, dedication to instilling high ideals and standards.

TYPES OF COURSES AND PROGRAMS

In order that Imperial Valley College may achieve its goal of serving all students who desire to learn, a variety of courses are offered. Some will equip a student with job entry-level skills and other courses provide a general education for all students to assist them in living meaningful and productive lives in a complex society. Still other types of courses provide the basis for professional training offered by four-year colleges and universities.

Regardless of the interests of the students, the first two years of college work normally can be completed at Imperial Valley College. Thus students have an opportunity to begin their advanced education while still residing at home. Not only can this opportunity be of great financial assistance, but it offers an excellent transition between the high school campus and the large, often impersonal, four-year college campus. The intimate, though scholarly, atmosphere of the college; the opportunity for each student to

know instructors personally; and the chance to participate in the counseling program; all offer invaluable opportunities to the student that might not be available in an institution where the very size of enrollment makes personal interest in every student more difficult. Not only can the student receive excellent personal assistance with work, but the opportunities for leadership in student affairs are increased.

Through the counseling program, a close scrutiny is given to the courses in which a student enrolls. The student plans ahead, sets up goals and systematically includes those courses of study that will be of the greatest benefit.

Many of the needs of the student who seeks employment at the end of the sophomore year can be met by a variety of occupational courses. In addition to offering a breadth of education, they meet specific needs in the shortest possible time to prepare the student for a field of employment.

These courses also offer a well-organized general education program to meet the needs of the individual who has only two years to devote to post-high school education.

The community college program also includes courses of study which may be taken by adults who can demonstrate their ability to do college work but who have not had the opportunity to complete high school. Evidence of success in classes of college level will permit these adults to continue their educational endeavors.

Coordinated with the general divisions of courses at the college are five programs designed with specific types of students in mind: students who can devote only evenings to school; students who cannot fully participate in regular classes on the main campus; students who can coordinate their college study with a program of employment; the outstanding high school 11th and 12th grade students who can profit by special work at the college level; and physically limited students.

1. The Evening College

The Evening College, composed of regular college classes that meet at night, offers an opportunity to work for the Associate in Arts degree or Associate in Science degree, to complete regular lower-division work in a four-year program, to make up any high school deficiencies, or simply to take additional classes of interest that will add to general education.

Although evening college programs require more time to complete than the day programs, students find that with adequate planning and the assistance of a counselor, they are able to attain their higher education goals in a surprisingly short time.

2. The External Campus

The External Campus program provides Imperial County residents practical and convenient access to college courses for credit in all communities at approximately 98 locations. The network of centers throughout the district provides daytime and evening classes staffed by part-time faculty, members of the main campus faculty, and one counselor.

The goal of the off-campus program is to offer expanded delivery capability, flexibility, and quality instruction to the 14 communities comprising the Imperial Valley College District. These community-based classes help solve the problem of isolation experienced by Imperial Valley residents. All classes are scheduled in frequent cycles throughout the year in such areas as: Office Technician, Legal Assistant, Hospital Nursing Assistant, Patient Services Administration, Emergency Medical Technician, Real Estate, Microcomputer Operations, Spanish, and ESL classes. In addition, continuing education courses are offered in Allied Health Technologies, Administration of Justice, and Fire Science.

Innovations include special training projects funded by the Private Industry Council for a variety of agencies in the County. Classroom facilities are made available through various agencies, churches, school districts, and San Diego State University, Imperial Valley campus.

3. Cooperative Work Experience

Cooperative Work Experience is a cooperative educational program between Imperial Valley Community College and community employers. The college provides the organization, the coordination of class facilities, and the personnel for the program. The employers provide places to work (work stations) and on-the-job training which has educational value for the students. The units of credit earned may be used to meet the requirements of a certificate or a degree.

4. Attendance of Local High School Students

Local high school students attending the college under the Honors or Vocational programs are restricted to a spectator's role in college student activities, and extracurricular participation is to be confined to the high school. Counseling is available at the college, but every effort will be made to leave this responsibility to the high school counseling staffs.

Students must be authorized for attendance and shall receive appropriate college credit. High school credit for Honors or Vocational classes may be negotiated.

Students must attend high school for the minimum school day.

Admission of 11th and 12th Grade High School Students

The president of any two-year community college may admit to the community college as a special part-time student any 11th or 12th grade high school student whose admission is recommended by the high school principal. A principal of a high school may recommend a high school student as a special part-time student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school. A principal of a high school shall not recommend a number of high school students in excess of 15 percent of the total number of 11th and 12th grade students enrolled in the high school at the time of recommendation.

The student is authorized attendance at community college as a special part-time student pursuant to this section and shall receive credit for community college courses completed in the same manner as if regularly enrolled at the community college unless, upon agreement between the two districts, the student receives high school credit for the course completed.

Each special part-time student shall attend high school classes for at least the minimum school day. (E.C. 76001)

Admittance of Pupil Who Has Completed 11th Grade to Summer Session: Crediting Summer Session Attendance

The president of any two-year community college may admit to the summer session of the community college as a special student any high school student who has completed the 11th grade and whose admission to summer session is recommended by the principal of the high school in which the student completed the 11th grade. A principal of a high school may recommend such a student as a special student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school. A principal of a high school shall not recommend a number of students who have completed the 11th grade in excess of 5 percent of the total number of students in the high school who have completed the 11th grade immediately prior to the time of recommendation.

The attendance of a student at community college as a special summer session student pursuant to this section shall be credited to the district maintaining the community college for the purposes of allowances and apportionments from the State School Fund and the student shall receive credit for community college courses completed, in the same manner as if a regularly enrolled community college student. (E.C. 76002)

5. Physically Limited Program

The Physically Limited Program is designed to provide supportive services to students with physical disabilities, learning disabilities, and health problems. The program provides preferential registration, counseling, class scheduling, tutoring, mobility assistance, interpreting, braille transcribing, adaptive physical education, special parking, and nursing assistance.

DEGREES

The Board of Trustees, on recommendation of the president and faculty of the college, is authorized in accordance with Article 12, Section 102, of the State Administrative Code, Title 5, to confer the Associate in Arts (A.A.) and the Associate in Science (A.S.) degrees. Conditions under which the degrees are granted are outlined in the section on graduation requirements.

The community college degree is awarded to a student who fulfills a two-year organized program of work, either of an occupational-vocational-technical type or of a lower-division four-year college type. A student who wishes to transfer to the upper-division of a four-year college must satisfy the course, unit, and grade requirements of the college he/she wishes to enter.

SCHOLASTIC HONORS

Graduation Honors

“With Distinction” is accorded those graduates who in the course of their entire college work have achieved a grade point ratio of 3.5 or higher.

“With Honors” is granted to those graduates who achieve a grade point ratio of 3.0 in their college work.

President’s Honor List

The president of the college gives special recognition to top scholars each semester by publishing a list of students whose grades for the previous semester show a 3.0 average or better in twelve or more units of work.

Alpha Gamma Sigma

Initial Membership: A person may attain initial membership if the person has:

1. Completed 12 semester units in a maximum of 3 semesters.
2. A cumulative grade point average of 3.25. No units acquired more than two years prior to application for initial membership shall be used.

Continuing Membership: An initial member may attain continuing membership by:

1. Achieving for the previous semester not less than a 3.25 GPA in courses of recognized college standing, OR
2. Maintaining a cumulative GPA of 3.25 or better in courses of recognized college standing.

Continuing members will receive one semester’s grace for every semester of earning continuing membership. If the continuing member’s GPA falls below 3.25 but remains above 2.5 (either per semester or cumulative), he/she may apply one semester’s grace earned to maintain continuing membership for the semester the earned GPA would apply. There shall be no two consecutive grace periods.

Permanent Member: Any person who has completed a minimum of 60 units of recognized college courses with a minimum of 30 units completed at a community college who applies for permanent membership and who meets either of the following requirements:

1. A person who has maintained a cumulative grade point ratio of 3.5 or above in all recognized college work.
2. Any continuing member who has maintained a cumulative GPA of 3.25 or better in all recognized college work and has been a member of AGS, Inc., for a minimum of two semesters.

Any courses completed two years prior to application for permanent membership, whether at a community college or other institution of higher education, shall not be used to prohibit any person from becoming a permanent member.

FINANCIAL ASSISTANCE

Imperial Valley College believes that no student who has the ability to profit from instruction should be denied an education due to a lack of financial means.

There are several types of aid available to needy, deserving students each year. This assistance is made available by the college district, the state and federal governments, civic groups, and individual citizens.

The college participates in available federal financial aids programs.

In addition to the federal programs, there is aid available from the state and the local district in the form of scholarships, work-study grants, and loans.

Further information regarding financial assistance may be secured from the Financial Assistance and Placement Services Office located in the Counseling Center.

EXPENSES

All Fees and Tuition are due and payable at the time of registration. Registration in courses WILL NOT be finalized until the college has received full payment.

FEES

Enrollment Fee	
10 units or more	\$50.00
less than 10 units	\$ 5.00 per unit
Parking Fee	
First vehicle	\$10.00
Each additional vehicle	\$ 5.00

NOTE: Students enrolled solely in off-campus classes are not required to pay the parking fee.

EXPLANATION OF FEES

The **Enrollment Fee** mandated by the California State Legislature, with the approval of the Governor, requires all California Community Colleges to charge students an Enrollment Fee each semester. The legislature has also provided for financial assistance and fee waivers for low income students who cannot afford to pay this fee and who qualify according to State guidelines. Information for financial assistance and fee waivers can be obtained through the Financial Assistance and Placement Services Office.

The **Parking Fee** provides administrative and operating funds for parking and transportation-related facilities.

TUITION

Non-residents and international students are required to pay tuition charges of \$94.00 per unit in addition to the fees outlined above.

The College will accept payment from non-resident and international students in cash, Western Union money orders, traveler’s checks, and bank drafts. Personal checks cannot be accepted. Payment of non-resident and international student tuition cannot be deferred.

OTHER FEES/CHARGES

Non-Sufficient Funds Check Charge

There will be a charge of \$10.00 for checks returned to the college because of insufficient funds.

REFUND POLICY

Upon completion of refund request form, reimbursement in full will be made for the following:

1. Fee or tuition collected in error
2. Fee or tuition for a discontinued class

A student refund request form must be completed and filed prior to the close of late registration in order to receive reimbursement for the following:

1. Enrollment Fee
2. Parking Fee
3. Tuition

PARKING PERMIT

ALL vehicles parked on campus must have a valid parking permit. If you will be bringing a vehicle to campus, please complete the vehicle registration form available in the registration packet.

ACCREDITATION

The college is officially accredited by the Accrediting Commission for Junior Colleges, Western Association of Schools and Colleges, American Welding Society, the State Department of Education, and the Commission on Peace Officers Standards and Training. The University of California and other colleges and universities give full credit for transfer courses completed here.

COUNSELING AND GUIDANCE SERVICE

It is the aim of Imperial Valley College to provide all students with pertinent information which they will need in the formulation of their goals and objectives and to assist them in making the most of their potentialities and training. Counseling is made available by professional counselors, well-skilled and trained in the areas of academic, vocational, and personal counseling. The Counseling Center is open between the hours of 8:00 a.m. and 9:00 p.m., Monday through Thursday, and 8:00 a.m. and 5:00 p.m. on Friday. A Career Center is located in the Counseling Center and provides extensive vocational and career information.

Although counselors assist in long-range planning and in checking specific requirements, THE RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS OR REQUIREMENTS FOR TRANSFER TO OTHER COLLEGES OR UNIVERSITIES MUST BE ASSUMED BY EACH STUDENT. In the Counseling Center students have access to a reference library of catalogs from various colleges and universities.

STUDENT ACTIVITIES

Student affairs are governed by the Associated Students of Imperial Valley College.

Those students who are socially inclined will find an opportunity for the development of their interests in clubs and the social affairs of the year. Others who are interested in athletics will benefit from a variety of intercollegiate sports and those who are interested in music, publications, or student government will find many opportunities for participation in these activities.

BOOKSTORE AND COLLEGE CENTER

The college bookstore is maintained by the district through a lease arrangement with a private company. All college textbooks and necessary supplies are available. The College Center Building contains a snack and coffee bar that provides refreshments and meals for the students.

ATHLETICS

Intercollegiate competition is held in a variety of sports. IVC competes in the Pacific Coast Conference. Pacific Coast Conference includes Grossmont, MiraCosta, Palomar, San Diego City, San Diego Mesa, and Southwestern Colleges.

LEARNING SUPPORTIVE SERVICES

Learning supportive services are designed to provide extensive programs for remediation and enrichment learning and to offer courses designed for the student to gain mastery of study skills and learning techniques. Tutorial assistance services are also available in the Learning Supportive Services Center, and the Imperial Valley College Tutors Club provides many academic enrichment activities for students interested as tutors. In addition, bilingual services exist for students with limited English-speaking ability and who desire academic assistance in lingual interpretation in their courses.

The Learning Supportive Services Center houses a variety of audiovisual equipment and media. It has an extensive inventory of slides, tapes, filmstrips, records, multi-media kits, and other instructional learning materials which supplement the broad subject range of courses offered on this campus. An extensive videocassette library has been developed which provides students with an opportunity to view educationally relevant television broadcasts and motion pictures.

REGULATIONS

ADMISSION

Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations as prescribed by the Board of Trustees. Students who register for eight or more units of work in a given semester or upon an accumulation of eight or more units, are requested to (1) ensure that an official transcript of all work taken in high school and/or institutions of higher education are on file in the Registration Office; and (2) complete the college placement tests (unless they have completed regular college courses in both English and mathematics).

All students are admitted under one of the following classifications:

1. High school graduates or equivalent certificates (General Educational Development or California High School Proficiency Examination)

2. Non-graduates of high school who are eighteen years of age.

3. High school students who are recommended by the high school principal for one to nine units of work. (Must submit a Concurrent Enrollment Form.) Extracurricular participation is to be confined to the high school. These students must attend high school for the minimum school day.

4. College transfers who submit official transcripts (high school and college) may be granted advanced standing.

5. Prospective foreign students and students from other states may be accepted for enrollment. A tuition fee will be charged. Contact the Registration Office for current costs.

TRANSCRIPTS

Imperial Valley College furnishes two free transcripts. Thereafter, a fee of \$2.00 is charged for each additional transcript. Requests for transcripts will not be honored until all outstanding obligations to the College are met.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

All educational records of students who enroll at Imperial Valley College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974.

The following information will be available in the Admissions and Counseling offices on each enrolled student: name, address, telephone, birthdate, registration number, list of classes and section numbers, instructors, units, room numbers, hours in which the student is enrolled, dates of attendance, enrollment date and completion/withdrawal date, activities participated in, and degrees awarded. Any student who does not wish his/her name included on this listing must file a petition requesting deletion from the list before the opening of the school term.

For additional information or a copy of the entire law, contact the Registration Office in the Administration Building.

AFFIRMATIVE ACTION POLICY

The District adopted an Affirmative Action Plan in 1973. The Plan was revised in 1979, 1981 and in 1985. The establishment and development of the Plan demonstrates the District's commitment to affirmative action and equal employment opportunities for all employees and prospective employees. The Plan is available in the Spencer Library Media Center, the Superintendent's office, and the Affirmative Action Officer's office.

NON-DISCRIMINATION POLICY

Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of race, color, religion, age, marital status, national origin, sex, or handicap.

The coordinator for Imperial Valley College's compliance with Section 504 of the Rehabilitation Act of 1973 is Melvin Wendrick, P.O. Box 158, Imperial, CA 92251, (619) 352-8320, Ext. 312, TTY (619) 355-4174. The Title IX officer for Imperial Valley College is Jan Magno, P.O. Box 158, Imperial, CA 92251, (619) 352-8320, Ext. 257.

RESIDENCE REQUIREMENTS

Under the Education Code, the general rule is that a student must pay nonresident tuition unless the student can qualify as a resident student or meet the requirements of certain special provisions. Since the concept of residence involves subjective intent, this catalog cannot anticipate every question that will arise in connection with determining whether such intent exists.

Each person enrolled in or applying for admission to a California Community College is, for the purposes of admission and tuition, classified as a "resident" or a "nonresident."

Students classified as a "resident" will be admitted without payment of nonresident tuition. Students classified as "nonresidents" will be required to pay tuition in an amount set by the Governing Board.

1. A "resident" is a person who has resided within California for at least one year and a day prior to the term of enrollment.

2. A "nonresident" is a person who does not have residence in California for more than one year and a day prior to the term of enrollment.

The "Residence Determination Date" shall be that date immediately preceding the first day of class either semester or summer term.

Residency requires physical presence in California with an intent to make one's home here.

To determine a person's place of residence, reference is made to the following:

1. Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.

2. There can be only one residence.

3. The residence can be changed only by the union of act and intent.

4. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his/her residence is that of the parent with whom he/she maintained his/her last place of abode. The minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.

5. The residence of an unmarried minor, who has a parent living, cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the student qualifies for the self-supporting exception.

Exceptions to the determination of residency as set forth above may be applied to certain factual situations. If students would otherwise be classified as nonresidents, but fit within one of the following exceptions, they may be granted resident classification until they obtain such classification.

1. Minors who remain in California after their parents have moved from the state, as long as the parents had been residents of California prior to the resident classification date.

2. Minors who have been self-supporting and in California for one year preceding the day before the term, will be granted resident classification.

3. Students who have not been adults for more than one year prior to the resident determination date, may add their pre-18-years-of-age residence to their post-18-years-of-age residence to obtain the durational requirements.

4. A child or a spouse of a member of the armed forces stationed in California will be granted resident classification. A person who is a member of the armed forces not assigned to California, for purposes of education, may be entitled to resident classification for a period of one year. During that year, the person must establish permanent California residence or the individual will be subject to nonresident tuition for any subsequent enrollment.

5. Adult aliens, present for one year and one day, will be given resident classification. Minor aliens may use parents' durational presence to satisfy the one year and one day requirement.

Aliens who hold the following classification are to be able to establish residence using the same criteria as would be applied when evaluating any United States citizen:

- a. Career Diplomat Visa
- b. Fiance' Visa

6. A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.

7. A student who is an apprentice within the meaning of Section 3077 of the Labor Code, is entitled to resident classification.

8. A student who is a full-time employee of a California institution of public higher education, or whose parent or spouse is a full-time employee, may be granted resident classification at the option of the institution of enrollment.

9. A student may be classified as a district resident if he/she lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states and the parent has performed such labor in this state for at least two months per year in each of the two preceding years; the parent lives within the district which maintains the community college attended by the student; the parent claims the student as a personal dependent on his/her state or federal income tax returns, if he/she has sufficient income to have a personal income tax liability.

10. A student may be classified as a district resident if he/she earns a livelihood primarily by performing agricultural labor for hire in California and other states, and he/she has performed such labor in this state for at least two months per year in each of the two preceding years.

No one factor is decisive; however, the institution may look for certain objective manifestations of subjective intent on the part of one asserting that residence status has been established, or has been maintained in spite of an absence from the state.

Examples of evidence that aid the college admissions officer in identifying that intent, but which are not individually decisive, are possession of a document of California origin such as a driver's license, a current utility bill, a receipt for registration to vote, a current lease, rental agreement, or rent receipt showing the student's name and address and place of residence, a library card, last year's state and federal income tax information, a current charge account or credit, or a checkbook.

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence.

A student who does not answer all of the questions on the Residence Questionnaire or on the Supplemental Residence Questionnaire, if one is used, may be classified as a nonresident.

STUDY LIST LIMITATIONS

A regular full-time program is 12 to 18 units. An average of 15 to 16 units must be taken to graduate in two years or four semesters.

The maximum load allowed for students is 18 units, including an activity course in physical education. Exceptions to this rule will be made by special permission of the administration (through the petition process) when there is clear evidence of successful scholastic performance.

A student who is currently enrolled in another school or college (including correspondence school or independent study) must report this enrollment to the Registration Office. The total number of units carried during a semester for all college work may not exceed the 18 unit limit.

SHORT-TERM CLASSES

Enrollment procedures for short-term classes are the same as for regular classes. However, listed below are items which pertain to short-term classes only and should be noted:

1. Students may enroll in short-term classes up to one-fifth of the way through the class.

2. The last day to drop a short-term class with a "W" grade is three-fifths of the way through the class.

3. Fees may be refunded up to one-fifth of the way through the class.

4. Units and grades for the student will be recognized for the semester in which the class ends. Thus, if the class begins during the fall semester, crosses over and ends in the spring semester, the units and grades will be recorded for the spring semester.

CHANGES IN CLASS SCHEDULES

When registering, it is expected that a student's registration schedule shall not be completed on a trial basis; therefore, students are expected, at the time they file their registration, to make no further change. If a change must be made, students may add classes within a designated period at the beginning of each semester. Changes will be made by obtaining an add card and approval of the instructor and then filing with the Registration Office.

SCHOLARSHIP GRADING SYSTEM

Grades are based upon the quality of work done, that is, upon actual accomplishment in courses offered for credit. Grades showing the standing of students are issued at the end of each semester.

An overall grade point average of 2.0 (C) or higher must be earned in all work undertaken.

1. GRADES

- A Superior
- B Better Than Average
- C Average
- D Below Average
- F Failing
- I Incomplete

An incomplete contract may be negotiated for UNFINISHED WORK, OTHERWISE PASSING indicating that (because of medical or other sufficient reason) an important assignment such as a term paper, final examination, or experiment is missing.

An incomplete (I) grade, which is not made up by the end of the sixth week of the next regular semester, shall be converted to a letter grade. The letter grade shall be used in computing grade point average.

2. CREDIT GRADE

Certain courses designated by the appropriate divisions may be taken for a Cr grade. Students must declare their intentions to the instructor by the sixth week of the semester.

- a. Cr will reflect a letter grade of C or higher.
- b. NC will reflect incompleteness of a credit class.

- c. Cr grades are permissible in the student's major field at Imperial Valley College if permitted or allowed by the division or department.
- d. Students applying for Cr must adhere to the same class standards or regulations as a student receiving a regular grade.
- e. A maximum of 16 units taken on a credit basis may be applied toward a degree.
- f. The Cr grade will satisfy completion of prerequisite for sequence class.

3. WITHDRAWAL GRADES

W—Withdrawal

A student may withdraw from any course or from the college with a "W" grade by the end of the 14th week of the semester by filing a drop card in the Registration Office. After the 14th week, a student may withdraw from any course, or from the college, but a letter grade must be assigned.

Any instructor may withdraw a student during the first fourteen weeks for excessive absences or for disciplinary reasons.

Grades at the time of withdrawal under either circumstances will be assigned in accordance with the following schedule:

Weeks of Semester	Grade
1 through 14	W
15 through 18	other than a W

All withdrawals are official after being processed by the Registrar's Office. Instructors may file a drop card with or without the student's signature through the 14th week of the semester and it will be processed. Beginning with the second class meeting, through the 14th week of the semester, students will also have the opportunity to file a drop card and it will be processed. A drop card filed by a student will be valid with or without the instructor's signature. If the instructor's signature does not appear, the instructor will be notified by the Registrar's Office.

The "W" will normally be given to the student during the 1st through the 14th week of the semester. The student shall be given a letter grade other than a "W" after the 14th week.

Students will be allowed to withdraw from a class or classes in extenuating circumstances after the last day of the 14th week (or 75 percent of the term, whichever is less) upon petition of the student or his/her representative after consultation with the instructor(s).

Extenuating circumstances are verified cases which are clearly beyond the control of the student, i.e., documented cases of serious accident, serious illness, or transfer of a student by military order.

4. PROFICIENCY ENROLLMENT

Once a student has completed a proficiency in a subject area with a satisfactory grade, he/she may not take a lower proficiency level in that subject area. For example: A student cannot enroll in English 2B after having successfully completed English 1A. (This does not apply to vocational refresher courses.)

5. REPEATED CLASSES

Procedure for Repeated Classes:

- a. A student wishing to repeat a class in which a grade of D or F was received must complete a NOTICE OF REPEATED CLASS CARD. This card must be returned to the Registrar's Office prior to the completion of the repeated class.

The Registrar's Office will process Repeated Class cards and approved Student Petitions so that grade, units, and grade points of the original class will not be used in computing total units and grade point averages.

- b. Under special circumstances, a student may repeat a course for which a grade of C or better has been recorded. Repetition of these courses is permitted through the Student Petition process. Grades awarded for courses repeated under this provision shall not be counted in calculating a student grade point average.

6. GRADE POINTS

Grade points, per semester unit, are assigned as follows:

- A—4 grade points per unit
- B—3 grade points per unit
- C—2 grade points per unit
- D—1 grade point per unit
- F—0 grade points per unit
- Cr—0 grade points per unit; units not charged against the student
- NC—0 grade points per unit; units not charged against the student
- I—0 grade points per unit; units not charged against the student
- W—0 grade points per unit; units not charged against the student

The grade point average is computed by dividing total grade points earned by total units attempted less Cr units. Thus, in any given semester, if the grade points earned total 28 and the total units attempted less Cr units equals 14, the grade point ratio is 2.00.

7. CREDIT BY EXAMINATION

An enrolled student may petition to take an examination in lieu of course work between the sixth and fourteenth weeks of each semester. A maximum of 25 units may be used toward graduation through this process. No more than 15 units per semester will be authorized. The fee will be \$20.00 per unit plus \$10.00 for administrative costs for each examination administered. The credit by examination petition is available in the Registration Office.

8. ADVANCED PLACEMENT - NURSING

Students with previous nursing education and/or work experience may be eligible for advanced placement in the nursing curriculum. Credit may be granted for previous general education courses taken within five years. General education courses taken longer than five years ago will be evaluated on an individual basis. Evaluation of all previous academic and work experience is done on an individual basis by the nursing faculty. Details are available in the nursing office.

9. MILITARY CREDIT

A Guide to the Evaluation of Educational Experiences in the Armed Services, American Council on Education, is used to evaluate military school credit.

- a. Presentation of the DD214 (minimum of 180 days active duty to include basic training) to the Veterans Assistant may allow the veteran 4 units of credit for basic training in the military service of the United States of America (2 units for physical education and 2 units for health education).
- b. Additional military credit will be considered by petition and presentation of proper documentation.
- c. Total number of units of military credit is not to exceed 16.

10. CREDIT FOR UPPER DIVISION COURSE WORK

Upper division credit may not be applied toward an Associate Degree. The only exception is the credit received for an upper division course which is also offered as a lower division course.

11. ACADEMIC RENEWAL

If a student returns to Imperial Valley College after five years of absence, he/she may petition for the exclusion of any given semester's work. If any part of a semester's work is to be excluded, the entire semester's work must be excluded with respect to grades, units, and course requirements. Once a semester has been excluded, it may not be reinstated.

SEMESTER GRADE REPORTS

An end-of-the-semester grade report will be issued to the student by the Registration Office.

STUDENT CONDUCT

It is assumed that the entry of a student into Imperial Valley College constitutes the student's acceptance of the Standards of Student Conduct and the regulations published by the college. The Standards may be found in the Handbook for Faculty Advisors and Student Leaders, which is available in the Office of Student Life and Community Services.

ACADEMIC PROBATION

Academic Probation is a system of monitoring student progress in order to identify students who are experiencing difficulty in making satisfactory progress toward an appropriate educational objective, and providing special assistance to students in reassessing their educational objectives and guiding them to accomplish these goals.

Students who are placed on probation will be identified as early as possible at the termination of each semester and will be referred to the Counseling Center.

There are two types of Academic Probation:

Scholastic Probation

Any student who completes more than six units in any semester and earns less than a 2.00 grade point average will be placed on Scholastic Probation. A student will remain on Scholastic Probation until the student's grade point average is 2.00 or better.

Lack-of-Progress Probation

At the end of each semester, any student who has accumulated a recorded enrollment in 12 or more units may not receive more than 50 percent of those units in nonacademic grades (W, NC) and will be placed on Lack-of-Progress Probation until the completed units are 50 percent or more of the student's recorded enrollment.

PROVISIONAL STATUS

A newly enrolled freshman who is enrolled in more than six units and who falls into one of the categories listed below shall be admitted on provisional status:

- 1. Grade point average in the last three years of high school was less than 2.0 (grade C on a five-point scale with zero for an F grade) excluding only physical education and military science.

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0

2. Student is not a high school graduate.

Students on provisional status shall develop, with a counselor, a course of study commensurate with their ability. They are required to hold periodic conferences with a counselor and their program may be regulated by a counselor according to their aptitudes and achievement.

Provisional status is removed when students have successfully completed 12 units of work.

PETITION AND HEARING PROCESSES

Formerly and currently enrolled IVC students are entitled to seek and receive responses to any questions related to their educational programs in accordance with the Imperial Community College District educational philosophy.

Petition Process

The petition process is used to request exceptions to the rules and regulations in order to meet the student's special needs or circumstances.

Petition Procedure

The student will use a petition form (available in the Registration Office and Counseling Center) and submit his/her request to the Registrar who will review the request and provide a resolution. If the student is not satisfied with the resolution, a request may be made to the Registrar for a hearing before the appropriate committee.

Hearing Process

There are three established areas which may require hearing procedures for students and campus organizations seeking responses to educational questions or issues. These are:

- 1. Standards of Student Conduct
- 2. Access to Student Records and Challenge Procedure
- 3. Grievance Procedure Policy in Matters of Non-Discrimination

Hearing Procedure

Students and campus organizations are requested to summarize their concerns or issues in writing and submit them to the Registrar who is designated coordinator of the hearing procedures.

ATTENDANCE AND AUTOMATIC WITHDRAWALS

A student who fails to attend the first meeting of a class will be dropped by the instructor immediately following that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class.

Regular attendance in all classes is expected of all students enrolled. Instructors are expected to take a student's attendance record into account in computing grades. A student may be excluded from further attendance in a class during any semester when absences after the close of registration have exceeded the number of class hours which the class meets per week. Further, an instructor may drop any student judged to be a disturbing element in the class.

A student who is tardy three times may be considered as having been absent once. Absences attributed to the representation of the college at officially approved conferences and contests and attendance upon field trips will not be counted as absences.

VOLUNTARY WITHDRAWAL

A student who is required to withdraw from college because of extenuating circumstances must contact the Registration Office for the procedures to be followed. (See "Withdrawal grades.")

ACADEMIC DISMISSAL

Academic Dismissal is a system of forced interruption in attendance at Imperial Valley College in those instances where a student is unable to maintain satisfactory progress in achieving academic programs within the limit of available resources of the college.

Students are subject to the following two types of academic dismissal:

Scholastic Dismissal

Scholastic Dismissal occurs at the end of the Spring semester when a student has previously been placed on Scholastic Probation, and has completed 30 or more units with a grade point average of 1.75 or less. The dismissed student will not be allowed to enroll during the next semester or the current summer session (except by special approval upon petition to the Admission, Registration and Petitions Committee).

Lack-of-Progress Dismissal

Lack-of-Progress Dismissal occurs at the end of the Spring semester when a student has previously been placed on Lack-of-Progress Probation, and has accumulated a recorded enrollment of 30 or more units, and more than 50 percent of those units are nonacademic grades (W, NC). The dismissed student will not be allowed to enroll during the next semester or current summer session (except by special approval upon petition to the Admission, Registration and Petitions Committee).

ELIGIBILITY AND CERTIFICATION OF VETERAN ENROLLMENT

Imperial Valley College will certify students for Veteran Benefits who are not on Scholastic or Lack-of-Progress Dismissal status.

Students who have previously been placed on Scholastic Probation and completed 30 or more units with a grade point average (GPA) of 1.75 or less and are eligible for certification of Veteran Benefits will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

Students who have previously been placed on Lack-of-Progress Probation, and have accumulated a recorded enrollment of 30 or more units, and more than 50 percent of those units are non-academic grades (W, NC), will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

PHYSICAL EDUCATION

Students under 21 years of age and registered for more than eight units shall be required to register and complete successfully a physical education activity class each semester for four semesters (a maximum of four P.E. activity classes is required).

Exemptions may be granted for:

1. Physical disability (medical excuse required)
2. Age, twenty-one or over
3. Postgraduate standing
4. Completion of basic or recruit training and 180 days active service in any of the Armed Forces of the United States

Students in physical education activity classes are required to dress appropriately. Appropriate dress for activity classes includes tennis shoes, shorts, sweat pants or jogging apparel, and tee shirts or a similar top for vigorous activity.

Students who fail to enroll or are dropped by their instructor from a physical education activity class will be required to reduce their class load to eight units or less.

CHANGES IN THE CATALOG

Any regulation adopted by the administration of Imperial Valley College shall have the same force as a printed regulation in the catalog and shall supersede, upon appropriate public announcement, any ruling on the same subject which may appear in the printed catalog or official bulletins of the college.

A student may be graduated under the catalog in effect at the time of initial enrollment provided a continuous enrollment status is maintained during each semester (excluding summer sessions).

GRADUATION REQUIREMENTS

ASSOCIATE DEGREES

Upon the completion of the following requirements, students at Imperial Valley College will be granted the degree of Associate in Arts or Associate in Science, depending upon the major completed. Responsibility for filing a petition for graduation rests with the student. This petition is to be filed with the Registrar not later than the end of the 4th week of each semester and the 1st week of summer session. A \$10.00 nonrefundable fee must accompany the petition for graduation.

Additional Associate Degree(s) or Major(s) may be earned if the student completes those required courses and units beyond the prior degree(s) or major(s). Courses used in one major may be utilized in other majors as they apply. If a student breaks continuous enrollment, he/she will also be responsible for additional graduation requirements or required courses in the major as designated by the current catalog in effect.

The requirements for graduation represent State and institutional minimum general requirements as well as the firm commitment on the part of Imperial Valley College to the principles of general education. These requirements in general education are designed to develop the potential of every student, broaden their outlook, and contribute to the realization of the well-balanced whole person.

I. ACQUISITION OF MAJOR CONSISTING OF EIGHTEEN UNITS (UNLESS OTHERWISE DESIGNATED) IN A SPECIFIED FIELD OF STUDY

Students may satisfy the major requirement in the following fields of study. Individual courses of study for each major are listed after the Courses of Instruction.

- A.S.—Administration of Justice
- A.S.—Agricultural Business Management/Transfer
- A.S.—Agricultural Engineering Technology
- A.S.—Agricultural Science/Transfer
- A.S.—Alcohol and Drug Studies
- A.A.—Anthropology
- A.A.—Art
- A.S.—Automotive Body Repair and Painting
- A.S.—Automotive Technology
- A.S.—Banking—Administrative Services
- A.S.—Banking—Credit Administration
- A.S.—Banking—Secretarial
- A.S.—Banking—General Operations
- A.A.—Behavioral Science
- A.S.—Bilingual-Bicultural Studies
- A.S.—Bookkeeping
- A.A.,A.S.—Business Supervision

- A.A.,A.S.—Business Transfer
- A.S.—Carpentry
- A.A.—Cinematography
- A.S.—Cosmetology
- A.A.,A.S.—Data Processing
- A.A.,A.S.—Early Childhood Education
- A.S.—Engineering
- A.A.—English
- A.S.—Fire Science
- A.A.—Foreign Language
- A.A.,A.S.—General Business
- A.A.,A.S.—General Major
- A.S.—General Office Technician
- A.A.,A.S.—General Science
- A.A.—Governmental Management Public Service Admin.
- A.S.—Graphic Arts
- A.A.—Human Relations
- A.A.,A.S.—Individual Interdisciplinary
- A.S.—Journalism
- A.A.—Legal Assistant
- A.A.—Liberal Studies (Elementary Teacher Preparation)
- A.A.,A.S.—Life Science
- A.A.,A.S.—Marketing—Sales Technology
- A.A.,A.S.—Mathematics
- A.A.—Music
- A.S.—Nursing (Associate Degree-Registered)
- A.S.—Nursing (Licensed Vocational)
- A.A.—Office Administrative Services/Word Processing Operator
- A.A.—Patient Services Administration
- A.S.—Physical Education
- A.A.,A.S.—Physical Science
- A.A.,A.S.—Psychology
- A.A.—Real Estate
- A.S.—Recreation
- A.A.—Rehabilitation Technician for the Physically Limited
- A.A.,A.S.—Secretarial
- A.A.,A.S.—Social Science
- A.A.—Teacher Aide
- A.S.—Water Treatment Technology
- A.S.—Welding Technology

II. UNITS, GRADE POINT AVERAGE, RESIDENCE AND FINANCIAL OBLIGATIONS REQUIREMENTS

- A. Sixty (60) units plus physical education, if required.
- B. Grade point average of 2.0 or better for all college work.
- C. Completion of a minimum of forty-five (45) units in residence, or completion of at least the last fifteen (15) units at Imperial Valley College.

In-residence units refer to those units taken at Imperial Valley College in which a student is enrolled, attends class sessions of one semester's duration, and receives a passing grade. Credit by examination, extension credits, military credits, and/or credit by petition do not qualify a student for in-residence units.

Units toward an Associate in Arts or Associate in Science degree at Imperial Valley College must be from a college or university which, at the time the units were completed, was accredited by one of the regional accreditation agencies recognized by the most current COPA edition.

- D. Settlement of all financial obligations to the college.

III. INSTITUTIONAL REQUIREMENTS

- A. American Institutions (select one sequence)
 1. Hist 17A & Hist 17B
 2. Poly Sci 1 & Poly Sci 2
 3. Hist 17A & Poly Sci 1
 4. Hist 17B & Poly Sci 2
 5. Soc Sci 52
- B. Health Education: HE 1 or HE 3 (Veterans only)
- C. Physical Education, if required

IV. STATE COMPETENCY REQUIREMENTS

- A. Math Competency: Satisfactory score on Placement Test or Math 51
- B. Reading Competency: Satisfactory score on Placement Test or Eng 12B

V. GENERAL EDUCATION

A minimum of eighteen (18) semester units, including a minimum of three (3) semester units in each of the first three areas or divisions (a, b, c) and the same minimum in each part of d. The remainder of the unit requirement (3 units) is also to be selected from among these four areas or divisions (a, b, c, and d) as determined by student's option.

A general education course may be used to satisfy both a general education requirement and a major requirement.

- a. Natural Science (3 units required)
 - Ag 5 Man and His Environment
 - Ag 14 Entomology
 - Ag 40 Soils
 - Anat 6 Human Anatomy & Physiology for Health Occupations
 - Anat 8 Human Anatomy
 - Anat 10 Human Anatomy & Physiology
 - Anthro 1 Physical Anthropology
 - Astron 21 Elementary Astronomy
 - Bio 3 Principles of Biological Science
 - Bio 21 General Microbiology
 - Chem 1A General Inorganic Chemistry
 - Chem 2A Introduction to Chemistry
 - Env Sci 5 (also Ag 5) Man & His Environment
 - Geog 1 Physical Geography
 - Geol 1A Physical Geology
 - Geol 11 General Geology: An Introduction to Geology
 - Geol 12 Introduction to Historical Geology
 - Geol 14 General Paleontology, Dinosaurs, Sabretooths and Man
 - Nat Sci 51 Survey of the Earth Sciences
 - Phy Sci 25 Introduction to Physical Science
 - Phys 2A General Physics
 - Phys 4A Principles of Physics
 - Physio 1 Human Physiology
 - Zool 1A General Zoology
- b. Behavioral & Social Science (3 units required)
 - Ag 30 Food & Fiber in a Changing World
 - ADS 9 Introduction to Counseling
 - ADS 50 Human Services in a Changing Society
 - Anthro 2 Cultural Anthropology
 - Anthro 3A Introduction to Archaeological Site Surveying

- Anthro 3B Introduction to Archaeological Excavations
 - Anthro 4 California Indians
 - Anthro 6 Indians of North America
 - Anthro 8 Indians of the Southwest
 - ECE 20 Developmental Psychology of Children
 - ECE 21 Early Childhood Socialization: Children, Family and Community
 - ECE 22 Advanced Developmental Psychology and Observation
 - ECE 27 Understanding Exceptional Students
 - ECE 34 Infant/Toddler Development
 - Econ 1 Principles of Economics
 - Econ 2 Principles of Economics
 - Geog 2 Cultural Geography
 - Geog 3 Economic Geography
 - Hist 10 History of Modern Russia
 - Hist 30 Mexican and the American Southwest
 - Hist 40 Civilization of Spain and Portugal
 - Hist 41 Civilization of Spanish America and Brazil
 - HR 9 Introduction to Counseling
 - PL 1 Understanding Exceptional Students
 - Poly Sci 3 Comparative Politics
 - Poly Sci 14 Introduction to International Relations
 - Psych 1A Introduction to Psychology
 - Psych 1B Learning and Perception
 - Psych 2 Introduction to Physiological Psychology
 - Psych 3 Psychology of Adjustment
 - Psych 4 Psychology of Human Sexuality
 - Psych 5 Psychology of Effective Behavior
 - Psych 9 Introduction to Counseling
 - Psych 14 Abnormal Psychology
 - Psych 17 Social Psychology
 - Psych 20 Developmental Psychology of Children
 - Psych 21 Early Childhood Socialization: Children, Family and Community
 - Psych 22 Advanced Developmental Psychology and Observation
 - Psych 27 Understanding Exceptional Students
 - Psych 30 Psychology of Adolescence
 - Psych 35 Developmental Psychology: Conception to Death
 - Sociol 1 Principles of Sociology
 - Sociol 2 Contemporary Social Problems
 - Sociol 17 Social Psychology
 - Sociol 33 Marriage and the Family
 - Sociol 50 Human Services in a Changing Society
 - Span 40 Civilization of Spain & Portugal
 - Span 41 Civilization of Spanish America & Brazil
 - Span 43 History and Culture of the Philippines
 - TA 3 Psychology of Adjustment
- c. Humanities (3 units required)
- Anthro 14 Primitive Art
 - Art 3A/3B History & Appreciation of Art
 - Art 4 History & Appreciation of Modern Art
 - **Art 30A Introduction to Art
 - Drm Art 5A/5B History of World Drama
 - Eng 1B Introduction to Literature
 - Eng 41 Survey of American Literature
 - Eng 42A/42B Survey of World Literature
 - Eng 43A/43B Survey of English Literature
 - Eng 44AD Literature for Appreciation
 - Eng 45AD Studies in Literature
 - +Eng 46A/46B The Mexican American in Literature
 - Eng 47 Introduction to the Bible as Literature
 - Eng 54 Introduction to Film History and Criticism
 - Fr 1 Elementary French

- ***Fr 1A/1B Elementary French
 - Fr 2 Elementary French
 - ***Fr 2A/2B Elementary French
 - Fr 3 Intermediate French
 - Fr 4 Intermediate French Reading and Writing
 - Fr 10 Intermediate Conversational French
 - Fr 11 Intermediate Conversational French
 - **Fr 20A/20B French Drama - Reading and Performance
 - Fr 40 Introduction to French Civilization and Culture
 - Fr 41 Introduction to French Civilization and Culture Beyond France
 - Ger 1 Elementary German
 - Ger 2 Elementary German
 - Ger 10 Conversational German
 - Ger 11 Conversational German
 - Hist 4A/4B History of Western Civilization
 - Hum 1A/1B Man and the Arts
 - Hum 25 The Humanities
 - Hum 26 The Humanities
 - Hum 40 Introduction to French Civilization and Culture
 - Hum 41 Introduction to French Civilization and Culture Beyond France
 - Hum 54 Introduction to Film History and Criticism
 - *Ital 1A/1B Elementary Italian
 - Jrn 5 Introduction to Photography
 - MPP 54 Introduction to Film History and Criticism
 - *Mus 17AD Chamber Singers
 - *Mus 18AD Chamber Orchestra
 - Mus 20A/20B History & Literature of Music
 - Mus 30 Introduction to Music Literature and Listening
 - Mus 31 Introduction to Twentieth-Century Music
 - Phil 1A/1B Introduction to Philosophy
 - Phil 11 Ethics
 - Phil 25 Religions of the Modern World
 - Ph 5 Introduction to Photography
 - PL 10 Beginning Communication with the Deaf
 - PL 11 Intermediate Communication with the Deaf
 - PL 12 Advanced Communication with the Deaf
 - Span 1 Elementary Spanish
 - **Span 1A/1B Elementary Spanish
 - Span 2 Elementary Spanish
 - **Span 2A/2B Elementary Spanish
 - Span 3 Intermediate Spanish
 - Span 4 Intermediate Spanish
 - **Span 5A/5B Beginning Conversational Spanish and Culture
 - Span 10 Intermediate Conversational Spanish
 - Span 11 Advanced Conversational Spanish
 - Span 20A/20B Bilingual Spanish
 - Span 21 Intermediate Bilingual Spanish
 - Span 22 Advanced Bilingual Spanish
 - Span 23 Bilingual Oral Spanish
 - Span 24 Introduction to Spanish Literature
 - Span 25 Introduction to Spanish American Literature
 - +Span 28A/28B The Mexican American in Literature
 - +Span 42 Introduction to Mexican American Studies
 - **Span 54A/54B Beginning Conversational Spanish for Careers
- d. Language and Rationality
1. English Composition (3 units required)
 - Eng 1A Reading & Composition
 - or
 - Eng 2B Basic English Composition

2. Communication & Analytical Thinking (3 units required)
 - Bus 15 Introductory Calculus with Applications
 - Bus 26 Elementary Statistics
 - Bus 50 Introduction to Information Systems
 - Bus 52 Programming in Cobol I
 - Bus 55 Programming in Fortran
 - Bus 57 Programming in Basic
 - Eng 11 Reading IV: Analytical & Critical Reading
 - Eng 50 Advanced Composition
 - Eng 51 The Communication Process
 - Eng 52 Introduction to Linguistics
 - Eng 53AB Creative Writing
 - Eng 55 Technical & Report Writing
 - Jrn 1 Introduction to Journalism
 - Jrn 3 Mass Communication
 - Math A Intermediate Algebra
 - Math 2 Advanced Algebra & Trigonometry
 - Math 3A Analytic Geometry & Calculus
 - Math 10A Mathematics for Elementary School Teachers
 - Math 12 Elementary Statistics
 - Math 15 Introductory Calculus with Applications
 - Math 47 Programming in Fortran
 - Math 57 Programming in Basic
 - Math 58 Computer Programming in Pascal
 - Phil 10 Logic
 - Psych 13 Elementary Statistics
 - Sp 1 Oral Communication
 - Sp 11 Oral Interpretation - Readers Theatre
 - Sp 30 Voice and Articulation Development

- +Ethnic Studies Course
- *1 Unit Course
- **2 Unit Course
- ***2.5 Unit Course

CREDIT FOR CORRESPONDENCE AND EXTENSION COURSES

A student may petition to have a maximum of six units or credit counted toward graduation for correspondence or extension courses which meet the following standards:

1. Courses must have been taken from a recognized accredited college or university having a correspondence or extension division.
2. Courses must be designated as recommended for lower division credit by the college or university.

It is the responsibility of the student to submit evidence establishing the above standards.

TRANSFER REQUIREMENTS

Two principal requirements must be met in order to attain full junior standing at a state university, the University of California, or other institutions maintaining equivalent standards to which the student expects to transfer. These are as follows:

1. The completion of the specified requirements for junior standing in the proposed senior college or university; and,
2. The completion of the lower-division prerequisites for upper-division majors and minors.

These vary according to the requirements of the institution of higher education in which the student expects to enroll. A STUDENT EXPECTING TO TRANSFER TO SUCH AN INSTITUTION SHOULD CONSULT THE CATALOG OF

THE INSTITUTION REGARDING SPECIFIC REQUIREMENTS and plan their Imperial Valley College work so that these requirements will be met. Additional information is available in the Counseling Center.

Transferable courses to the California State University system and/or the University of California system are indicated by (CSU, UC) following the catalog description. Students are advised to contact their counselor to determine which specific courses are applicable to their educational objective.

A student planning to transfer to the California State University system can, at their request, have the general education requirements certified by Imperial Valley College. In order to meet this certification, a student must complete thirty-nine (39) units of selected general education in one of five areas: English communication and critical thinking; physical universe and its life forms; arts, literature, philosophy, and foreign language; social, political, and economic institutions; and understanding life and self-development. With the certification of general education completed by Imperial Valley College, a student can transfer to a California State University assured that no further general education will be required in the lower division area.

The Specific General Education Pattern for the California State University system follows:

A. ENGLISH COMMUNICATION & CRITICAL THINKING (9 units)

1. Oral English (1 course required)
 - Speech 1 (3)
2. Written English (1 course required)
 - English 1A (3)
3. Critical Thinking (1 course required)
 - Eng 11 (3) Phil 10 (3)
 - Eng 50 (3) Speech 10 (3)
 - Jrn 3 (3)

B. PHYSICAL UNIVERSE AND ITS LIFE FORMS (9 units with at least one lab course marked with an (L))

1. Life Science (1 course required)
 - Ag 14 (L) (3) Bio 3 (L) (4)
 - Anat 8 (L) (4) Bio 21 (L) (5)
 - Anat 10 (L) (5) Physio 1 (L) (4)
 - Anthro 1 (3) Zool 1A/1B (L) (4-4)
2. Physical Science correction
 - Ag/Env Sci 5 (3) Geol 11 (3)
 - Ag 40 (3) Geol 12 (3)
 - Astron 21 (3) Geol 12L (1)
 - Chem 1A/1B (L) (5-5) Geol 13 (3)
 - Chem 2A (L) (4) Geol 14 (3)
 - Chem 5 (L) (4) Phys 2A/2B (L) (4-4)
 - Chem 12 (L) (5) Phys 4A/4B/4C (L) (4-4-4)
 - Geog 1 (3) Phys Sci 25 (L) (4)
 - Geol 1A (L) (4)
3. Math (1 course required)
 - Math 2 (5) Math 12/Bus 26/
 - Math 3A/3B (5-5) Psych 13 (3-3-3)
 - Math 4 (5) Math 15/Bus 15 (4-4)
 - Math 10A/10B (3-3)

C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE (9 units selected from 3 subject areas)

- Art 3A/3B (3-3) Hum 1A/1B (3-3)
- Art 4 (3) Hum 25 (3)
- Art 30A/30B (2-2) Hum 26 (3)
- Drm Art 5A/5B (3-3) Ital 1A/1B (2-2)
- Eng 1B (3) Mus 20A/20B (3-3)
- Eng 41 (3) Mus 30 (3)
- Eng 42A/42B (3-3) Mus 31 (3)
- Eng 43A/43B (3-3) Phil 1A/1B (3-3)

Eng 45AD	(3)	Phil 11	(3)
Eng 46AB/Span 28AB	(3-3)	Phil 25	(3)
Eng 47	(3)	Span 1	(5)
Eng/Hum/MPP 54	(3)	Span 1A/1B	(2.5-2.5)
Fr 1	(5)	Span 2	(5)
Fr 1A/1B	(2.5-2.5)	Span 2A/2B	(2.5-2.5)
Fr 2	(5)	Span 3	(5)
Fr 2A/2B	(2.5-2.5)	Span 4	(5)
Fr 3	(4)	Span 10	(3)
Fr 4	(3)	Span 11	(3)
Fr 10	(3)	Span 20A/20B	(5-5)
Fr 11	(3)	Span 21	(5)
Fr 20A/20B	(2-2)	Span 22	(5)
Fr 40/Hum 40	(3)	Span 23	(3)
Fr 41/Hum 41	(3)	Span 24	(3)
Ger 1	(4)	Span 25	(3)
Ger 1A/1B	(2-2)	Span 40/Hist 40	(3)
Ger 2	(4)	Span 41/Hist 41	(3)
Ger 10	(3)	Span 42	(3)
Ger 11	(3)	Span 43	(3)
Hist 4A/4B	(3-3)		

D. SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS
(9 units)

1. American Institutions (6 units required - choose a sequence below)
 - a. Hist 17A/17B (3-3)
 - b. Poly Sci 1-2 (3-3)
 - c. Hist 17A/Poly Sci 1 (3-3)
 - d. Hist 17B/Poly Sci 2 (3-3)
2. Select one course from a subject area not completed in Part 1, Section D shown above

Ag 30	(3)	Hist 10	(3)
Anthro 2	(3)	Hist 30	(3)
Anthro 4	(3)	Poly Sci 3	(3)
Anthro 6	(3)	Poly Sci 14	(3)
Anthro 8	(3)	Psych 1A/1B	(3-3)
Econ 1	(3)	Psych 3	(3)
Econ 2	(3)	Soc 1	(3)
Geog 2	(3)	Soc 2	(3)
Geog 3	(3)	Soc 10	(3)

E. UNDERSTANDING LIFE AND SELF-DEVELOPMENT
(3 units)

HE 1	(3)	Psych 16	(3)
HR 8/Psych 8	(3)	Psych 35	(3)
Psych 4	(3)	Soc 33	(3)

Transfer Credit

In state universities, and at the University of California, a maximum of 70 semester units earned in a community college may be applied toward the Bachelor's degree, with the exception that no upper-division credit may be allowed for courses taken in a community college and no credit may be allowed for professional courses in education taken in a community college. Many other colleges and universities also allow credit for 70 units of lower-division work completed at a community college.

OCCUPATIONAL CURRICULA

Imperial Valley College has developed career programs which reflect employment opportunities of our county and region. Advisory committees work closely with the college to assure each student the best in education and real employment opportunities upon graduation.

In developing a major program, each student should plan on completing graduation requirements for the Associate in Arts or Associate in Science Degree. It is recommended that students should plan a broad educational background including general education courses.

It is most important that students consult with a counselor during their first semester in preparing programs to determine the appropriate sequence of courses. Further, it should be noted that the final responsibility for the selection of proper courses rests with the student.

CERTIFICATES

Occupational Certificates are awarded to convey evidence that well-defined levels of proficiency have been attained in designated occupational fields. Certificate programs are available in some of the occupational areas for which the college offers the Associate Degree. To qualify for an Occupational Certificate, a student must:

1. Complete all courses listed for a particular certificate.
2. Achieve a "C" grade average (2.0 GPA) for all courses used to complete the certificate.
3. File a certificate petition with the Registrar not later than the end of the fourth week of each semester and the first week of the summer session.

Certificates are offered in the following areas:

- Administration of Justice
- Agricultural Engineering Technology
- Agriculture Business Management
- Alcohol and Drug Studies
- Field Archaeology
- Automotive Body Repair and Painting
- Automotive Technology
- Banking
 - Administrative Certificate in Bank Operations
 - Credit Administration Certificate in Banking
 - General Certificate—Bank Service
 - Secretary Certificate—Bank Service
- Business
 - Bookkeeper Technician
 - Clerk Typist
 - Office Technician: (Receptionist, File Clerk, Small Business Records)
 - Secretary/Stenographer
- Business Supervision
- Carpentry
- Cosmetology
- Crop Science
- Data Processing
- Early Childhood Education
- Electronics
- Emergency Medical Technician I
- Emergency Medical Technician II
- Fire Science
- Governmental Management Public Service Administration
- Graphic Arts - Multi Media, Printing
- Health Assistant
- Home Health Aide
- Human Relations
- Legal Assistant
- Library Technician—Basic
- Marketing-Sales Technology
- Nutrition Management-Dietary Manager
- Nutrition Management School Food Services Manager
- Office Administrative Services/Word Processing Operator
- Patient Services Administration Specialist
- Pharmacy Technician
- Psychiatric Technician
- Real Estate
- Recreation
- Rehabilitation Technician for the Physically Limited
- Teacher Aide
- Vocational Nursing
- Waste Water Technology
- Water Treatment Technology
- Welding
- Work Experience-Occupational

COURSES OF INSTRUCTION

In the following list of courses, the credit value of each course in semester units is indicated by a number in parentheses after the course number.

To make it possible for a greater number of courses to be offered to the students of Imperial Valley, many courses in specialized fields are offered on alternate years only. The student should take this into consideration when making long-range program plans.

Course numbers followed by an AB sequence indicate that the course may be taken more than once, covering the same materials, to gain proficiency in the subject matter. Course numbers which have an A and B sequence with different course descriptions indicate that new or advanced materials are to be covered.

Course descriptions followed by the notation (CSU, UC) indicate that the course is transferable to the California State University system, to the University of California system, or both. A student should contact his/her counselor to determine which courses are applicable to his/her educational objective.

The prerequisites for any course may be waived by the instructor and the Vice President for Academic Services.

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by Imperial Community College 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 Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code commencing with Section 51820 (Board of Trustees Resolution No. 5682).

SUMMER SESSION
(When Offered)

Summer Session calendar and admission requirements may be found in the Summer Session Bulletin or Schedule of Classes which is published during the Spring Semester.

ADMINISTRATION OF JUSTICE

ADM JUS 21 (3)
INTRODUCTION TO THE ADMINISTRATION OF JUSTICE
3 Hrs. Lec.

The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various sub-systems, role expectations, and their interrelationships; theories of crime, punishment and rehabilitation; ethics, education and training for professionalism in the system. (CSU, UC)

ADM JUS 22 (3)
POLICE PATROL PROCEDURES
3 Hrs. Lec.

Techniques of patrol and observation; handling complaints and called-for services; public relations; techniques of field interrogation; officer's notebook procedures; essentials of police report writing; utilization of specialized equipment. (CSU)

CALIFORNIA ARTICULATION NUMBER (CAN)

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught within each academic discipline on California college campuses.

The system assures that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course on another participating campus. For example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus.

The following courses at Imperial Valley College have been designated as CAN courses:

CAN Course	IVC Course	CAN Course	IVC Course
CAN Anth 2	Anthro 1	CAN H EC 14	ECE 22
CAN Anth 4	Anthro 2	CAN Hist 2	Hist 4A
CAN Art 2	Art 3A	CAN Hist 4	Hist 4B
CAN Art 4	Art 3B	CAN Hist 8	Hist 17A
CAN Bus 2	Bus 1A	CAN Hist 10	Hist 17B
CAN Bus 4	Bus 1B	CAN Math 18	Math 3A
CAN Bus 8	Bus 5A	CAN Math 20	Math 3B
CAN Chem 2	Chem 1A	CAN Math 22	Math 4
CAN Chem 4	Chem 1B	CAN Phil 6	Phil 10
CAN Chem 12	Chem 5	CAN Phys 8	Phys 4A
CAN Econ 2	Econ 1	Phys Seq A	Phys 2A+2B
CAN Econ 4	Econ 2	Phys Seq B	Phys 4A+B+C
CAN Engl 8	Eng 43A	CAN Psych 4	Psych 1A
CAN Engl 10	Eng 43B	CAN Soc 2	Sociol 1
CAN Govt 2	Poly Sci 2	CAN Soc 4	Sociol 2
CAN H EC 2	NU 2	CAN Stat 2	Math 12
CAN H EC 12	Sociol 33		

ADM JUS 23 (1)
DEFENSIVE TACTICS
2 Hrs. Lab.

A study of the art of self-defense through boxing, wrestling and fencing. Includes the art of weight lifting, control of crowds, mechanics of arrest, and the transportation of prisoners and mentally ill persons. Satisfies the district physical education activity requirement for one semester. (Same as PE 44) (CSU)

ADM JUS 24 (3)
TRAFFIC CONTROL AND VEHICLE CODE
3 Hrs. Lec.

The study of traffic control and vehicle code problems. (CSU)

ADM JUS 26 (3)
TRAFFIC ACCIDENT INVESTIGATION
3 Hrs. Lec.

The study and procedures of traffic accident investigation. (CSU)

ADM JUS 28 (3)
WILDLIFE LAW ENFORCEMENT
3 Hrs. Lec.

The objective of this course is to acquire the knowledge and skill necessary for understanding the importance of Wildlife Law Enforcement in perpetuating and managing our fish and wildlife resources. (CSU)

ADM JUS 29 (3)
PRELIMINARY INVESTIGATION AND REPORTING
3 Hrs. Lec.

The organization and preparation of written communications and reports. Emphasis on practical aspects of report preparation required by law enforcement officers in the course of their duties, including reporting on mock crime scenes. (CSU)

ADM JUS 30 (3)
CRIMINOLOGY
3 Hrs. Lec.

This course explores the nature of crime, measurement and research of crime, the extent of crime, major theories of crime causation, criminal typologies, criminal justice system response to crime, and societal reaction to crime. (Same as Sociol 30) (CSU)

ADM JUS 31 (3)
CONCEPTS OF PROBATION AND PAROLE
3 Hrs. Lec.

A survey of the historical development of probation and parole from early court procedures through modern practices with an emphasis on the operation of probation and parole agencies in California including such topics as probation and parole laws and procedures. (CSU)

ADM JUS 33 (3)
CONCEPTS OF CRIMINAL LAW
3 Hrs. Lec.

Prerequisite: Adm Jus 21 or permission of the instructor. Historical development of law and constitutional provisions; definitions; classifications of crime, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. (CSU, UC)

ADM JUS 34 (3)
CRIMINAL INVESTIGATION
3 Hrs. Lec.

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

ADM JUS 35 (3)
LEGAL ASPECTS OF EVIDENCE
3 Hrs. Lec.

Prerequisite: Adm Jus 21. Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. (CSU)

ADM JUS 36 (3)
PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM
3 Hrs. Lec.

An in-depth study of the role and responsibilities of each segment within the administration of the justice system: law enforcement; judicial; corrections. A past, present and future exposure to each sub-system procedure, from initial entry to final disposition, and the relationship each segment maintains with its system member. (CSU, UC)

ADM JUS 37 (3)
JUVENILE CONTROL
3 Hrs. Lec.

Techniques of handling juvenile offenders and victims, prevention and repression of delinquency, diagnosis and referral, organization of community resources, juvenile law and juvenile procedure. (CSU)

ADM JUS 38 (3)
COMMUNITY RELATIONS
3 Hrs. Lec.

An in-depth exploration of the roles of the administration of justice practitioners and their agencies. Through interaction and study, the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. (CSU, UC)

ADM JUS 39 (3)
ARREST AND FIREARMS
3.1 Hrs. Lec.

Designed to satisfy the curriculum standards of the Commission on Peace Officer Standards and Training as required by Penal Code Section 832 for peace officers; includes laws of arrest, search and seizure, methods of arrest, discretionary decision making and where applicable, use of and carrying of firearms; mandatory for all peace officers who do not possess a basic certificate awarded by the Commission on Peace Officer Standards and Training. A total of 56 hours is required. (CSU)

ADM JUS 40 (1/2-6)
ADVANCED OFFICERS COURSE
1.33 Hrs. Lec.

Prerequisite: Permission of instructor. This course is designed to keep officers informed of new laws, new court decisions, changes in law enforcement policy, new concepts of police technology, advanced techniques, police-community relations, law enforcement ethics in maintaining police integrity and such other refresher training as may be necessary. (CSU)

ADM JUS 42 (1/2)
NONLETHAL CHEMICAL AGENTS
1/2 Hr. Lec.

Prerequisite: Permission of the instructor. Introduction to non-lethal chemical agents - their use and purpose. Required by Chemical Agents Act of 1969. Eight hours lecture required for completion of this course.

ADM JUS 43 (5)
RESERVE OFFICERS CLASS LEVEL II
5 Hrs. Lec.

Prerequisite: Adm Jus 39/Module A/or Instructor. A basic overview course in condensed version designed to prepare a student to be accepted by a law enforcement agency as a Level II reserve officer. Open to all students who are qualified as potential employees or reserves.

ADM JUS 44 (4)
RESERVE OFFICERS CLASS LEVEL I
4 Hrs. Lec.

Prerequisite: Adm Jus 43 or consent of the instructor. A basic overview course in condensed version designed to meet the POST classroom training requirements for Level I reserves. Twelve (12) additional lab hours to be arranged per semester.

ADM JUS 48 (3)
ADVANCED CRIMINAL LAW
3 Hrs. Lec.

Prerequisite: Adm Jus 33. An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer. The scope of the course includes misdemeanor and felony violations of the criminal statutes. (CSU)

ADM JUS 63 (3)
SELECT TOPICS IN ADVANCED IMMIGRATION AND NATIONALITY LAW
3 Hrs. Lec.

Prerequisite: Graduation from an Immigration Officer Basic Training Course. This course will focus on the complicated issue of law and procedure concerning the deportation of aliens illegally in the United States and criminal prosecution for violations of U.S. immigration laws. The course will also consider in-depth topics including relief from deportation, delivery bonds, deportation hearing and trial techniques. Familiarization with research materials in the immigration field will be stressed throughout the course. (CSU)

AGRICULTURAL ENGINEERING TECHNOLOGY

AGET 28 (4)
POWER EQUIPMENT OPERATION AND MAINTENANCE
3 Hrs. Lec. 3 Hrs. Lab.

Selection, operation, adjustment and the maintenance of wheel and track type equipment commonly used in agriculture and industry. (CSU, UC)

AGET 33A (5)
FARM POWER
3 Hrs. Lec. 6 Hrs. Lab.

For the student with little or no automotive background. Design, construction and mechanical function of automobile engines including lubricating, cooling, fuel and electrical systems; clutches; and an understanding of the basic sciences relevant to such topics as internal combustion and energy conversion. (Same as Auto Tech 51) (CSU)

AGET 33B (5)
FARM POWER
3 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Aget 33A or 2 years of high school auto mechanics. Review and advanced study of the internal combustion engine and service procedures in the use of automotive machine shop tools and machines for rebuilding the engine. (Same as Auto Tech 55) (CSU)

AGET 34 (4)
POWER TRANSMISSION SYSTEMS
3 Hrs. Lec. 3 Hrs. Lab.

Theory of operation and maintenance of power transmitting devices, such as transmissions, clutches, hydrostatic drives, differentials, and drive trains used in both wheel and track type equipment. (CSU)

AGET 35 (3)
FLUID POWER
2 Hrs. Lec. 2 Hrs. Lab.
 (Same as Auto Tech 57) (CSU)

AGET 37 (3)
SMALL GASOLINE ENGINES
2 Hrs. Lec. 2 Hrs. Lab.
 (Same as Auto Tech 59) (CSU)

AGET 39 (4)
FUNDAMENTALS OF DIESEL POWER
3 Hrs. Lec. 3 Hrs. Lab.

The study of diesel engine theory, design, construction, and repair of heavy diesel power units. (CSU)

AGET 50 (1-3)
APPLIED MATHEMATICS
1-3 Hrs. Lec.

(Same as Auto Tech 50, Math 50, PL 50 and Weld 50)

AGET 75 (3)
BASIC SHOP SKILLS
3 Hrs. Lec.

(Same as Auto Tech 75, Weld 75)

AGRICULTURE

Many of the courses in the field of agriculture are offered on alternate years only. Students should keep this in mind as they plan their long-range programs of study with the assistance of their counselors.

AG 5 (3)
MAN AND HIS ENVIRONMENT
3 Hrs. Lec.
 (Same as Env Sci 5) (CSU, UC)

AG 14 (3)
ENTOMOLOGY
2 Hrs. Lec. 2 Hrs. Lab.

A basic study of insects with emphasis on classification, anatomy and physiology, and ecology. An insect collection is required. (CSU, UC)

AG 15 (1)
PESTICIDE SAFETY
1 Hr. Lec.

Pesticide safety training for employees who handle and use chemical pesticides.

AG 20 (3)
ANIMAL SCIENCE
3 Hrs. Lec.

A survey of the sources of the world's supply of animal products. The distribution of and factors influencing domestic animals in the United States. The origin, characteristics, and adaptation of the important breeds and the influence of environment upon their development. Selection, feeding and management of sheep, swine and cattle on California farms. (CSU, UC)

AG 21 (3)
FEEDS AND FEEDING
3 Hrs. Lec.

Prerequisite: Ag 20 or permission of the instructor. The basic principles of animal nutrition as they are applied to livestock feeding; the composition and use of feed stuffs in their relation to feeding of farm animals; ration balancing. Identification and classification of feeds, methods of preparing feeds; relative value for each class of livestock. Digestion and utilization of feeds; feeding standards; economy in feeding; vitamins and minerals and feed sources. (CSU)

AG 22 (3)
INTRODUCTION TO AGRICULTURAL ECONOMICS
3 Hrs. Lec.

Introduction to the economic aspects of agricultural management. The role of agricultural resources in economic growth. Survey of trade, policy, and marketing activities of agriculture. (CSU)

**AG 23 (3)
ANIMAL DISEASES**

3 Hrs. Lec.
The symptoms, diagnosis and treatment of animal diseases. (CSU)

**AG 24 (3)
HORSE HUSBANDRY**

3 Hrs. Lec.
Status of the horse industry; types and breeds; selection, care and management and economics of the light horse; their place and use in California and the United States. (CSU)

**AG 25 (3)
AGRICULTURAL BUSINESS MANAGEMENT**

3 Hrs. Lec.
Changes occurring in agriculture, careers in commercial agricultural business and public agricultural service agencies, development and growth of farm-related industries, kinds of agricultural businesses, operational characteristics of commercial agricultural industries. (CSU) (UC credit limited. See a counselor.)

**AG 26 (3)
AGRICULTURAL BUSINESS ORGANIZATION
AND MANAGEMENT**

3 Hrs. Lec.
Prerequisite: Ag 25. Study of farm technological advance, marketing, consumer demand and other such factors as determinants of growth, types and forms of agricultural business organization. Farm and farm-related businesses considered from standpoint of primary functions, services and problems including investments, mortgage and working capital requirements, credit and collections, business with banks, failures and reorganization. Emphasis on California farm-related industries. (CSU) (UC credit limited. See a counselor.)

**AG 27 (3)
AGRICULTURAL SALES AND SERVICE MANAGEMENT**

3 Hrs. Lec.
Supervision of people who sell agricultural products and services. Selecting, training, directing and evaluating personnel. Methods of payment, use of advertising, promotion, incentives and service. (CSU)

**AG 29 (3)
COMPUTER APPLICATIONS IN AGRICULTURE**

2 Hrs. Lec. 2 Hrs. Lab.
Introduction to terminology, programs, and commands used in computer application programs as applied to agriculture business and production. (CSU)

**AG 30 (3)
FOOD AND FIBER IN A CHANGING WORLD**

3 Hrs. Lec.
Relationship of agriculture and natural resources to society. Where do our food and fiber come from? How does agriculture affect the dynamics of our society? What are the issues and opportunities in agriculture now and in the future? (CSU)

**AG 32 (3)
IRRIGATION AND DRAINAGE**

2 Hrs. Lec. 2 Hrs. Lab.
Prerequisite: Ag 40 or permission of the instructor. Fundamental principles and practices of irrigation. Soil-moisture relationships, water measurement, methods of irrigation, crop requirements, farm irrigation structures. Pumps and pumping and problems of the irrigation farmer. Land preparation and irrigation methods, problems of irrigation, crop requirements, farm irrigation structures including investigation of drainage problems. Types of drainage systems and layout of farm drains, and drainage requirements for land reclamation and irrigated agriculture. (CSU)

**AG 36 (3)
AGRICULTURAL CONSTRUCTION**

2 Hrs. Lec. 2 Hrs. Lab.
A study of the materials and processes most suited to farm situations. Practical concrete design, farm layout and fabrication. (CSU)

**AG 38 (3)
POWER ELECTRICITY**

2 Hrs. Lec. 2 Hrs. Lab.
Fundamentals of electric wiring; circuit layout and problems, motor and branch circuit protection, safe use of electricity, motor maintenance, wiring buildings and homes. (CSU)

**AG 40 (3)
SOILS**

2 Hrs. Lec. 3 Hrs. Lab.
Prerequisite: Math X and Chem 2A. Physical, chemical and biological properties of soils as related to agriculture. Principles of soil-plant interrelations; development of the soil as a natural body, soil moisture, effect of management practices on soil properties; composition and use of fertilizers. (CSU, UC)

**AG 41 (3)
FERTILIZERS**

3 Hrs. Lec.
Prerequisite: Ag 40. The nature of fertilizers and soil amendments, their properties, methods of application, and reaction upon soils and plants. Composition, value and use of fertilizer materials and soil correctives. Methods employed in the manufacture, distribution, and application of fertilizers. (CSU)

**AG 42 (4)
INTRODUCTION TO CROP SCIENCE**

3 Hrs. Lec. 3 Hrs. Lab.
Principles and practices of crop improvement, propagation, production, processing, storage, and marketing. Production, harvest and utilization of principal California crops. Field laboratory work required. (CSU, UC)

**AG 43 (4)
FIELD AND CEREAL CROPS**

3 Hrs. Lec. 3 Hrs. Lab.
Principles and practices of field and cereal crops production and soil management, including study of distribution, adaptation and utilization of the major field and cereal crops. Field laboratory work required. (CSU)

**AG 44A (2)
VEGETABLE GARDENING—COOL WEATHER**

6 Hrs. Lab.
Organic and inorganic production in vegetable gardening. Cultural practices, harvesting, grading and processing, marketing, disease and pest control of California vegetable crops. (CSU)

**AG 44B (2)
VEGETABLE GARDENING—WARM WEATHER**

6 Hrs. Lab.
Organic and inorganic production in vegetable gardening. Cultural practices, harvesting, grading and processing, marketing, disease and pest control of California vegetable crops. (CSU)

**AG 45 (3)
VEGETABLE PRODUCTION**

3 Hrs. Lec.
Prerequisite: Ag 40 or permission of instructor. Principles involved in seasonal truck crop production, including the scope, value, harvesting, packaging and marketing of the major truck crops grown in California. (CSU)

**AG 46 (3)
ORNAMENTAL PLANT IDENTIFICATION AND
MATERIALS**

3 Hrs. Lec.
Identification, growth habits, culture and ornamental use of house plants, vines, groundcovers, annuals, perennials, small shrubs adapted to the climate of the southern valleys of California. (CSU)

**AG 47 (3)
NURSERY PRACTICES**

2 Hrs. Lec. 3 Hrs. Lab.
A general course in ornamental horticulture with emphasis on nursery operation. Includes nursery structures and layout, seeding, transplanting, potting, balling, canning, fertilizing, pest control, plant diseases, and abnormalities. Propagating and planting mediums, their preparation and use. The use and maintenance of the common tools and equipment. (CSU)

**AG 48 (3)
TREES, SHRUBS AND VINES**

3 Hrs. Lec.
Selection, planting, training, pruning and cultural practices of trees, shrubs, and vines in California - including citrus and grapes. (CSU)

**AG 49 (3)
WEEDS AND WEED CONTROL**

3 Hrs. Lec.
Common and noxious weeds of California, their identification, life history, and control. Chemicals and equipment used for weed control on cultivated land, in irrigation ditches, on the range, and on wasteland. Poisonous weeds, their effects and prevention. (CSU)

**AG 51A (1)
APPLIED CROP MANAGEMENT**

1 Hr. Lec.
The study and evaluation of cropping, and harvesting methods and management practices during fall months. (CSU)

**AG 51B (1)
APPLIED CROP MANAGEMENT**

1 Hr. Lec.
The study of field management practices during spring months. (CSU)

**AG 51C (1)
APPLIED CROP MANAGEMENT**

1 Hr. Lec.
The study and evaluation of cropping methods and crop rotation practices. (CSU)

**AG 51D (1)
APPLIED CROP MANAGEMENT**

1 Hr. Lec.
The study and evaluation of cropping methods for the Imperial Valley. (CSU)

**AG 65 (3)
CONTROL OF INSECTS AND OTHER PESTS**

3 Hrs. Lec.
Identification and methods of control of principle insect, rodent, disease, and other pests of crops. Use of pesticide application equipment. Health hazards in use of pesticides.

COURSES OF INSTRUCTION
ALCOHOL AND DRUG STUDIES**ADS 9 (3)
INTRODUCTION TO COUNSELING**

3 Hrs. Lec.
(Same as HR 9/Psych 9) (CSU)

**ADS 10 (3)
SOCIOLOGY OF MINORITY GROUPS**

3 Hrs. Lec.
(Same as Sociol 10) (CSU, UC)

**ADS 11AB (3-3)
PRACTICUM**

1 Hr. Lec. 6 Hrs. Lab. field experience per week
(Same as HR 11AB/Psych 11AB) (CSU)

**ADS 15 (3)
SOCIAL AND PSYCHOLOGICAL DYNAMICS OF
DRUG USE**

3 Hrs. Lec.
(Same as Psych 15/Sociol 15) (CSU)

**ADS 50 (3)
HUMAN SERVICES IN A CHANGING SOCIETY**

3 Hrs. Lec.
History, philosophy and the development of thought in social work. A content area designed to identify and analyze the primary helping services in urban and rural America. Observation and reporting techniques will be emphasized. This course will identify new programs and careers in the emerging Human Services field. (Same as Sociol 50) (CSU)

**ADS 51 (3)
ALCOHOLISM: INTERVENTION, TREATMENT AND
RECOVERY**

3 Hrs. Lec.
This course will serve as an introduction to assessment and treatment approaches to alcoholism and drug abuse. Alcoholism will be studied in its social and clinical context. Attention will be given to the basic theoretical approaches to the disease. This course will examine the various components of intervention, treatment and recovery. (CSU)

**ADS 52 (3)
PHYSIOLOGICAL EFFECTS OF ALCOHOL
AND DRUGS**

3 Hrs. Lec.
The course is designed to provide the student with information on the processing systems of the body and how they react to alcohol and drugs. This course will seek to explain where and how drugs act and why. The course will bring about an understanding of how drugs influence consciousness, mood, and feeling. It will enable students to understand that both the internal and external environments have important effects on the well-being of the individual. (CSU)

**ADS 53 (3)
GROUP LEADERSHIP AND GROUP PROCESS**

3 Hrs. Lec.
Prerequisite: ADS 9/Psych 9/HR 9. This course will introduce the student to group theory and process, and how groups affect the whole social scene. It will examine membership in and leadership of various kinds of groups, emphasizing group process. Consideration will be given to goals and strategies of social change and the necessity for social change in relation to personal and social values. The factors involved in problems of communications, effective emotional responses and personal growth also will be highlighted, emphasizing the group process as a means of changing behavior. (Same as Psych 53) (CSU)

ADS 54 (3)
FAMILY COUNSELING APPROACHES TO ALCOHOL AND DRUG ABUSE

3 Hrs. Lec.

A course designed to present basic ideas and theories about family dynamics, particularly as they apply to the family of the substance abuser, and to explore strategies for counseling the client's family. The approach is highly experiential in format and students will participate in exercises frequently to incorporate new skills and theory. (CSU)

ADS 55 (3)
CRISIS INTERVENTION AND REFERRAL TECHNIQUES

3 Hrs. Lec.

Prerequisite: ADS 9/Psych 9/HR 9 or permission of the instructor. Techniques used for brief therapy crisis intervention, intake interviewing and referral will be studied and practiced. Special attention will be given to the process of intervention, admitting, and recording of information as it pertains to alcohol and drug abuse clients. Through an experiential format, participants will learn and practice skills in brief therapy, different levels of client communication and intake interviewing. (Same as Psych 55) (CSU)

ADS 56 (3)
PROGRAM MANAGEMENT TECHNIQUES

3 Hrs. Lec.

This course will introduce students to basic management principles as applied to Substance Abuse programs. Topics will include funding, budgeting and policy development as well as issues related to staff selection, supervision and program evaluation. (CSU)

ADS 57ABCD (1-3, 1-3, 1-3, 1-3)
CURRENT ISSUES IN DRUG ABUSE

1-3 Hrs. Lec.

A variety of one-unit courses covering current, specialized areas in alcohol and drug abuse. As the field changes, the semester offerings will vary. Such topics as Women and Alcoholism, Alcoholism, Sexuality and Intimate Relationships, Cross-cultural Counseling Techniques, Adult Children of Alcoholics, Substance Abuses and the Law, and Counseling the Adolescent Abuser will be included. (CSU)

ALTERNATE ENERGY

AE 10 (3)
PRACTICAL METHODS IN SOLAR ENERGY

3 Hrs. Lec.

This course explores active and passive solar design systems in housing construction, the low cost energy savers that renters can install and an evaluation and comparison of high technology and low technology solar designs. (CSU)

AE 20 (3)
ALCOHOL FUEL PRODUCTION

3 Hrs. Lec.

A study of the procedures, processes and issues of entering into fermentation ethanol production. Also included are construction techniques applicable to the alcohol plant. (CSU)

ANATOMY

ANAT 6 (3)
ANATOMY AND PHYSIOLOGY FOR HEALTH OCCUPATIONS

3 Hrs. Lec.

Introductory study of the structure and function of the human organism. Class is structured for health occupation students. It is not acceptable for pre-medical, pre-dental, pre-chiropractic, pre-physical therapy or registered nursing students, and it is not open to students who have completed Anat 8 or Anat 10 with a grade of "C" or better.

ANAT 8 (4)
HUMAN ANATOMY

2 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: High school biology with a grade of C or better or Zool 1A or Bio 3 or a current California LVN license. Systems of the human body and their interrelationships. (CSU) (UC credit limited. See a counselor.)

ANAT 10 (5)
HUMAN ANATOMY & PHYSIOLOGY

3 Hrs. Lec. 6 Hrs. Lab.

Prerequisites: One year of high school chemistry and biology or one semester each at the college level or a current California LVN license. A study of the structure and function of the human organism. Emphasis is on the circulatory, respiratory, excretory, nervous, reproductive, and digestive systems. (CSU) (UC credit limited. See a counselor.)

ANTHROPOLOGY

ANTHRO 1 (3) (CAN ANTH 2)
PHYSICAL ANTHROPOLOGY

3 Hrs. Lec.

The processes and course of human evolution; mankind's place in nature and the study of primates; the biological variability of living peoples and their genetic background. (CSU, UC)

ANTHRO 2 (3) (CAN ANTH 4)
CULTURAL ANTHROPOLOGY

3 Hrs. Lec.

Prerequisite: Eleventh grade reading level ability is recommended for success in this course. An introduction to the nature of culture, especially as seen in primitive society. Includes such topics as cultural history, the process of culture, technology, social organization, language, religion, and personality. May be taken before Anthro 1. (CSU, UC)

ANTHRO 3A (3)
INTRODUCTION TO ARCHAEOLOGICAL SITE SURVEYING

2 Hrs. Lec. 2 Hrs. Lab.

Introduction to archaeological site surveying; historical development of archaeology; major contributors in 20th century; archaeological trends; methods of site surveying; types of sites; field reconnaissance; site reports and records; preparing field material for laboratory care and analysis; trails, artifacts, and features; equipment, use and care in the field. (CSU)

ANTHRO 3B (3)
INTRODUCTION TO ARCHAEOLOGICAL EXCAVATIONS

2 Hrs. Lec. 2 Hrs. Lab.

Introduction to archaeological excavations; mapping; laying out sites with transit, rod and alidade; archaeological excavation; selecting sites; testing and trenching; stratigraphy; keeping records; interpreting data; preparing laboratory materials; care of materials for carbon and amino acid dating; pollen and soil tests. (CSU)

ANTHRO 3C (3)
ADVANCED ARCHAEOLOGICAL SURVEY

2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Anthro 3A and consent of the instructor. Students to conduct independent surveys, research records, devise tables and maps, lead small field crews on surveys and write technical but readable reports. Field surveys will be in various environmental areas in Imperial and San Diego counties. Students must plan for 1-3 additional hours by arrangement. (CSU)

ANTHRO 3D (3)
ADVANCED ARCHAEOLOGICAL EXCAVATIONS

2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Anthro 3B and consent of the instructor. Students will design a field excavation project, organize a small field crew with which to carry it out, conduct record and literature searches, micro-map the area, process materials and data in the laboratory, and prepare a technical, but readable report on the findings. Laboratory studies will include curation, photography and C14 processing. Students must plan for 1-3 additional hours by arrangement. (CSU)

ANTHRO 4 (3)
CALIFORNIA INDIANS

3 Hrs. Lec.

A study of California Indians and the relationships of these tribal peoples to their environments; linguistic families; life styles of specific Indian tribal societies; Indian art, music, stories, religions, institutions, structures, artifacts, recent Indian history. (CSU, UC)

ANTHRO 6 (3)
INDIANS OF NORTH AMERICA

3 Hrs. Lec.

Early migrations to the New World demography and ecology of the Amerindian cultures in Alaska, Canada, United States, Mexico and Central America, in Pre-Columbian times. The modern Indian movement today. (CSU, UC)

ANTHRO 8 (3)
INDIANS OF THE SOUTHWEST

3 Hrs. Lec.

A study of the natural and human ecology of the Southwest as applied to aboriginal life; Early Man in the Southwest, especially the Cochise Culture; Meso-American influences; foundations and development of the Anasazi, Sinagua, Hohoka and Mogollon cultures. Intercultural relations, trade, ceramics, pueblo life, religion, art and agriculture. Cultural extensions into California. Rise of modern societies, as the Zuni, Hopi, Navajo and Apache. Contemporary life. (CSU, UC)

ANTHRO 16AB (3-3)
PREHISTORIC CERAMICS

3 Hrs. Lec.

This course traces the origins and developments of ceramics in the New and Old Worlds. Emphasis will be on the materials, techniques, and ceramic products of the Southeastern California Indians, especially the Lower Colorado River groups. Students will work with clays and clay preparations, vessel, figurine, and mask forms, pinch and coil construction, decorations, sun-drying and kiln firing. Lecture-demonstrations will be the class base. (CSU, UC)

ART

ART 3A (3) (CAN ART 2)
HISTORY AND APPRECIATION OF ART

3 Hrs. Lec.

A survey of the developments in art in painting, sculpture, architecture, and the minor arts from the birth of art to the Renaissance. (CSU, UC)

ART 3B (3) (CAN ART 4)
HISTORY AND APPRECIATION OF ART

3 Hrs. Lec.

A continuation of Art 3A extending from the Renaissance to contemporary times. May be taken before or concurrently with Art 3A. (CSU, UC)

ART 4 (3)
HISTORY AND APPRECIATION OF MODERN ART

3 Hrs. Lec.

Art 4 is a broad analytical survey of painting, sculpture and architecture from 1900 up to the present. Emphasis is placed upon the development of styles of painting and their relationship to each other. (CSU, UC)

ART 18A (3)
WATERCOLOR PAINTING

2 Hrs. Lec. 4 Hrs. Lab.

The study of watercolor painting with emphasis upon color, composition and pictorial expression. Exploration of various techniques employing the medium of watercolor. (CSU) (UC credit limited. See a counselor.)

ART 18B (3)
WATERCOLOR PAINTING

2 Hrs. Lec. 4 Hrs. Lab.

Prerequisite: Art 18A. Continuation of watercolor painting. Stress is on achieving confidence and fluency in the medium. Students are encouraged to expand the range of the experience acquired to include other water-based media. (CSU) (UC credit limited. See a counselor.)

ART 20A (3)
DRAWING

2 Hrs. Lec. 4 Hrs. Lab.

A basic course in drawing involving analysis of line, form, tone, texture and color as essential media of expression. (CSU) (UC credit limited. See a counselor.)

ART 20B (3)
DRAWING

2 Hrs. Lec. 4 Hrs. Lab.

Prerequisite: Art 20A. A continuation of 20A. (CSU) (UC credit limited. See a counselor.)

ART 21A (3)
PAINTING

2 Hrs. Lec. 4 Hrs. Lab.

Prerequisites: Art 20A and 20B. A continuation of the development of composition and the various techniques employed in drawing and painting. Includes figure drawing, landscape, and still-life. Painting covers styles of painting from the Neo-classic to the present day. (CSU) (UC credit limited. See a counselor.)

ART 21B (3)
PAINTING

2 Hrs. Lec. 4 Hrs. Lab.

Prerequisite: Art 21A. A continuation of 21A. (CSU) (UC credit limited. See a counselor.)

ART 22A (3)**DESIGN****2 Hrs. Lec. 3 Hrs. Lab.**

Fundamentals of design and composition; theory of color. Includes organization and utilization of basic elements through design problems. (CSU) (UC credit limited. See a counselor.)

ART 22B (3)**DESIGN****2 Hrs. Lec. 3 Hrs. Lab.**

Intermediate studies of elements and principles of art with emphasis on three-dimensional design theory. (CSU) (UC credit limited. See a counselor.)

ART 23A (3)**CERAMICS****1 Hr. Lec. 5 Hrs. Lab.**

An introduction to ceramics; basic methods of forming, decorating, glazing and firing. (CSU) (UC credit limited. See a counselor.)

ART 23B (3)**CERAMICS****1 Hr. Lec. 5 Hrs. Lab.**

Prerequisite: Art 23A. A continuation of Art 23A with emphasis on the potter's wheel. (CSU) (UC credit limited. See a counselor.)

ART 23C (3)**CERAMICS****1 Hr. Lec. 5 Hrs. Lab.**

Prerequisite: Art 23B with a grade of C or better. A continuation of Art 23B with special emphasis on glaze formulating and decorating techniques. (CSU) (UC credit limited. See a counselor.)

ART 24AB (3-3)**CERAMIC SCULPTURE****6 Hrs. Lab.**

A course in basic ceramic sculpture techniques with emphasis on the human form. (CSU) (UC credit limited. See a counselor.)

ART 25A (3)**LIFE DRAWING****1 Hr. Lec. 5 Hrs. Lab.**

Prerequisites: Art 20A and 20B with a grade of C or better. Many types of drawing and painting techniques are used to further the student's skill and development of visualization by drawing from the human figure. (CSU) (UC credit limited. See a counselor.)

ART 25B (3)**LIFE DRAWING****6 Hrs. Lab.**

Prerequisite: Art 25A. A continuation of Art 25A. Art 25B includes exploration of painting techniques using varied media. (CSU) (UC credit limited. See a counselor.)

ART 28 (3)**TECHNICAL CERAMICS****2 Hrs. Lec. 3 Hrs. Lab.**

Prerequisites: Art 23C or permission of the instructor. A study of the raw materials used in compounding clay bodies and glazes. Specific problems of glaze calculations and techniques of glaze application. (CSU) (UC credit limited. See a counselor.)

ART 30A (2)**INTRODUCTION TO ART****1½ Hrs. Lec. 1½ Hrs. Lab.**

An exploratory course intended for nonart majors; provides a basis for an understanding of the fundamental art principles. Offers experience in creative expression. (CSU, UC)

ART 30B (2)**INTRODUCTION TO ART****1½ Hrs. Lec. 1½ Hrs. Lab.**

Prerequisite: Art 30A. A continuation of Art 30A which is an exploratory course intended for nonart majors; provides a basis for an understanding of the fundamental art principles. Offers experience in creative expression. (CSU, UC)

ART 33 (1)**GALLERY DISPLAY****2 Hrs. Lab.**

Theories, techniques and practices of art gallery exhibition. (CSU)

ART 40 (2)**EXPLORATION OF PAINTING TECHNIQUES****1 Hr. Lec. 2 Hrs. Lab.**

An exploratory course which provides opportunities to work with the various painting techniques. Basic painting assignments to develop individual application of techniques. Initial exercises in color usage and structure of the painting. Suggestions and evaluation of student work will take place on an individual basis. (CSU) (UC credit limited. See a counselor.)

ASTRONOMY**ASTRON 21 (3)****ELEMENTARY ASTRONOMY****3 Hrs. Lec.**

Prerequisite: Completion of the Mathematics 51 requirement. The course covers the solar system, the stars, Milky Way galaxy, cosmology, and the identification of stars and constellations in the planetarium. (CSU, UC)

AUTOMOTIVE BODY AND PAINT**AUTO BODY 70 (5)****AUTO BODY REPAIRING AND PAINTING****3 Hrs. Lec. 6 Hrs. Lab.**

Prerequisites: Weld 30 and Weld 32, or permission of the instructor. The study of all phases of body repair and painting. Covers the use of modern tools and equipment and procedures for handling typical body-paint jobs. (CSU)

AUTO BODY 71 (5)**ADVANCED AUTO BODY REPAIRING AND PAINTING****3 Hrs. Lec. 6 Hrs. Lab.**

Prerequisites: Auto Body 70 or permission of the instructor. Covers all phases of body repairing and repainting. Use of modern tools and equipment, step-by-step procedures for handling typical jobs. (CSU)

AUTO BODY 72 (5)**AUTO AND LIGHT TRUCK MAJOR COLLISION REPAIRING****3 Hrs. Lec. 6 Hrs. Lab.**

Prerequisites: Auto Body 71 and/or concurrently Weld 30, Weld 32 or permission of the instructor. Covers all phases of heavy collision repair including extensive frame and undercarriage damage, using modern equipment with step-by-step procedures. (CSU)

AUTOMOTIVE TECHNOLOGY

Some courses in the field of Automotive Technology are offered on alternate years only. Students should keep this in mind as they plan their long-range programs of study with the assistance of their counselors. Enrollment in automotive technology courses requiring a prerequisite is not allowed unless the prerequisite automotive technology class is passed with a "C" grade or better.

AUTO TECH 50 (1-3)**APPLIED MATHEMATICS****1-3 Hrs. Lec.**

(Same as Aget 50, Math 50, PL 50 and Weld 50)

AUTO TECH 51 (5)**ENGINE TECHNOLOGY****3 Hrs. Lec. 6 Hrs. Lab.**

For the student with little or no internal combustion engine background. Design, construction and mechanical function of internal combustion engines including lubricating, cooling, fuel and electrical systems; and an understanding of the basic sciences relevant to such topics as internal combustion and energy conversion. (Same as Aget 33A) (CSU)

AUTO TECH 52 (3)**MANUAL TRANSMISSIONS AND POWER TRAINS****2 Hrs. Lec. 3 Hrs. Lab.**

Design, construction and mechanical function of clutches, manual transmissions, overdrives and power transmitting mechanisms. (CSU)

AUTO TECH 53 (5)**BRAKES AND SUSPENSION****3 Hrs. Lec. 6 Hrs. Lab.**

Study of manual and power braking systems, wheel alignment, spring suspension, tires, tire trueing, wheel balancing, and wheel bearings. Diagnosis and services procedures on repair jobs. (CSU)

AUTO TECH 54 (3)**CARBURETORS, FUEL INJECTION AND EXHAUST SYSTEMS****2 Hrs. Lec. 3 Hrs. Lab.**

Advanced study of automotive fuel systems (carburetors, fuel pumps, intake manifolds, exhaust system and emission controls). Basic diagnosis and service procedures on systems. (CSU)

AUTO TECH 55 (5)**ADVANCED GASOLINE ENGINES AND LIGHT DUTY DIESEL ENGINE REBUILDING****3 Hrs. Lec. 6 Hrs. Lab.**

Prerequisite: Auto Tech 51 or two years of high school auto mechanics. Review and advanced study of the internal combustion engine and service procedures in the use of automotive machine shop tools and machines for rebuilding the engine. (Same as Aget 33B) (CSU)

AUTO TECH 56 (3)**DIAGNOSTICS****2 Hrs. Lec. 3 Hrs. Lab.**

Prerequisites: Auto Tech 54 and Auto Tech 60. Troubleshooting the various components of the automobile using the oscilloscope and dynamometer and other precision instruments. To include the study and servicing of various automotive smog devices. (CSU)

AUTO TECH 57 (3)**FLUID POWER****2 Hrs. Lec. 2 Hrs. Lab.**

A study of the principles and laws governing fluids. The design and function of hydraulic and pneumatic components, seals, fluid types, circuits and symbols. Latest developments in the control and transfer of energy and its relationship to automotive technology. (Same as Aget 35) (CSU)

AUTO TECH 58 (3)**AUTOMOTIVE AIR-CONDITIONING****2 Hrs. Lec. 3 Hrs. Lab.**

The course is designed to impart knowledge and information needed by the student to enter and make progress in employment on a productive basis in the automotive air-conditioning service industry. (CSU)

AUTO TECH 59 (3)**SMALL GASOLINE ENGINES****2 Hrs. Lec. 2 Hrs. Lab.**

The history, design, construction and mechanical function of the small gasoline engine, including tune-up and major repair of the electrical and mechanical systems. (Same as Aget 37) (CSU)

AUTO TECH 60 (5)**ELECTRICAL, STARTING, CHARGING, IGNITION AND RELATED ELECTRICAL SYSTEMS****3 Hrs. Lec. 6 Hrs. Lab.**

Advanced study of automotive electrical systems. Basic diagnosis and service procedures on the various systems. (CSU)

AUTO TECH 61A (5)**AUTOMATIC TRANSMISSIONS****3 Hrs. Lec. 6 Hrs. Lab.**

Design, construction, mechanical and hydraulic function and repairs of the automatic transmission. (CSU)

AUTO TECH 61B (5)**ADVANCED AUTOMATIC TRANSMISSIONS****3 Hrs. Lec. 6 Hrs. Lab.**

Prerequisites: Auto Tech 61A, Auto Tech 52, or one of the above with concurrent enrollment in the other. Advanced study using four major domestic and foreign automatic transmissions, with emphasis on practical rebuilding of automatic transmissions, including locking torque converters and 4-speed overdrive and front wheel drive transaxles. Applied shop practices for advanced students who wish to refine technical skills prior to obtaining employment in the industry. (CSU)

AUTO TECH 65 (3)**BASIC MACHINE SHOP TECHNOLOGY****2 Hrs. Lec. 3 Hrs. Lab.**

A general course designed for students desiring to work in the various areas of automotive technology involving machine shop operations. Skill is developed in the operation of lathes, milling machines, drill presses, grinders, shapers, hand and bench tools, and heat treating. The proper use of materials, safety and care of equipment is emphasized. (CSU)

AUTO TECH 66 (3)**ADVANCED MACHINE SHOP TECHNOLOGY****2 Hrs. Lec. 3 Hrs. Lab.**

Prerequisite: Auto Tech 65 or permission of the instructor. A course designed to develop advanced skills in the operation of lathes, milling machines, drill presses, grinders, shapers and sewing machines. The proper use of materials, safety and care of equipment is included. (CSU)

**AUTO TECH 75 (3)
BASIC SHOP SKILLS
3 Hrs. Lec.**

This is a comprehensive course in tool usage, nomenclature and terminology of tools and equipment for the beginning student in the technologies. The course is for the student who has not developed a background in industrial technology, as well as for the bilingual student who wants to improve his/her technical vocabulary. (Same as Aget 75, Weld 75)

**AUTO TECH 80 (2)
EMISSION CONTROLS AND HEADLIGHT DIAGNOSIS
AND ADJUSTMENTS**

1½ Hrs. Lec. 1½ Hrs. Lab.

Prerequisites: Auto Tech 51, Auto Tech 54, Auto Tech 56 or experience as a mechanic in the automotive field. Review and advance study of tune-up, emission controls and headlight problems using correct procedures as set forth by the State of California. This course will also be using required specifications and equipment. (CSU)

**AUTO TECH 81 (2)
BRAKE LICENSING AND AIR-CONDITIONING
1½ Hrs. Lec. 1½ Hrs. Lab.**

Prerequisites: Auto Tech 53 or permission of the instructor. This course is designed for those students who wish to pass the brake licensing state test by learning state laws, brake adjusting and repair procedures and trade servicing of automotive air-conditioning. (CSU)

**AUTO TECH 90ABC (3-3-3)
ADVANCED AUTO TECH SHOP PRACTICE
1 Hr. Lec. 4 Hrs. Lab.**

Prerequisite: Successful completion of at least 14 units in automotive technology or permission of the instructor. Auto Tech applied shop practices is for advanced students who wish to refine technical skills prior to obtaining employment in the industry. (CSU)

BIOLOGY**BIO 3 (4)
PRINCIPLES OF BIOLOGICAL SCIENCE
3 Hrs. Lec. 3 Hrs. Lab.**

Not open to students with credit in Zoology or Botany. A consideration of basic biological phenomena. Designed for those students who intend to take only one semester of general biological science. May be combined with Physical Science 25 for a year course in the basic principles of natural science. (CSU) (UC credit limited. See a counselor.)

**BIO 21 (5)
GENERAL MICROBIOLOGY
3 Hrs. Lec. 6 Hrs. Lab.**

Prerequisite: One year each of high school chemistry and biology or one semester each at college level or a current California LVN license. Provides students with fundamental concepts of the structure and physiology of nondisease and disease producing microorganisms with particular attention to bacteria. Basic techniques for culturing, staining, counting and identifying microorganisms. Designed to meet the requirement to enter one of the medical fields as well as general education. (CSU, UC)

**BIO 22 (4)
MICROBIOLOGY FOR ADVANCED PLACEMENT OF
NURSING STUDENTS**

2 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: One year of high school chemistry and biology or one semester each at the college level or a current California LVN license. For students currently accepted for advanced placement by the IVC Nursing Department. Provides the student with fundamental concepts of the structure and physiology of nondisease and disease producing microorganisms with lesser emphasis on nondisease producers than Bio 21. Basic techniques for culturing, staining, and identifying bacteria.

BUSINESS**BUS 1A (4) (CAN BUS 2)
PRINCIPLES OF ACCOUNTING
4 Hrs. Lec. 1 Hr. Lab.**

Prerequisite: Satisfactory score on the mathematics placement test or completion of Math 51 with a grade of C or better. Introduction to the theory, practice, and principles of accounting as they relate to service enterprises and mercantile enterprises. Includes the completion of the accounting cycle, sales, purchases, summarizing and reporting, receivables, payables and inventories, deferrals and accruals, depreciation, systems and controls and payroll systems. (CSU, UC)

**BUS-1B (4) (CAN BUS 4)
PRINCIPLES OF ACCOUNTING
4 Hrs. Lec. 1 Hr. Lab.**

Prerequisite: Satisfactory completion of Bus 1A. Principles involved in partnerships, corporations, departmental accounting, process cost systems, job order costs, budgetary control, income taxes, cash flow, and financial statement analysis. (CSU, UC)

**BUS 2 (3)
INTRODUCTION TO BUSINESS
3 Hrs. Lec.**

A basic beginning college course that introduces U.S. business and industry. Includes the nature and importance of business, forms of business ownership, organization, management, finance, marketing, government and legal regulations, pricing and taxes. (CSU)

**BUS 3 (3)
BUSINESS MANAGEMENT
3 Hrs. Lec.**

A study of the organizing and merchandising problems of a business; financial problems; business management. (CSU)

**BUS 4 (3)
PRINCIPLES OF MARKETING
3 Hrs. Lec.**

A course of study designed to introduce students to the organization and operation of marketing activities, including the study of the marketing mix, markets, promotion and strategic planning. (CSU)

**BUS 5A (3) (CAN BUS 8)
BUSINESS LAW
3 Hrs. Lec.**

Course of study designed to immerse students in the various areas of Business Law as it relates to business. Courts and court procedures, contracts, government regulation, agency, partnership and corporation law, as it applies to business, are some of the areas covered. Included in the course are the environmental, ethical, political and social factors which influence the development and operation of the legal system. (CSU) (UC credit limited. See a counselor.)

**BUS 5B (3)
BUSINESS LAW
3 Hrs. Lec.**

Principles of business law and their application to actual cases involving business transactions, personal property and bailments, sales, security devices and insurance, partnerships, corporations, real property, estates and bankruptcy, and government and business. Bus 5B may be taken before Bus 5A. (CSU) (UC credit limited. See a counselor.)

**BUS 6 (3)
MANAGEMENT CONCEPTS OF SUPERVISION
3 Hrs. Lec.**

The role of the supervisor in industry and business; the development of techniques in meeting administrative, organizational, labor and human relations problems; the utilization of men, machines and materials, and case studies in supervisory problems. (CSU)

**BUS 7 (3)
HUMAN RELATIONS IN MANAGEMENT
3 Hrs. Lec.**

Improving supervision by the use of basic psychology in building better employer-employee relationships through human relations techniques; development of leadership qualities; main human relations problems and their causes and solutions. (Same as HR 7) (CSU)

**BUS 8 (3)
PERSONNEL MANAGEMENT
3 Hrs. Lec.**

A course that introduces personnel management in the light of current theories and practices based upon research and company experience. Includes the personnel management system, staffing, employee and management development, group behavior, management-union relations, compensation, security and a look into the future. (CSU)

**BUS 10A (3)
PRACTICAL BOOKKEEPING
3 Hrs. Lec.**

A basic course in elementary basic accounting principles that uses the "practice set approach" to learn how to journalize and post transactions for service-type businesses that keep their books on the cash and accrual basis.

**BUS 10B (3)
PRACTICAL BOOKKEEPING
3 Hrs. Lec.**

Prerequisite: Bus 10A or permission of the instructor. A course that uses the "practice set approach" in learning how to journalize and post transactions for merchandising businesses that keep their books on the accrual basis.

**BUS 13 (3)
APPLIED BUSINESS LAW
3 Hrs. Lec.**

A one-semester course covering courts and court procedures, contracts, sales contracts, bailments, negotiable instruments, agency and employment, partnerships, corporations, insurance and property. Not open to students who have completed Bus 5 or the equivalent.

**BUS 14 (3)
PRACTICAL SALESMANSHIP
3 Hrs. Lec.**

The practical background of salesmanship; the duties and functions of a salesperson in the selling of ideas, services, and products. Includes the place and importance of salespeople in the marketing structure of the U.S. economy. (CSU)

**BUS 15 (4)
INTRODUCTORY CALCULUS WITH APPLICATIONS
4 Hrs. Lec.
(Same as Math 15) (CSU)****BUS 19 (3)
PERSONAL DEVELOPMENT FOR EMPLOYMENT
3 Hrs. Lec.**

A thorough study of the process and practice of obtaining employment in the business world. Designed to meet the special needs of students in the fields such as: Marketing-Distribution; Business Supervision; Secretarial-Clerical; Accounting-Bookkeeping; and Data Processing, etc. Skills development in the areas of job search, employer contact, resume writing, interviewing techniques, interview follow-up, proper dress, and job-holding practices. (CSU)

**BUS 20 (2)
ELEMENTARY TYPEWRITING
2 Hrs. Lec. 3 Hrs. Lab.**

Designed to impart the fundamental skills and knowledge of typing. The student is introduced to the basic concepts of typewriting production. Not open to students who have had previous instruction in typewriting. (CSU)

**BUS 21ABC (3-3-3)
PROFICIENCY—EXIT TYPEWRITING
1 Hr. Lec. 4 Hrs. Lab.**

Prerequisite: Bus 20 or the ability to type 20 wpm. Designed to bring students to an office-level skill. Emphasis is placed on business letters, manuscripts, tabulation and statistical work. Bus 21B may be taken by those students who do not attain office-level proficiency in Bus 21A. Bus 21C may be taken by those students who do not attain office-level proficiency in Bus 21B. (CSU)

**BUS 22A (3)
WORD PROCESSING
2 Hrs. Lec. 3 Hrs. Lab.**

Prerequisite: Ability to type 40 wpm, Bus 40, or permission of the instructor. Designed to teach students to use various word processing equipment including the mini-computer, micro-computer, electronic typewriter and machine transcription equipment. (CSU)

**BUS 22B (3)
WORD PROCESSING
2 Hrs. Lec. 3 Hrs. Lab.**

Prerequisite: Bus 22A, ability to type 40 wpm, or permission of the instructor. Designed to teach students the advanced functions of various word processing equipment including main frame computers, microcomputers, and electronic typewriters. (CSU)

**BUS 23 (3)
OFFICE MACHINES
2 Hrs. Lec. 3 Hrs. Lab.**

Prerequisite: Satisfactory score on mathematics placement test or completion of Math 51 with a grade of C or better. Develop skills required for rapid and accurate operation of calculating machines. (CSU)

**BUS 24 (3)
RECORDS MANAGEMENT
3 Hrs. Lec.**

Lecture and supervised individual and group procedural activity designed to acquaint students with progressive filing and records management rules, procedures and techniques. Alphabetic, numeric, geographic and subject filing are studied. (CSU)

BUS 25 (3)
KEYBOARDING: SPEED AND ACCURACY**2 Hrs. Lec. 3 Hrs. Lab.**

Prerequisite: Bus 20 or the ability to type 20 net words per minute. An individualized diagnostic, prescriptive method of developing accuracy and speed. Emphasis is placed on development of key-boarding speed and accuracy ratings between 20-90 net words per minute. (CSU)

BUS 26 (3)
ELEMENTARY STATISTICS**3 Hrs. Lec.**

(Same as Math 12 and Psych 13) (CSU, UC)

BUS 27AC (1-3, 1-3, 1-3)
BUSINESS MICROCOMPUTER SOFTWARE
1-3 Hrs. Lec.

These variable-length course(s) are designed to meet the occupational needs of those who will be using microcomputers. It provides modeling/interactive instruction in use of the computer operation software and business application software; such as, electronic spreadsheets, data management, word processing, graphics and fundamentals of dBASE language-derived programs.

BUS 28A (3)
CERTIFIED PROFESSIONAL SECRETARY I
3 Hrs. Lec.

Prerequisite: Must key 50 characters per minute, Bus 39 or permission of the instructor. This course provides the opportunity to learn about and experience, in mock form, the first three sections of the Certified Professional Secretary examination. Discussion of eligibility requirements, efficient test-taking principles, the application process, and study aids will be part of the course.

BUS 28B (3)
CERTIFIED PROFESSIONAL SECRETARY II
3 Hrs. Lec.

Prerequisite: Must key 50 characters per minute, Bus 39, or permission of the instructor. This course provides the opportunity to learn about and experience, in mock form, the second three sections of the Certified Professional Secretary examination. An overview of the Certified Professional Secretary exam will include fees, eligibility requirements, test dates and sites, preparation for the exam and organization for study.

BUS 31 (3)
ELEMENTARY SHORTHAND
2 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: Ability to keyboard 20 wpm or concurrently enrolled in Bus 20. A beginning course in Gregg Shorthand. Theory and dictation practice. Designed for the needs of professional secretaries. (CSU)

BUS 32AB (3-3)
DICTIONATION & TRANSCRIPTION LAB
1 Hr. Lec. 4 Hrs. Lab.

Prerequisite: Ability to keyboard 30 wpm or concurrently enrolled in Bus 21AC. Bus 31 or one year of high school shorthand. Minimum dictation rate of 60 wpm. Review of theory with increasing emphasis on dictation and transcription speed building to produce mailable copy of business dictation. (CSU)

BUS 39 (3)
OFFICE PROCEDURES
2 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: Bus 21AC or the ability to type 50 wpm. An integrated course oriented toward production techniques that meet the standards of the business community. Covers the full range of office duties stressing those competencies required of the general office worker. (CSU)

BUS 40 (3)
GRAMMAR AND USAGE
3 Hrs. Lec.

Prerequisite: Assignment by placement test. A review of the parts of speech, the structure of the sentence, and punctuation. Exercises to improve English usage will begin with the writing of various sentence types and progress to the writing of single descriptive and expository paragraphs. Designed for the student who needs to review and practice basic skills before taking Eng 51 or Eng 2AB. Concurrent enrollment in Eng 13AB is strongly recommended. Satisfies part of the graduation requirement in communications.

BUS 41 (2)
ESSENTIALS IN BUSINESS CORRESPONDENCE
2 Hrs. Lec.

Prerequisite: Ability to type. Bus 40 recommended. Emphasizes the basic elements and skills necessary for effective business communications. The business vocabulary - pronunciation, spelling, meaning, and punctuation - together with standard letter-writing styles will be stressed. Not open to students who have completed Bus 42.

BUS 42 (3)
BUSINESS COMMUNICATIONS
3 Hrs. Lec.

Prerequisite: Keyboarding skills. This course will teach the skills and strategies necessary to be an effective business communicator in both writing and speaking. Written and oral assignments regarding memorandums, letters, and reports for business will be required. (CSU)

BUS 43 (3)
BUSINESS CORRESPONDENCE IN SPANISH
3 Hrs. Lec.

Recommended for bilingual students with Bus 42 or equivalent. Practice in letter form and style, business vocabulary, spelling, and punctuation. Emphasis on differences and similarities in English and Spanish business correspondence. (CSU)

BUS 50 (3)
INTRODUCTION TO INFORMATION SYSTEMS
3 Hrs. Lec.

An introductory course designed to teach the basic understanding of data processing systems, to survey machines, to familiarize the student with the electronic computer as the basis for data processing systems and to introduce the student to programming. (CSU) (UC credit limited. See a counselor.)

BUS 51 (2)
MICROCOMPUTER KEYBOARDING
1 Hr. Lec. 2 Hrs. Lab.

Designed to impart the fundamental touch operation of the alphabetic, numeric, and 10-key keyboards. The course helps students reach optimum skill within a limited amount of time in the efficient use of computer terminals, information processors, and microcomputers. (CSU)

BUS 52 (3)
PROGRAMMING IN COBOL I
3 Hrs. Lec.

Prerequisite: Bus 50. A basic course in the programming of electronic digital computers to prepare programmers and students of closely related occupations for employment in business and industry. Course covers problems of data processing, characteristics of computers and computer programming. (CSU) (UC credit limited. See a counselor.)

BUS 53 (3)
PROGRAMMING IN COBOL II
3 Hrs. Lec.

Prerequisite: Bus 52. A second semester course in electronic digital computer programming designed for student achievement of technological proficiency in programming input and output devices, machine-aided coding, program optimizing, basic file maintenance, computer problem planning and report writing. (CSU) (UC credit limited. See a counselor.)

BUS 54 (3)
DATA PROCESSING SYSTEMS
3 Hrs. Lec.

Prerequisite: Bus 53. A study of data processing systems and procedures including analysis of various existing business data processing applications, integrated processing principles, total management information, and data systems concepts. Case study projects developing detailed data processing procedures are stressed. (CSU)

BUS 55 (3)
PROGRAMMING IN FORTRAN
3 Hrs. Lec.

(Same as Math 47) (CSU) (UC credit limited. See a counselor.)

BUS 56AC (1-1-1)
COMPUTER APPLICATIONS LAB
2 Hrs. Lab.

Corequisite: Enrolled in a course requiring computer support. A hands-on lab class which supports those courses requiring computer completed assignments. The student may be involved using word processing, programming, integrated software programs or decision support applications. (CSU) (UC credit limited. See a counselor.)

BUS 57 (3)
PROGRAMMING IN BASIC
3 Hrs. Lec.

Prerequisite: Bus 50 is recommended. A practical course covering the fundamentals of BASIC Programming Language as adapted to a variety of different applications. (Same as Math 57) (CSU) (UC credit limited. See a counselor.)

BUS 58 (3)
MICROCOMPUTER OPERATIONS: BOOKKEEPING AND ACCOUNTING
2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Bus 1A or Bus 10B or permission of the instructor. This course focuses on the "practice set" approach to bookkeeping and accounting on the microcomputer. Students will have an opportunity to utilize a variety of software which will familiarize them with the microcomputer and with computerized bookkeeping and accounting skills. (CSU)

BUS 59 (1)
MICROCOMPUTER OPERATIONS
1 Hr. Lec. .5 Hr. Lab.

The class will introduce microcomputer architecture, operating systems, workload management and scheduling using a hands-on approach. (CSU)

BUS 60 (3)
PRINCIPLES OF BANK OPERATIONS
3 Hrs. Lec.

Fundamentals of bank function in the descriptive fashion so that the beginning student may seek a broad and open perspective in banking. (CSU)

BUS 61 (3)
ANALYSIS OF FINANCIAL STATEMENTS
3 Hrs. Lec.

Prerequisites: Bus 1A and Bus 1B. This course focuses upon investment and analysis of credit to appraise the extent and nature of risk involved, and to determine the willingness and ability of prospective debtor to repay a proposed loan in accordance with terms set forth. Topic includes profit-loss analysis. Analyzing of inventory and the development of ratio analysis. (CSU)

BUS 62 (3)
INSTALLMENT CREDIT
3 Hrs. Lec.

In this class emphasis is placed on establishing the credit obtained in checking information; servicing the loan and calculating the amount due. Other topics discussed are inventory financing and special loan programs. Business development advertising in the relations aspect of installment lending. (CSU)

BUS 63 (3)
FINANCING BUSINESS ENTERPRISES
3 Hrs. Lec.

Stress is placed on the difference between lending and investing. Investing in a corporation and financing a corporation or the different aspects of the same subject. In this course the material is presented from a viewpoint of a corporate treasurer who must safeguard the financial future of his/her corporation. (CSU)

BUS 64 (3)
AGRICULTURAL FINANCE
3 Hrs. Lec.

This course emphasizes general principal associations with evaluation of management and the use of capital rather than stressing the examination of land and labor resources which are more closely aligned with agricultural production. An understanding of agricultural financing should help the banker in satisfying the credit needs of modern agriculture. (CSU)

BUS 65 (2)
RETAIL SALES CHECKING
2 Hrs. Lec. 1 Hr. Lab.

A practical skills course of instruction designed to prepare a person to become an efficient retail sales checker.

BUS 66 (.5)
EFFECTIVE CUSTOMER SERVICE
.5 Hr. Lec.

This course is designed to develop the student's skills in understanding and dealing with customers in a variety of customer service situations. Class discussion focuses on the principles of effective customer service, generating positive customer relations, customer behavior styles, employee coping strategies, communication techniques, dealing with angry customers, and effective telephone techniques. Case studies, simulations, video presentations, and diagnostic instruments are used to supplement class discussion.

BUS 70 (3)
FUNDAMENTALS OF GOVERNMENTAL MANAGEMENT
3 Hrs. Lec.

Explores theory and practice of complex organizations with emphasis on administrative structure and functions, the role of bureaucracy; and the conditioning of administration by its environment. Techniques and practices are suggested which will help carry out duties effectively. Deals with management analysis techniques; systems analysis and systems implementation; organization audits appraisal and management by objectives; work and time measurement techniques; the organization (chart), its structure and communications system; forms and records management; manuals and other administrative directives; work simplification, techniques of work-flow and process charting; reports control. (CSU)

BUS 71 (3)
STATE AND LOCAL GOVERNMENT MANAGEMENT
 3 Hrs. Lec.

State, county, city and special district governments explored in terms of urban and metropolitan challenges confronting political units in California and the local vicinity, with emphasis on racial and ethnic relations, problems in provision of public services, crime and justice, planning and renewal, intergovernmental conflict and relations; including a description of administration, identification of sources of fiscal support, inventory of services, and procedures for regulation and modification. (CSU)

BUS 72 (3)
FINANCE MANAGEMENT
 3 Hrs. Lec.

Appraises the usefulness of fiscal mechanism, outlines the generally accepted principles of organization and procedure, the relationships of the several fiscal functions to each other. Surveys fiscal policies; the appropriation process; accounting, tax, revenue, financial controls, reporting, and analysis; budget preparation, authorization, and execution; planning budgeting system; fiscal relationships; cost analysis; and audits. (CSU)

BUS 79 (3)
PUBLIC RELATIONS TECHNIQUES
 3 Hrs. Lec.
 (Same as Jrn 8) (CSU)

BUS 80 (3)
MEDICAL TERMINOLOGY
 3 Hrs. Lec.
 (Same as HT 3) (CSU)

BUS 81 (3)
MEDICAL TRANSCRIPTION
 2 Hrs. Lec. 2 Hrs. Lab.
 (Same as HT 4) (CSU)

BUS 82 (3)
PATIENT INFORMATION SYSTEMS
 2 Hrs. Lec. 2 Hrs. Lab.
 (Same as HT 5)

BUS 83 (3)
MEDICAL INSURANCE
 3 Hrs. Lec. 2 Hrs. Lab.
 (Same as HT 6) (CSU)

BUS 84 (3)
PATIENT ADMINISTRATION SERVICES
 3 Hrs. Lec.
 (Same as HT 7) (CSU)

BUS 85 (2)
MANAGEMENT OF PATIENT SERVICES
 2 Hrs. Lec.
 (Same as HT 8) (CSU)

BUS 86 (3)
ADVANCED MEDICAL TRANSCRIPTION
 2 Hrs. Lec. 2 Hrs. Lab.
 (Same as HT 11) (CSU)

BUS 89 (3)
LAW OFFICE PROCEDURES AND PRACTICES FOR SECRETARIES
 3 Hrs. Lec.

Practical instruction and exercises for secretaries. Emphasis on forms of pleadings; procedures for various actions (civil procedure, real estate, probate and conservatorships, family law); the law library and legal research; dictation of legal documents. (CSU)

BUS 90 (3)
REAL ESTATE PRINCIPLES
 3 Hrs. Lec.

An analysis of the principles of real estate in California; history of California real estate, property, contractors, agency, listings, real estate financing, deeds, liens and encumbrances, escrows and title insurance, land descriptions, real estate mathematics, and real estate licensing and state regulations. (CSU)

BUS 91 (3)
REAL ESTATE PRACTICES
 3 Hrs. Lec.

Prerequisite: Bus 90 or employment in the real estate field as a licensee. An analysis of the problems related to the establishing and conducting of a real estate business; the real estate office, listings, valuation of listings, prospecting, advertising, the selling process, closing the sale, financing real estate, exchanges and specialized brokerages, income properties, property management and leasing, taxes and real estate deals, land utilization, and professional and public relations. (CSU)

BUS 92A (3)
LEGAL ASPECTS OF REAL ESTATE
 3 Hrs. Lec.

Prerequisite: Bus 90 or employment in the real estate field as a licensee. A practical applied study of California Real Estate Law intended to be of help in avoiding legal difficulties which can arise in connection with real estate transactions. (CSU)

BUS 92B (3)
LEGAL ASPECTS OF REAL ESTATE
 3 Hrs. Lec.

Prerequisite: Bus 92A or real estate license. This course expands the coverage of the basic course outline on this subject to include further consideration of those areas of the law where problems are most frequently encountered or which present so many facets that further time is needed to consider adequately the scope and effect of applicable laws. (CSU)

BUS 93 (3)
REAL ESTATE FINANCE
 3 Hrs. Lec.

Prerequisite: Bus 90 or employment in the real estate field as a licensee. A practical applied study and analysis of money markets, interest rates and real estate financing, with actual case illustrations demonstrating lending policies, problems, and rules involved in financing real property, including residential, multifamily, commercial, and special purpose properties. (CSU)

BUS 94A (3)
REAL ESTATE APPRAISAL
 3 Hrs. Lec.

Prerequisite: Permission of the instructor or employment in the real estate field as a licensee. Methods and techniques for determination of loan, market, and insurance values. Case study methods are employed; field work and demonstration appraisal reports are required. Principles of real estate valuations; cost, market data, summation and sales analysis methods of appraising are studied with an emphasis on residential properties. (CSU)

BUS 94B (3)
REAL ESTATE APPRAISAL
 3 Hrs. Lec.

Prerequisite: Bus 94A or real estate license. This course extends the appraisal techniques of real estate appraisal and the use of the three standard approaches to value on the many types of properties and interests that an appraiser might be called upon for an opinion of value, such as apartments, commercial, industrial, rural property, leasehold interest, business values, and the bounds of responsibility. (CSU)

BUS 95 (3)
REAL ESTATE ECONOMICS
 3 Hrs. Lec.

Prerequisites: Bus 90, 91, 92A and 92B, recommended Bus 93, 94A and 94B. A practical study of the economic aspects of real estate designed to provide a grasp of the dynamic economic conditions and other factors underlying the real estate business in California. This is designed to be the senior course - the final course - in the real estate curriculum. (CSU)

BUS 96 (3)
INTRODUCTION TO PROPERTY MANAGEMENT
 3 Hrs. Lec.

This course, broad in scope, is designed to assist a professional real property manager and/or owner in the administration of income-producing real property, such as renting, leasing, and maintenance of physical facilities. (CSU)

CARPENTRY

CARP 1 (3)
APPRENTICESHIP AND MATHEMATICS
 2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Permission of the instructor. This course is designed so that the apprentice will know what part to take in the construction industry. It will introduce the following subjects: the construction industry, collective bargaining, the role of government, wages and benefits, the purpose of the joint apprenticeship committee, and the development of carpentry mathematics skills which are necessary.

CARP 2 (3)
PRE-JOB AND PLOT PLANNING
 2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Successful completion of Carp 1 or permission of the instructor. This course is designed to introduce the apprentice to interpret and apply the building codes, the types and purposes of pre-job planning, who is responsible for it, why it is important, and where it begins. The student will also learn to read blueprints and specifications, understand surveys, property and building lines, and setbacks. Excavating and trenching, foundations, walls and retaining wall forms will also be covered.

CARP 3 (3)
ROUGH FRAMING
 2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Satisfactory completion of Carp 2 or permission of the instructor. This course is designed to teach the student various methods of framing, such as plot form or Western versus Ballon Framing, materials used, limitations in building, fire preventions, layout procedures and how to calculate for rough openings and a study of the building codes.

CARP 4 (3)
ROOF FRAMING
 2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Satisfactory completion of Carp 3 or permission of the instructor. A course designed to cover the types and styles of roofs, roof framing tools, roof design, layout of common and shed roof rafters, layout of hip, volley and jack rafters, materials, and erecting roofs.

CARP 5 (3)
INTERIOR AND EXTERIOR FINISH
 2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Completion of Carp 4 or permission of the instructor. A complete study of modern home exteriors and interiors; finishes and design will be covered. Emphasis will be on why certain types of materials are used. Nomenclature and the methods of cutting and installing finishes will be studied.

CARP 6 (3)
STAIR BUILDING
 2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Satisfactory completion of Carp 5. The student will study the many types of stairs and stair design. The code requirements for stairway construction will be covered.

CARP 7 (3)
CONCRETE AND FORMS
 2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Completion of Carp 6 or permission of the instructor. The student will learn how to erect concrete forms and identify the materials to be used, which is a very important area of study. Estimating the amount of concrete needed and how to place it will also be learned.

CARP 8 (3)
HEAVY TIMBER CONSTRUCTION AND WELDING
 2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Completion of Carp 7 or permission of the instructor. This course is designed to teach the student how to place timbers and secure them, usually in dams and bridges. Welding in the areas important for the journeyman will be taught. Nomenclature of heavy timber construction will be covered.

CHEMISTRY

CHEM 1A (5) (CAN CHEM 2)
GENERAL INORGANIC CHEMISTRY
 3 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: High school algebra and plane geometry or satisfactory score on mathematics placement exam, high school chemistry of Chem 2A. Fundamental principles and theory of atomic and molecular structure related to bonding and geometry. Study of kinetic molecular theory and the first law of thermodynamics. Periodic relationships of the elements, physical states of matter, solutions, oxidation-reduction, electrolysis and equilibrium. Laboratory exercises to strengthen and illustrate concepts from lectures. (CSU, UC)

CHEM 1B (5) (CAN CHEM 4)
GENERAL INORGANIC CHEMISTRY
 3 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Chem 1A with a minimum grade of C. Detailed study of three laws of thermodynamics and their relation to chemical reactions, rates of reactions and equilibrium. Survey of selected groups from the periodic table, oxidation-reduction with respect to concentration, nuclear processes and introductory organic reactions. Laboratory exercises related to electrochemical studies and qualitative analysis. (CSU, UC)

CHEM 2A (4)
INTRODUCTION TO CHEMISTRY
 3 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: One year of high school algebra or its equivalent. Intended for students who have not had high school chemistry or who need further preparation for Chem 1A. The course is recommended for those who desire a basic understanding of the elementary principles of chemistry. Not open to students who have completed Chem 1A or the equivalent. Course may be offered as a Credit class. (CSU) (UC credit limited. See a counselor.)

CHEM 5 (4) (CAN CHEM 12)
QUANTITATIVE ANALYSIS
 2 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Chem 1B. Theory and practice of volumetric and electrochemical methods of analysis. (Usually offered during Summer Session) (CSU, UC)

CHEM 12 (5)
ORGANIC CHEMISTRY
3 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Chem 1B. A study of the compounds of carbon with special emphasis on the aliphatic compounds; includes an introduction to the aromatic compounds. Emphasis is given to the molecular orbital concept throughout the course. (CSU, UC)

CHILD DEVELOPMENT ASSOCIATE**CDA 36 (1)**
INTRODUCTION TO CHILD DEVELOPMENT ASSOCIATE AND INITIAL ASSESSMENT
1 Hr. Lec.

An overview of Child Development Associate Program which includes six competency goals and thirteen functional areas. The student completes an initial assessment of CDA competencies. (Same as ECE 36) (CSU)

CDA 37 (3)
ENVIRONMENTAL DESIGN FOR THE EARLY CHILDHOOD CENTER
2 Hrs. Lec. 8 Hrs. Lab.

Prerequisite: CDA/ECE 36. The following modules are required for completion of the course: Module A - The Preschool Child's Total Learning Environment This module is designed to help a preschool teacher provide planned, organized learning centers and incorporate indoor, outdoor, and community for a total learning environment for children. Module B - Nutrition, Health and Safety. This module is designed to develop the knowledge and skills necessary to provide a safe, healthy environment for children in the preschool center. Module C - Planned Arrangements and Schedules. This module offers guidelines in structuring the preschool center program through the use of lesson planning and center scheduling. (Same as ECE 37) (CSU)

CDA 38 (4)
PLANNING THE EARLY CHILDHOOD PROGRAM
3 Hrs. Lec. 8 Hrs. Lab.

Prerequisite: CDA/ECE 36. The following modules are required for completion of the course: Module A - Cooperative Planning. This module is designed to provide skills to the preschool teacher that will enable the teacher to facilitate planning based on children's needs. Module B - Guidance Principles for Encouraging Self-Discipline. This module is designed to provide skills for the teacher that encourage self-discipline on the part of the children in the classroom. Module C - Large and Small Groups. This module is designed to help the intern establish grouping patterns which are effective for the children in the center and to develop those techniques needed for smooth transitions. Module D - Collecting, Organizing and Using Teaching Aids. This module is designed to assist the intern to collect and organize teaching aids to facilitate the preschool curriculum. (Same as ECE 38) (CSU)

CDA 39 (2)
OBSERVING YOUNG CHILDREN
1 Hr. Lec. 6 Hrs. Lab.

Prerequisite: CDA/ECE 36. The following modules are required for completion of the course: Module A - Techniques for Observing Children. This module is designed to acquaint the intern with a number of techniques used in making observations of children. Module B - Child Assessment. This module is designed to assist the intern in developing a system of assessing the children based on observation and documentation. (Same as ECE 39) (CSU)

CDA 40 (3)
THE FAMILY AND EARLY CHILDHOOD EDUCATION
2 Hrs. Lec. 8 Hrs. Lab.

Prerequisite: CDA/ECE 36. The following modules are required for completion of the course: Module A - Establishing Relationships with Parents to Facilitate Communication. This module is designed to assist the intern in the acquisition of knowledge involved in establishing relationships with parents which will lead to effective communication and cooperation between home and school. Module B - Understanding Parents' Values for Their Children and Recognizing the Family as a Prime Educator. This module is designed to assist an intern to become aware of the parents' values for their children and to help the parent gain understanding about their children's needs. Module C - The Early Childhood Program and the Community. The purpose of this module is to help the intern understand the early childhood program in relation to the community. (Same as ECE 40) (CSU)

CDA 41 (3)
ENHANCING INTELLECTUAL DEVELOPMENT IN THE EARLY CHILDHOOD SETTING I
2 Hrs. Lec. 8 Hrs. Lab.

Prerequisite: CDA/ECE 36. The following modules are required for completion of the course: Module A - Fostering Communication and Language in the Early Childhood Setting. This module is designed to help the intern understand, assess and foster the development of the communication skills of children. Module B - Beginning Mathematical Concepts. The purpose of this module is to provide the intern with concrete experiences in the areas of classification, seriation, numbering, spatial relationships and temporal relationships to assist children in beginning mathematical concept acquisition. Module C - Science and Discovery. This module is designed to assist the intern in developing an environment for discovery and encouraging the child's curiosity about their environment. (Same as ECE 41) (CSU)

CDA 42 (3)
ENHANCING INTELLECTUAL DEVELOPMENT IN THE EARLY CHILDHOOD SETTING II
2 Hrs. Lec. 8 Hrs. Lab.

Prerequisite: CDA/ECE 36. The student has an option of three of the following six modules for completion of the course: Module A - Nutrition in the Early Childhood Setting. The purpose of this module is to help the intern learn about nutrition and how to utilize the information in the preschool curriculum. Module B - Enhancing Questioning and Problem Solving Abilities. This module is designed to help the intern develop an awareness of the problem solving process. Module C - Blocks in the Early Childhood Program. This module is designed to assist the intern to understand the possibilities of block play in the preschool curriculum. Module D - Field Trips. This module is designed to assist the intern in planning and implementing field trips for preschool children. Module E - Understanding How Children Learn. This module is designed to assist the intern in understanding cognitive theory and its application in the preschool setting by creating an enriched environment for learning. Module F - Literature for Preschool Children. This module is designed to assist the intern to appreciate and share children's literature and provide quality literature experiences for children. (Same as ECE 42) (CSU)

CDA 43 (3)
ENHANCING PERSONALITY DEVELOPMENT IN THE EARLY CHILDHOOD SETTING
2 Hrs. Lec. 8 Hrs. Lab.

Prerequisite: CDA/ECE 36. The following modules are required for completion of the course: Module A - Enhancing a Positive Self-Concept. This module assists with the growth of a positive self-concept for children. Module B - Providing for Individual Differences. This module provides tools and technique to organize children's records and to refine observation skills that will assist in the individualization of the program. Module C - Enhancing the Open Expression of Feelings. The purpose of this module is to help the intern understand the steps which lead to open expression of feelings and to create nurturant environment. (Same as ECE 43) (CSU)

CDA 44 (3)
CREATIVE EXPRESSION IN THE EARLY CHILDHOOD SETTING
2 Hrs. Lec. 8 Hrs. Lab.

Prerequisite: CDA/ECE 36. The following modules are required for completion of the course: Module A - Music and Creative Movement. This module is designed as a guide to incorporate musical experiences in the classroom. Module B - Dramatic Play. This module is designed to help the intern understand the value of dramatic play and how to create an environment that will enhance such play. Module C - Creative Media. This module is designed to help the intern to learn the value of a creative media program and to incorporate it into the preschool curriculum. (Same as ECE 44) (CSU)

CDA 45 (2)
ENHANCING PHYSICAL DEVELOPMENT IN THE EARLY CHILDHOOD SETTING
1 Hr. Lec. 6 Hrs. Lab.

Prerequisite: CDA/ECE 36. The following modules are required for completion of the course: Module A - Gross Motor Development. This module is designed to assist the intern to understand the importance of gross motor development and its place in the preschool curriculum. Module B - Fine Motor Development. This module is designed to assist the intern to understand the importance of fine motor development and its place in the preschool curriculum. (Same as ECE 45) (CSU)

CDA 46 (3)
MEETING THE SPECIAL LANGUAGE AND CULTURAL NEEDS OF CHILDREN
2 Hrs. Lec. 8 Hrs. Lab.

Prerequisite: CDA/ECE 36. The following modules are required for completion of the course: Module A - Incorporating Important Elements of the Children's Culture into the Early Childhood Program. This module is designed to assist the intern in the planning and implementing of the culture of each child into the overall curriculum plan. Module B - Planning and Implementing an Effective Multicultural Program. This module is designed to assist the intern in determining what the children's language needs are with regard to their first and second language and develop a program to meet the child's needs. (Same as ECE 46) (CSU)

CDA 47 (2)
CRAFTS IN THE EARLY CHILDHOOD PROGRAM
1 Hr. Lec. 6 Hrs. Lab.

Prerequisite: CDA/ECE 36. The student has an option of two of the following four modules for completion of the course: Module A - Woodworking. This module is designed to assist the intern in recognizing the value of woodworking in the curriculum. Module B - Sewing. This module is designed to provide the intern with the knowledge and skills to make sewing an integral part of the daily curriculum. Module C - Clay. This module is designed to

provide information about the values of clay activities in the preschool curriculum. Module D - Messy Media. This module is designed to help the intern to understand the values and importance of play with messy media. (Same as ECE 47) (CSU)

CDA 48 (3)
ADVANCED MANAGEMENT FUNCTIONS IN THE OPERATION OF THE EARLY CHILDHOOD CENTER
2 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: CDA/ECE 36. The following modules are required for completion of the course: Module A - Participating in Program Evaluation. This module is designed to assist the intern to develop skills to use in preschool program evaluation. Module B - Management Functions for the Early Childhood Teacher. This module is designed to offer guidelines to assist the intern in the development of management functions of the center. Module C - Administrative Functions of the Site Director. This module is designed to offer guidelines for management functions, including director's responsibilities, licensure, budgeting, operating policies, staff management, and program management. (Same as ECE 48) (CSU)

CDA 49 (1)
CHILD DEVELOPMENT ASSOCIATE PORTFOLIO
1 Hr. Lec.

Prerequisite: CDA/ECE 36 through CDA/ECE 48. The course includes the development of the Child Development Associate Portfolio. The portfolio requires proficiency in each functional category within each competency area as demonstrated by written evidence or other documentation. (Same as ECE 49) (CSU)

COSMETOLOGY

The A.S. Degree will be awarded to graduates of cosmetology schools who meet the following criteria and complete the following program:

1. Graduate of a school of cosmetology that prepared students for a State Board of Cosmetology Examination.
2. Present California Cosmetologist License.
3. Present enrollment at Imperial Valley College.

Blanket credit for cosmetology courses completed . . . 45 units (Corresponds to number of Cosmetology course units in IVC Cosmetology Major.)

Subject Area and General Education courses to meet requirements for graduation 20 units

Physical Education and Mathematics, if required.

Applicants for this degree must verify items 1 and 2 of the criteria with the instructor of Cosmetology and the Dean of Vocational-Technical Education. Check with the Counseling Center for procedure to follow.

COS 50A (10)
INTRODUCTION TO COSMETOLOGY
360 Classroom Hrs.

Prerequisite: At least a 10th grade education or the equivalent. State rules and regulations set forth by the California State Board of Cosmetology. Introduction to sterilization and sanitation for patron protection. Personal development as a cosmetologist. Introduction to all phases of cosmetology, including theory and practical (Lab). Introduction to the Anatomy in Beauty Culture. Instruction in proper use and care of all equipment necessary in cosmetology.

PL 33 (3)
INTRODUCTION TO AUDIOLOGY
 3 Hrs. Lec. 1 Hr. Lab.

This course includes an introduction to the science of hearing, fundamentals of acoustics as they apply to audiometric testing, basic anatomy and physiology of the hearing mechanism, pathologies causing impaired hearing, interrelationship of hearing to speech and language development, and familiarization with audiologic assessment and clinical procedures. (CSU)

PL 34 (3)
AUDIOMETRY AND HEARING CONSERVATION
 3 Hrs. Lec. 1 Hr. Lab.

Prerequisite: PL 33 recommended. This course includes identification audiometry, preschool hearing screening, industrial audiometry, and the role of the audiometrist, nurse-audiometrist and speech-hearing therapist in the total conservation of hearing program. (CSU)

PL 35 (.5)
COMPUTER ACCESS EVALUATION
 1 Hr. Lab.

Prerequisite: A student must be eligible for services and instruction from Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. This course is designed to help students with a disability or multiple disabilities, to understand their computer usage capabilities and to determine, through an instructor evaluation, the appropriate hardware and software.

PL 36 (1)
ADAPTED KEYBOARDING
 1 Hr. Lab.

Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. This course is designed to teach keyboarding basics to disabled students who must use adaptive learning technologies for successful access to the keyboard or screen and/or are unable to complete successfully in mainstream typing classes.

PL 37 (3)
COMPUTER ACCESS I
 2 Hrs. Lec. 2 Hrs. Lab.

Prerequisites: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. PL 36 is required if a student does not have adequate touch typing skills (approximately 20 wpm). Designed for students with visual, physical, language impairment, learning disabilities or deafness. This course provides training in the use of computer access technologies which enhance a disabled student's ability to access and use microcomputers.

PL 38 (3)
COMPUTER ACCESS II
 2 Hrs. Lec. 2 Hrs. Lab.

Prerequisites: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. Successful completion of PL 37 or instructor approval required. This course is designed for disabled students who have successfully completed Computer Access I. Students will enhance their computer access skills through the completion of assignments and/or projects.

PL 39 (3)
COMPUTER ACCESS PROJECTS
 4 Hrs. Lab.

Prerequisite: A student must be eligible for services and instruction from the Disabled Student Programs and Services through appropriate verification of a primary disability by certificated personnel and be able to benefit from the programs and services offered by the High Tech Center. Instructor permission is required. The course is designed for students with a disability who require access to specialized adaptive technologies in order to complete assignments for other classes in which they are concurrently enrolled.

PL 40 (3)
INTRODUCTION TO PHYSICAL THERAPY
 3 Hrs. Lec.

A course dealing with the most common types of neurological and orthopedic problems and various methods of physical therapy used in treatment of these problems. (CSU)

PL 41 (3)
INTRODUCTION TO OCCUPATIONAL THERAPY
 3 Hrs. Lec.

An introduction to the basic philosophy, principles and techniques used in occupational therapy. This course will survey rehabilitation of specific disabilities, facilities employing O.T. specialists, neuromuscular integration, activities of daily living, principles of self-care, personal hygiene, and transfer techniques. Activities and field trips to clinics are required. (CSU)

PL 50 (1-3)
APPLIED MATHEMATICS
 1-3 Hrs. Lec.

(Same as Aget 50, Auto Tech 50, Math 50 and Weld 50)

DRAMATIC ART

DRM ART 5A (3)
HISTORY OF WORLD DRAMA
 3 Hrs. Lec.

The study of the history of drama and theatre development from primitive times to the present. Emphasis will be placed on the correlation between staging and acting techniques and dramatic literature. Dm Art 5A covers theatre development through Ibsen. (CSU, UC)

DRM ART 5B (3)
HISTORY OF WORLD DRAMA
 3 Hrs. Lec.

Covers the period from Ibsen to the present. Dm Art 5B may be taken before Dm Art 5A. (CSU, UC)

DRM ART 20AB (3-3)
FUNDAMENTALS OF ACTING
 2 Hrs. Lec. 3 Hrs. Lab.

An introduction to the interpretation of drama through the art of the actor. Development of individual insights, skills, and disciplines in the presentation of the dramatic material to an audience. Laboratory hours to be arranged. (CSU) (UC credit limited. See a counselor.)

DRM ART 21 (3)
INTERMEDIATE ACTING
 2 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: Dm Art 20AB. A continuation of Dm Art 20AB with further emphasis on fundamental acting skills. Laboratory hours to be arranged. (CSU) (UC credit limited. See a counselor.)

DRM ART 22ABCD (1-1-1-1)
REHEARSAL AND PERFORMANCE
 3 Hrs. Lab.

Prerequisite: Permission of the instructor. Enrollment contingent upon participation in campus major dramatic production. Maximum credit 1 unit per semester for four semesters. Hours to be arranged. (CSU) (UC credit limited. See a counselor.)

EARLY CHILDHOOD EDUCATION

ECE 4 (3)
BILINGUAL-MULTICULTURAL CURRICULUM AND INSTRUCTION
 3 Hrs. Lec.

(Same as TA 4) (CSU)

ECE 6 (3)
LANGUAGE DEVELOPMENT FOR YOUNG CHILDREN
 3 Hrs. Lec.

(Same as TA 6) (CSU)

ECE 8 (3)
MATHEMATICS FOR YOUNG CHILDREN
 3 Hrs. Lec.

(Same as TA 8) (CSU)

ECE 20 (3)
DEVELOPMENTAL PSYCHOLOGY OF CHILDREN
 3 Hrs. Lec.

A study of the developmental stages of children from conception through adolescence including the principle theories of development and their application. (Same as Psych 20) (CSU) (UC credit limited. See a counselor.)

ECE 21 (3)
EARLY CHILDHOOD SOCIALIZATION: CHILDREN, FAMILY AND COMMUNITY
 3 Hrs. Lec.

Dynamics of the process of socialization of the child; influences of family, school and community on self-concept development. Family cultural differences are investigated and community resources are explored. (Same as Psych 21) (CSU)

ECE 22 (3) (CAN H EC 14)
ADVANCED DEVELOPMENTAL PSYCHOLOGY AND OBSERVATION
 3 Hrs. Lec.

Advanced study of the principle theories of developmental psychology, including the study of assessment and observation as tools for understanding behavior and development. (Same as Psych 22) (CSU)

ECE 23 (3)
EARLY CHILDHOOD CURRICULUM I
 3 Hrs. Lec.

A study of preschool curriculum and its application in the preschool environment. Students will learn to develop and write curriculum plans which incorporate developmental goals. Implementation of lesson plans at local preschools is required. (CSU)

ECE 24 (3)
EARLY CHILDHOOD CURRICULUM II
 3 Hrs. Lec.

Advanced study and application of the preschool curriculum including techniques for enriching the preschool environment for creative expression. The value of play as an integral part of the preschool program and the use of interest centers and multi-cultural experiences for preschools. (CSU)

ECE 25 (3)
FIELD EXPERIENCE
 1.5 Hrs. Lec. 10 Hrs. Field Experience

Prerequisites: ECE/Psych 20, 21, 22 and 23AB. Supervised field work in an early childhood program under the direction of a Master Teacher and college supervisor. The students will learn to assess, develop and implement preschool curriculum in a supervised setting. (CSU)

ECE 26 (3)
PRINCIPLES OF PARENTING
 3 Hrs. Lec.

This course is designed to provide parents and parents-to-be with practical down-to-earth methods of being good parents. While it is based on sound psychological principles, its content will not be theoretical, but practical, giving examples and illustrations on aspects of sound parenthood. (Same as Psych 26) (CSU)

ECE 27 (3)
UNDERSTANDING EXCEPTIONAL STUDENTS
 2 Hrs. Lec. 2 Hrs. Lab.

(Same as Psych 27/PL 1) (CSU)

ECE 28 (3)
ADMINISTRATION AND SUPERVISION IN EARLY CHILDHOOD EDUCATION
 3 Hrs. Lec.

Prerequisites: ECE 20, 21, 22, 23, 24, 25. Application of basic management principles in preschools including State regulations, funding, budget preparation and policy writing. A director's responsibilities in hiring practices, staff management and facility maintenance. Parent involvement, community cooperation, program evaluation and assessment methods will be studied. (CSU)

ECE 33 (1)
SYSTEMATIC TRAINING FOR EFFECTIVE PARENTING (STEP)
 1 Hr. Lec.

This course is designed for the development of skills essential to good parent-child relationships. The classes will deal with normal challenges to typical parents. Students will learn basic democratic child-rearing principles based on mutual respect, equality, and responsibility. Students will observe children and practice the basic skills necessary for effective parenting. (CSU)

ECE 34 (3)
INFANT/TODDLER DEVELOPMENT
 3 Hrs. Lec.

This course will cover the fundamental principles of prenatal and infant development from conception to age two. Emphasis is placed upon developing activities appropriate to the development level of the child based upon the student's understanding of infant/toddler development. The course is designed for caregivers and parents. (CSU)

ECE 36 (1)
INTRODUCTION TO CHILD DEVELOPMENT ASSOCIATE AND INITIAL ASSESSMENT
 1 Hr. Lec.

(Same as CDA 36) (CSU)

ECE 37 (3)
ENVIRONMENTAL DESIGN FOR THE EARLY CHILDHOOD CENTER
 2 Hrs. Lec. 8 Hrs. Lab.

(Same as CDA 37) (CSU)

ECE 38 (4)
PLANNING THE EARLY CHILDHOOD PROGRAM
 3 Hrs. Lec. 8 Hrs. Lab.

(Same as CDA 38) (CSU)

ECE 39 (2)
OBSERVING YOUNG CHILDREN
 1 Hr. Lec. 6 Hrs. Lab.
 (Same as CDA 39) (CSU)

ECE 40 (3)
THE FAMILY AND EARLY CHILDHOOD EDUCATION
 2 Hrs. Lec. 8 Hrs. Lab.
 (Same as CDA 40) (CSU)

ECE 41 (3)
ENHANCING INTELLECTUAL DEVELOPMENT IN THE EARLY CHILDHOOD SETTING I
 2 Hrs. Lec. 8 Hrs. Lab.
 (Same as CDA 41) (CSU)

ECE 42 (3)
ENHANCING INTELLECTUAL DEVELOPMENT IN THE EARLY CHILDHOOD SETTING II
 2 Hrs. Lec. 8 Hrs. Lab.
 (Same as CDA 42) (CSU)

ECE 43 (3)
ENHANCING PERSONALITY DEVELOPMENT IN THE EARLY CHILDHOOD SETTING
 2 Hrs. Lec. 8 Hrs. Lab.
 (Same as CDA 43) (CSU)

ECE 44 (3)
CREATIVE EXPRESSION IN THE EARLY CHILDHOOD SETTING
 2 Hrs. Lec. 8 Hrs. Lab.
 (Same as CDA 44) (CSU)

ECE 45 (2)
ENHANCING PHYSICAL DEVELOPMENT IN THE EARLY CHILDHOOD SETTING
 1 Hr. Lec. 6 Hrs. Lab.
 (Same as CDA 45) (CSU)

ECE 46 (3)
MEETING THE SPECIAL LANGUAGE AND CULTURAL NEEDS OF CHILDREN
 2 Hrs. Lec. 8 Hrs. Lab.
 (Same as CDA 46) (CSU)

ECE 47 (2)
CRAFTS IN THE EARLY CHILDHOOD PROGRAM
 1 Hr. Lec. 6 Hrs. Lab.
 (Same as CDA 47) (CSU)

ECE 48 (3)
ADVANCED MANAGEMENT FUNCTIONS IN THE OPERATION OF THE EARLY CHILDHOOD CENTER
 2 Hrs. Lec. 6 Hrs. Lab.
 (Same as CDA 48) (CSU)

ECE 49 (1)
CHILD DEVELOPMENT ASSOCIATE PORTFOLIO
 1 Hr. Lec.
 (Same as CDA 49) (CSU)

ECONOMICS

ECON 1 (3) (CAN ECON 2)
PRINCIPLES OF ECONOMICS
 3 Hrs. Lec.
 An introduction to economic concepts and the principles of economic analysis. Emphasis on economic institutions, issues of public policy, and macroanalysis in national income, money and banking, and economic stabilization. (CSU, UC)

ECON 2 (3) (CAN ECON 4)
PRINCIPLES OF ECONOMICS
 3 Hrs. Lec.
 An introduction to economic concepts and principles of economic analysis. Emphasis on economic institutions, issues of public policy, and microanalysis in the direction of production and the allocation of resources through the price-system. (CSU, UC)

EDUCATION

ED 1 (2)
INTRODUCTION TO EDUCATION
 1 Hr. Lec. 3 Hrs. Lab.
 Recommended for students interested in a teaching credential. Opportunity to explore specific grade levels through weekly observations and participation in actual classroom situations. Gives broad overview of the varied aspects of teaching. (CSU)

ELECTRICITY

ELECTRICITY 1 (3)
BASIC ELECTRICITY
 2 Hrs. Lec. 3 Hrs. Lab.
 Prerequisite: Math 51 or satisfactory score on placement test. An introductory course to the study of electricity and electronics. Basic theory of the physical phenomena involved in the use and selection of various electrical components, instruments and circuits is presented in the lecture. Practical experiments demonstrating this theory are performed in the lab. (CSU)

ELECTRONICS

ELECTRONICS 1A (4)
BASIC ELECTRONICS
 3 Hrs. Lec. 3 Hrs. Lab.
 Prerequisites: Electricity 1 or Physics 2B or Physics 4B or permission of the instructor. Course covers the fundamental characteristics of transistors and diodes; linear amplifiers and single stage amplifiers; and elementary integrated circuits. (CSU)

ELECTRONICS 1B (3)
ELECTRONICS ASSEMBLY AND FABRICATION
 2 Hrs. Lec. 3 Hrs. Lab.
 Prerequisite: Electronics 1A. A course to familiarize the electronics student with the tools, hardware and procedures used in the assembly and fabrication of electronics systems. (CSU)

ELECTRONICS 2 (4)
TRANSISTORS AND SEMICONDUCTORS
 3 Hrs. Lec. 3 Hrs. Lab.
 Prerequisite: Electronics 1A. Study of the semiconductor devices and circuits with application of fundamental network theorems to electronic circuits and propagation. (CSU)

ELECTRONICS 5 (3)
PRACTICAL DIGITAL ELECTRONICS
 3 Hrs. Lec.
 Prerequisite: Electronics 2. Theory and application of switching networks and nonlinear solid-state systems; includes circuits, truth tables and elementary digital circuit analysis. (CSU)

EMERGENCY MEDICAL TECHNICIAN

EMT 1/A/AD (5.5)
EMERGENCY MEDICAL TECHNICIAN 1/AMBULANCE
 5 Hrs. Lec. 1.7 Hrs. Lab.

A course for individuals who will come in contact with sick or injured persons in an emergency situation. Although aimed primarily for ambulance attendants, the course would be of valuable assistance to all emergency service personnel in law enforcement, fire fighting, hospital emergency rooms and rescue units. Topics considered will include the role and responsibilities of the Emergency Medical Technician, medical-legal responsibilities and community resources for health and social care. Students will be taught to evaluate diagnostic signs and determine the extent of injuries. Procedures for dealing with life-threatening emergencies are presented: pulmonary and cardiopulmonary resuscitation, control of hemorrhage. Other medical and environmental problems, childbirth and lifting and moving techniques will also be considered. Students will receive clinical laboratory experiences in hospital emergency rooms and on ambulance calls. The course is approved by the California Department of Health for EMT training. One hundred and seventeen hours required for completion of courses: 87 Hrs. Lec. (five hours weekly); and 30 Hrs. Lab. (CSU)

EMT 1A/(R)/AD (1.5)
EMERGENCY MEDICAL TECHNICIAN 1/AMBULANCE REFRESHER

1.5 Hrs. Lec. .4 Hr. Lab.
 Prerequisites: EMT 1/A and current CPR certification. A course for individuals whose EMT 1/A course completion certificates will expire within the next six months (certification may not be expired more than twelve months). The course will review life support measures, cardiopulmonary resuscitation and the use of emergency medical equipment and supplies. Specific problems related to Imperial County will be discussed. Thirty-six hours required for completion of course: 28 Hrs. Lec.; 8 Hrs. Lab. (CSU)

EMT 1/FS (5)
EMERGENCY MEDICAL TECHNICIAN 1/FIRE SCIENCE
 5 Hrs. Lec. 1 Hr. Lab.

A course to prepare fire service personnel to render prehospital basic life support services, including cardiopulmonary resuscitation, to sick and injured persons under field emergency conditions. Preparation of the patient for transport is covered; however, actual transportation of patients in ambulances is not covered. (Certification as an EMT 1/A is required by law to work on an ambulance in California. EMT 1/FS certification does not meet this requirement.) Topics covered include the role and responsibilities of the EMT, medico-legal aspects of emergency care, and patient evaluation. Students will learn how to take and evaluate vital signs, medical history, and field physical exam. Procedures for dealing with life-threatening emergencies are presented. Control of hemorrhage, childbirth, stroke, burns, and extrication are included. This course is approved by the State Board of Fire Services. One hundred five hours required for completion of course: 87 Hrs. Lec. (5 hours weekly); 18 Hrs. Lab. (CSU)

EMT 1/FS(R) (1)
EMERGENCY MEDICAL TECHNICIAN 1/FIRE SCIENCE REFRESHER

1.1 Hrs. Lec. .3 Hr. Lab.
 Prerequisite: Certification as a California EMT 1 or EMT 1/FS or EMT 1/PS which will expire in the next six months or has been expired less than twelve months. This is a recertification course for persons who hold a California EMT 1/A, EMT 1/FS or EMT 1/PS which will expire in the next six months or has expired within the last twelve months. The student will review material covered in the EMT 1 course, including field patient evaluation, cardiopulmonary resuscitation, airway maintenance, oxygen therapy, shock, hemorrhage, application of dressings, bandages and splints, immobilization techniques, extrication, lifting and moving techniques, emergency incident management, triage, and emergency childbirth. Discussion of new developments in emergency medical services will be included. Students intending to work on an ambulance **must** recertify as an EMT 1/A, which is a different course. Twenty-six hours required for completion of course: 20 Hrs. Lec.; 6 Hrs. Lab. (CSU)

EMT 2/A (7)
EMERGENCY MEDICAL TECHNICIAN 2/A
 6 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: Have a valid California Emergency Medical Technician 1 (1/A, FS, PS, or CHP) Certificate. Have one year experience as a practicing EMT. Have permission of EMT Instructor/Coordinator. Successful completion of application packet. A course designed to teach professional public safety personnel limited advanced life support skills. The course will teach the student to treat critically ill and injured patients in the prehospital setting using all the basic life support skills learned in EMT 1, and advanced skills such as intravenous infusion, defibrillation, MAST suit application, and esophageal intubation. The course is an intensive one, requiring the student's total dedication to successful completion of the course, and the realization that more than usual study and TBA requirements must be met. (CSU)

EMT 2/B (5)
EMERGENCY MEDICAL TECHNICIAN 2/B
 3 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Successful completion of EMT 2/A. This course is a continuation of EMT 2/A. It is designed to teach professional public safety personnel limited advanced life support skills not covered in EMT 2/A. It enables the student to put all laboratory and didactic materials together in clinical and field experiences. The student will be able to perform total patient assessment and care, using state and county guidelines for limited advanced life support systems. Students must be aware of the intensity of the course that requires dedication to complete all clinical and field experiences. In addition to class and clinical time, students must complete ten (10) LALS runs with the ambulance to successfully complete the course. (CSU)

EMT 2(R)/AD (2)
EMERGENCY MEDICAL TECHNICIAN 2/REFRESHER
 2 Hrs. Lec.

Prerequisite: Have a valid California Emergency Medical Technician 2 Certificate. A course designed for the active EMT 2 who wishes to recertify for another two-year period. This course will revise all prehospital treatment and protocols as delineated by the State of California Administrative Code, Title 22 - Social Security, Division 9 - Prehospital Emergency Medical Services, Chapter 3 - Emergency Medical Technician 2. The course is an intensive one, requiring the total concentration of the students for successful completion and the realization that more study and TBA requirements must be met.

EMT 10 (2)
EMERGENCY MEDICAL TECHNICIAN -
FIRST RESPONDER
2 Hrs. Lec.

A course for individuals who must provide first aid, including recognition of and immediate care for injury or sudden illness or medical emergencies, prior to the availability of medical care by licensed or certified health care professionals. This course is primarily for firefighters and law enforcement personnel and satisfies requirements under Title 22, Division 9, Section 1.5 of the California Administrative Code, requiring regularly employed public safety personnel to be trained to administer first aid, including CPR, within 1 year of employment. Topics considered will include components of the local EMS system, roles and responsibilities of first responders, introduction to legal aspects with introduction to anatomy and physiology. Students will be taught an introduction to vital and diagnostic signs and determination of extent of injuries. Procedures for dealing with life threatening emergencies are presented, as they pertain to the first responder, including CPR and control of hemorrhage. Other medical and environmental emergencies will be presented along with childbirth, disorders specific to infants and children and communicable diseases. 36 hours are required for course completion.

ENGINEERING

ENGR 2A (3)
ENGINEERING DRAWING
1½ Hrs. Lec. 4½ Hrs. Lab.

Prerequisite: Engr 21 or equivalent, or permission of the instructor. Geometric construction, sketching, dimensioning, theory of orthogonal projections and auxiliaries. (CSU) (UC credit limited. See a counselor.)

ENGR 5 (3)
STRENGTH OF MATERIALS
3 Hrs. Lec.

Prerequisite: Engr 15. Axial stress; stress and strain relations; torsional stress and deformation; shear and moment diagrams; bending stresses; shear stresses; compound stresses; transformation of stresses; failure theory; deflection of beams; buckling; statically indeterminate structures. (CSU) (UC credit limited. See a counselor.)

ENGR 6 (3)
ENGINEERING MATERIALS
3 Hrs. Lec.

Prerequisite: Chem 1A. Atomic and molecular structure of materials utilized in engineering. Analysis of the relationships between structure of materials and their mechanical, thermal, electrical, corrosion and radiation properties, together with examples of specific application to engineering problems. (CSU) (UC credit limited. See a counselor.)

ENGR 11 (3)
ELECTRIC CIRCUITS
3 Hrs. Lec.

Prerequisite: Credit or concurrent enrollment in Phys 4B and Math 3B. Circuit analysis by reduction methods, source transformations, loop and nodal analyses, alternating current circuits, impedance, power and phasor diagrams. (CSU) (UC credit limited. See a counselor.)

ENGR 12 (3)
ARCHITECTURAL DRAFTING I
1 Hr. Lec. 5 Hrs. Lab.

Prerequisite: Engr 2A or eligibility for Engr 2A. The course offers basic elements in planning various areas of a residential structure

and combining these areas into a composite functional plan; basic techniques and procedures needed in preparing architectural floor plans, foundation plans and pictorial drawings; local building regulations and California Building Code. (CSU)

ENGR 13 (3)
ARCHITECTURAL DRAFTING II
1 Hr. Lec. 5 Hrs. Lab.

Prerequisite: Engr 12 or equivalent. Technical architectural residential design including location plans, sectional drawings, foundation plans of various types, framing plans, specifications, electrical and air-conditioning plans, plumbing diagrams and modular construction plans, building codes. History of architecture. (CSU)

ENGR 14 (3)
ARCHITECTURAL DRAWING III
1 Hr. Lec. 5 Hrs. Lab.

Prerequisite: Engr 13 or equivalent. Working drawings for small commercial buildings. Planning merchandising facilities: banks, medical offices and clinics, food stores, restaurants and cafeterias, motels and parking facilities, shopping centers, churches. Curtainwall systems. Uniform Building Code. Modern American architecture. (CSU)

ENGR 15 (3)
STATICS
3 Hrs. Lec.

Prerequisite: Phys 4A or concurrent enrollment in Phys 4A. Force systems; equilibrium; structures; distributed forces; friction; virtual work; moments of inertia; vector algebra. (CSU) (UC credit limited. See a counselor.)

ENGR 16 (3)
DYNAMICS
3 Hrs. Lec.

Prerequisite: Engr 15. Kinetics of a particle; central force motion; systems of particles; work and energy; impulse and momentum; moments and products of inertia; Euler's equations of motion; vibration and time response; engineering applications. (CSU) (UC credit limited. See a counselor.)

ENGR 19 (6)
STATICS AND DYNAMICS
6 Hrs. Lec.

Prerequisite: Phys 4A. This course is a combination of Engr 15 and Engr 16. (CSU) (UC credit limited. See a counselor.)

ENGR 21 (3)
TECHNICAL DRAWING
1½ Hrs. Lec. 4½ Hrs. Lab.

A general course for students who have had no high school mechanical drawing. Covers proper use of drafting instruments, geometric constructions, lettering, orthographic projections, pictorial representations, isometric drawings, dimensions, and symbols.

ENGR 23 (1)
HAND CALCULATORS AND COMPUTATIONS
1 Hr. Lec.

Prerequisite: Completion of Math X. Performing necessary manipulations with the calculator, while using correct methods to solve engineering and technical problems. (CSU)

ENGR 30 (2)
ORIENTATION TO ENGINEERING
2 Hrs. Lec.

Helping the engineering student adjust to college life through motivating experiences and guidance, clarifying concepts of the engineering college and the engineering profession, and aiding the student in acquiring the fundamental tools and skills required in future work. (CSU) (UC credit limited. See a counselor.)

ENGLISH

New Students

The Nelson-Denny Reading Test will be required of all new students who desire to register for their initial reading or writing class. The test is administered in the Counseling Center and in the Reading/Writing Lab.

Students will be recommended to initially register in a reading class and writing class for tentative enrollment prior to placement testing.

Nelson-Denny Reading Scores		Writing Class(es) Initial Placement
Below	6.0*	Eng 4
6.0	8.9	Eng 3A
9.0	13.9	Eng 2A
14.0	16.9	Eng 1A
*grade equivalency		
Nelson-Denny Reading Scores		Reading Class(es) Initial Placement
3.6	6.0*	Eng 14A
6.0	8.9	Eng 13A
9.0	11.9	Eng 12A
12.0	16.9	Eng 11
*grade equivalency		

During the first two weeks of classes, students will be given an additional test (Holistic Writing Test) to determine their writing abilities. The results of this writing test will help determine the final placement of students in the writing classes.

Students wishing clarification of their placement evaluation may discuss their placement results and the appeals process with their counselor.

Students Previously Completing Reading or Writing Classes

Students who receive a grade of "C" or higher in any of the reading or writing classes are automatically entitled to the next class level in the sequence; for example, students completing Eng 3A with a "C" or better are moved to Eng 3B; those completing Eng 2A with a "C" or better will be moved to Eng 2B. Students receiving less than a "C" grade are required to repeat the class before advancing to the next level.

Other Recommendations

New students should consult an Imperial Valley College Counselor for assistance in understanding the placement procedure prior to registering in the reading or writing classes.

Concurrent enrollment in reading and writing classes is highly recommended.

ENG 1A (3)
READING AND COMPOSITION
3 Hrs. Lec.

Prerequisite: Satisfactory score on reading and writing placement tests and instructor recommendation. The standard course in freshman English. The course seeks to improve the student's ability to understand serious and complex prose and to improve the student's ability to write exposition that is thoughtful and clear. (CSU, UC)

ENG 1B (3)
INTRODUCTION TO LITERATURE
3 Hrs. Lec.

Introduction to the study of poetry, fiction and drama, with further practice in writing. It is recommended that the student take Eng 1A before Eng 1B. (CSU, UC)

ENG 2A (3)
BASIC ENGLISH COMPOSITION
3 Hrs. Lec.

Prerequisite: Assignment by placement test and instructor recommendation. Preparation for Eng 2B. Provides developmental instruction in paragraph and short essay writing and in reading comprehension and analysis approaching the college level. The course follows in sequence from Eng 3B and is taught simultaneously with Eng 2B. Concurrent enrollment in Eng 12A is strongly recommended.

ENG 2B (3)
BASIC ENGLISH COMPOSITION
3 Hrs. Lec.

Prerequisite: Assignment by placement test and instructor recommendation. Preparation for Eng 1A. The course seeks to improve the student's mastery of the short essay and to teach reading comprehension and analysis at the college level. The course follows in sequence from, and is taught simultaneously with, Eng 2A. Concurrent enrollment in Eng 12B is strongly recommended. (CSU)

ENG 3A (3)
WRITING FUNDAMENTALS
3 Hrs. Lec.

Prerequisite: Assignment by placement test and instructor recommendation. Preparation for Eng 3B. Intensive instruction in grammar and punctuation and the writing of short paragraphs. Designed for the student needing to acquire basic writing skills and to overcome language transfer interference. Follows in sequence from Eng 4. Taught simultaneously with Eng 3B. Concurrent enrollment in Eng 13A strongly recommended.

ENG 3B (3)
WRITING FUNDAMENTALS
3 Hrs. Lec.

Prerequisite: Assignment by placement test and instructor recommendation. Preparation for Eng 2A or Eng 51. A review of grammar and punctuation and instruction in the writing of paragraphs and topic sentences. Designed for the student needing to review basic writing skills. The course follows in sequence from, and is taught simultaneously with, Eng 3A. Concurrent enrollment in Eng 13B is strongly recommended.

ENG 4A (4)
ADVANCED GRAMMAR AND COMPOSITION
FOR BILINGUALS

4 Hrs. Lec. 1 Hr. Lab.

Prerequisite: Satisfactory completion of Eng 5 or Eng 5B or appropriate score on ESL Placement Test. Advanced composition and grammar are emphasized. Satisfactory completion of this course qualifies the student for enrollment in Eng 4B. (CSU) (UC credit limited. See a counselor.)

ENG 4B (3)
THE WRITING PROCESS FOR BILINGUALS
3 Hrs. Lec.

Prerequisite: Completion of Eng 4A or teacher recommendation. The Writing Process for Bilinguals would be based on small group and individual instruction using lessons for prewriting, brainstorming, and listing; rough draft read-arounds and peer-editing; review of grammar, mechanics, and usage; vocabulary, spelling, and format protocol; journal writing; and small and large group sharing of successful models for effective writing. Satisfactory completion of this course qualifies the student for enrollment in Eng 3A. (CSU) (UC credit limited. See a counselor.)

**ENG 5 (4)
INTERMEDIATE GRAMMAR AND COMPOSITION
FOR ESL****4 Hrs. Lec. 1 Hr. Lab.**

Prerequisite: Appropriate score on placement test or satisfactory completion of Eng 6. Eng 5 is an intermediate course in grammar and composition which takes the ESL student from simple present and past tense usage to more complicated grammatical structures. Basic skills for simple compositions in English are also taught. (CSU) (UC credit limited. See a counselor.)

**ENG 5A (2)
INTERMEDIATE GRAMMAR AND COMPOSITION
FOR ESL****2 Hrs. Lec. ½ Hr. Lab.**

Prerequisite: Designated score on placement test or satisfactory completion of Eng 6B. The course covers the first half semester's work of Eng 5 (4 units) and is offered for the convenience of night students who cannot attend class more than one night per week. This course, together with Eng 5B, is equivalent to Eng 5. Not open to students who have completed Eng 5. (CSU) (UC credit limited. See a counselor.)

**ENG 5B (2)
INTERMEDIATE GRAMMAR AND COMPOSITION
FOR ESL****2 Hrs. Lec. ½ Hr. Lab.**

Prerequisite: Satisfactory completion of Eng 5A. This course covers the second half semester's work of Eng 5 (4 units) and is offered for the convenience of night students who cannot attend class more than one night per week. Satisfactory completion of Eng 5A and 5B is equivalent to Eng 5 and qualifies the student to enroll in Eng 4 or Eng 4A. Not open to students who have completed Eng 5. (CSU) (UC credit limited. See a counselor.)

**ENG 6 (4)
BEGINNING GRAMMAR AND COMPOSITION FOR ESL****4 Hrs. Lec. 1 Hr. Lab.**

Prerequisite: Designated score on placement test. A beginning course in English designed for the student who has not had any formal English classes in the United States. The course will cover grammar and simple sentence writing. Capitalization and punctuation will be emphasized through some beginning composition writing in the latter part of the semester. (CSU)

**ENG 6A (2)
BEGINNING GRAMMAR AND COMPOSITION FOR ESL****2 Hrs. Lec. ½ Hr. Lab.**

Prerequisite: Designated score on placement test or permission of the instructor. This course covers the first half semester's work of Eng 6 (4 units) and is offered for the convenience of night students who cannot attend class more than one night per week. This course will emphasize vocabulary building, conversational skills and listening comprehension. This course, together with Eng 6B, is equivalent to Eng 6. Not open to students who have completed Eng 6. (CSU)

**ENG 6B (2)
BEGINNING GRAMMAR AND COMPOSITION FOR ESL****2 Hrs. Lec. ½ Hr. Lab.**

Prerequisite: Eng 6A or permission of the instructor. This course covers the second half semester's work of Eng 6 (4 units) and is offered for the convenience of night students who cannot attend class more than one night per week. Satisfactory completion of Eng 6A and 6B is the equivalent to Eng 6 and qualifies the student to enroll in Eng 5 or Eng 5A. Not open to students who have completed Eng 6. (CSU)

**ENG 7 (4)
BASIC ESL/CIVICS****4 Hrs. Lec. 1 Hr. Lab.**

Prerequisite: Designated score on placement test. A course designed for nonnative speakers who have no knowledge of English and whose literacy in their native language is minimal. Basic English will give students the necessary literacy skills to enter Eng 6 and further an awareness for civic responsibility.

**ENG 11 (3)
READING IV: ANALYTICAL AND CRITICAL READING****3 Hrs. Lec. *1 Hr. Lab.**

Prerequisite: Successful completion of Eng 12B and/or ability to read at the 12th grade level. Designed to help adequate readers become superior readers. Recommended for college transfer students who wish to develop the critical reading and thinking skills necessary for all types of college level reading. *Laboratory hour to be scheduled in the Reading/Writing Lab. (CSU)

**ENG 12A (3)
READING III: INTERMEDIATE DEVELOPMENT****3 Hrs. Lec. *1 Hr. Lab.**

Prerequisite: Successful completion of Eng 13B and/or the ability to read at the 9th grade level. A course at the upper intermediate reading level designed to refine those skills designated in Eng 13A/13B. Includes additional instruction in study skills, outlining, previewing, summarizing and critical reading. *Laboratory hour to be scheduled in the Reading/Writing Lab.

**ENG 12B (3)
READING III: INTERMEDIATE DEVELOPMENT****3 Hrs. Lec. *1 Hr. Lab.**

Prerequisite: Successful completion of Eng 12A and/or the ability to read at the 10th grade level. A course at the upper intermediate reading level for those students needing additional instruction and practice in study skills, outlining, previewing, summarizing and critical reading as taught in Eng 12A. *Laboratory hour to be scheduled in the Reading/Writing Lab.

**ENG 13A (3)
READING II: BASIC DEVELOPMENT****3 Hrs. Lec. *1 Hr. Lab.**

Prerequisite: Successful completion of Eng 14B and/or the ability to read at the 6th grade level. A course at the lower intermediate level for the student needing intensive instruction in comprehension, vocabulary and study skills. Emphasis will be on fundamental understanding of texts, and increasing word knowledge. *Laboratory hour to be scheduled in the Reading/Writing Lab.

**ENG 13B (3)
READING II: BASIC DEVELOPMENT****3 Hrs. Lec. *1 Hr. Lab.**

Prerequisite: Successful completion of Eng 13A with reading scores below the required level for Eng 12A (grade 9). A course at the lower intermediate level for the student needing additional instruction in comprehension, vocabulary and study skills. Emphasis will be on fundamental understanding of texts, and increasing word knowledge. *Laboratory hour to be scheduled in the Reading/Writing Lab.

**ENG 14A (3)
READING I: DEVELOPMENT FOR BILINGUALS****3 Hrs. Lec. *1 Hr. Lab.**

Prerequisite: Reading level below the 6th grade. Assignment by placement test and recommendation of the instructor. Course designed to develop reading efficiency of bilingual students. Phonics comprehension, word analysis, vocabulary building will be included, as well as those study skills directly related to reading. *Laboratory hour to be scheduled in the Reading/Writing Lab.

**ENG 14B (3)
READING I: DEVELOPMENT FOR BILINGUALS****3 Hrs. Lec. *1 Hr. Lab.**

Prerequisite: Successful completion of Eng 14A with reading test scores below the required level for Eng 13A (grade 6). Course designed to develop reading efficiency of bilingual students. Phonics comprehension, word analysis, vocabulary building will be included, as well as those study skills directly related to reading. *Laboratory hour to be scheduled in the Reading/Writing Lab.

**ENG 22AB (3-3)
VOCABULARY BUILDING****3 Hrs. Lec.**

A concentrated study of affixes, roots, word origins, language change, varieties of meaning, the dictionary, and vocabulary in the various subject areas.

**ENG 24 (3)
ADVANCED VOCABULARY BUILDING AND
SPELLING FOR ESL****3 Hrs. Lec.**

Prerequisite: Eng 25, Eng 5 or by consent of instructor. The student will work on English-Spanish cognates, roots and prefixes, idioms, general reading vocabulary, subject matter (e.g., psychology, history), reading vocabulary, parts of speech, dictionary skills, word connotation and usage, and listening comprehension. The emphasis will be on writing and listening more than on oral work, and on independent vocabulary building as well as on group work.

**ENG 25 (3)
INTERMEDIATE VOCABULARY BUILDING AND
SPELLING FOR ESL****3 Hrs. Lec.**

Prerequisite: Eng 5 concurrently or consent of instructor. The intermediate ESL student will work on roots and prefixes, idioms, spelling, pronunciation, parts of speech, irregular verbs, and the learning of new words. A lot of class practice will be given in oral and written use of new words and expressions.

**ENG 26 (3)
BEGINNING VOCABULARY BUILDING AND
SPELLING FOR ESL****3 Hrs. Lec.**

Prerequisite: This course may be taken concurrently with Eng 6 or by permission of the instructor. A beginning level of vocabulary will be offered. Some spelling techniques will be taught and vocabulary will be used both in oral and written sentences.

**ENG 32 (3)
ADVANCED PUBLIC SPEAKING FOR BILINGUALS****3 Hrs. Lec.**

Prerequisite: Eng 33 with C or better, or permission of the instructor. This course is designed to bring Eng 33 bilingual students to a near native level of fluency and listening comprehension so that they may successfully compete with native speakers. Students will prepare, present and evaluate activities such as speeches, oral interpretations, interviews, reports, debates, and simulation games. Emphasis will be given to use of the library to provide appropriate material for topics of academic and community significance. Recommended for students concurrently enrolled in Eng 2AB and Eng 12AB. May be taken as a preparation but not as a substitute for Sp 1.

**ENG 33 (3)
BASIC PUBLIC SPEAKING FOR BILINGUALS****3 Hrs. Lec.**

Prerequisite: Eng 34 or permission of the instructor. This course is designed to bring advanced ESL students to a near-native level of fluency and listening comprehension so that they may successfully compete with native speakers. Students will prepare, present and evaluate speeches, commercials, dialogs, skits, oral interpretations, debates and simulation games. (This course may be taken as a preparation but not as a substitute for Sp 1) (CSU) (UC credit limited. See a counselor.)

**ENG 34 (3)
ADVANCED ORAL ENGLISH FOR ESL****3 Hrs. Lec.**

Prerequisite: To be taken concurrently with Eng 4 or by permission of the instructor. An intensive course in oral American English for students who have learned English as a second language. It is intended for students who may read well and have a good grasp of grammar but who still need more practice in manipulating oral structures. (CSU)

**ENG 35 (3)
INTERMEDIATE ORAL ENGLISH FOR ESL****3 Hrs. Lec.**

Prerequisite: To be taken concurrently with Eng 5 or by permission of the instructor. A conversational course designed for the intermediate student of ESL. Students will utilize oral English by creating their own dialogs and presenting them, and by speaking on posters or other visual materials. Differences between the students' native language and English and how these differences affect the students' oral English will be discussed. (CSU)

**ENG 36 (3)
BEGINNING ORAL ENGLISH FOR ESL****3 Hrs. Lec.**

Prerequisite: To be taken concurrently with Eng 6 or by permission of the instructor. A conversational course designed for the beginning ESL student. The course will cover the fundamentals of the English sound system. Listening and speaking will be emphasized through basic dialogs to be learned, through simple stories to be listened to, and through questions to be answered orally. (CSU)

**ENG 41 (3)
SURVEY OF AMERICAN LITERATURE****3 Hrs. Lec.**

Prerequisite: Eng 1B is recommended. A study of the works of major American writers. (CSU, UC)

**ENG 42A (3)
SURVEY OF WORLD LITERATURE****3 Hrs. Lec.**

Prerequisite: Eng 1B is recommended. Study of selected literature of the Hebrews, Greeks, Romans, the Middle Ages, and the Renaissance. Emphasis on literature other than American and English. (CSU, UC)

**ENG 42B (3)
SURVEY OF WORLD LITERATURE****3 Hrs. Lec.**

Prerequisite: Eng 1B is recommended. Study of selected literature of Neo-classicism, Romanticism, Naturalism, Symbolism and modern schools. Emphasis on literature other than American and English. May be taken before Eng 42A. (CSU, UC)

**ENG 43A (3) (CAN ENGL 8)
SURVEY OF ENGLISH LITERATURE****3 Hrs. Lec.**

Prerequisite: Eng 1B or permission of the instructor. Close study of works of major English writers up to the end of the 18th century, with consideration of the more important aspects of English literary history. (CSU, UC)

**ENG 43B (3) (CAN ENGL 10)
SURVEY OF ENGLISH LITERATURE****3 Hrs. Lec.**

Prerequisite: Same as for Eng 43A. Close study of works of major English writers of the 19th and 20th centuries, with consideration of the more important aspects of English literary history. May be taken before Eng 43A. (CSU, UC)

**ENG 44ABCD (3-3-3-3)
LITERATURE FOR APPRECIATION****3 Hrs. Lec.**

Prerequisite: Completion of Eng 3A or 13A or the equivalent. A minimum 8th grade reading level is recommended. A general education course designed to encourage students to read for enjoyment and for an increased understanding of themselves and the world they live in. Students will read short stories, novels, plays, poetry and some nonfiction on certain themes, e.g., youth, love, horror, fantasy, the hero, the West. Oral participation will be emphasized and some writing will be required. Guest lecturers, films, and field trips will be included whenever possible. Course may be repeated for credit with different content.

**ENG 45ABCD (3-3-3-3)
STUDIES IN LITERATURE****3 Hrs. Lec.**

Examination of representative literary works of a major author, period, genre, or theme; or comparative study of literature and another field, e.g., film, theater, art, music, politics, social or behavioral science. Topics such as Modern Poetry, Modern Prose, Fiction, Modern Drama, Classic Theater, Introduction to Shakespeare, Film and Literature, The Bible as Literature, Mythology and Folklore. May be repeated with different content. (CSU) (UC credit limited. See a counselor.)

**ENG 46A (3)
THE MEXICAN AMERICAN IN LITERATURE****3 Hrs. Lec.**

Prerequisite: Eligibility for Eng 1A. Study of the contributions by Mexican Americans to all genres of literature. Course to be developed through the study of the Mexican American historical backgrounds, and by contrasting and comparing the works of Mexican Americans with their familiar Anglo American counterparts, as well as with the works of familiar Mexican authors. This course will concentrate on the cultural and literary heritage of the Mexican American. Conducted in English. (Same as Span 28A) (CSU, UC)

**ENG 46B (3)
THE MEXICAN AMERICAN IN LITERATURE****3 Hrs. Lec.**

Prerequisite: Eligibility for Eng 1A. A continuation of Eng 46A with emphasis on contemporary Mexican American writers. Conducted in English. Eng 46B may be taken before Eng 46A. (Same as Span 28B) (CSU, UC)

**ENG 47 (3)
INTRODUCTION TO THE BIBLE AS LITERATURE****3 Hrs. Lec.**

A study of the prose and poetry of the Bible. (CSU, UC)

**ENG 50 (3)
ADVANCED COMPOSITION****3 Hrs. Lec.**

Prerequisite: Eng 1A. Advanced expository prose, argumentation, description and the study of prose style. (CSU, UC)

**ENG 51 (3)
THE COMMUNICATION PROCESS****3 Hrs. Lec.**

Prerequisite: Assignment by placement tests or teacher recommendation. This course is designed to familiarize the student with everyday persuasive language and to develop his/her ability to analyze the message in typical media - TV, radio, newspapers, magazines, and other popular literature. (CSU) (UC credit limited. See a counselor.)

**ENG 52 (3)
INTRODUCTION TO LINGUISTICS****3 Hrs. Lec.**

Prerequisite: Eng 2B, Eng 51, Eng 1A or consent of the instructor. Introduction to the various branches of linguistics: language classification, dialectal variation, psycholinguistics, sociolinguistics, semantics. Specific work on English sounds, grammar, and dialects, including comparisons of English with Spanish. Recommended for teachers, teacher aides, students of foreign languages, and anyone interested in extending his/her knowledge of language. Suitable for English speaking and bilingual students. (CSU, UC)

**ENG 53AB (3-3)
CREATIVE WRITING****3 Hrs. Lec.**

Prerequisite: Eng 1B or permission of the instructor. Study and application of the principles of literary construction, plus exercises in the writing of imaginative literature, including short story, poetry, drama, and essay. (CSU, UC)

**ENG 54 (3)
INTRODUCTION TO FILM HISTORY AND CRITICISM****2 Hrs. Lec. 2 Hrs. Lab.**

The origin and development of movies as an entertainment industry, as a technological medium, and as an art form. Key films from different historical periods will be examined for their technological and artistic contributions to the art of film making. (Same as Hum 54, MPP 54) (CSU, UC)

**ENG 55 (3)
TECHNICAL AND REPORT WRITING****3 Hrs. Lec.**

Prerequisite: Eng 51, Eng 2AB, Eng 1A or permission of the instructor. Practical experience in writing various kinds of technical reports, descriptions, and evaluations; writing assignments fitted to the interests of individual students. (CSU)

**ENG 56 (3)
INTRODUCTION TO MOTION PICTURE PRODUCTION****3 Hrs. Lec. Plus production practice hours to be arranged**

(Same as MPP 10) (CSU) (UC credit limited. See a counselor.)

**ENG 59 (3)
GRAMMAR AND USAGE REVIEW****3 Hrs. Lec.**

Prerequisite: Placement at Eng 2A level or above. Review of traditional/structural grammar; review of usage rules regarding punctuation, mechanics, capitalization; review of spelling rules; practice with summary/report writing done by the student.

**ENG 60ABC (1-1-1)
LANGUAGE LABORATORY****2 Hrs. Lab.**

Prerequisite: Current enrollment in ESL. Individual language laboratory practice with prepared taped materials and texts in the language laboratory. Practice in listening comprehension and pronunciation. Grammar and sentence development through structured lessons on tapes. Supplementary course for beginning, intermediate and advanced levels in ESL.

**ENG 61ABCD (1-1-1-1)
INDIVIDUALIZED WRITING****2 Hrs. Lab.**

This is a course in individualized instruction under the auspices and direction of a certificated instructor who diagnoses writing deficiencies and prescribes remediation. Individual learning modules are assigned for improving such things as: grammar, usage, rhetorical skills and to eliminate language interference. The course is designed to assist students in any course(s) requiring writing skills. The 36 required hours will be set by arrangement with the student and must be undertaken in the Reading/Writing Lab.

**ENG 62ABCD (1-1-1-1)
INDIVIDUALIZED READING****2 Hrs. Lab.**

This is a course in individualized instruction under the auspices and direction of a certificated instructor who diagnoses reading deficiencies and prescribes remediation. Individual learning modules are assigned for improving such things as: reading vocabulary, reading comprehension and reading rate. The course is designed to assist students in any course(s) requiring reading skills. The 36 required hours will be set by arrangement with the student and must be undertaken in the Reading/Writing Lab.

**ENG 63AB (1-1)
SPELLING****1 Hr. Lec.**

Diagnosis of specific spelling problems and prescription of remedies; investigation of the basic spelling rules.

**ENG 64 (1)
LIBRARY RESOURCES****1 Hr. Lec.**

Use of library facilities, especially the card catalog, reference books, and periodical indexes, as a basis for research in any field. Techniques of preparing and presenting a research paper are included. Work on an actual term paper is not required although students may use this course to assist them in writing a research (term) paper for other courses if they wish. Helpful to any individual from the community who wishes to use the library to keep up to date on the latest developments and to compile a bibliography in his/her area(s) of interest. (CSU, UC)

ENVIRONMENTAL SCIENCE

**ENV SCI 5 (3)
MAN AND HIS ENVIRONMENT****3 Hrs. Lec.**

The study of natural resources vital to man's existence. Emphasis on composition of the physical environment and problems associated with contamination of air, water and soil. (Same as Ag 5) (CSU, UC)

FIRE SCIENCE

**FIRE SCI 17 (1)
EMERGENCY FIRE/MEDICAL DISPATCHER****1 Hr. Lec. .5 Hr. Lab.**

Prerequisite: Current CPR card. A course to train public safety dispatchers to quickly and accurately interrogate callers requesting medical aid, fire units or rescue services, and dispatch proper emergency vehicles and personnel. Communication between field units and dispatchers, prearrival instructions, triage calls, basic life support, record keeping, FCC regulations and roles and responsibilities of dispatcher will be covered.

**FIRE SCI 20 (1)
PRINCIPLES OF WOOD AND ORDINARY
CONSTRUCTION****1 Hr. Lec.**

An introduction to basic construction principles and the special characteristics of wood and ordinary construction such as brick and concrete block structures. How these structures will be affected by fire are explored, as well as the necessary precautions to take in guarding the safety of fire fighting personnel. Emphasis is also given to prior inspection records in order to be familiar with the type of construction and materials used in the area.

**FIRE SCI 21 (1)
NONCOMBUSTIBLE AND FIRE-RESISTANT
CONSTRUCTION****1 Hr. Lec.**

Prerequisite: Fire Sci 20. This course covers the special characteristics of large and more complicated noncombustible and fire-resistant structures. The primary emphasis is to help improve the student's ability to ensure fire fighter safety by recognizing common causes and indicators of failure, collapse and other hazards related to these special building types and their contents.

**FIRE SCI 22 (1)
CONDUCTING BASIC FIRE PREVENTION
INSPECTIONS****1 Hr. Lec.**

Prerequisites: Fire Sci 20 and Fire Sci 21. New and prospective fire inspectors, fire officers and senior fire fighters will receive introductory training in the skills and techniques of fire safety inspection from this course.

**FIRE SCI 23 (1)
HAZARDOUS MATERIALS - INCIDENT ANALYSIS****1 Hr. Lec.**

Designed for emergency response persons such that they and others will learn a systematic method of analyzing and assessing the potential effect of hazardous materials involved in fires and other emergencies. This analytical system includes the application of general emergency behavior models to predict the sequence of events at an incident.

**FIRE SCI 24 (1)
HAZARDOUS MATERIALS - THE PESTICIDE
CHALLENGE****1 Hr. Lec.**

Prerequisite: Fire Sci 23. From product release to clean-up operations, student will learn how to safely handle fires, spills, and other incidents involving pesticides and related agricultural chemicals. Case histories and simulation exercises are extensively used to reinforce the material presented.

**FIRE SCI 25 (1)
PREPARING FOR INCIDENT COMMAND****1 Hr. Lec.**

Standard operating procedures for commanding the initial fire response resources at an emergency incident are introduced. Following selected objectives of the National Professional Qualifications Standards, this course will give the student an understanding of the general concepts of incident command.

**FIRE SCI 26 (1)
COMMANDING THE INITIAL RESPONSE****1 Hr. Lec.**

Prerequisite: Fire Sci 25. Using responsible command principles introduced in Preparing for Incident Command, the student will prepare to command an initial response incident. Following selected objectives of National Professional Qualifications Standards, this course shows the student how to apply proper command procedures such as establishing command, performing size-up, developing and implementing an Action Plan, Transferring Command and Organizing an Incident using effective Command Systems.

**FIRE SCI 27 (1)
VOLUNTEER FIRE SERVICE MANAGEMENT**

1 Hr. Lec.
Student will see how basic management concepts and principles apply to effective administration of fire and rescue organizations. Various management concepts are applied in a series of individual and group exercises. Not only for volunteer fire department managers, but also for combination career/volunteer and career fire and rescue departments.

**FIRE SCI 28 (1)
FIRE SERVICE SUPERVISION - INCREASING PERSONAL EFFECTIVENESS**

1 Hr. Lec.
Prerequisite: Fire Sci 27. This course covers how general supervision/managerial theories apply to the fire service. Supervisors and program managers will see how these skills and techniques will improve their fire service leadership and supervisory effectiveness.

**FIRE SCI 29 (1)
FIRE SERVICE SUPERVISION - INCREASING TEAM EFFECTIVENESS**

1 Hr. Lec.
Prerequisites: Fire Sci 27 and Fire Sci 28. This course covers skills and techniques used to improve supervision and management of work groups and teams. The course is primarily for those in or looking for positions as fire service supervisors and program managers.

**FIRE SCI 30 (1)
FIRE AND ARSON DETECTION**

1 Hr. Lec.
The basic techniques of determining fire origin and cause, and recognizing primary clues or evidence of arson are detailed. This course may be used as an introduction to investigation of fires for new fire fighters or as a review for experienced fire fighters and officers.

**FIRE SCI 31 (1)
INSTRUMENTAL TECHNIQUES FOR COMPANY OFFICERS**

1 Hr. Lec.
This course allows persons to learn the basic concepts and techniques for conducting periodic small unit training. The emphasis of this course is teaching principles applicable to inservice fire and rescue service skills training. This course covers the basic principles of: Concepts of Adult Learning, Training Objectives and Lesson Planning, Methods of Instruction and Teaching Techniques, Testing and Evaluation Procedures.

**FIRE SCI 32 (1)
PUBLIC FIRE EDUCATION PLANNING**

1 Hr. Lec.
This course is designed to help the student learn how to develop and implement a local public education program. The concepts of systematic planning will show students how a successful fire safety program is developed and implemented.

**FIRE SCI 40 (1)
INCIDENT COMMAND SYSTEM**

1 Hr. Lec.
This course is designed to thoroughly familiarize emergency services personnel with the design components and organization of the Incident Command System. It enables the student to effectively use the Field Operations Guide (FP 420-1). (CSU)

**FIRE SCI 50 (2)
VOLUNTEER FIRE FIGHTING PRACTICE**

2 Hrs. Lec.
A course designed for volunteer fire fighters. This course is designed to provide all the basic operational skills needed by fire fighters in a volunteer service. (CSU)

**FIRE SCI 60 (3)
INTRODUCTION TO FIRE TECHNOLOGY**

3 Hrs. Lec.
An introduction to fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public and private fire protection services; specific fire protection functions; basic fire chemistry and physics. (CSU)

**FIRE SCI 61 (3)
FUNDAMENTALS OF FIRE PREVENTION**

3 Hrs. Lec.
Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public education aspects of fire prevention. (CSU)

**FIRE SCI 62 (3)
FIRE PROTECTION EQUIPMENT AND SYSTEMS**

3 Hrs. Lec.
A course on the features of design and operation of fire detection and alarm systems, heat/smoke control systems, special protection and sprinkler systems, water supply and portable fire extinguishers. (CSU)

**FIRE SCI 63 (3)
FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL**

3 Hrs. Lec.
A course encompassing theory and fundamentals of how 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. (CSU)

**FIRE SCI 64 (3)
FUNDAMENTALS OF FIRE PROTECTION**

3 Hrs. Lec.
The theory and fundamentals of fire protection, including fire protection laws, water systems and public fire protection systems; fire protection in buildings and open areas. (CSU)

**FIRE SCI 65 (3)
FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY ACTION**

3 Hrs. Lec.
A course designed to provide basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic CPR and Standard First Aid. (CSU)

**FIRE SCI 70 (2)
FIRE MANAGEMENT I**

2 Hrs. Lec.
The fundamentals of officer leadership and supervisory techniques. Introduces fire service personnel to the principles of company supervision, personnel management, evaluation and training. (CSU)

**FIRE SCI 71 (2)
FIRE MANAGEMENT II**

2 Hrs. Lec.
Prerequisite: Fire Sci 70. This course is a continuation of Fire Management I, and prepares fire service personnel in the principles of company supervision, personnel management, and evaluation and training techniques with a particular emphasis on methods of developing, utilizing instructional materials, and efficient teaching methodology. (CSU)

**FIRE SCI 72 (2)
FIRE MANAGEMENT III**

2 Hrs. Lec.
This course provides the specific managerial skills required of a fire company officer or chief fire officer in a fire service unit. It includes methods and procedures of personnel management from routine through emergency conditions and situations in the fire service unit. (CSU)

**FIRE SCI 73 (1)
VOLUNTEER INSTRUCTOR TRAINING**

1 Hr. Lec.
Designed for volunteer fire personnel with a responsibility for training. Emphasizes the teaching and evaluation of manipulative skills employed by the fire service. (CSU)

**FIRE SCI 90 (2)
PUMP OPERATION I**

2 Hrs. Lec.
Prerequisite: Suggested completion of Fire Sci 60 or Fire Sci 62. A basic course for engineers in the fire fighting service which provides the background in general use and operation of pumping and related equipment. (CSU)

**FIRE SCI 92 (2)
ARSON INVESTIGATION I**

2 Hrs. Lec.
Prerequisite: Present fire fighter status, either paid or volunteer. This course is designed for the fire and police arson investigator to successfully carry out responsibilities in arson detection and investigation. (CSU)

**FIRE SCI 93 (2)
ARSON INVESTIGATION II**

2 Hrs. Lec.
Prerequisite: Fire Sci 92. This is an advanced arson investigator course for fire and police personnel to successfully carry out responsibilities in arson detection and investigation. (CSU)

**FIRE SCI 94A (2)
FIRE COMMAND IA**

2.2 Hrs. Lec.
Prerequisite: Present fire fighter status, either paid or volunteer. A course designed to provide Fire Company Officers with information and experience in command and control techniques used at the scene of an emergency. The course emphasizes decision making, the act of commanding, the authority or right to command, the personnel organization structure or area under an individual commander, and the preplanning and training requirements for effective performance as an officer. (CSU)

**FIRE SCI 94B (2)
FIRE COMMAND IB**

2.2 Hrs. Lec.
Prerequisite: Fire Sci 94A, present fire fighter status, either paid or volunteer. This course provides instruction in First-in Company level decision making and scene management principles for incidents involving chemicals and hazardous materials. Included are Scene Safety Procedures; Evacuation Considerations; and Identification of Materials by Container Size, Shape, and Labeling. (CSU)

**FIRE SCI 95ABCD (1/2-1/2-1/2-1/2)
OIL FIRE CONTROL SCHOOL I**

.2 Hr. Lec. .8 Hr. Lab.
This course provides students with general information, techniques and strategies in dealing with flammable liquids and gases. Students are provided with particular exercises in controlling and then in extinguishing flammable liquid and gas fires at selected burn sites under controlled supervision. (CSU)

**FIRE SCI 96 (.5)
PIPELINE TRANSPORTATION EMERGENCIES**

.5 Hr. Lab.
This course is designed to create emergency support effectiveness in preventing, controlling, and terminating accidents involving pipeline transportation.

**FIRE SCI 97A (2)
FIRE INSTRUCTOR TRAINING IA**

2 Hrs. Lec.
Part of the California State Fire Academy Curriculum. This course is designed to prepare personnel as instructors for teaching courses in fire department companies. The course covers identification of training needs, occupational analysis, measurable student objectives, development of levels of instruction.

**FIRE SCI 97B (2)
FIRE INSTRUCTOR TRAINING IB**

2 Hrs. Lec.
Prerequisite: Fire Sci 97A. This is the second in a two course series and is the standard State Board of Fire Services accredited course that is designed to prepare personnel as instructors in Fire Science. The course covers course outlines, levels of instruction, behavioral objectives, lesson plans, testing and evaluation techniques and instructional aids.

**FIRE SCI 98A (2)
FIRE PREVENTION IA**

2 Hrs. Lec.
A part of the California Fire Academy Curriculum. This course is designed to prepare personnel in matters of fire cause and origin and fire prevention techniques. This course includes inspection techniques, properties of flammable and combustible solids, and radioactive explosives and unstable materials typically found during basic fire inspections. (CSU)

**FIRE SCI 98B (2)
FIRE PREVENTION IB**

2 Hrs. Lec.
A part of the California Fire Academy Curriculum. This course is designed to prepare personnel in matters of fire cause and origin and fire prevention techniques. This course includes structural and life safety components, hazards associated with specific types of fires, identification of fire/smoke detection and sprinkler systems, and building and fire code information.

FRENCH

High school foreign language courses may be used for purposes of placement in college courses and may be counted toward meeting the foreign language requirement in various majors. These high school courses will not count as college credit toward graduation. Placement will be made by examination and/or consent of the instructor. Contact the Foreign Language Department for further information.

The last year course taken by a student in the high school language sequence may be repeated in college for graduation credit, not to exceed four units of repeated foreign language work. Students are strongly advised to see the instructor before enrolling.

Students who have recently studied French for three years in high school are recommended to take Fr 3 and Fr 10.

**FR 1 (5)
ELEMENTARY FRENCH**

5 Hrs. Lec.
An intensive beginning course stressing the basic skills of listening comprehension, speaking, reading and writing to develop control of the sounds and the basic forms and structure of French. Introduction to aspects of French culture and civilization. Students must plan for an hour of individual language laboratory by arrangement. Not open to students who have completed three years of high school French. (CSU, UC)

**FR 1A (2.5)
ELEMENTARY FRENCH
2.5 Hrs. Lec.**

This course is one-half the content of the regular Fr 1 course. Completion of Fr 1A and 1B will be the equivalent of Fr 1, and the total of 5 units. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

**FR 1B (2.5)
ELEMENTARY FRENCH
2.5 Hrs. Lec.**

Prerequisite: Fr 1A. A continuation of Fr 1A. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

**FR 2 (5)
ELEMENTARY FRENCH
5 Hrs. Lec.**

Prerequisite: Fr 1 or two years of high school French or placement examination for demonstration of competency in four basic skills. Continues the development of all four language skills, emphasizing vocabulary building, increasing fluency and control of correct pronunciation, basic forms and structure. Students must plan for an hour of individual language laboratory by arrangement. (CSU, UC)

**FR 2A (2.5)
ELEMENTARY FRENCH
2.5 Hrs. Lec.**

Prerequisite: Fr 1B or placement by examination and consent of instructor. This course is one-half the content of the regular Fr 2 course. Completion of Fr 2A and 2B will be the equivalent of Fr 2, and the total of 5 units. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

**FR 2B (2.5)
ELEMENTARY FRENCH
2.5 Hrs. Lec.**

Prerequisite: Fr 2A. A continuation of Fr 2A. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

**FR 3 (4)
INTERMEDIATE FRENCH
4 Hrs. Lec.**

Prerequisite: Fr 2 or two years of high school French or placement by examination. An intermediate level French course giving a comprehensive review of French grammar and emphasis on written composition and correspondence. Study of a variety of prose models and practice in writing. Students must plan for one hour per week of required language laboratory practice by individual study arrangement. (CSU, UC)

**FR 4 (3)
INTERMEDIATE FRENCH READING AND WRITING
3 Hrs. Lec.**

Prerequisite: Fr 2 or two years of high school French or placement by examination. Intensive reading and vocabulary development based on cultural and literary materials, including critical analysis and summaries. (CSU, UC)

**FR 5 (3)
INTERMEDIATE READINGS IN COMMERCIAL FRENCH
3 Hrs. Lec.**

Prerequisite: Fr 2 or three years of high school French or placement by examination. An intermediate course in French designed to expand students' knowledge of economics, commerce and the French business world. Classes are conducted in French. Discussions on political, economic and social aspects of French culture. (CSU, UC)

**FR 10 (3)
INTERMEDIATE CONVERSATIONAL FRENCH
3 Hrs. Lec.**

Prerequisites: Fr 2 or two years of French in high school or by examination and consent of instructor. (It is recommended that Fr 10 be taken concurrently with Fr 3.) Practical conversational skills are developed through listening exercises, directed conversations on assigned readings from newspaper and magazine articles, current topics, simple dialogues and plays. Emphasis on contemporary life in countries where French is spoken. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU, UC)

**FR 11 (3)
INTERMEDIATE CONVERSATIONAL FRENCH
3 Hrs. Lec.**

Prerequisite: Fr 3 or Fr 10 or three years of French in high school or by examination and consent of instructor. (It is recommended that Fr 11 be taken concurrently with Fr 4.) Continuation of Fr 10. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU, UC)

**FR 20A (2)
FRENCH DRAMA — READING AND PERFORMANCE
1 Hr. Lec. 3 Hrs. Lab.**

Prerequisite: Fr 2 or two years of high school French or consent of instructor. Oral reading and performance of French plays and skits. Includes vocabulary development and fluency in the spoken language. One selection of a one-act play or skit will be studied in-depth and performed for students of French. (CSU, UC)

**FR 20B (2)
FRENCH DRAMA — READING AND PERFORMANCE
1 Hr. Lec. 3 Hrs. Lab.**

Prerequisites: Fr 20A or equivalent experience of Fr 2 and consent of instructor. Continuation of Fr 20A. (CSU, UC)

**FR 40 (3)
INTRODUCTION TO FRENCH CIVILIZATION
AND CULTURE
3 Hrs. Lec.**

An introduction to French civilization and culture. The major currents and characteristics of French culture and its development as expressed through the centuries in literature, art, philosophy, music, science, politics, history and life of the people from prehistory to the 20th century. Conducted in English. (Same as Hum 40) (CSU, UC)

**FR 41 (3)
INTRODUCTION TO FRENCH CIVILIZATION AND
CULTURE BEYOND FRANCE
3 Hrs. Lec.**

Cultural aspects and developments of French speaking people, their customs, traditions, literature, art, music, philosophy, government and economy. Brief studies of Canada, African countries, Tahiti, Haiti, Louisiana, Martinique, Guadalupe. Emphasis on the 20th century. Conducted in English. (Same as Hum 41) (CSU, UC)

**FR 60ABC (1-1-1)
LANGUAGE LABORATORY
2 Hrs. Lab.**

Prerequisite: Current enrollment in French. Individualized language laboratory practice with prepared taped materials and texts in the language laboratory. Practice in listening comprehension and pronunciation. Supplementary course for beginning, intermediate and advanced levels in French.

GEOGRAPHY**GEOG 1 (3)
PHYSICAL GEOGRAPHY
3 Hrs. Lec.**

An introduction to the physical characteristics of the earth. Topics include: climate, land forms, natural vegetation, and the water and mineral resources of the earth. (CSU, UC)

**GEOG 2 (3)
CULTURAL GEOGRAPHY
3 Hrs. Lec.**

An introduction to the regions and cultures of the world. Emphasis on the contemporary demographic, linguistic, religious, and economic characteristics of major regions in the world. May be taken before Geog 1. (CSU, UC)

**GEOG 3 (3)
ECONOMIC GEOGRAPHY
3 Hrs. Lec.**

The geography of commercial products. Distribution of production as related to climate, surface features, soils, labor supply and market areas, and the routes along which products move to consuming areas. (CSU, UC)

GEOLOGY**GEOLOG 1A (4)
PHYSICAL GEOLOGY
3 Hrs. Lec. 3 Hrs. Lab.**

Prerequisite: One year of high school science or permission of instructor. Destructive and constructive work of water, ice and wind; earthquakes and the earth's interior; volcanoes and geysers; rocks and rock formations; mineral resources, coral islands; origin and history of the larger topographic features. (CSU) (UC credit limited. See a counselor.)

**GEOLOG 11 (3)
GENERAL GEOLOGY: AN INTRODUCTION TO
GEOLOGY
3 Hrs. Lec.**

Prerequisite: One semester of high school science recommended. The basic elements of physical and historical geology. Study of rocks and fossils; their meaning and origins. Origin of the earth, volcanics, tectonics, earthquakes and geologic time. The building of mountains; erosion by wind and water. Glaciers and their activities, climatic changes through time, the changing landscape. Emphasis on the geology of the Imperial Valley. (CSU) (UC credit limited. See a counselor.)

**GEOLOG 12 (3)
INTRODUCTION TO HISTORICAL GEOLOGY
3 Hrs. Lec.**

Prerequisite: One semester of high school science recommended. Origin and evolution of the earth, solar system and universe. Measurement of geologic time: the geologic periods. Typical fossils and organic evolution. Survey of paleogeography and paleoecology. Biological and geological principles in an historical perspective. Emphasis on past events in Imperial Valley. (CSU) (UC credit limited. See a counselor.)

**GEOLOG 12L (1)
INTRODUCTION TO GEOLOGY LAB
3 Hrs. Lab.**

Prerequisite: Geol 12 or concurrent registration in Geol 12. Origin and evolution of the earth, solar system and universe. Measurement of geologic time: the geologic periods. Typical fossils and organic evolution. Survey of paleogeography and paleoecology. Biological and geological principles in an historical perspective. Emphasis on past events in Imperial Valley. (CSU, UC)

**GEOLOG 13 (3)
GEOLOGY OF CALIFORNIA
3 Hrs. Lec.**

Prerequisites: One semester of high school science or permission of instructor. A study of geologic history of California, the geology of its physiographic provinces and the origin and development of its scenic landscapes. Land forms, plate tectonics, earthquakes: their cause and prediction. (CSU, UC)

**GEOLOG 14 (3)
GENERAL PALEONTOLOGY, DINOSAURS,
SABRETOOTH AND MAN
3 Hrs. Lec.**

Prerequisites: Geol 10, Geol 12, or Zool 1B. The history of life on earth from microbe to man as seen in the fossil record. The origins and evolution of invertebrates, vertebrates and plant life. Study of extinction and its causes. Emphasis on paleoecology and knowledge from the past applied to the present and future. Fossil fuels, their origin and distribution. A general education course intended for nonmajors. (CSU, UC)

GERMAN**GER 1 (4)
ELEMENTARY GERMAN
4 Hrs. Lec. 1 Hr. Lab.**

Pronunciation, practice in speaking, introduction to reading and writing, basic grammar of the German language. The student must plan for an additional hour of individual language laboratory. (CSU, UC)

**GER 1A (2)
ELEMENTARY GERMAN
2 Hrs. Lec. ½ Hr. Lab.**

Beginning course of graded lessons acquainting the student with the basic structure and pronunciation through practice in speaking, reading and writing. This course is the first half of the first semester of Ger 1. Completion of Ger 1A and Ger 1B is the equivalent of Ger 1, a total of 4 units. Students must plan for an additional one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

**GER 1B (2)
ELEMENTARY GERMAN
2 Hrs. Lec. ½ Hr. Lab.**

Continuation of Ger 1A. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

**GER 2 (4)
ELEMENTARY GERMAN
4 Hrs. Lec. 1 Hr. Lab.**

Prerequisites: Ger 1 or by placement examination. An intensive, methodical presentation to develop facility in the skills of listening, comprehension, speaking, reading and writing with control of the basic structures in both oral and written form. German culture and civilization will be introduced. Students must plan for an additional one-half hour of individual language laboratory by arrangement. (CSU, UC)

GER 10 (3)
CONVERSATIONAL GERMAN
3 Hrs. Lec.

Prerequisites: Ger 1 and Ger 2 or by examination and consent of instructor. Conversational skills developed through oral drills, laboratory assignments and guided conversations on assigned topics. Practice in the spoken language; practical and diplomatic vocabulary; simple dialogues and plays. Meets German conversation requirements for enrollment in upper division courses. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU, UC)

GER 11 (3)
CONVERSATIONAL GERMAN
3 Hrs. Lec.

Prerequisites: Ger 2 or Ger 10. This course is a continuation of Ger 10. Students must plan for two additional hours of individual language laboratory by arrangement. (CSU, UC)

GRAPHIC ARTS

GA 10 (2)
GRAPHIC COMMUNICATION I
1 Hr. Lec. 3 Hrs. Lab.

Prerequisites: Art 22A or equivalent is recommended. A course designed to be a guide for the preparation of art and the mechanics for reproduction in the graphic arts field. The emphasis is on advertising and studio skills. This course will cover newspaper ads, brochure layout, pasteup, camera-ready art work, color separation and design coordination. (CSU)

GA 11 (3)
GRAPHIC COMMUNICATION II
2 Hrs. Lec. 1 Hr. Lab.

Prerequisite: GA 10. A continuation in the preparation of art and mechanics for reproduction in the graphic arts field. Emphasis is on advertising and studio skills. An in-depth study of reproduction art in conjunction with offset printing. Student must plan for two additional hours by arrangement. (CSU)

GA 12 (3)
COMPOSITION, LAYOUT AND PASTE-UP
2 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: GA 10. A course designed to cover basic methods of composition as it applies to the printing industry, including copy-setting, proofreading and paste-up techniques. This course will cover effective uses of related material, techniques, creative thinking and innovative practices through the use of demonstrations, projects and laboratory experiences. (CSU)

GA 20 (3)
OFFSET PRINTING I
2 Hrs. Lec. 2 Hrs. Lab.

Study of the principles of offset presswork at the elementary level. Instruction in operation of offset presses under 11 x 17 inches. Students print simple offset work, color work and close-register. This course will also offer instruction in the theory of offset press troubleshooting, including standard troubleshooting procedures. (CSU)

GA 21 (3)
OFFSET PRINTING II
2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: GA 20. An advanced course in lithographic presswork which allows the student to apply the lithographic theory and experience he/she has gained by operating equipment using sheets 4 x 6 in. up to 11 x 17 in. with emphasis in loading and

setting feeds, conveyor mechanism and guides, the proper preparation of stock and packing clamps, the mounting of plates and blankets, the setting of dampeners, ink rollers, fountain, and grippers. Pressure adjustments are stressed. Camera operations for the lithography process are introduced. Student must plan for two additional hours by arrangement. (CSU)

GA 22 (3)
PHOTOGRAPHY AND PLATEMAKING
2 Hrs. Lec. 2 Hrs. Lab.

Current techniques and equipment in photography and platemaking as final preparation before offset printing. Covers effective use of materials and techniques in darkroom, stripping and platemaking departments. (CSU)

GA 23 (2)
BINDERY, CUTTING AND DISTRIBUTION
1 Hr. Lec. 2 Hrs. Lab.

This course offers instruction in finishing operations on printed materials, training in the operation of folding machines, slitting, perforating, and troubleshooting, training in the operation of hand and power cutters, special trimming, trimming of booklets and printed matter, cutting of blank stock, collating machine, stapling and stitching, hole punching, jogging and padding procedures. (CSU)

GA 30 (3)
GRAPHICS PLANT OPERATION AND MANAGEMENT FUNDAMENTALS
3 Hrs. Lec. 2 Hrs. Lab.

A course designed to acquaint the student with all phases of the small printing shop operation. The course emphasis will be on production control, cost control, estimating and quoting, sales and general management techniques used in the day-to-day operation. Covers effective use of techniques, creative thinking, innovative practices through the use of projects, problem presentations and experiences directly related to the subject matter. (CSU)

HEALTH ASSISTANT

The Health Assistant Program (HA 15) prepares the student to receive a Certificate of Completion from the College. In addition, the student is prepared to receive a Certificate from the California State Department of Health Services as a Certified Nurse Aide.

The Home Health Aide Program (HA 16) prepares the student to receive a Certificate of Completion from the College. In addition, the student is prepared to receive a Certificate from the California State Department of Health Services as a Home Health Aide.

An admissions committee reviews all applications. Early application is recommended since both programs accept a limited number of students. Admission requirements include an application on file, a health examination, and a Nelson-Denny Reading score of ninth grade. A grade of "C" or better in the program course is required for successful completion. Transportation to the health agencies is the responsibility of the student.

HA 15 (6)
HEALTH ASSISTANT
3 Hrs. Lec. 9 Hrs. Lab.

Prerequisite: Ninth grade reading level or Eng 12A. This course will prepare the health assistant for certification by the State of California as an entry-level worker on a health care team in a long-term care facility. The course is structured to provide theory and practical application of skills needed to function as a nurse assistant.

HA 16 (6)
HOME HEALTH AIDE
4 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Certification as a Health Assistant. This course will prepare the student for certification by the State of California as a home health aide. The curriculum is structured to provide the theory and practice skills needed to care for individuals in the home environment.

Nursing - Continuing Education

Health Assistant

Prospective students are advised to check with the college previous to each semester concerning continuing education courses to be offered. New courses are offered periodically as community health agency and health personnel needs are identified. An enrollment fee will be charged.

HA 37 (1)
BASIC ARRHYTHMIA RECOGNITION
1 Hr. Lec.

(Same as RN/VN 37) (CSU)

HA 38 (1/2-3)
THIS YEAR'S ISSUES IN HEALTH
1/2-3 Hrs. Lec.

(Same as RN 38, VN 38) (CSU)

HA 40 (2)
INTRAVENOUS THERAPY TECHNIQUE
1.8 Hr. Lec. .3 Hr. Lab.

Prerequisite: HA 15 or equivalent and permission of instructor. (Same as RN 40, VN 40) (CSU)

HEALTH EDUCATION

HE 1 (3)
HEALTH EDUCATION
3 Hrs. Lec.

Fundamentals of healthful living designed to provide scientific health information, and promote desirable attitudes and practices. Includes the study of first aid and the relationship of alcohol, narcotics, and smoking to health, and the factors involved in family and community health and safety. (CSU, UC)

HE 2 (3)
FIRST AID
3 Hrs. Lec.

The immediate and temporary care given in case of accident, illness and emergency childbirth. Course shall qualify students for the Standard or Advanced Red Cross First Aid Certificate. (CSU, UC)

HE 3 (2)
HEALTH EDUCATION - MILITARY SERVICE

Prerequisite: The satisfactory completion of basic or recruit training and 180 days or more active service in the military of the United States of America. The student wishing credit for military service must present his/her DD214 or equivalent supporting document to the Veterans Assistant and register for the credit. If the student registers for military credit and does not submit verification of service, he/she will be dropped as a No-Show and will not receive credit. HE 3 does not count for units toward VA, Financial Aid, or full-time student status. These are not contact hours. May receive credit only once. (CSU)

HEALTH TECHNOLOGIES

HT 1 (2)
INTRODUCTION TO HEALTH SCIENCE
2 Hrs. Lec.

In this course the educational requirements and practice demands of the varied careers within the health services are surveyed. Progress and trends in health care delivery since 1940 are presented as a background for the exploration of the current state of the art. Major health problems of the 1980's are identified and the impact of lifestyle, total environment and education on physical and emotional well-being are analyzed.

HT 2 (.5-1.5)
THIS YEAR'S ISSUES IN PHARMACY
.5-1.5 Hrs. Lec.

A variety of lectures, seminars and workshops covering current issues in pharmacy will be offered each semester for pharmacists and other health personnel interested in securing continuing education units or in updating their knowledge in various aspects of pharmacology. Topics may include pharmacokinetics, drug therapy compliance, pharmacologic agents in disease, chemotherapy, budgeting and planning for pharmacies, etc. Programs will be two or more hours in length. Attendance hours accumulated within one semester totaling a minimum of nine hours will earn .5 units of college credit, and increments of nine hours thereafter will earn .5 college units up to a total of twenty-seven attendance hours which will earn 1.5 college units. C.E. certificates will be issued for each program.

HT 3 (3)
MEDICAL TERMINOLOGY
3 Hrs. Lec.

Course of study designed to develop competency in the accurate use of medical vocabulary to include anatomy, physiology, diseases, and descriptive terms and prepare students for entry-level positions as medical transcribers, clinical editors, health insurance processors, and patient administration specialists. (Same as Bus 80) (CSU)

HT 4 (3)
MEDICAL TRANSCRIPTION
2 Hrs. Lec. 2 Hrs. Lab.

Prerequisites: HT 3/Bus 80. Ability to type 40 words per minute or permission of the instructor. Course of study designed to prepare students to transcribe data from a recording device into typewritten form using standard typewriters and/or microcomputers. Includes information placed on patient records in hospitals, doctors' offices or clinics. Upon completion of this course, the student should be prepared to accept an entry level position as a medical transcriptionist. (Same as Bus 81) (CSU)

HT 5 (3)
PATIENT INFORMATION SYSTEMS
2 Hrs. Lec. 2 Hrs. Lab.

Prerequisites: HT 3/Bus 80. Ability to type 40 words per minute or permission of the instructor. Course of study designed to prepare students to use memory typewriters, word processors, microcomputer processors, input/output equipment (CTRs, disc drives, printers, diskettes, magnetic tape, and various software programs) in a hospital, clinic or doctor's office. The use of a computer program to store patient data is emphasized. (Same as Bus 82) (CSU)

**HT 6 (3)
MEDICAL INSURANCE**

3 Hrs. Lec.
Prerequisites: HT 3/Bus 80. Ability to type 40 words per minute or permission of the instructor. Course of study designed to prepare students for entry-level positions in patient services administration. The collection of accurate information is stressed. Forms and codes are presented to assist the student to accurately complete the insurance billing process. (Same as Bus 83) (CSU)

**HT 7 (3)
PATIENT ADMINISTRATION SERVICES**

3 Hrs. Lec.
Course of study designed to prepare students for entry-level positions in hospitals, clinics or doctors' offices. Extensive exposure to various areas such as preadmissions, financial advisory services, billing, collections, and outpatient accounts is emphasized. Interdepartmental communications are stressed. (Same as Bus 84) (CSU)

**HT 8 (2)
MANAGEMENT OF PATIENT SERVICES**

2 Hrs. Lec.
Course is designed for persons interested in patient services in hospitals, clinics or doctors' offices. Managing the flow of intra and interdepartmental information is presented. Theory of organizational behavior is reviewed and personnel supervision is included. The role of the manager/supervisor is stressed. (Same as Bus 85) (CSU)

**HT 11 (3)
ADVANCED MEDICAL TRANSCRIPTION**

2 Hrs. Lec. 2 Hrs. Lab.
Prerequisite: HT 4/Bus 81 and Anat 6 or permission of instructor. An advanced course of study in transcribing medical data onto appropriate health facility forms. Advanced medical terminology is used and increased speed in transcription is required. Upon completion of this course, the student should be prepared to accept a position as an experienced transcriptionist. (Same as Bus 86) (CSU)

**HT 12 (6)
PHARMACY TECHNICIAN I**

3 Hrs. Lec. 9 Hrs. Lab.
Prerequisite: HT 3 or permission of instructor. The Pharmacy Technician 1 course is designed to develop knowledge and skill in identifying names, dosages, strengths, and common abbreviations for drugs dispensed from the pharmacy. The student will learn to receive orders for medications, transcribe orders onto pharmacy patient profiles, and type necessary labels. Other technical and clerical functions traditionally carried out by the pharmacist will be included. (CSU)

**HT 13 (6)
PHARMACY TECHNICIAN II**

3 Hrs. Lec. 9 Hrs. Lab.
Prerequisite: HT 12 or permission of instructor. The Pharmacy Technician 2 course continues to build upon the knowledge and skills learned in HT 12. In addition, the student will learn to facilitate the distribution of Unit Dose medications, keep accurate records, do billing procedures, inventory control, drug purchasing and parenteral admixture operations. Upon successful completion of this course, the student will receive a certificate of completion from Imperial Valley College. (CSU)

HISTORY**HIST 4A (3) (CAN HIST 2)
HISTORY OF WESTERN CIVILIZATION**

3 Hrs. Lec.
A survey of the major developments in the Western heritage from the world of the ancient Greeks to sixteenth century Europe. Emphasis is on the foundation of Western culture, religion, politics, and society. (CSU, UC)

**HIST 4B (3) (CAN HIST 4)
HISTORY OF WESTERN CIVILIZATION**

3 Hrs. Lec.
A study of Western civilization from the sixteenth century to the present in which political, economic, social and intellectual changes and developments are stressed. May be taken before Hist 4A. (CSU, UC)

**HIST 10 (3)
HISTORY OF MODERN RUSSIA**

3 Hrs. Lec.
A history of modern Russia from about 1900 to the present day, showing the historical background of Russian Marxism, special attention to the Russian Revolution of 1917, the consolidation of the Stalinist dictatorship, foreign and domestic policies of the Soviet Union since the Revolution, and a discussion of the expansion of Russian communism and the challenge of Russia today. (CSU, UC)

**HIST 17A (3) (CAN HIST 8)
UNITED STATES HISTORY**

3 Hrs. Lec.
A survey of the political and social development of the United States from the seventeenth century to 1872. This course and either Hist 17B or Poly Sci 1 will meet graduation requirements in American Institutions. (CSU, UC)

**HIST 17B (3) (CAN HIST 10)
UNITED STATES HISTORY**

3 Hrs. Lec.
A survey of the political, social, and economic maturation of the United States from the end of the Civil War to the present. This course and either Hist 17A or Poly Sci 2 will meet graduation requirements in American Institutions. May be taken before Hist 17A. (CSU, UC)

**HIST 30 (3)
MEXICO AND THE AMERICAN SOUTHWEST**

3 Hrs. Lec.
A one-semester survey of Mexico from the early nineteenth century, the independence movement, the Mexican American War and the development of Mexico and the American Southwest in the last century. (CSU, UC)

**HIST 33 (3)
HISTORY OF IMPERIAL VALLEY**

3 Hrs. Lec.
A one semester survey of the history of the Imperial Valley from the earliest times to the present. The course will stress the development of communities, water resources, agriculture, and ethnic groups. (CSU)

**HIST 40 (3)
CIVILIZATION OF SPAIN AND PORTUGAL**

3 Hrs. Lec.
(Same as Span 40) (CSU, UC)

**HIST 41 (3)
CIVILIZATION OF SPANISH AMERICA AND BRAZIL**

3 Hrs. Lec.
(Same as Span 41) (CSU, UC)

HONORS**HONORS 21 (1-2)
HUMANITIES DIVISION HONORS PROGRAM**

1-2 Hrs. Lec.
(UC credit limited. See a counselor.)

**HONORS 22 (1-2)
BUSINESS DIVISION HONORS PROGRAM**

1-2 Hrs. Lec.

**HONORS 23 (1-2)
SOCIAL SCIENCE DIVISION HONORS PROGRAM**

1-2 Hrs. Lec.
(UC credit limited. See a counselor.)

**HONORS 24 (1-2)
BEHAVIORAL SCIENCE DIVISION HONORS PROGRAM**

1-2 Hrs. Lec.
(UC credit limited. See a counselor.)

**HONORS 25 (1-2)
AUTOMOTIVE-AGRICULTURE TECHNOLOGY DIVISION HONORS PROGRAM**

1-2 Hrs. Lec.

**HONORS 26 (1-2)
ENGLISH DIVISION HONORS PROGRAM**

1-2 Hrs. Lec.
(UC credit limited. See a counselor.)

**HONORS 27 (1-2)
SCIENCE DIVISION HONORS PROGRAM**

1-2 Hrs. Lec.
(UC credit limited. See a counselor.)

**HONORS 28 (1-2)
MATHEMATICS-ENGINEERING DIVISION HONORS PROGRAM**

1-2 Hrs. Lec.
(UC credit limited. See a counselor.)

**HONORS 29 (1-2)
HEALTH, PHYSICAL EDUCATION AND RECREATION DIVISION HONORS PROGRAM**

1-2 Hrs. Lec.

**HONORS 21-29
COURSE DESCRIPTION**

Prerequisites: Sophomore standing and admission to the program. Individual study with special guidance of instructor. Recommended for honor students in a major area offered by the division or for students requesting study in-depth in a particular area. By request of students and/or suggestion of instructor and approval of division chairperson. Interdisciplinary conference, with readings, discussion, reports.

**HONORS 30AB (1-6)
FIELD STUDY**

Lec./Lab. by arrangement
Regular class instruction for honors students in major area of study offered by a division. Interdisciplinary conference with readings, discussion, and reports. Travel to on-site study areas may be required at the student's expense. Special curriculum may be requested by the students and/or instructors, but must be approved by the appropriate division chairperson and the Vice President for Academic Services. (UC credit limited. See a counselor.)

**HONORS 31 (1-7)
NURSING DIVISION HONORS PROGRAM**

Lec./Lab. by arrangement
Prerequisites: Admission to ADN, VN or HA program and permission of the Program Director. Intended for transfer students or students who will take only a portion of one of the Registered Nursing, Vocational Nursing or Health Assistant courses.

HUMANITIES**HUM 1A (3)
MAN AND THE ARTS**

3 Hrs. Lec.
Prerequisite: Hum 25 or eligibility for Eng 1A. A course in the unified humanities in which man is the center: "his problems, his wonderings, his confusion of experience, his experience with beauty". The course covers Greek, Roman, and Medieval periods reflected in the arts. Conducted by lectures, films, field trips and discussions. (CSU, UC)

**HUM 1B (3)
MAN AND THE ARTS**

3 Hrs. Lec.
Prerequisite: Hum 25 or eligibility for Eng 1A. A course in the unified humanities in which man is the center: "his problems, his wonderings, his confusion of experience, his experience with beauty". The course covers the period of the Renaissance through the 20th Century. Conducted by lectures, films, field trips, and discussions. (CSU, UC)

**HUM 25 (3)
THE HUMANITIES**

3 Hrs. Lec.
An exploratory course introducing the student to the major disciplines in the humanities: art, architecture, literature, music, and the theatre. Examination of humanistic values as they are reflected through the arts of world cultures. Includes guest lecturers, field excursions, films, and discussions. (CSU, UC)

**HUM 26 (3)
THE HUMANITIES**

3 Hrs. Lec.
Prerequisites: Hum 25 with a grade of B or better or eligibility for Eng 1A. An advanced course dealing extensively in music, drama, visual arts and architecture. Humanistic and interdisciplinary approach to study man's reflection of himself in creative expression. Research paper or creative project required. Conducted by lecture, discussion, field trips, films, and guest lecturers. (CSU, UC)

**HUM 40 (3)
INTRODUCTION TO FRENCH CIVILIZATION AND CULTURE**

3 Hrs. Lec.
(Same as Fr 40) (CSU, UC)

**HUM 41 (3)
INTRODUCTION TO FRENCH CIVILIZATION AND CULTURE BEYOND FRANCE**

3 Hrs. Lec.
(Same as Fr 41) (CSU, UC)

**HUM 54 (3)
INTRODUCTION TO FILM HISTORY AND CRITICISM**

2 Hrs. Lec. 2 Hrs. Lab.
(Same as Eng 54, MPP 54) (CSU, UC)

HUMAN RELATIONS

The Human Relations curriculum with an Associate of Arts degree has been designed to prepare students for employment as counselor aides and group counselor aides, vocational rehabilitation aides, teacher aides, eligibility workers, social service technicians and other preprofessional positions in the vocational "new careers" concepts in people-to-people services. These services are used by youth and adult correctional institutions, welfare and vocational rehabilitation agencies, mental hospitals, state employment centers, educational institutions, and child care centers.

HR 7 (3)
HUMAN RELATIONS IN MANAGEMENT
3 Hrs. Lec.
(Same as Bus 7) (CSU)

HR 8 (3)
PERSONAL AND CAREER DEVELOPMENT
3 Hrs. Lec.

This course examines the process a student would follow in making a realistic career decision. Students planning to enter professions involving helping relationships such as education, social work, counseling, psychology, community work, and related areas, in addition to students who are undecided about their own future would profit from the course. Self-awareness will be appraised by testing and discussing interests, aptitudes, abilities, limitations, needs and life goals. Career awareness will be facilitated by exploring the world of work in terms of occupational outlook, wages, training required, opportunities for advancement and life styles. (Same as Psych 8) (CSU)

HR 8A (1)
PERSONAL AND CAREER DEVELOPMENT
1 Hr. Lec.

This course examines the dynamics of self-awareness which are required when making a realistic career decision. Self-awareness will be appraised through an interest inventory, basic skills test, and a values survey, supported by class discussions about personal interests, abilities, aptitudes, limitations, needs, values, and goals. Additional course work will acquaint the student with basic college orientation skills which provide knowledge of services, scholastic requirements, and additional educational opportunities. (CSU)

HR 8B (1)
PERSONAL AND CAREER DEVELOPMENT
1 Hr. Lec.

This course will provide techniques for obtaining career information through the multi-media resources of the IVC Career Center. Career awareness will be facilitated by exploring the "world of work" through publications, occupational briefs, filmstrips, and EUREKA, the computerized California Career Information System. Factors such as career opportunity, employment, wages, advancement, and required training will be explored. (CSU)

HR 8C (1)
PERSONAL AND CAREER DEVELOPMENT
1 Hr. Lec.

This course examines the processes for obtaining employment in today's modern job market. Skills development in the areas of job search, employer contact, job application, resume writing, techniques of interviewing, and follow-up will be developed through practical experience. (CSU)

HR 9 (3)
INTRODUCTION TO COUNSELING
3 Hrs. Lec.

A study of the theory, process and practice of interviewing and counseling in the community service situations. The course is designed to assist the student in gaining knowledge for the development of skills to deal with the interviewee in all kinds of situations. Theories of counseling and basic helping skills will be presented, demonstrated and practiced. (Same as ADS 9/Psych 9) (CSU)

HR 10 (3)
SMALL GROUP LEADERSHIP
3 Hrs. Lec.

Gaining of knowledge and skills in small group leadership leading to effectiveness in interpersonal relations and increased understanding of small group behavior, with emphasis on facilitating effective communication. (Same as Psych 10) (CSU)

HR 11AB (3-3)
PRACTICUM

1 Hr. Lec. 6 Hrs. Lab. field experience per week
Prerequisites: HR 9, Psych 1A, Sociol 1, or concurrent enrollment. A course designed to provide opportunity for the student in Human Relations to gain experiences under supervised conditions such as those involving mental health, child development, youth correction, welfare, homes for the neglected, homes for the aged, and educational settings. Students will be supervised by credentialed instructional staff and professionally trained personnel. ADS/HR/Psych 11B offers an opportunity for the student either to continue with the ADS/HR/Psych 11A experience or to elect an assignment at another agency or location. ADS/HR/Psych 11A shall not be taken concurrently with ADS/HR/Psych 11B. (Same as ADS 11AB/Psych 11AB) This course will be offered on a credit (Cr) basis only. (CSU)

HR 16 (3)
THE PSYCHOLOGY OF INTERPERSONAL RELATIONSHIPS
3 Hrs. Lec.
(Same as Psych 16) (CSU)

HR 16A (1)
THE PSYCHOLOGY OF INTERPERSONAL RELATIONSHIPS
1 Hr. Lec.
(Same as Psych 16A) (CSU)

HR 16B (1)
THE PSYCHOLOGY OF INTERPERSONAL RELATIONSHIPS
1 Hr. Lec.
(Same as Psych 16B) (CSU)

HR 16C (1)
THE PSYCHOLOGY OF INTERPERSONAL RELATIONSHIPS
1 Hr. Lec.
(Same as Psych 16C) (CSU)

HR 61 (1)
COLLEGE STUDY TECHNIQUES
2 Hrs. Lab.

A course in the methods of efficient study which is designed to assist the student in adjusting to the demands of college study and the improvement of learning skills. Includes a survey of the learning processes and the development of the techniques of listening, the use of texts, taking useful notes, outlining, scheduling, learning to concentrate and remember, the preparation for examinations, the use of the library, the management techniques, and interpersonal communication skills.

HR 62ABCD (1-1-1-1)
PERSONAL AND SOCIAL DEVELOPMENT
1 Hr. Lec.

A course utilizing group dynamics, designed to encourage and develop insight into collegiate and modern problems of adjustment, the utilization of personal potential, and the understanding of individual and group processes of development.

HR 63A (.5)
ORIENTATION TO IVC
.5 Hr. Lec.

A course required for all new matriculating students to assure that they will be acquainted with the college's programs, services, academic expectations, procedures and policies, campus grounds, and student life. Specifically addressed will be admissions, matriculation and its requirements, rules and regulations as they pertain to students, financial assistance, support services as the Learning Center, Reading/Writing Lab, Language Lab, Tutorial Services, support programs to include EOPS, Student Support Services and Disabled Student Programs and Services, teacher/student/institution expectations, study skills, development of a preliminary Student Educational Plan, registration assistance, and campus life.

HR 63B (.5)
STUDENT EDUCATIONAL PLAN
.5 Hr. Lec.

Prerequisite: HR 63A. An optional course to be taken after the successful completion of HR 63A. This course expands on the foundation of information provided in HR 63A by assisting each student to compile an individual needs analysis based in part on the student profile questionnaire completed in HR 63A. Based on that needs analysis, specific information will be presented in the areas of transfer, vocational requirements, career exploration, choosing a major, decision making, campus organizations, student life, and assessment needs as necessary.

HR 65ABCD (1-1-1-1)
THE STUDENT IN CONTEMPORARY COLLEGE AFFAIRS
1 Hr. Lec.

Designed to develop leadership qualities in students desiring to better understand the principles of publicity, finance, organization procedures, group dynamics, and human relations. The course shall be offered on a credit basis only.

INDIVIDUAL STUDIES

IND STU 40 or 80 (1-3)
VOCATIONAL EDUCATION
Hours by Arrangement

IND STU 41 or 81 (1-3)
HUMANITIES
Hours by Arrangement

IND STU 42 or 82 (1-3)
ENGLISH
Hours by Arrangement

IND STU 43 or 83 (1-3)
NATURAL SCIENCE
Hours by Arrangement

IND STU 44 or 84 (1-3)
SOCIAL SCIENCE
Hours by Arrangement

IND STU 45 or 85 (1-3)
BUSINESS
Hours by Arrangement

IND STU 46 or 86 (1-3)
HEALTH, PHYSICAL EDUCATION AND RECREATION
Hours by Arrangement

IND STU 47 or 87 (1-3)
BEHAVIORAL SCIENCE
Hours by Arrangement

IND STU 40-47 and 80-87
COURSE DESCRIPTION

Available to students on an individual basis. Course content, prerequisites, and unit credit to be determined by the Division and the Vice President for Academic Services. Courses developed in relation to student interest and staff availability. Courses numbered 80-87 are nontransferable.

IND STU 48AB or 88AB (1-6)
PHYSICALLY LIMITED PROGRAM
1-6 Hrs. Lec. Lab. by arrangement

This course is designed to help prepare the physically limited student for full or adaptive participation in community college activities: academic, social, vocational, and environmental. Course number 88 is nontransferable.

IND STU 49ABCD (1/2-1, 1/2-1, 1/2-1, 1/2-1)
INDIVIDUAL STUDIES/NURSING LEARNING CENTER
1-2 Hrs. Lab. by arrangement

Prerequisite: Enrollment in a Nursing Education and Health Technologies Division Program. An individualized course of independent study by students in the programs offered by the Nursing Education and Health Technologies Division. Students will use materials in the Nursing Learning Center and will have the assistance of the NLC instructor/tutors as needed. Eighteen (18) hours of independent study in the NLC per semester will earn 1/2 unit credit. Thirty-six (36) hours of independent study in the NLC per semester will earn 1 unit of credit.

IND STU 89ABCD (1-2, 1-2, 1-2, 1-2)
INDIVIDUAL STUDIES FOR THE LEARNING CENTER
2-4 Hrs. Lab.

An individualized course of study in any discipline using materials in the Learning Center. Nontransferable.

ITALIAN

ITAL 1A (2)
ELEMENTARY ITALIAN
2 Hrs. Lec. 1/2 Hr. Lab.

This course is designed to develop in the student rudimentary abilities in the four basic language skills: hearing, speaking, reading, and writing with emphasis on contemporary usage and grammatical emphasis on the present tense. The sequence of Ital 1A and 1B is equivalent to a regular 4 unit 1-semester college level Italian course. (CSU, UC)

ITAL 1B (2)
ELEMENTARY ITALIAN
2 Hrs. Lec. 1/2 Hr. Lab.

Prerequisite: Ital 1A. A continuation of Ital 1A. Grammatical emphasis on the future and present perfect tense and the imperative mode. The sequence of Ital 1A and 1B is equivalent to a regular 4-unit 1-semester college level Italian course. (CSU, UC)

JOURNALISM

JRN 1 (3)
INTRODUCTION TO JOURNALISM
3 Hrs. Lec.

Prerequisite: Eligibility for Eng 2B or Eng 1A. The course focuses on the newspaper as a vehicle for communication within a community. Students study basic components of print journalism, including types of articles, writing style, interview techniques, makeup and ethics. (CSU, UC)

JRN 2ABC (4-4-4)
NEWSPAPER PRODUCTION
3 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Jrn 1 or equivalent. Course provides a concrete introduction to principles and techniques of newspaper production through work on the student newspaper. Students assume specific staff positions with corresponding responsibilities for the paper's production. Lab work includes editing of stories, planning pages, headline writing, proofreading, and pasteup. (CSU)

JRN 3 (3)
MASS COMMUNICATIONS
3 Hrs. Lec.

Survey of mass media; their interrelationships, their problems and responsibilities. Relationship of the mass media to the individual. (CSU) (UC credit limited. See a counselor.)

JRN 5 (3)
INTRODUCTION TO PHOTOGRAPHY
2 Hrs. Lec. 3 Hrs. Lab.

(Same as Ph 5) (CSU) (UC credit limited. See a counselor.)

JRN 8 (3)
PUBLIC RELATIONS TECHNIQUES
3 Hrs. Lec.

A study and analysis of projecting a public image by a business, public institution, governmental bureau. Planning of public relations campaigns for individual personalities, and for institutions and organizations, i.e., philanthropic, health, political, civic, commercial. Use of communications media (radio, television, newspapers, technical publications, inplant publications) to help student planning. Writing of press releases. Planning of press conferences. Preparing a press kit. Publicizing events. (Same as Bus 79) (CSU)

JRN 9ABC (3-3-3)
MAGAZINE WRITING AND EDITING
3 Hrs. Lec.

Presents the theory and practice of writing and editing such printed materials, as magazines, literary publications, yearbooks, handbooks, brochures, and newsletters. Artistic design, principles of harmony and unity, and creativity in layout are stressed; writing and editing of copy, designing pages, selecting photographs and other illustrations and design materials, preparing them for production; arranging production schedules; active participation in marketing; and other aspects of publishing are included. (CSU)

LEGAL ASSISTANT

LA 21 (3)
RESEARCH AND CRIMINAL LAW
3 Hrs. Lec.

An introductory course regarding the use of the legal library, research techniques and drafting legal documents. Includes the Penal Code and other criminal statutes and provides an understanding of the elements of crimes and defenses. (CSU)

LA 22 (3)
CIVIL PROCEDURES AND FAMILY LAW
3 Hrs. Lec.

An introductory course in basic civil procedures, court systems, and procedures as they apply to federal, state, and civil laws. Includes topics in family law relative to marriage, community property, dissolution, parent-child relations, and adoption. (CSU)

LA 23 (3)
CIVIL DISCOVERY AND TORTS
3 Hrs. Lec.

A study of the fundamental principles of the law of torts and examination of the techniques of investigation involved in the lawyer's handling of tort claims, including various forms of pleadings. An examination of the rules of civil evidence and the admissibility of evidence, depositions, interrogations, admissions, notices to produce, and related rules of discovery and evidence. (CSU)

LA 24 (3)
CORPORATIONS AND BANKRUPTCY
3 Hrs. Lec.

This course covers the principles of agency, principal and third parties, formation and management of California corporations, the rights and liabilities of stockholders, and corporate reorganization and dissolution. It includes regulations of state and federal governments relating to income, deductions, exemptions, depreciation, and capital gains and losses. It also includes a study of the bankruptcy laws and procedures with topics on creditors' rights, debtors' exemptions, and secured transactions. (CSU)

LA 25 (3)
REAL ESTATE LAW FOR LEGAL ASSISTANTS
3 Hrs. Lec.

The study of the legal background in property ownership, with special reference to the law of California as it applies to community property, conveyances, deeds, trust deeds, mortgages, home-steads, and estates, etc. (CSU)

LA 26 (3)
WILLS — TRUSTS — PROBATE
3 Hrs. Lec.

A study of the fundamental principles of the law of wills and trusts including simple will and trust forms. An examination of the organization and jurisdiction of a California Probate Court including gift, inheritance and estate taxes, and practice in documentation. (CSU)

LIBRARY TECHNICIAN

LT 51 (3)
INTRODUCTION TO LIBRARY SERVICES
3 Hrs. Lec.

This course is an introduction to libraries and their organization. It is designed for students interested in employment in school, public, or college libraries as library technicians. Basic philosophy, procedures, tools, and techniques for library routines are emphasized. (CSU)

LT 52 (3)
SUPPORT FOR TECHNICAL SERVICES
3 Hrs. Lec.

Prerequisites: LT 51 or consent of the instructor. An introduction to the various semi-professional tasks in the technical processes phase of library operation. (CSU)

LT 53 (3)
SUPPORT FOR PUBLIC SERVICES
3 Hrs. Lec.

Prerequisites: LT 51 or consent of the instructor. Library public relations, circulation control systems and location of information through use of card catalogs, indexes, and basic reference books. (CSU)

LT 54 (3)
INTRODUCTION TO AUDIOVISUAL SERVICES
3 Hrs. Lec.

Prerequisites: LT 51 or consent of the instructor. A survey course of the processes necessary for the utilization of audiovisual materials and equipment in the library situation. (CSU)

LT 55 (3)
CATALOGING AND CLASSIFYING
3 Hrs. Lec.

Prerequisites: LT 51 and/or LT 52 or consent of the instructor. A course devoted to the development of the skills and practical experiences needed by library technical assistants in support of the technical services aspect of a library operation. The student learns the theory and philosophy underlying the classification systems used in American libraries, classifies and catalogs book and nonbook materials, and is exposed to a variety of work-experience situations where this knowledge is put to use. (CSU)

MATHEMATICS

Enrollment in math courses requiring a prerequisite is not allowed unless the prerequisite math class is passed with a "C" grade or better.

MATH X (3)
BEGINNING ALGEBRA
3 Hrs. Lec.

Prerequisite: Completion of Math 51 or satisfactory score on mathematics placement test. A one-semester course which covers the material generally included in a full year high school algebra course.

MATH Y (3)
PLANE GEOMETRY
3 Hrs. Lec.

Prerequisite: Completion of Math 51 or satisfactory score on mathematics placement test. Covers the same material included in the full year of plane geometry in high school.

MATH A (3)
INTERMEDIATE ALGEBRA
3 Hrs. Lec.

Prerequisite: Math X and Math Y. This one semester course is equivalent to a second year algebra course offered a full year in high school. Topics covered include the real number system, polynomials, rational expressions, exponential and radical forms, linear and quadratic equations, relations, functions and graphs, systems of equations and inequalities. (CSU)

SPECIAL NOTE: Mathematics courses 51, X, Y, and A are treated by some universities and state colleges as high school subjects. It is the responsibility of the student to check the catalog of that institution to which he/she expects to transfer to identify deficiencies which must be removed or to plan the sequence of courses which must be completed.

MATH 2 (5)
ADVANCED ALGEBRA AND TRIGONOMETRY
5 Hrs. Lec.

Prerequisite: Math A or equivalent. This is a course intended for students who need a thorough foundation before attempting calculus. Included will be the study of the real number system; functions with special emphasis on exponential, logarithmic and trigonometric functions; the complex numbers; theory of equations; systems of equations; permutations, combinations, the binomial theorem, probability. (CSU) (UC credit limited. See a counselor.)

MATH 3A (5) (CAN MATH 18)
ANALYTIC GEOMETRY AND CALCULUS
5 Hrs. Lec.

Prerequisite: Math 2 or equivalent. Concepts dealing with limits, continuity, differentiation and applications, integration and applications, exponential and logarithmic functions, and other transcendental functions. (CSU, UC)

MATH 3B (5) (CAN MATH 20)
ANALYTIC GEOMETRY AND CALCULUS
5 Hrs. Lec.

Prerequisite: Math 3A. Concepts dealing with methods of integration, plane analytic geometry, polar coordinates, vectors and parametric equations, and infinite series. (CSU, UC)

MATH 4 (5) (CAN MATH 22)
CALCULUS AND DIFFERENTIAL EQUATIONS
5 Hrs. Lec.

Prerequisite: Math 3B. Concepts dealing with partial differentiation, multiple integration, vector analysis and differential equations. (CSU, UC)

MATH 10A (3)
MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS
3 Hrs. Lec.

Prerequisite: Math A, the equivalent, or permission of the instructor. Recommended for students who are working towards a teaching credential in elementary education. Topics discussed are sets and relations, development of the number system from the natural numbers including whole, rational and real numbers, number theory, ratio and proportion, decimals, and percents. (CSU)

MATH 10B (3)
MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II
3 Hrs. Lec.

Prerequisite: Math 10A or permission of the instructor. Recommended for students who are working towards a teaching credential in elementary education. Continuation of Math 10A. Covers areas of mathematics from integers to functions. (CSU)

MATH 12 (3) (CAN STAT 2)
ELEMENTARY STATISTICS
3 Hrs. Lec.

Prerequisite: Math A or the equivalent. Graphical representation of statistical data, calculations and uses of various averages, measures of variability, introduction to probability, probability distributions, confidence intervals, sample size determination and hypothesis testing. (Same as Bus 26 and Psych 13) (CSU, UC)

MATH 15 (4)
INTRODUCTORY CALCULUS WITH APPLICATIONS
4 Hrs. Lec.

Prerequisite: Math A or equivalent. To prepare for courses for which calculus is recommended and/or required. To study the ideas and concepts of advanced mathematics as applied to a modern computerized society. Topics covered include precalculus concepts, functions, differentiation, integration, differential equations, and functions of several variables. (Same as Bus 15) (CSU)

MATH 47 (3)
PROGRAMMING IN FORTRAN
3 Hrs. Lec.

A practical course covering the fundamentals of Fortran Programming Language as adapted to a variety of different applications. (Same as Bus 55) (CSU) (UC credit limited. See a counselor.)

MATH 50 (1-3)
APPLIED MATHEMATICS
1-3 Hrs. Lec.

A basic course in mathematics designed to meet the needs of students enrolled in the following vocational programs: Automotive Technology, Welding, Agricultural Engineering, and Physically Limited. The course is taught on a variable unit basis in three one-unit segments. The student may exit or continue at the end of each segment.

The first unit is a review of basic skills dealing with addition, subtraction, multiplication and division of whole numbers, common fractions, decimal fractions and percents.

The second unit is an introduction to or review of exponents, factors, squares and square roots. The use of measurement in both Metric and English systems will be covered as well as measuring and calculating areas and volumes of geometric figures.

The third unit applies mathematics to the areas of agriculture, auto technology and welding. Tools for measuring, ratio and proportion, measuring area and volume, and measuring and drawing angles will be covered. This unit also introduces the student to basic algebra.

The completion of all three units will prepare the student for Math 51. This course is not open to students who have completed Math 51. (Same as Aget 50, Auto Tech 50, PL 50 and Weld 50)

MATH 51 (3)
BASIC MATHEMATICS
3 Hrs. Lec.

Brief review of arithmetic including fractions, decimals, percent, square root, and an introduction to algebra. This course is not open to students having satisfactory scores on mathematics placement tests.

MATH 57 (3)
PROGRAMMING IN BASIC
3 Hrs. Lec.

(Same as Bus 57) (CSU) (UC credit limited. See a counselor.)

MATH 58 (3)
COMPUTER PROGRAMMING IN PASCAL
3 Hrs. Lec.

Prerequisite: Math proficiency equivalent to Math A or permission of instructor. Introduction to machine and data organization. Design and analysis of algorithms, flowcharts, and complete programs. Extensive programming of problems on computers in Pascal. (CSU) (UC credit limited. See a counselor.)

MATH 60 (1)
MATH LAB
2 Hrs. Lab.

Prerequisite: Concurrent enrollment in Math/Aget/Auto Tech/PL/Weld 50, Math 51 or Math X. Designed for the student needing additional help and/or personal instruction.

MOTION PICTURE PRODUCTION

MPP 10 (3)
INTRODUCTION TO MOTION PICTURE PRODUCTION
3 Hrs. Lec. Plus production practice hours to be arranged

Study of the basic elements of the filmmaking process in 8mm, including scripting, shooting, and editing. The college will provide the necessary equipment. Students supply materials. (Same as Eng 56) (CSU) (UC credit limited. See a counselor.)

MPP 11 (3)
FUNDAMENTALS OF SOUND MOTION PICTURE PRODUCTION
3 Hrs. Lec.

Prerequisite: MPP 10 or equivalent. Continued work in the 8mm medium. Practice in the skills of continuity development and of sound recording on film. Study of the aesthetics of the film medium, including the effects of sound and dynamic editing upon the viewer. Students supply materials. (CSU)

MPP 12 (3)
FUNDAMENTALS OF DOCUMENTARY FILM PRODUCTION
3 Hrs. Lec.

Prerequisite: MPP 11 or equivalent. An advanced course covering the writing, organization and production of a sound super 8 motion picture. The students will receive practice in production crew organization and cooperation. Each student crew will produce a five to 10 minute picture. Students supply materials. (CSU)

MPP 13 (1)
TV STATION OBSERVATION, OPERATION AND MANAGEMENT I
2 Hrs. Lab.

Prerequisite: Completion of MPP 10, enrollment in MPP 11, or its completion and permission of the instructor. The student shall observe the various activities and departments at a television station. He/she shall become acquainted with the function of the various departments, their relationship to each other, and the skills and training required to perform each major job and craft.

MPP 54 (3)
INTRODUCTION TO FILM HISTORY AND CRITICISM
2 Hrs. Lec. 2 Hrs. Lab.

(Same as Eng 54, Hum 54) (CSU, UC)

MUSIC

MUS 7 (3)
INTRODUCTION TO MUSIC FOUNDATIONS
3 Hrs. Lec.

An introduction to basic concepts of music. The development of the skills and knowledge needed to read music, to hear music, and to use some instrument (including the voice) with skill. (CSU, UC)

MUS 8A (2)
BEGINNING MUSICIANSHIP
2 Hrs. Lec.

Prerequisite: Mus 7 or approval of instructor. Required of all music majors. A course designed to present basic skills and theory of music for persons interested in a background for appreciation of or further studies in music. Skills to be studied and developed are sight-singing, ear-training, keyboard harmony, and basic piano skills. (CSU, UC)

MUS 8B (2)
BEGINNING MUSICIANSHIP
2 Hrs. Lec.

Prerequisite: Mus 8A. Continuation of Mus 8A. (CSU, UC)

MUS 8C (2)
INTERMEDIATE MUSICIANSHIP
2 Hrs. Lec.

Prerequisite: Mus 8B. A continuation of Mus 8A and 8B to increase skills in sight-singing, ear-training, and keyboard harmony. (CSU, UC)

MUS 8D (2)
INTERMEDIATE MUSICIANSHIP
2 Hrs. Lec.

Prerequisite: Mus 8C. A continuation of Mus 8C. (CSU, UC)

MUS 9A (3)
BEGINNING HARMONY
3 Hrs. Lec.

Prerequisite: Mus 7 or Mus 8A concurrently or consent of the instructor. Sight-singing, dictation, and keyboard harmony. Traditional diatonic harmony, four-voice writing, analysis. (CSU, UC)

MUS 9B (3)
BEGINNING HARMONY
3 Hrs. Lec.

Prerequisite: Mus 9A. A continuation of Mus 9A. (CSU, UC)

MUS 9C (3)
INTERMEDIATE HARMONY
3 Hrs. Lec.

Prerequisite: Mus 9B. A comprehensive study of the theory of music to include skills and creative experiences in traditional harmony. An introduction to 20th century harmonic and melodic systems. (CSU, UC)

MUS 9D (3)
INTERMEDIATE HARMONY
3 Hrs. Lec.

Prerequisite: Mus 9C. A continuation of Mus 9C. (CSU, UC)

MUS 10A (1)
BEGINNING GROUP PIANO I
1 Hr. Lec. 2 Hrs. Lab.

A course structured to correlate those musical skills, techniques and understandings which are basic to comprehensive keyboard musicianship at the early level of study. (CSU) (UC credit limited. See a counselor.)

MUS 10B (1)
BEGINNING GROUP PIANO II
1 Hr. Lec. 2 Hrs. Lab.

Prerequisite: Mus 10A. A continuation of Mus 10A. (CSU) (UC credit limited. See a counselor.)

MUS 11A (1)
INTERMEDIATE GROUP PIANO I
1 Hr. Lec. 2 Hrs. Lab.

Prerequisites: Mus 10A and 10B or equivalent. A course structured for those students who have attained the performance skill competencies required in Beginning Group Piano. (CSU) (UC credit limited. See a counselor.)

MUS 11B (1)
INTERMEDIATE GROUP PIANO II
1 Hr. Lec. 2 Hrs. Lab.

Prerequisite: Mus 11A. A continuation of Mus 11A. (CSU) (UC credit limited. See a counselor.)

MUS 12 (1)
BEGINNING CLASS GUITAR
1 Hr. Lec. 2 Hrs. Lab.

A basic course on how to accompany with the guitar. Stress will be placed on tuning, chording, different types of strums and elementary transposition. (CSU) (UC credit limited. See a counselor.)

MUS 13 (1)
INTERMEDIATE CLASS GUITAR
1 Hr. Lec. 2 Hrs. Lab.

Prerequisite: Mus 12 or consent of instructor. A continuation of Mus 12 with the following additions: 1. Reading music (standard musical notation); 2. A thorough presentation of bar chords including sevenths, ninths, diminished, augmented, and various altered chords; 3. Advanced picking techniques. (CSU) (UC credit limited. See a counselor.)

MUS 15A (1)
BEGINNING CLASS VOICE
1 Hr. Lec. 2 Hrs. Lab.

The student receives guidance in the performance and appreciation of the various types of solo songs while acquiring the facilities for good vocal technique. Principles are applied through group and individual singing. (CSU) (UC credit limited. See a counselor.)

MUS 15B (1)
BEGINNING CLASS VOICE
1 Hr. Lec. 2 Hrs. Lab.

Prerequisite: Mus 15A or its equivalent. A continuation of Mus 15A. (CSU) (UC credit limited. See a counselor.)

MUS 16 (1)
INTERMEDIATE CLASS VOICE
1 Hr. Lec. 2 Hrs. Lab.

Prerequisites: Mus 15A and Mus 15B or their equivalent. A continuation of Mus 15B. (CSU) (UC credit limited. See a counselor.)

MUS 17ABCD (1-1-1-1)
CHAMBER SINGERS
2 Hrs. Lec. 1 Hr. Lab.

A study and performance representative of music of all styles, sacred and secular, a cappella, and accompanied. A minimum of six outside performances required each semester. (CSU) (UC credit limited. See a counselor.)

MUS 18ABCD (1-1-1-1)
CHAMBER ORCHESTRA
2 Hrs. Lec. 1 Hr. Lab.

Prerequisite: Permission of the instructor. A study and performance of literature for a small orchestra. Performances in local communities and on campus are required. Field trips to other musical events will be included to help performers develop efficient listening and evaluating practices. Solo and ensemble rehearsals and performances are included. (CSU) (UC credit limited. See a counselor.)

MUS 19ABCD (1-1-1-1)
INSTRUMENTAL ENSEMBLE
2 Hrs. Lec. 1 Hr. Lab.

A performance organization specializing in literature for string, brass, woodwind, and percussion ensembles, or any combination thereof. Designed for musicians who wish to explore, rehearse, and perform literature of all styles and periods. (CSU) (UC credit limited. See a counselor.)

**MUS 20A (3)
HISTORY AND LITERATURE OF MUSIC
3 Hrs. Lec.**

The historical development of music with a study of various types of music from stylistic periods as a medium of cultural development. Intended as a background toward further studies in music for the music major and persons interested in a thorough background for enjoying music. (CSU, UC)

**MUS 20B (3)
HISTORY AND LITERATURE OF MUSIC
3 Hrs. Lec.**

A continuation of Mus 20A. (CSU, UC)

**MUS 21ABCD (1-1-1-1)
BRASS, WOODWIND AND PERCUSSION METHODS
1 Hr. Lec. 2 Hrs. Lab.**

In-depth study and performance of literature for brass, woodwind, string, and percussion instruments. (CSU) (UC credit limited. See a counselor.)

**MUS 25ABCD (1-1-1-1)
STAGE BAND
2 Hrs. Lec. 1 Hr. Lab.**

Prerequisite: Mus 21AD or audition and permission of instructor. A performance ensemble specializing in the literature of the stage and jazz band traditions. Students will be provided ensemble experiences necessary for developing and refining improvisation techniques and performance practices appropriate to jazz, rock, blues, and swing music traditions. (CSU) (UC credit limited. See a counselor.)

**MUS 26ABCD (1-1-1-1)
REHEARSAL AND PERFORMANCE
3 Hrs. Lab.**

Prerequisite: Permission of the instructor. Enrollment contingent upon participation in campus major musical production. Maximum credit, 1 unit per semester for four semesters. Hours to be arranged. (CSU) (UC credit limited. See a counselor.)

**MUS 27ABCD (1-1-1-1)
CONCERT BAND
2 Hrs. Lec. 1 Hr. Lab.**

Prerequisite: Mus 21AD or audition and permission of instructor. A performance organization specializing in literature for the wind band. Students will be afforded the opportunity to develop the musical skills and understanding necessary for the highest levels of expressive ensemble performance. Scheduled public performances are a part of the course obligations. (CSU) (UC credit limited. See a counselor.)

**MUS 28ABCD (1-1-1-1)
COLLEGE-COMMUNITY CHORUS
2 Hrs. Lec. 1 Hr. Lab.**

Open to all students who have an interest in learning to sing and who enjoy music. Breath control, tone placement, articulation and enunciation. Rehearsal, performance and study of choral literature. Introduction to music theory as a means of learning to read music rather than learning by rote. (CSU) (UC credit limited. See a counselor.)

**MUS 29ABCD (1-1-1-1)
ESTUDIANTINA
2 Hrs. Lec. 1 Hr. Lab.**

Open to all students, particularly those of Mexican background and culture who wish to perform music stemming from the tradition of "tunas", developed during the Renaissance in Spain's large and influential universities. For singers and/or instrumentalists playing accordion, castanets, guitar, mandolin, string bass, tambourine. (CSU) (UC credit limited. See a counselor.)

**MUS 30 (3)
INTRODUCTION TO MUSIC LITERATURE AND LISTENING
3 Hrs. Lec.**

An introduction to music literature with emphasis on the listening experience. Students study the expressive materials of music and the major forms of music literature. Emphasis placed on the skills and understanding necessary for lifelong music listening experiences. (CSU, UC)

**MUS 31 (3)
INTRODUCTION TO TWENTIETH-CENTURY MUSIC
3 Hrs. Lec.**

An introduction to contemporary music. Study includes twentieth-century art music, country western, and popular music with emphasis on the social and artistic factors that influence the development of each. (CSU, UC)

**MUS 32ABCD (1-1-1-1)
APPLIED MUSIC**

1 Hr. Lec. .5 Hr. Lab. to be arranged

Prerequisites: Declared music major, regularly enrolled in the College and be currently enrolled in, or have completed, three units in music courses numbered 8A through 9D. A course designed to provide students with a concentrated sequence of private instruction in music within a particular performing medium. One section meeting per week on campus, in addition to private instruction. As required conditions, the student must: 1) Secure a teacher approved by the College. 2) Take a minimum of one 30 minute lesson per week. 3) Meet one hour of class per week on campus for performance as scheduled and turn in weekly lesson attendance form. (CSU) (UC credit limited. See a counselor.)

**MUS 64 (1)
COLLEGE-COMMUNITY BAND
2 Hrs. Lec. 1 Hr. Lab.**

A performance organization specializing in a wide range of literature for the wind band. The primary objective will be to provide the continuing music performing experiences needed by community adults, music educators, and advanced high school students. (CSU) (UC credit limited. See a counselor.)

NATURAL SCIENCE

**NAT SCI 51 (3)
SURVEY OF THE EARTH SCIENCES
3 Hrs. Lec.**

A junior college general education course to acquaint the student with some principles of the earth sciences including sections on astronomy, meteorology, oceanography, geology, and physical geography. Not open to students with credit in Geog 1, Geog 2, Geol 1A, or Astron 1.

NURSING

Imperial Valley College offers a career ladder nursing program. Students entering the program currently have two options:

1. **Vocational Nurse** - the student is eligible to write the state board examination for licensure as a vocational nurse upon successful completion of the designated prerequisites and Semester I, II and III of the nursing curriculum as outlined on page 99 of the catalog.

2. **Associate Degree Nurse** - the student is eligible to write the state board examination for licensure as a registered nurse upon successful completion of the designated prerequisites and Semesters I, II, III and IV of the nursing curriculum as outlined on page 99 of the catalog.

Students who complete the Vocational Nurse requirements including prerequisites and general education courses will be granted a Certificate of Completion from the college. Students who complete the total program, including prerequisites and general education courses, will be granted an Associate of Science degree in Nursing from the college.

The Imperial Valley College Nursing Program is fully accredited by the California Board of Registered Nursing and the Board of Vocational Nurse and Psychiatric Technician Examiners.

Admission to the Program

All students who have completed the academic prerequisites with a grade of "C" or better and are in good health are eligible for admission. Admission requirements for beginning students are as follows:

1. Graduation from an accredited high school or the equivalent.
2. Admission to the college.
3. Completion of Eng 1A, Eng 11, and Math X.
4. A minimum G.P.A. of 2.0 in all prerequisite course work.
5. Prior to the beginning nursing classes, students are expected to have a physical examination which includes a tuberculin skin test, X-ray when needed, and current immunizations. Forms and information are available in the Nursing Office.

Students are responsible for prerequisite requirements for general education courses. Transportation to class and to clinical laboratory is the responsibility of the student.

Application Procedure

1. Apply for admission to the college.
2. Make an appointment with the counselor to take the college placement tests in Math and English.
3. Submit two transcripts from high school and previous college work. Send one copy to the college admission office and one to the nursing office.
4. Apply for admission to the nursing program.

Students will be admitted to the program each semester. Applications will be accepted until March 1 prior to Fall admission and until August 1 for Spring admission. All students will be notified by mail approximately six weeks later.

Advanced Placement

Applicants who have had previous nursing education or nursing work experience in the following areas will be considered for advanced placement:

1. Accredited Vocational or Practical Nursing Program
2. Nurse's Aide or nonaccredited Vocational Nursing Program
3. Accredited Professional Nursing Courses
4. Accredited Psychiatric Technician Courses

5. Armed Services Nursing Courses
6. Certified Nurse Assistant Courses

Eligibility for transfer/challenge credit and/or advanced placement is determined on an individual basis by the Division of Nursing. Courses in natural sciences, taken within five years, that meet program requirements will be accepted. Behavioral and social science courses will be evaluated for recency on an individual basis.

Licensed Vocational Nurses who seek advanced placement in the registered nurse curriculum have two alternatives: 1) complete the degree program, or 2) complete selected courses which meet the California Board of Registered Nurses thirty (30) unit option requirements. Specific details are available in the Nursing Office. Preference will be given to those applicants who have completed applications on file in the Nursing Office two months prior to starting nursing courses.

Progression Policies

1 - The required nursing and general education courses outlined on page 99 of the catalog must be taken in the sequence listed. Students may take some or all general education courses before entering the program but may not complete them later than the semester indicated on page 99 of the catalog. The Nursing Department's English and Math requirements must be met prior to graduation.

2 - A grade point average of 2.0 must be maintained in every course required by the nursing curriculum. A student who makes a grade lower than a 2.0 in any course required by the nursing program must repeat the course.

3 - Required courses in Microbiology and Anatomy/Physiology taken more than five years previous to enrollment must be repeated. Other courses are evaluated on an individual basis.

4 - Nursing courses may be repeated one time. If a student is unsuccessful a second time, he/she must contact the Director of Nursing Education and Health Technologies who will evaluate the student's academic situation and, with the student, will develop a plan of remediation.

All Nursing (NS) classes except NS 2C are nine-week classes. NS 2C is a fourteen-week class. Actual class hours are in parenthesis after the semester hours. In addition, students are expected to schedule skills laboratory practice time.

**NS 1A (R) (4)
INTRODUCTION TO PATIENT CARE I
2 Hrs. Lec. 6 Hrs. Lab.**

Prerequisite: HT 1, Anat 10, Psych 1A, admission to the Nursing Program. Theory and skills basic to the provision of safe nursing care are introduced in the classroom and the skills laboratory. Components of the nursing process are studied. Parameters of health are defined and the physical and psychological needs of the normal individual explored. (CSU)

**NS 1A (V) (4)
INTRODUCTION TO PATIENT CARE I
2 Hrs. Lec. 6 Hrs. Lab.**

Prerequisite: HT 1, Anat 6, Psych 1A, admission to the Nursing Program. Theory and skills basic to the provision of safe nursing care are introduced in the classroom and the skills laboratory. Components of the nursing process are studied. Parameters of health are defined and the physical and psychological needs of the normal individual explored. (CSU)

NS 1B (R) (4)
INTRODUCTION TO PATIENT CARE II
 2 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: NS 1A (R), NS 1C (R) or permission of the instructor. Communication skills are presented in this course. Basic psychological and physiological concepts related to stress that cause disruptions in the individual's ability to adapt his/her environment are presented in the classroom. Concurrently in clinical sessions, the student relates learned skills and theory to the care of patients with well-defined commonly occurring illnesses in the hospital setting. (CSU)

NS 1B (V) (4)
INTRODUCTION TO PATIENT CARE II
 2 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: NS 1A (V), NS 1C (V) or permission of the instructor. Communication skills are presented in this course. Basic psychological and physiological concepts related to stress that cause disruptions in the individual's ability to adapt to his/her environment are presented in the classroom. Concurrently in clinical sessions, the student relates learned skills and theory to the care of patients with well-defined commonly occurring illnesses in the hospital setting. (CSU)

NS 1C (R) (1.5)
PHARMACOLOGY I
 1.5 Hrs. Lec.

Prerequisite: Admission to the Nursing Program or permission of the instructor. An introductory course in Pharmacology designed to assist the student to acquire basic skills in drug dosage calculations and the administration of medications. A skills laboratory requirement is included. Clinical application will be integrated into Nursing 1B (R). (CSU)

NS 1C (V) (1.5)
PHARMACOLOGY I
 1.5 Hrs. Lec.

Prerequisite: Admission to the Nursing Program or permission of the instructor. An introductory course in Pharmacology designed to assist the student to acquire basic skills in drug dosage calculations and the administration of medications. A skills laboratory requirement is included. Clinical application will be integrated into NS 1B (V). (CSU)

NS 2A (R) (5.5)
THE MATERNITY CYCLE
 2.5 Hrs. Lec. 9 Hrs. Lab.

Prerequisite: NS 2B (R) or permission of the instructor. The nursing process is used to assess the needs of and devise a plan of care for the pregnant woman through the maternity cycle. Consideration is given to the physiological, psychosocial, cultural, and economic factors which have impact on the mother, infant, and the family as a whole. Concurrent classroom and clinical experience are provided. (CSU)

NS 2A (V) (5.5)
THE MATERNITY CYCLE
 2.5 Hrs. Lec. 9 Hrs. Lab.

Prerequisite: NS 1B (V), NS 2B (V) or permission of the instructor. The nursing process is used to assess the needs of and devise a plan of care for the pregnant woman through the maternity cycle. Consideration is given to the physiological, psychosocial, cultural, and economic factors which have impact on the mother, infant, and the family as a whole. Concurrent classroom and clinical experience are provided. (CSU)

NS 2B (R) (5.5)
COMMON HEALTH PROBLEMS I
 2.5 Hrs. Lec. 9 Hrs. Lab.

Prerequisite: NS 1B (R) or permission of the instructor. The first of three nine-week courses designed to provide a progressive and sequential study of common well-defined health problems of the cardiovascular and respiratory systems are presented. Transition from wellness to illness is emphasized. Concepts acquired in previous courses are applied with increasing complexity to caring for individuals of all ages. Physiological, psychological, emotional, cultural, and social concepts are integrated into the planning and implementation of nursing care. Concurrent classroom and clinical experience are provided. (CSU)

NS 2B (V) (5.5)
COMMON HEALTH PROBLEMS I
 2.5 Hrs. Lec. 9 Hrs. Lab.

Prerequisite: NS 1B (V) or permission of the instructor. The first of three nine-week courses designed to provide a progressive and sequential study of common well-defined health problems of the cardiovascular and respiratory systems are presented. Transition from wellness to illness is emphasized. Concepts acquired in previous courses are applied with increasing complexity to caring for individuals of all ages. Physiological, emotional, cultural, and social concepts are integrated into the planning and implementation of nursing care. Concurrent classroom and clinical experience are provided. (CSU)

NS 2C (R) (2)
PHARMACOLOGY II
 2 Hrs. Lec.

Prerequisite: NS 1B (R), NS 1C (R) or permission of the instructor. This course focuses on those components of pharmacology related to safe nursing care. It includes information about the general classification of drugs and principles of therapy related to the effects, actions, and therapeutic use of each drug. The nursing actions and rationale for nursing actions are covered. Clinical application is integrated into the clinical nursing courses. (CSU)

NS 2C (V) (1.5)
PHARMACOLOGY II
 1.5 Hrs. Lec.

Prerequisite: NS 1B (V), NS 1C (V) or permission of the instructor. This course focuses on those components of pharmacology related to safe nursing care. It includes information about the general classification of drugs and principles of therapy related to the effects, actions, and therapeutic use of each drug. The nursing actions and rationale for nursing actions are covered. Clinical application is integrated into the clinical nursing courses. (CSU)

NS 3A (R) (6.5)
COMMON HEALTH PROBLEMS II
 2.5 Hrs. Lec. 12 Hrs. Lab.

Prerequisite: NS 2A (R), NS 2C (R), NS 2B (R), NS 3C (R) or permission of the instructor. The second of three nine-week courses designed to provide a progressive and sequential study of common well-defined health problems is presented. Emphasis is placed on the immune, endocrine, hematological, neurological, and musculoskeletal systems. Concepts acquired in previous courses are applied with increasing complexity in caring for individuals of all ages. Physiological, psychological, emotional, cultural, and social aspects are integrated into the planning and implementation of nursing care. Concurrent clinical experiences are provided whenever possible. In conjunction, appropriate nursing skills are learned in the classroom. (CSU)

NS 3A (V) (6.5)
COMMON HEALTH PROBLEMS II
 2.5 Hrs. Lec. 12 Hrs. Lab.

Prerequisite: NS 2A (V), NS 2C (V), NS 2B (V), NS 3C (V) or permission of the instructor. The second of three nine-week courses designed to provide a progressive and sequential study of common well-defined health problems is presented. Emphasis is placed on the immune, endocrine, hematological, neurological, and musculoskeletal systems. Concepts acquired in previous courses are applied with increasing complexity in caring for individuals of all ages. Physiological, psychological, emotional, cultural, and social aspects are integrated into the planning and implementation of nursing care. Concurrent clinical experiences are provided whenever possible. In conjunction, appropriate nursing skills are learned in the classroom. (CSU)

NS 3B (R) (6.5)
COMMON HEALTH PROBLEMS III
 2.5 Hrs. Lec. 12 Hrs. Lab.

Prerequisite: NS 2A (R), NS 2C (R), NS 2B (R), NS 3C (R), NS 3A (R) or permission of the instructor. The final nine-week course designed to provide a progressive and sequential study of common well-defined health problems is presented in Nursing 3B. The concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The pathophysiology, treatment, and nursing management of common disorders involving the reproductive, gastrointestinal and renal systems are studied in a progressive sequence across the lifespan. Principles of growth and development are reinforced. The nursing process is utilized by the student to identify the problems and nursing interventions needed for selected patients in the clinical setting. (CSU)

NS 3B (V) (6.5)
COMMON HEALTH PROBLEMS III
 2.5 Hrs. Lec. 12 Hrs. Lab.

Prerequisite: NS 2A (V), NS 2C (V), NS 2B (V), NS 3C (V), NS 3A (V) or permission of the instructor. The final nine-week course designed to provide a progressive and sequential study of common well-defined health problems is presented in NS 3B (V). The concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The pathophysiology, treatment, and nursing management of common disorders involving the reproductive, gastrointestinal and renal systems are studied in a progressive sequence across the lifespan. Principles of growth and development are reinforced. The nursing process is utilized by the student to identify the problems and nursing interventions needed for selected patients in the clinical setting. (CSU)

NS 3C (R) (1)
PATIENT CARE MANAGEMENT
 1 Hr. Lec.

Prerequisite: NS 2B (R) or permission of the instructor. To be taken concurrent with NS 2A (R). An overview of the leadership and management process as it relates to management of patient care is presented. Clinical application is integrated into NS 3A (R), NS 3B (R) and all subsequent nursing courses. (CSU)

NS 3C (V) (.5)
PATIENT CARE MANAGEMENT
 .5 Hr. Lec.

Prerequisite: NS 2B (V) or permission of the instructor. To be taken concurrent with NS 2A (V). An overview of the leadership and management process as it relates to management of patient care is presented. Clinical application is integrated into NS 3A (V), NS 3B (V) and all subsequent nursing courses. (CSU)

NS 4A (R) (4.5)
COMMON HEALTH PROBLEMS IV
 2 Hrs. Lec. 7.5 Hrs. Lab.

Prerequisite: NS 3B (R), NS 3C (R) or permission of the instructor. This course is concerned with an individual's response to stress and crisis. The promotion of mental health, intervention in maladaptive disorders, and the rehabilitation of chronic disorders is presented in concurrent classroom and clinical settings. Cultural and social attitudes toward behavior which deviates from accepted norms is discussed. (CSU)

NS 4B (R) (4.5)
ADVANCED NURSING
 2 Hrs. Lec. 7.5 Hrs. Lab.

Prerequisite: NS 4A (R) or permission of the instructor. In-depth study of patients with increasingly complex health problems is presented. The nursing process is used to plan and implement nursing care for a group of patients. Concurrent clinical experience in geriatric and advanced medical-surgical nursing is arranged. (CSU)

NS 4C (R) (1)
NURSING TRENDS
 1 Hr. Lec.

Prerequisite: NS 4A (R) or permission of the instructor. Current issues affecting nursing are discussed. Legislation, health care delivery system, and legal and ethical aspects of health care are integrated into the clinical component of NS 4B. Upon successful completion of NS 4B and NS 4C, the student is eligible to write the examination for Registered Nurse. (CSU)

NS 5 (1-3)
NURSING: TRANSITION COURSE
 1-3 Hrs. Lec.

Prerequisite: Completion of advanced placement requirements or permission of instructor. This course is designed to prepare the advanced placement student to enter the appropriate level of the Associate Degree Nursing program. Students may take variable units from one to three, according to their placement status. Content includes the nursing process, fluids and electrolytes, pharmacology, maternity nursing and nursing interventions for selected health conditions. (CSU)

NURSING CONTINUING EDUCATION

Registered Nursing

Prospective students are advised to check with the college previous to each semester concerning continuing education courses to be offered. New courses are offered periodically as community health agency and health personnel needs are identified.

An enrollment fee will be charged. All courses have been approved by the California Board of Registered Nursing, BRN Provider No. 00294, and meet the requirements for relicensure.

RN 37 (1)
BASIC ARRHYTHMIA RECOGNITION
 1 Hr. Lec.

Prerequisite: Permission of the instructor. A basic program using a systematic approach to interpretation and recognition of cardiac arrhythmias in the monitored hospital patient and the appropriate treatment and/or nursing intervention required. Suitable for the ICU/CCU nurse or nursing assistant, beginning cardiopulmonary technician, the med/surg nurse who cares for the patient on telemetry, or for inactive nurses who wish to update their knowledge and maintain their competency. (Same as VN/HA 37) (CSU)

**RN 38 (1/2-3)
THIS YEAR'S ISSUES IN HEALTH
1/2-3 Hrs. Lec.**

A variety of lectures, seminars, and workshops covering current issues in community health care and/or nursing will be offered each semester for health personnel interested in securing Continuing Education credit and/or expanding and updating their knowledge in certain health related fields. Such topics as Cardiac Arrhythmia Recognition, Neonatal Nursing, Body Fluids and Electrolytes, Creative Supervisory Skills, Renal Dialysis, Respiratory Care, CPR Provider, CPR Instructor, Advanced Life Support, Pharmacology will be included. Programs will be 2 hours or more in length; attendance hours accumulated within one semester totalling a minimum of 9 will earn 1/2 college unit and increments of 9 hours thereafter will earn 1/2 college unit up to a total of 54 attendance hours, which will earn 3 college units. C.E. certificates will be issued for each program. (Same as VN 38, HA 38) (CSU)

**RN 39 (1/2-6)
NURSING THE CRITICALLY ILL
1/2-6 Hrs. Lec.**

Prerequisite: HA/RN/VN 37 or permission of the instructor. This course will consist of a variety of lectures, seminars, and workshops covering current issues related to the critically ill, and will be offered each semester. Such topics as advanced hemodynamic monitoring, advanced pacemaker insertion, advanced Ekg recognition will be included. A part of this course will consist of a review of anatomy and altered pathophysiology, treatment and management of problems related to the following systems: cardiovascular, respiratory, renal, neurological, gastrointestinal and endocrine. (Same as VN 39) (CSU)

**RN 40 (2)
INTRAVENOUS THERAPY TECHNIQUE
1.8 Hrs. Lec. .3 Hr. Lab.**

Prerequisite: Permission of the instructor. A course of instruction in intravenous therapy and the practice of venipuncture and blood withdrawal. Total hours for completion of course are 33 hours lecture and 6 hours laboratory. (Same as VN 40, HA 40) (CSU)

**RN 41 (2)
PHYSICAL ASSESSMENT SKILLS FOR NURSES
2 Hrs. Lec.**

Prerequisite: Completion of an RN program or permission of the instructor. Class is limited to 15 students. Attendance policy requires makeup of any absences according to instructor assignment. Few clinical skills are in more demand than the nurse's ability to make rapid accurate patient assessments. This course is designed to delineate assessment parameters and the common variations in the adult patient. Students will have the opportunity to identify and discuss common findings, observe assessment techniques, and do return demonstrations. (CSU)

Vocational Nursing

Prospective students are advised to check with the college previous to each semester concerning continuing education courses to be offered. New courses are offered periodically as community health agency and health personnel needs are identified. An enrollment fee will be charged. All courses have been approved by the California Board of Vocational Nurse and Psychiatric Technician Examiners, BUNPT Provider No. 00294, and meet the requirements for relicensure.

**VN 37 (1)
BASIC ARRHYTHMIA RECOGNITION
1 Hr. Lec.
(Same as RN/HA 37) (CSU)**

**VN 38 (1/2-3)
THIS YEAR'S ISSUES IN HEALTH
1/2-3 Hrs. Lec.
(Same as RN 38, HA 38) (CSU)**

**VN 39 (1/2-6)
NURSING THE CRITICALLY ILL
1/2-6 Hrs. Lec.
(Same as RN 39) (CSU)**

**VN 40 (2)
INTRAVENOUS THERAPY TECHNIQUE
1.8 Hrs. Lec. .3 Hr. Lab.
(Same as RN 40, HA 40) (CSU)**

Graduates of Hospital Diploma Schools of Nursing

The A.S. Degree will be awarded to graduates of hospital diploma schools of nursing who meet all of the following criteria and complete the following program:

Criteria

1. Graduate of a state-accredited hospital school of nursing which had a curriculum covering the five basic areas of nursing (medicine, surgery, obstetrics, pediatrics, psychiatry).
2. Present California Registered Nurse Licensure.
3. Present enrollment at Imperial Valley College.

Program to be Completed

Blanket credit for previous nursing courses completed	40 Units
(Corresponds to number of RN course units in IVC Associate Degree Nursing Program.)	
General Education courses to meet college requirements for graduation	20 Units

(In order to allow the graduate to articulate with baccalaureate programs in nursing, it is strongly recommended that the following courses be taken within the general education requirements: Anatomy 8, Human Physiology 1, Biology 21, Psychology 1A, Sociology 1, Psychology 35.)

Applicants for this degree must verify items 1 and 2 of the Criteria with the Nursing Director. Check with Counseling Center for procedure to follow.

NUTRITION

**NU 1 (3)
SANITATION AND SAFETY CONTROL
3 Hrs. Lec.**

Prerequisite: Permission of the instructor. This course includes the basic principles of sanitation and safety and the application of these principles to a food service operation including OSHA regulations. Emphasis will be placed on the principles of food preparation and storage; safety procedures and programs and fire prevention and control. (CSU)

**NU 2 (3)
FOUNDATIONS OF NUTRITION
3 Hrs. Lec.**

Prerequisite: Permission of the instructor. Scientific concept of nutrition relating to the function of nutrients in the basic life processes. Examines the major aspects of nutritional services within a health care facility, community or school food services program. The course includes child and adult nutrition application to basic food and food service programs. (CSU)

(CAN H EC 2)

**NU 3 (3)
FOOD PRODUCTION MANAGEMENT
2 Hrs. Lec. 2 Hrs. Lab.**

Prerequisite: Permission of the instructor. Organization and management of food service operations, occupational levels and responsibilities. Quantity food preparation with emphasis on food production management, effective management of time and equipment, and the responsibilities of the production supervisor. (CSU)

**NU 4 (3)
SUPERVISION FOR FOOD SERVICES
2 Hrs. Lec. 2 Hrs. Lab.**

Prerequisite: Permission of the instructor. This course includes procedures and problems met by food service operations in developing labor management relationships. It includes the responsibility of selection, placement, orientation, training, counseling, rating and promotion of employees and understanding human behavior as it relates to personnel settings. (CSU)

**NU 5 (3)
MODIFIED DIETS
3 Hrs. Lec.**

Prerequisite: Permission of the instructor and completion of core courses. The principles of nutrition as they relate to special and abnormal physical conditions including the effect of proper nutrition. Current knowledge and information on modified diets used in the treatment of abnormal physical conditions. Emphasis on rationale for the diet and how these modifications will improve the patient's condition. (CSU)

**NU 6A (3)
FIELD EXPERIENCE - DIETARY MANAGER
6 Hrs. Lab.**

Prerequisite: Permission of the instructor and completion of core courses. Supervised field experience related to modified diets in an on-the-job experience setting. (CSU)

**NU 6B (3)
FIELD EXPERIENCE - SCHOOL FOOD SERVICES MANAGER
6 Hrs. Lab.**

Prerequisite: Permission of the instructor and completion of core courses. Supervised field experience related to menu planning and purchasing in a job related setting. (CSU)

**NU 7 (3)
INTRODUCTION TO HOSPITALITY INDUSTRY
2 Hrs. Lec. 2 Hrs. Lab.**

Prerequisite: Permission of the instructor and completion of core courses. Principles and practices of hospitality as it relates to food hotel services for the private and public sector. Personnel relations, public relations and community relation issues are explored. (CSU)

**NU 8 (3)
MENU PLANNING AND PURCHASING
3 Hrs. Lec.**

Prerequisite: Permission of the instructor and completion of core courses. The principles of menu planning and purchasing of food services including family and child nutrition. Nutrition manager will learn to analyze information and examine issues and options so that they will be better able to plan menus that meet nutritional requirements, follow menu design principles, comply with budgetary constraints, and to plan menus that are acceptable. (CSU)

PHILOSOPHY

**PHIL 1A (3)
INTRODUCTION TO PHILOSOPHY
3 Hrs. Lec.**

Man's interpretation of the nature and meaning of reality. Emphasis placed upon the existence of God, free will, and mind-body problems. (CSU, UC)

**PHIL 1B (3)
INTRODUCTION TO PHILOSOPHY
3 Hrs. Lec.**

The place of philosophy in intelligent living and the methods and significance of philosophical inquiry. Emphasis is placed upon problems of value and human nature. Phil 1B may be taken before Phil 1A. (CSU, UC)

**PHIL 10 (3) (CAN PHIL 6)
LOGIC
3 Hrs. Lec.**

An introduction to deductive and inductive logic. Attention focused upon the relationship between logic and language fallacies, and the use of logic in everyday life. (CSU, UC)

**PHIL 11 (3)
ETHICS
3 Hrs. Lec.**

An introduction to significant and typical value theories and systems, and of the concrete problems such theories seek to explain. Emphasis placed upon teaching students to critically analyze their own value systems. (CSU, UC)

**PHIL 25 (3)
RELIGIONS OF THE MODERN WORLD
3 Hrs. Lec.**

An introduction to the various contemporary religions of the world with an emphasis on their historical development. Study of basic beliefs of such religions as Hinduism, Buddhism, Taoism, Zen. (CSU, UC)

PHOTOGRAPHY

**PH 5 (3)
INTRODUCTION TO PHOTOGRAPHY
2 Hrs. Lec. 3 Hrs. Lab.**

The basic theory, techniques, skills, and artistic expression of photography. Consideration will be given to factors such as correct use of cameras and lenses, determination of exposure, different types of film and filters, lighting, principles of composition, and the legal aspects of photography. Print production will be covered by sections on darkroom techniques, photographic chemicals, development of film, contact printing, and enlargement techniques. The student will provide an adjustable camera for assignment work. The concept of photography as an art form will be introduced, and projects requiring artistic expression will be assigned. (Same as Jrn 5) (CSU) (UC credit limited. See a counselor.)

**PH 6 (3)
INTERMEDIATE PHOTOGRAPHY
2 Hrs. Lec. 3 Hrs. Lab.**

Prerequisite: Ph 5/Jrn 5 or permission of the instructor. Psych 1A is recommended. A continuation of Ph 5/Jrn 5 with emphasis on lighting, basic poses and studio work. Posing of the subject and visualization of the finished picture will be stressed, with further practice in camera operation and film processing. (CSU) (UC credit limited. See a counselor.)

PH 7 (3)
ADVANCED PHOTOGRAPHY
 2 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: Ph 5 and Ph 6 or equivalent. A continuation of Ph 6 with emphasis on advanced studio and location work and on illustrative photography including magazine covers, fashion and layout. (CSU)

PH 8 (3)
MULTI-MEDIA
 3 Hrs. Lec.

Prerequisites: Ph 5 and Ph 6. Ph 7 recommended. An introduction to color slides and motion picture production through the use of sequence stills, employing all techniques used in previous photographic courses. Emphasis will be given to the following areas: script writing, sound track, exposing of color film, camera techniques. (CSU) (UC credit limited. See a counselor.)

PHYSICAL EDUCATION

Unless exempt, each student is required by district policy to schedule one activity course each semester. A student may take A-B-C-D sections of the same course, but not in the same semester.

PE 1 (2)
PHYSICAL EDUCATION ACTIVITY - MILITARY SERVICE

Prerequisite: The satisfactory completion of basic or recruit training and 180 days or more active service in the military of the United States of America. The student wishing credit for military service must present his/her DD214 or equivalent supporting document to the Veterans Assistant and register for the credit. If the student registers for the class for military credit and does not submit verification of service, he/she will be dropped as a No-Show and will not receive credit. PE 1 does not count for units toward VA, Financial Aid, or full-time student status. These are not contact hours. May receive credit only once. (CSU)

PE 3ABCD (1-1-1-1)
PHYSICAL FITNESS, WOMEN
 2 Hrs. Lab.

This course is designed to emphasize physical conditioning and development. Equips the student with a repertoire of exercises and conditioning activities which can be used to maintain physical fitness throughout college and adult life. (CSU) (UC credit limited. See a counselor.)

PE 4ABCD (1-1-1-1)
BADMINTON, COED
 2 Hrs. Lab.

Etiquette, rules, background, and techniques of playing badminton. (CSU) (UC credit limited. See a counselor.)

PE 5ABCD (1-1-1-1)
SWIMMING, COED
 2 Hrs. Lab.

This course is concerned with teaching the student to successfully execute the proper strokes for swimming. Skills, fundamentals, and safety knowledge are stressed from the beginner to the intermediate swimmer. (CSU) (UC credit limited. See a counselor.)

PE 6 (2)
LIFESAVING

1½ Hrs. Lec. 1½ Hrs. Lab.
 Prerequisite: PE 5B or approval of the instructor. Techniques of lifesaving and water safety. This course meets requirements of the Red Cross Senior Lifesaving Certificate. (CSU, UC)

PE 7 (2)
WATER SAFETY INSTRUCTOR TRAINING
 1 Hr. Lec. 2 Hrs. Lab.

Prerequisite: Advanced Lifesaving card for W.S.I. A course designed to acquaint the student with the basic principles of instructing beginning, intermediate, and advanced water safety skills. It will also prepare the student to teach basic rescue and advanced lifesaving, CPR, and basic first aid as it applies to water safety procedures. Successful completion of this course may include certification as an American Red Cross Water Safety Instructor and as a CPR Instructor. (CSU, UC)

PE 9ABCD (1-1-1-1)
ADAPTED PHYSICAL EXERCISES, COED
 2 Hrs. Lab.

Open only to students who are unable to participate in the regular physical education program. The course is specifically designed to meet the individual needs of these students. (CSU) (UC credit limited. See a counselor.)

PE 10ABCD (1-1-1-1)
TEAM SPORTS
 2 Hrs. Lab.

The course is designed to stimulate the development of mental and physical alertness and poise, and to encourage regular participation in a variety of sports. Includes coeducational activities. (CSU) (UC credit limited. See a counselor.)

PE 11ABCD (1-1-1-1)
VOLLEYBALL, COED
 2 Hrs. Lab.

A course designed to present the basic fundamentals of volleyball such as the serve, setting, spiking, and team play. Rules and class competition are included. (CSU) (UC credit limited. See a counselor.)

PE 12ABCD (1-1-1-1)
TENNIS, COED
 2 Hrs. Lab.

Tennis offers training in the basic fundamentals of the game including history, rules, and etiquette. Social etiquette of the game is stressed along with the worthy use of leisure time. Tournament competition in singles and doubles is emphasized. (CSU) (UC credit limited. See a counselor.)

PE 13 (1)
ADVANCED TENNIS, COED
 2 Hrs. Lab.

Prerequisite: PE 12ABCD or approval of the instructor. Review and practice of forehand, backhand, serve and volley, overhead smash, and lob. Emphasis on court strategy and tactics for singles and doubles competition. (CSU) (UC credit limited. See a counselor.)

PE 14ABCD (1-1-1-1)
RECREATIONAL GAMES, COED
 2 Hrs. Lab.

Designed to offer students a chance to participate in many activities not otherwise offered in the physical education curriculum. Recreation majors, physical education majors, and those just interested in setting up community recreation centers will find this course most valuable. Meets physical education activity requirement. (CSU) (UC credit limited. See a counselor.)

PE 17ABCD (1-1-1-1)
PHYSICAL FITNESS, MEN
 2 Hrs. Lab.

This course is designed to emphasize physical conditioning and development. Equips the student with a repertoire of exercises and conditioning activities which can be used to maintain physical fitness throughout college and adult life. (CSU) (UC credit limited. See a counselor.)

PE 18ABCD (1-1-1-1)
GOLF, COED
 2 Hrs. Lab.

Offers training in the fundamentals of strokes with irons, woods, and putters; includes rules and etiquette of the game. Actual participation upon a golf course and the worthy use of leisure time are emphasized. (CSU) (UC credit limited. See a counselor.)

PE 20ABCD (1-1-1-1)
SOFTBALL, COED
 2 Hrs. Lab.

This course is designed to emphasize the fundamentals, knowledge of rules, coaching techniques, and basic knowledge of the game of softball. (CSU) (UC credit limited. See a counselor.)

PE 21ABCD (2-2-2-2)
ADVANCED SPORTS ACTIVITY, COED
 1 Hr. Lec. 2 Hrs. Lab.

Prerequisite: Prior competitive background or permission of the instructor. This course is designed for students with previous experience in the sports of volleyball, softball, and basketball. The course will cover basic fundamentals as well as advanced team strategies found in competitive situations. A minimum of fifteen hours per semester for each student is required in outside activities such as community sports and recreational programs. (CSU) (UC credit limited. See a counselor.)

PE 22ABCD (1-1-1-1)
RACQUETBALL AND HANDBALL, COED
 2 Hrs. Lab.

Instruction and development of the handball skills. Presentation of singles and doubles play, including basic shots and strategy. (CSU) (UC credit limited. See a counselor.)

PE 23ABCD (1-1-1-1)
BASKETBALL FOR WOMEN
 2 Hrs. Lab.

Designed for women students interested in basketball. To offer basic and advanced fundamentals, team play, and strategy. (CSU) (UC credit limited. See a counselor.)

PE 24ABCD (1-1-1-1)
BASKETBALL FOR MEN
 2 Hrs. Lab.

An introduction to the fundamental skills and strategy of the game. Rules and class competition are included in the course. (CSU) (UC credit limited. See a counselor.)

PE 26ABCD (1-1-1-1)
MODERN DANCE, COED
 2 Hrs. Lab.

Participation and instruction in rhythmic fundamentals, factors related to movement, movement fundamentals and dance skills, creative activity, and evaluation. Designed to develop the student's ability to use expressive body movements in a creative art form. More complex individual dance sketches and small group dance studies. (CSU) (UC credit limited. See a counselor.)

PE 28ABCD (2-2-2-2)
DANCE THEATER, COED
 3 Hrs. Lab. 1 Hr. by arrangement

Prerequisite: Permission of the instructor. A performance group presenting all forms of dance and related theatre arts. A minimum of five outside performances required each semester. Meets physical education activity requirement. (CSU) (UC credit limited. See a counselor.)

PE 29ABCD (1-1-1-1)
JAZZ DANCE, COED
 2 Hrs. Lab.

A study of syncopated movement. (CSU) (UC credit limited. See a counselor.)

PE 30ABCD (2-2-2-2)
SONG AND CHEER
 4 Hrs. Lab.

Practice and performance class for songleaders and cheerleaders. Satisfies physical education activity class requirement. (CSU)

PE 32ABCD (2-2-2-2)
INTERCOLLEGIATE BASKETBALL AND P.E.
 Hours to be arranged

Theory and practice of basketball. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

PE 34AB (2-2)
INTERCOLLEGIATE BASEBALL AND P.E.
 Hours to be arranged

Theory and practice of baseball. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

PE 35AB (2-2)
INTERCOLLEGIATE WRESTLING AND P.E.
 Hours to be arranged

Theory and practice of wrestling. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

PE 38AB (2-2)
INTERCOLLEGIATE TENNIS AND P.E.
 Hours to be arranged

Eligibility will be determined by Conference rules; however, "redshirts" will be permitted to take the class and work out with the team. IVC guidelines in the AS Handbook for athletics will also apply. Team membership will be the top seeded 8-10 players. Open to both men and women. (CSU) (UC credit limited. See a counselor.)

PE 40ABCD (2-2-2-2)
SYNCHRONIZED SWIMMING
 4 Hrs. Lab.

Prerequisite: Consent of instructor. Synchronized swimming is the concept of swimming as an art form. The swimmer executes movements in time with music as a solo performer or in time with other swimmers. (CSU) (UC credit limited. See a counselor.)

PE 41AB (2-2)
INTERCOLLEGIATE VOLLEYBALL AND P.E.
 Hours to be arranged

Prerequisites: Eligibility will be determined by Conference rules. IVC guidelines in the AS Handbook for athletics will also apply. This course is designed to give the individual a well-rounded knowledge in volleyball. The course should help develop a relationship of athletics to other matters such as exercise, recreation, sportsmanship, and competition. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

PE 42AB (2-2)
INTERCOLLEGIATE SOCCER AND P.E.
 Hours to be arranged

Theory and practice of soccer. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

PE 43AB (2-2)
INTERCOLLEGIATE SOFTBALL AND P.E.
 Hours to be arranged

Theory and practice of women's softball. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

PE 44 (1)
DEFENSIVE TACTICS
2 Hrs. Lab.
(Same as Adm Jus 23) (CSU)

PE 45ABCD (1-1-1-1)
INDIVIDUAL SPORTS FOR THE PHYSICALLY LIMITED
2 Hrs. Lab.
This course is designed to promote individual skill development for the physically limited student. (CSU) (UC credit limited. See a counselor.)

PE 46ABCD (1-1-1-1)
GROUP SPORTS FOR THE PHYSICALLY LIMITED
2 Hrs. Lab.
This course is designed to broaden the physically limited student's awareness of group activities and develop a willingness to participate. (CSU) (UC credit limited. See a counselor.)

PE 50 (2)
INTRODUCTION TO PHYSICAL EDUCATION
2 Hrs. Lec.
Principles and organization of physical education and areas of specialization within the field. (CSU) (UC credit limited. See a counselor.)

PE 51 (2)
STRUCTURING INTRAMURALS
1 Hr. Lec. 2 Hrs. Lab.
Prerequisite: Basic knowledge and/or experience in competitive sports and recreational games. The course is designed to provide students experience in structuring various types of sports and recreation tournaments through assisting in the IVC intramural program. (CSU)

PE 52AB (2-2)
THEORY OF BASEBALL
2 Hrs. Lec.
A history of the game, knowledge of rules, current and possible future trends in the game, coaching techniques, and scouting. Recommended for physical education majors, potential coaches, and recreation majors. (CSU) (UC credit limited. See a counselor.)

PE 53AB (2-2)
THEORY OF BASKETBALL, COED
2 Hrs. Lec.
This course is designed for physical education majors, recreation majors, and potential coaches. Coaching techniques and theories, history, rules, and current and possible future trends in the game will be offered. (CSU) (UC credit limited. See a counselor.)

PE 55AB (2-2)
THEORY OF WOMEN'S TEAM SPORTS, COED
2 Hrs. Lec.
This course is designed for those interested in women's volleyball, basketball, and softball as potential coaches. Provides students with knowledge of fundamental concepts, theories and techniques of coaching, and playing these sports. (CSU) (UC credit limited. See a counselor.)

PE 56 (2)
CARE AND PREVENTION OF ATHLETIC INJURIES
2 Hrs. Lec.
This course is designed for the coach, coach-trainer, physical education and recreation student. Emphasizes the screening and conditioning of athletes, prevention, care and treatment of athletic injuries. Includes techniques of applying supportive materials, rehabilitation of injuries, and use of therapeutic modalities. Organization of a new athletic training program. (CSU, UC)

PE 58 (2)
PSYCHOLOGY OF COACHING
2 Hrs. Lec.
Prerequisites: Sophomore status or permission of the instructor. A course covering all the aspects of the psychology of coaching sports. Includes certain guides to show how teaching and learning may be applied to the coaching of sports, and to bring out the relationship of meaningful learning to successful athletic coaching. (CSU) (UC credit limited. See a counselor.)

PE 59AB (3-3)
SPORTS OFFICIATING, MEN
2 Hrs. Lec. 3 Hrs. Lab.
Theory and practice in the techniques of officiating in highly organized games and sports such as basketball, football, wrestling, baseball, track, and tennis. Students must plan for an additional three hours per week to officiate at elementary schools. (CSU) (UC credit limited. See a counselor.)

PE 60AB (3-3)
SPORTS OFFICIATING, WOMEN
2 Hrs. Lec. 3 Hrs. Lab.
To familiarize prospective physical education majors and minors with the rules of team and individual sports for girls. (CSU) (UC credit limited. See a counselor.)

PE 61 (3)
PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL
3 Hrs. Lec.
This course is designed to prepare the elementary school teacher to teach the whole child through physical education. (CSU)

PE 62AB (3-3)
PHYSICAL EDUCATION FOR SPECIAL OLYMPICS
2 Hrs. Lec. 2 Hrs. Lab. plus 2 Hrs. Lab. to be arranged
A course designed to train college students to condition and prepare retarded persons for competition in Special Olympics. (CSU) (UC credit limited. See a counselor.)

PHYSICAL SCIENCE

PHYS SCI 25 (4)
INTRODUCTION TO PHYSICAL SCIENCE
3 Hrs. Lec. 3 Hrs. Lab.
Selected topics in physical science. The relations of physical science to modern life through emphasis on the scientific method. Designed for those intending to take only one semester of physical science. May be combined with Bio 3 for a year course in the basic principles of natural science. (CSU) (UC credit limited. See a counselor.)

PHYSICS

PHYS 2A (4) (CAN PHYS SEQ A)
GENERAL PHYSICS
3 Hrs. Lec. 3 Hrs. Lab.
Prerequisite: Credit or concurrent enrollment in Math 15 or permission of the instructor. Principles of mechanics and heat. Statics, uniform motion, accelerated motion, work and energy, impulse and momentum, fundamentals of heat and heat flow, properties of gases. (CSU) (UC credit limited. See a counselor.)

PHYS 2B (4) (CAN PHYS SEQ A)
GENERAL PHYSICS
3 Hrs. Lec. 3 Hrs. Lab.
Prerequisite: Phys 2A. Simple harmonic motion, sound, doppler effect, acoustical phenomena, electrostatics, current electricity, Ohm's Law, light, spectroscopy, geometric optics, modern physics. (CSU) (UC credit limited. See a counselor.)

PHYS 4A (4) (CAN PHYS SEQ B)
PRINCIPLES OF PHYSICS
3 Hrs. Lec. 4 Hrs. Lab.
Prerequisite: Credit for or concurrent enrollment in Math 3A. This course is designed to give an understanding in the fundamental principles of mechanics. (CSU)

PHYS 4B (4) (CAN PHYS SEQ B)
PRINCIPLES OF PHYSICS
3 Hrs. Lec. 4 Hrs. Lab.
Prerequisite: Phys 4A and credit or concurrent enrollment in Math 3B. This course is designed to give an understanding of the fundamental principles of physics in the areas of electricity and magnetism. (CSU)

PHYS 4C (4) (CAN PHYS SEQ B)
PRINCIPLES OF PHYSICS
3 Hrs. Lec. 4 Hrs. Lab.
Prerequisites: Phys 4A and credit or concurrent enrollment in Math 3B. This course is designed to give an understanding of the fundamental principles of physics in the area of heat, wave motion, sound, light, and modern physics. (CSU)

PHYSIOLOGY

PHYSIO 1 (4)
HUMAN PHYSIOLOGY
2 Hrs. Lec. 6 Hrs. Lab.
Prerequisites: One year each of high school chemistry and biology or one semester each at the college level or a current California LVN license. The functions of the human body; emphasis on the circulatory, muscular, and nervous system. (CSU) (UC credit limited. See a counselor.)

PIPEFITTING

The following course has been developed as a part of a four-year apprenticeship program. Additional courses are in the process of being prepared. Applications should be directed to San Diego County Pipefitter Joint Apprenticeship Committee, 3901 Center Street, San Diego, CA. For additional information contact the Dean of Vocational Education.

PIPEFG 38 (2)
TIG WELDING
1.5 Hrs. Lec. 1.5 Hrs. Lab.
This course is designed to provide the apprentice with a working knowledge of the welding process known as TIG.

PLUMBING

The following courses have been developed as part of a four-year apprenticeship program. Additional courses are in the process of being prepared. Applications should be directed to San Diego

County Plumbing Joint Apprenticeship Committee, 3090 Center Street, San Diego, CA. For additional information contact the Dean of Vocational Education.

PLUMB 10 (3)
PIPE TRADES ORGANIZATION
3 Hrs. Lec.
This course will provide an introduction to industry and is designed to provide the apprentice with a working knowledge of the use and care of tools and piping materials.

PLUMB 12 (3)
RELATED MATHEMATICS FOR PLUMBING AND HEATING
3 Hrs. Lec.
This course will provide the basic introduction of health and safety standards for the construction industry and will review the fundamentals of mathematics including instruction in Basic Algebra and Plain Geometry trade related skills.

PLUMB 16 (2)
BASIC RELATED DRAWING
1 Hr. Lec. 2 Hrs. Lab.
This course will provide the technical and blueprint knowledge to go with work experience to be a confident worker in the construction trade.

PLUMB 18 (3)
BASIC SCIENCE AND MECHANICS
3 Hrs. Lec.
This course is designed to instruct the student in the fundamental sciences and mechanics of the Steamfitting-Pipefitting trade. The course will concentrate on the properties of water; hydraulics and pneumatics; mechanics; safety science; metals and alloys; and corrosion.

PLUMB 27 (3)
GAS DISTRIBUTION
3 Hrs. Lec.
Gas Distribution is presented to the second year apprentice to provide the opportunity to gain information needed to perform as an effective apprentice and journeyman, properly installing natural and LP gas systems, vents, appliances and control.

PLUMB 31 (3)
WATER DISTRIBUTION
3 Hrs. Lec.
This course provides each apprentice with (1) an understanding of the principles which govern the design of pipe and equipment used in water treatment and water supply, (2) training in the practices and procedures of laying out and installing water supply systems, (3) an understanding of hot water generating equipment and systems. With this knowledge, the apprentice will be able to perform as an effective journeyman at the completion of their apprenticeship.

POLITICAL SCIENCE

POLY SCI 1 (3)
INTRODUCTION TO POLITICAL SCIENCE
3 Hrs. Lec.
An introduction to the theories, principles, and problems of modern political life and the methods of studying and acquiring political knowledge. Illustrative materials drawn primarily from the American experience. This course and either Poly Sci 2 or Hist 17A will meet graduation requirements in American Institutions. (CSU, UC)

**POLY SCI 2 (3) (CAN GOVT 2)
AMERICAN GOVERNMENT AND POLITICS
3 Hrs. Lec.**

The origin, development and operation of local, state and national political institutions in the United States emphasizing the contemporary operations of the American political system. This course and either Poly Sci 1 or Hist 17B will meet graduation requirements in American institutions. May be taken before Poly Sci 1. (CSU, UC)

**POLY SCI 3 (3)
COMPARATIVE POLITICS
3 Hrs. Lec.**

Prerequisite: Poly Sci 1 or 2. A comparative study of modern political systems. Emphasis upon patterns of political action and problems of decision-making in various cultural contexts. (CSU, UC)

**POLY SCI 14 (3)
INTRODUCTION TO INTERNATIONAL RELATIONS
3 Hrs. Lec.**

An introductory course stressing the techniques of analysis of the basic factors making for conflict and adjustment in contemporary international relations. Problems of nationalism and imperialism, elements of national power, causes of war, methods of seeking peace, the role of international organizations, and the foreign policies of the major powers will be considered. Emphasis will be upon contemporary developments. (CSU, UC)

PSYCHIATRIC TECHNICIAN

**PT 1 (3.5)
INTRODUCTION TO NURSING SCIENCE FOR THE
PSYCH TECH
3.5 Hrs. Lec.**

Prerequisite: Admission to the Psychiatric Technician program. This course is an overview of nursing science as it relates to the assessment and intervention processes that disrupt functioning of the human body. Includes systems of circulation, respiration, and elimination. Nutritional status is emphasized. Exercise, rest and safety of patients are included. (CSU)

**PT 2 (4.5)
FUNDAMENTALS OF NURSING FOR THE
PSYCH TECH
2 Hrs. Lec. 7.5 Hrs. Lab.**

Prerequisite: Completion of PT 1 or permission of the instructor. This course continues the assessment and intervention of conditions that disrupt functioning of the regulatory processes of the human body. Emphasis is on systems of elimination and rest and exercise activities. Laboratory experience is included. (CSU)

**PT 3 (5.5)
MEDICAL-SURGICAL NURSING FOR THE
PSYCH TECH
3 Hrs. Lec. 7.5 Hrs. Lab.**

Prerequisite: Completion of PT 2 or permission of the instructor. This course includes conditions that relate to common acute and chronic diseases causing disruptions in the human body. Included are common invasive organisms, neoplasms, traumatic injuries, and other conditions affecting body systems. Clinical experiences are included. (CSU)

**PT 4 (12.5)
DEVELOPMENTAL DISABILITIES FOR THE
PSYCH TECH
6 Hrs. Lec. 19.5 Hrs. Lab.**

Prerequisite: Completion of PT 3, NS 2C and Anat 6 or permission of the instructor. In this course special consideration is given to the assessment of developmentally disabled clients. The classifications and etiologies of common disruptive conditions are studied. An overview of developmental and social learning models is presented to assist the student in acquiring skill in teaching and training techniques. The management of behavior problems is presented. Intervention is emphasized through the use of the normalization process and the use of case management techniques. Clinical experiences are included. (CSU)

**PT 5 (12.5)
MENTAL DISORDERS FOR THE PSYCH TECH
6 Hrs. Lec. 19.5 Hrs. Lab.**

Prerequisite: Completion of Psych 1A, Psych 35, and PT 4 or permission of the instructor. In this course the assessment of clients with mental disorders is presented. The classifications and etiologies of common disorders are studied. Interpersonal relationships are reviewed and intervention in maladaptive behavior is emphasized. The impact of substance abuse on the individual is studied and intervention techniques are presented. A survey of therapy models is included. The role of the psychiatric technician is presented. Clinical experiences are included. (CSU)

PSYCHOLOGY

**PSYCH 1A (3) (CAN PSY 4)
INTRODUCTION TO PSYCHOLOGY
3 Hrs. Lec.**

Prerequisite: Twelfth grade reading level ability is recommended for success in this course. An introduction to the fundamental principles and concepts of human behavior. Includes consideration of human development, learning, biological basis of behavior, maladaptive behavior, mental health, motivation and emotion. (CSU, UC)

**PSYCH 1B (3)
LEARNING AND PERCEPTION
3 Hrs. Lec.**

Prerequisite: Psych 1A or permission of the instructor. This course will explore the role of learning in the adaption of humans and other animals to their changing environment. Research methodology, Pavlovian and operant theories, applications and implications, and higher cognitive processes will be examined. (CSU, UC)

**PSYCH 2 (3)
INTRODUCTION TO PHYSIOLOGICAL PSYCHOLOGY
3 Hrs. Lec.**

Prerequisite: Psych 1A preferred. An introduction to the function of experimental methodology in the investigation of physiological processes in psychology. Emphasis is placed upon those physiological mechanisms which provide a basis for perception, learning, motivation, and other complex patterns of behavior. (CSU, UC)

**PSYCH 3 (3)
PSYCHOLOGY OF ADJUSTMENT
3 Hrs. Lec.**

A study of development of the normal personality, focusing on common difficulties of social and emotional adjustment. Various views of personality structure and approaches to personal growth are discussed. (Same as TA 3) (CSU, UC)

**PSYCH 4 (3)
PSYCHOLOGY OF HUMAN SEXUALITY
3 Hrs. Lec.**

An objective exploration of the various issues pertaining to human sexual behavior from the perspective of the behavioral and social sciences. (CSU, UC)

**PSYCH 5 (3)
PSYCHOLOGY OF EFFECTIVE BEHAVIOR
3 Hrs. Lec.**

A survey of some of the relevant psychological facts, principles, and concepts involved in the experience and problems of everyday living. An experiential approach, including emphasis upon effective behavioral alternatives in parenting, interpersonal relations, values clarification as well as proven methods of successful study. (CSU)

**PSYCH 6 (3)
CURRENT ISSUES IN PSYCHOLOGY
3 Hrs. Lec.**

Prerequisite: Psych 1A or Psych 1B is recommended, but not required. A detailed examination of recent research and publications in the areas of psychology as a science, the biological bases of behavior, psychological bases and psychological disorders and therapeutic processes. An up-to-date examination of selected topics in the field of psychology. (CSU)

**PSYCH 8 (3)
PERSONAL AND CAREER DEVELOPMENT
3 Hrs. Lec.**

(Same as HR 8) (CSU)

**PSYCH 8A (1)
PERSONAL AND CAREER DEVELOPMENT
1 Hr. Lec.**

(Same as HR 8A) (CSU)

**PSYCH 8B (1)
PERSONAL AND CAREER DEVELOPMENT
1 Hr. Lec.**

(Same as HR 8B) (CSU)

**PSYCH 8C (1)
PERSONAL AND CAREER DEVELOPMENT
1 Hr. Lec.**

(Same as HR 8C) (CSU)

**PSYCH 9 (3)
INTRODUCTION TO COUNSELING
3 Hrs. Lec.**

(Same as ADS 9/HR 9) (CSU)

**PSYCH 10 (3)
SMALL GROUP LEADERSHIP
3 Hrs. Lec.**

(Same as HR 10) (CSU)

**PSYCH 11AB (3-3)
PRACTICUM
1 Hr. Lec. 6 Hrs. Lab. field experience per week**

(Same as ADS 11AB/HR 11AB) (CSU)

**PSYCH 13 (3)
ELEMENTARY STATISTICS
3 Hrs. Lec.**

(Same as Math 12 and Bus 26) (CSU, UC)

**PSYCH 14 (3)
ABNORMAL PSYCHOLOGY
3 Hrs. Lec.**

Prerequisites: Psych 1A. Recommended: Psych 2 and Psych 3. This course reviews the causes and problems of disordered behavior. Current practices in therapy and prevention are emphasized. The topics of anxiety and fear, psychoneuroses, organic and functional psychoses are included. (CSU, UC)

**PSYCH 15 (3)
SOCIAL AND PSYCHOLOGICAL DYNAMICS
OF DRUG USE
3 Hrs. Lec.**

Prerequisite: Completion of, or concurrent enrollment in, Psych 1A, Psych 1B, Sociol 1 or Sociol 17 is recommended. This course views drug use behavior from a sociological and psychological perspective. It includes an analysis of factors contributing to drug use; societal influences, subcultural influence, primary group influences (peer group, and the family), and personal psychodynamics and development. It encompasses illegal as well as legal drug use, particularly alcohol. Some emphasis will be given to potential solutions and preventive methods which could be of practical value to parents and various professional and semi-professional workers. (Same as ADS 15/Sociol 15) (CSU)

**PSYCH 16 (3)
THE PSYCHOLOGY OF INTERPERSONAL
RELATIONSHIPS
3 Hrs. Lec.**

An investigation of the dynamics of interpersonal relationships. Starting, developing, understanding, and improving one's relationships with others will be the focus of this course. Topics will include love, jealousy, meeting people, communication skills, self-disclosure, fair fighting techniques, sex roles, personal perception, and transactional analysis. Lecture-discussion-experiential. (Same as HR 16) (CSU)

**PSYCH 16A (1)
THE PSYCHOLOGY OF INTERPERSONAL
RELATIONSHIPS
1 Hr. Lec.**

An investigation of the dynamics of interpersonal relationships. Starting, developing, understanding, and improving relationships with others will be the focus of this course. Topics will include love, communication skills, and self-disclosure. Lecture-discussion-experiential. This course, together with Psych/HR 16B and Psych/HR 16C is equivalent to Psych/HR 16. Not open to students who have completed Psych/HR 16. (Same as HR 16A) (CSU)

**PSYCH 16B (1)
THE PSYCHOLOGY OF INTERPERSONAL
RELATIONSHIPS
1 Hr. Lec.**

An investigation of the dynamics of interpersonal relationships. Starting, developing, understanding, and improving relationships with others will be the focus of this course. Topics will include learning to fight fair, learning how to be direct in personal communications, sex roles, and assertive communication with other people. Lecture-discussion-experiential. This course, together with Psych/HR 16A and Psych/HR 16C is equivalent to Psych/HR 16. Not open to students who have completed Psych/HR 16. (Same as HR 16B) (CSU)

**PSYCH 16C (1)
THE PSYCHOLOGY OF INTERPERSONAL
RELATIONSHIPS
1 Hr. Lec.**

An investigation of the dynamics of interpersonal relationships. Understanding and improving relationships with others will be the focus of this course. Topics will include types of relationships, working through crises, and learning how to grow within the context of a relationship. Lecture-discussion-experiential. This course, together with Psych/HR 16A and Psych/HR 16B is equivalent to Psych/HR 16. Not open to students who have completed Psych/HR 16. (Same as HR 16C) (CSU)

PSYCH 17 (3)
SOCIAL PSYCHOLOGY
3 Hrs. Lec.

A study of the social and psychological aspects of how people interact and influence each other. The course will cover such topics not included in Psych 1A or Sociol 1 as: methods and ethics of research, influence, attitude changes, persuasion, and propaganda, aggression, cooperation and competition, conformity, prejudice, communication, affiliation, dynamics of group structure, including leadership and role playing. These topics are covered at both the theoretical and practical levels. (Same as Sociol 17) (CSU, UC)

PSYCH 18 (1)
RESEARCH IN PSYCHOLOGY
1 Hr. Lec.

Prerequisite: Psych 1A. An introduction to the scientific method of research used in psychology. The class will work together in surveying bibliographical sources, setting up a research paradigm, conducting a class experiment, analyzing and interpreting the psychological data. (CSU)

PSYCH 19 (3)
THE PSYCHOLOGY OF LOSS
3 Hrs. Lec.

The grief process will be explored as well as how one can help a person resolve a personal loss, whether it be by divorce, death, separation, the aging process, illness, retirement, changing neighborhoods, or by loss of financial security. Why some forms of grief in ourselves and others go unresolved will be explained and discussed. In addition, techniques for giving emotional support and for creating life as a challenge rather than a threat will be covered. Alternative models of caring for the terminally ill patient will be presented as well as the concept of "conscious living-conscious dying". (CSU)

PSYCH 20 (3)
DEVELOPMENTAL PSYCHOLOGY OF CHILDREN
3 Hrs. Lec.
(Same as ECE 20) (CSU) (UC credit limited. See a counselor.)**PSYCH 21 (3)**
EARLY CHILDHOOD SOCIALIZATION: CHILDREN, FAMILY AND COMMUNITY
3 Hrs. Lec.
(Same as ECE 21) (CSU)**PSYCH 22 (3)**
ADVANCED DEVELOPMENTAL PSYCHOLOGY AND OBSERVATION
3 Hrs. Lec.
(Same as ECE 22) (CSU)**PSYCH 26 (3)**
PRINCIPLES OF PARENTING
3 Hrs. Lec.
(Same as ECE 26) (CSU)**PSYCH 27 (3)**
UNDERSTANDING EXCEPTIONAL STUDENTS
2 Hrs. Lec. 2 Hrs. Lab.
(Same as ECE 27/PL 1) (CSU)**PSYCH 30 (3)**
PSYCHOLOGY OF ADOLESCENCE
3 Hrs. Lec.
Deals with the practical aspects of the development and growth of adolescence. Particular attention is given to the influences, settings, and problem areas of adolescence and youth. (CSU) (UC credit limited. See a counselor.)**PSYCH 30A (1)**
PSYCHOLOGY OF ADOLESCENCE
1 Hr. Lec.

Section A: Psychological Development. An introduction to the processes of personality and relationship development, with emphasis on peers, authority figures, and the problem areas of communication difficulties, juvenile delinquency, drug use and abuse, depression, and suicide. This course, together with Psych 30B and Psych 30C, is equivalent to Psych 30. Not open to students who have completed Psych 30. (CSU) (UC credit limited. See a counselor.)

PSYCH 30B (1)
PSYCHOLOGY OF ADOLESCENCE
1 Hr. Lec.

Section B: Cognitive and moral development. An in-depth study of the intellectual potential of adolescents, including creative problem solving, social cognition, impression formation, role-taking, and the interaction between abstract thinking and moral development. This course, together with Psych 30A and Psych 30C, is equivalent to Psych 30. Not open to students who have completed Psych 30. (CSU) (UC credit limited. See a counselor.)

PSYCH 30C (1)
PSYCHOLOGY OF ADOLESCENCE
1 Hr. Lec.

Section C: Physical Maturation. A description of the development of primary and secondary sexual characteristics, the role of hormones and genetic factors on development, the psychological implications of early and late development, and factors affecting sexual attitudes and behavior. This course, together with Psych 30A and Psych 30B, is equivalent to Psych 30. Not open to students who have completed Psych 30. (CSU) (UC credit limited. See a counselor.)

PSYCH 35 (3)
DEVELOPMENTAL PSYCHOLOGY: CONCEPTION TO DEATH
3 Hrs. Lec.

Prerequisite: None (Psych 1A recommended.) A study of the development of human beings from conception to death, covering prenatal development, infancy, toddlerhood, preschoolers, middle childhood, adolescence, and adulthood including old age and death. The course will cover major theories of development, current research, and problem areas of human development. (CSU) (UC credit limited. See a counselor.)

PSYCH 40 (3)
PSYCHOLOGY OF CRISIS COUNSELING
3 Hrs. Lec.

Prerequisite: Psych 1A. A course designed to familiarize the student with a basic understanding of the causes, manifestations, and treatment of emotional illness, especially relevant to crisis situations. (CSU)

PSYCH 53 (3)
GROUP LEADERSHIP AND GROUP PROCESS
3 Hrs. Lec.
(Same as ADS 53) (CSU)**PSYCH 55 (3)**
CRISIS INTERVENTION AND REFERRAL TECHNIQUES
3 Hrs. Lec.
(Same as ADS 55) (CSU)**RECREATION****REC 70 (3)**
INTRODUCTION TO LEISURE
3 Hrs. Lec.

Presents the basic ideas and problems in our contemporary society and projects this thinking into the future when greater amounts of leisure time will be at our disposal. The course shows the need of our citizenry to cope successfully with the pressures of our daily lives and have a balanced and meaningful use of leisure time in maintaining mental and physical health. (CSU)

REC 71 (3)
SOCIAL RECREATION
3 Hrs. Lec.

A theory and activity course designed to present instruction, material, and information necessary to effectively conduct social recreation in clubs, playgrounds, recreation centers, churches, and camps. Emphasis is on the social development and integration of individuals into group programs, including planning, programming, and conducting social recreation activities. (CSU)

REC 72 (3)
OUTDOOR RECREATION
2 Hrs. Lec. 3 Hrs. Lab.

History, development, principles, and trends of organized camping, nature and conservation, and outdoor recreation. Laboratory and field trips, including camping and hiking activities. Practical skills in firecrafts, outdoor cooking and backpacking. Leadership training in camp counseling. Required for recreation majors. (Will not satisfy PE requirement.) (CSU)

REC 73 (4)
RECREATION FOR SPECIAL GROUPS
2 Hrs. Lec. 4 Hrs. Lab.

Field work in therapeutic recreation in the community. The special groups emphasis area is dedicated to understanding and serving individuals and groups in our society who exhibit special recreational needs. Students must plan for two additional hours by arrangement. (CSU)

REC 74 (3)
INTRODUCTION TO COMMUNITY RECREATION
3 Hrs. Lec.

For recreation majors and nonmajors, a general orientation to the field of recreation and parks, including a history of the development of the recreation profession, a survey of recreation and leisure services, description and interpretation of recreation as a form of community service and the nature and scope and significance of leisure and recreation as a social force in contemporary society. Emphasis is on the role of the professional leader in a variety of settings. (CSU)

SOCIAL SCIENCE**SOC SCI 52 (3)**
INTRODUCTION TO AMERICAN GOVERNMENT
3 Hrs. Lec.

An introduction to the foundations and major characteristics of the governments of the United States and California, stressing the political habits of the American people within an historical setting. This course will meet the graduation requirement in American Institutions at Imperial Valley College, but is offered to students who do not intend to transfer to senior institutions. Not open to students with credit in Hist 17AB or Poly Sci 1, 2.

SOCIOLOGY**SOCIOL 1 (3)**
PRINCIPLES OF SOCIOLOGY
3 Hrs. Lec. (CAN SOC 2)

An introductory course to the field of sociology. A study of the characteristics of social life which emphasizes the processes of social interactions that are encountered in everyday living. A study of social structure, social patterns, and social institutions as they relate to life in the United States. (CSU, UC)

SOCIOL 2 (3)
CONTEMPORARY SOCIAL PROBLEMS
3 Hrs. Lec. (CAN SOC 4)

This course deals with contemporary social problems and will cover those areas that are currently being defined by our society as problem issues. Emphasis will be given to understanding these problems on the societal level, the group level, and from the standpoint of the individual. (CSU, UC)

SOCIOL 10 (3)
SOCIOLOGY OF MINORITY GROUPS
3 Hrs. Lec.

This course includes the study of the theories of prejudice and discrimination of different groups within American society. It will cover an historical analysis of the problems of these groups and typical areas will include racism, sexism, agism, and ethnic and religious discrimination. (Same as ADS 10) (CSU, UC)

SOCIOL 15 (3)
SOCIAL AND PSYCHOLOGICAL DYNAMICS OF DRUG USE
3 Hrs. Lec.

(Same as ADS 15/Psych 15) (CSU)

SOCIOL 17 (3)
SOCIAL PSYCHOLOGY
3 Hrs. Lec.
(Same as Psych 17) (CSU, UC)**SOCIOL 30 (3)**
CRIMINOLOGY
3 Hrs. Lec.
(Same as Adm Jus 30) (CSU)**SOCIOL 33 (3)**
MARRIAGE AND THE FAMILY
3 Hrs. Lec. (CAN H EC 12)

An analysis of factors predictive of successful marital adjustment. Attention focused upon such family processes as courtship, marriage, reproduction, child rearing, and marital dissolution. (CSU)

SOCIOL 49 (3)
COMPUTERS AND SOCIETY
3 Hrs. Lec.

A general course designed to acquaint students with computers and their related social issues, such as: robotics, computer crime, privacy, computer impact on employment, and computer technology as an agent of social change. This course does not include hands-on experience in word processing or programming. (CSU)

SOCIOL 50 (3)
HUMAN SERVICES IN A CHANGING SOCIETY
3 Hrs. Lec.
(Same as ADS 50) (CSU)

SPANISH

High school Spanish courses may be used to meet the prerequisites of advanced Spanish courses at IVC only if they include training in all four basic language skills: listening, speaking, reading, and writing. The courses must have included phonetics, practice in both guided and free conversation as well as in reading aloud; testing in reading and listening comprehension; writing from dictation; and word-picture association. These high school courses will not count as college credit toward graduation. Placement will be made by examination and/or consent of the instructor. Contact the IVC Counseling Center for further information.

The last year course taken by a student in the high school language sequence may be repeated in college for graduation credit, not to exceed four units of repeated foreign language work. For advanced placement, at least one course in Spanish must have been taken the year prior to entering college; otherwise, it is suggested that the student enroll in Span 1.

The above requirements may be waived by examination or by consent of the instructor.

**SPAN 1 (5)
ELEMENTARY SPANISH
5 Hrs. Lec.**

Prerequisites: The student must be able to speak and read English. Not open to students with native ability in Spanish. (See Span 20A) For additional oral practice, concurrent enrollment in Span 5A is recommended. The beginning Spanish course is based on a contrastive analysis between Spanish and English and is designed to develop in the English-speaking student rudimentary abilities in the four basic language skills: hearing, speaking, reading, and writing. The main emphasis is on the present tense of both regular and irregular verbs. The student will be familiarized with those features of Hispanic culture which reflect the different frame of reference from which the native speaker of Spanish views the world. (CSU, UC)

**SPAN 1A (2.5)
ELEMENTARY SPANISH
2.5 Hrs. Lec.**

Prerequisite: The student must be able to speak and read English. This course is one-half the content of the regular Span 1 course. Completion of Span 1A and 1B sequence will be the equivalent of Span 1, and the total of 5 units. (CSU) (UC credit limited. See a counselor.)

**SPAN 1B (2.5)
ELEMENTARY SPANISH
2.5 Hrs. Lec.**

Prerequisite: Span 1A. The student must be able to speak and read English. For additional oral practice, concurrent enrollment in Span 5A is recommended. This course is one-half the content of the regular Span 1 course. Completion of Span 1A and 1B sequence will be the equivalent of Span 1, and the total of 5 units. (CSU) (UC credit limited. See a counselor.)

**SPAN 2 (5)
ELEMENTARY SPANISH
5 Hrs. Lec.**

Prerequisites: The student must be able to speak and read English. The student can be successful in Span 2 only after having achieved all of the minimal performance objectives specified for Span 1. Either a recent course in Span 1 or a recent 2 year high school Spanish course with good retention should enable the student to succeed in Span 2. For additional oral practice, concurrent enrollment in Span 5B is recommended. A continuation of Span 1 with the main emphasis on the imperfect, preterit, and present perfect forms for both regular and irregular verbs. (CSU, UC)

**SPAN 2A (2.5)
ELEMENTARY SPANISH
2.5 Hrs. Lec.**

Prerequisite: The student must be able to speak and read English. The student can be successful in Span 2A only after having achieved all the minimal performance objectives specified for Span 1A. A recent course in Span 1, 1B or a recent 2 year high school Spanish course with good retention should enable the student to succeed in Span 2A. This course is one-half the content of the regular Span 2 course. Completion of the Span 2A and 2B sequence is the equivalent of Span 2 for a total of 5 units. A continuation of Span 1 or Span 1B. (CSU) (UC credit limited. See a counselor.)

**SPAN 2B (2.5)
ELEMENTARY SPANISH
2.5 Hrs. Lec.**

Prerequisite: The student must be able to speak and read English. For additional oral practice, concurrent enrollment in Span 5B is recommended. The student can be successful in Span 2B only after having achieved the minimal performance objectives specified for Span 2A. This course is one-half the content of Span 2. Completion of the Span 2A and 2B sequence is the equivalent of Span 2. This course is a continuation of Span 2A. (CSU) (UC credit limited. See a counselor.)

**SPAN 3 (5)
INTERMEDIATE SPANISH
5 Hrs. Lec.**

Prerequisite: The student must be able to speak and read English. The student can be successful in Span 3 only after having achieved all of the minimal performance objectives specified for both Span 1 and Span 2. Either a recent course in Span 2 or a recent 3 year high school Spanish course with good retention should enable the student to succeed in Span 3. A continuation of Span 2 covering the uses of all Spanish tenses with special emphasis on the subjunctive and imperative modes. (CSU) (UC credit limited. See a counselor.)

**SPAN 4 (5)
INTERMEDIATE SPANISH
5 Hrs. Lec.**

Prerequisite: The student must be able to speak and read English. The student can be successful in Span 4 only after having achieved all of the minimal performance objectives specified for Span 1, 2, and 3. A recent course in Span 3 or the recent completion of 4 years of high school Spanish with good retention should enable the student to succeed in Span 4. A continuation of Span 3 but with greater emphasis on the reading and writing skills. The student will work with all tenses and modes of the Spanish language. (CSU) (UC credit limited. See a counselor.)

**SPAN 5A (2.5)
BEGINNING CONVERSATIONAL SPANISH
AND CULTURE
2.5 Hrs. Lec.**

A course designed to give the student a basic ability in everyday Spanish. The course will emphasize vocabulary-building, conversational skills, listening and comprehension, and culture. (CSU)

**SPAN 5B (2.5)
BEGINNING CONVERSATIONAL SPANISH
AND CULTURE
2.5 Hrs. Lec.**

Prerequisite: Span 5A or by examination. Concurrent enrollment in Span 2 is recommended. A continuation of Span 5A. (CSU)

**SPAN 7 (3)
THE SPANISH SOUND SYSTEM
3 Hrs. Lec.**

Span 7 emphasizes the sounds of Spanish and of the Spanish phonemic system with special attention to the problems involved in the hearing of Spanish sounds, as well as their articulation. (CSU)

**SPAN 10 (3)
INTERMEDIATE CONVERSATIONAL SPANISH
3 Hrs. Lec.**

Prerequisites: Span 1 and 2 or by examination. Conversational skills are developed through oral-aural drills, lab work and guided conversation based on selected readings. Not open to students with bilingual or native ability. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU, UC)

**SPAN 11 (3)
ADVANCED CONVERSATIONAL SPANISH
3 Hrs. Lec.**

Prerequisite: Span 3 or 10. Continuation of Span 10. (CSU, UC)

**SPAN 20A (5)
BILINGUAL SPANISH
5 Hrs. Lec. 1 Hr. Lab.**

Prerequisites: Spanish speaking fluency, native or near native or 3 years of high school Spanish. The course is designed to develop in the student the four basic language skills of listening, speaking, reading, and writing with a constant comparison between Spanish and English usage. Emphasis will be on the indicative tenses: present, preterit, imperfect, and future. These skills will be explored through reading in the contemporary culture of Spain, Latin America, and the Spanish speaking communities in the United States - Mexican, Cuban, Puerto Rican, and Sephardic. (CSU) (UC credit limited. See a counselor.)

**SPAN 20B (5)
BILINGUAL SPANISH
5 Hrs. Lec. 1 Hr. Lab.**

Prerequisites: Span 20A or four years of high school Spanish. Continuation of Span 20A. Emphasis on the conditional and the subjunctive forms. (CSU) (UC credit limited. See a counselor.)

**SPAN 21 (5)
INTERMEDIATE BILINGUAL SPANISH
5 Hrs. Lec. 1 Hr. Lab.**

Prerequisites: Span 20B or four years of high school Spanish. Designed to develop in the bilingual student, language proficiency with special attention to the usage of the various styles - formal, regional and colloquial. Emphasis on writing skills, punctuation, and grammar review. (CSU, UC)

**SPAN 22 (5)
ADVANCED BILINGUAL SPANISH
5 Hrs. Lec. 1 Hr. Lab.**

Prerequisites: Span 21 or four years of high school Spanish. Continuation of Span 21. Emphasis will be placed upon advanced grammar review of the conditional and the subjunctive forms, vocabulary building, translating, oral and written composition. (CSU, UC)

**SPAN 23 (3)
BILINGUAL ORAL SPANISH
3 Hrs. Lec.**

Prerequisite: Previous study of Spanish grammar, the equivalent of three years of high school Spanish. Native or near native fluency. An intensive course in oral Spanish for students who have learned Spanish as a native language. It is intended for students who may read well and have good grammar but need more practice in oral structures. This course will include a brief grammar

review and discussion of relevant everyday topics of social concern. Concurrent enrollment in Span 20B is recommended, but not required. (CSU) (UC credit limited. See a counselor.)

**SPAN 24 (3)
INTRODUCTION TO SPANISH LITERATURE
3 Hrs. Lec.**

Prerequisites: Span 22 or 4 years of high school Spanish or equivalent. Introductory survey of representative movements, authors, and works of Spanish literature from the Middle Ages to the present. Concurrent enrollment in Span 40/Hist 40 is recommended. Course conducted in Spanish. (CSU, UC)

**SPAN 25 (3)
INTRODUCTION TO SPANISH AMERICAN
LITERATURE
3 Hrs. Lec.**

Prerequisites: Span 22 or 4 years of high school Spanish or equivalent. Introductory survey of representative movements, authors, and works of Spanish American literature from the Spanish Discovery to the present. Concurrent enrollment in Span 41 is recommended. Course conducted in Spanish. (CSU, UC)

**SPAN 26 (3)
INTRODUCTION TO TRANSLATION AND
INTERPRETATION
2 Hrs. Lec. 2 Hrs. Lab.**

Prerequisite: Near native fluency in Spanish and English. This course is designed to give students an introduction to theory and practice in translating and interpreting. There will be intensive vocabulary building and ear training exercises; extensive and intensive reading on current events; cross-cultural training and research on career possibilities in these areas. (CSU)

**SPAN 28A (3)
THE MEXICAN AMERICAN IN LITERATURE
3 Hrs. Lec.**

(Same as Eng 46A) (CSU, UC)

**SPAN 28B (3)
THE MEXICAN AMERICAN IN LITERATURE
3 Hrs. Lec.**

(Same as Eng 46B) (CSU, UC)

**SPAN 40 (3)
CIVILIZATION OF SPAIN AND PORTUGAL
3 Hrs. Lec.**

A survey course on the civilization of Spain and Portugal. Topics include: geography, history, art history and appreciation, sociology, psychology, music, foods, folklore, religion, current events. These will provide a panoramic view of the way of life of the Spanish and Portuguese people and will help the student understand two cultures that have influenced millions of people throughout the world. Illustrated lectures. From prehistory to the 20th century. Course conducted in English. (Same as Hist 40) (CSU, UC)

**SPAN 41 (3)
CIVILIZATION OF SPANISH AMERICA AND BRAZIL
3 Hrs. Lec.**

An interdisciplinary survey of the history, culture, traditions, and artistic contributions of the indigenous European and African heritage of Spanish America and Brazil. From prehistoric times to the present. Course conducted in English. (Same as Hist 41) (CSU, UC)

**SPAN 42 (3)
INTRODUCTION TO MEXICAN AMERICAN STUDIES
3 Hrs. Lec.**

An interdisciplinary survey of the historical role, culture, values, and artistic contributions of the Mexican Americans to the United States. From 1836 to the present. Course conducted in English. (CSU, UC)

**SPAN 43 (3)
HISTORY AND CULTURE OF THE PHILIPPINES
3 Hrs. Lec.**

A survey of the history, culture, traditions, and artistic contributions of the Filipinos. Special emphasis on the economic, social and historical background from the prehispanic period to the present. (CSU, UC)

**SPAN 54A (2)
BEGINNING CONVERSATIONAL SPANISH
FOR CAREERS
2 Hrs. Lec. 1 Hr. Lab.**

A course designed to give the beginning student of Spanish a basic vocabulary, conversational skills, listening comprehension and basic grammatical generalizations to be used in the student's career field. Possible career subtitles include, but are not limited to, Medical, Business, Law Enforcement, School Personnel. These subtitles will be listed in the schedule of classes. Students must plan for an additional hour of individual language laboratory by arrangement.

**SPAN 54B (2)
BEGINNING CONVERSATIONAL SPANISH
FOR CAREERS
2 Hrs. Lec. 1 Hr. Lab.**

Prerequisites: Span 54A or equivalent. Second of two courses offering basic Spanish oriented toward a specific career. The course features extensive oral drills and role playing in career situations. Students must plan for an additional hour of individual language laboratory by arrangement.

**SPAN 60ABC (1-1-1)
LANGUAGE LABORATORY
2 Hrs. Lab.**

Prerequisite: Current enrollment in Spanish. Individualized language laboratory practice with prepared taped materials and texts in the language laboratory. Practice in listening comprehension and pronunciation. Supplementary course for beginning, intermediate, and advanced levels in Spanish.

SPECIAL STUDIES

**SPECIAL STUDIES 51 or 81 (1-3)
VOCATIONAL EDUCATION
Hours by arrangement**

**SPECIAL STUDIES 52 or 82 (1-3)
HUMANITIES
Hours by arrangement**

**SPECIAL STUDIES 53 or 83 (1-3)
ENGLISH
Hours by arrangement**

**SPECIAL STUDIES 54 or 84 (1-3)
NATURAL SCIENCE
Hours by arrangement**

**SPECIAL STUDIES 55 or 85 (1-3)
SOCIAL SCIENCE
Hours by arrangement**

**SPECIAL STUDIES 56 or 86 (1-3)
BUSINESS
Hours by arrangement**

**SPECIAL STUDIES 57 or 87 (1-3)
HEALTH, PHYSICAL EDUCATION AND RECREATION
Hours by arrangement**

**SPECIAL STUDIES 58 or 88 (1-3)
BEHAVIORAL SCIENCE
Hours by arrangement**

**SPECIAL STUDIES 51-88
COURSE DESCRIPTION**

Course content, prerequisites, and unit credit to be determined by the Division and the Office of Instruction in relation to community-student interest and available staff. Not offered every semester. Courses numbered 81-88 are nontransferable.

SPECIAL STUDIES - NONCREDIT

**SPECIAL STUDIES 58
SUPERVISED TUTORING**

An individualized course of study in any discipline using materials available in the Learning Center; nontransferable.

SPEECH

**SP 1 (3)
ORAL COMMUNICATION
3 Hrs. Lec.**

Training in the fundamental processes involved in oral communication with emphasis on organizing material, outlining, constructing, and delivering various forms of speeches. (CSU) (UC credit limited. See a counselor.)

**SP 2AB (3-3)
INTERMEDIATE PUBLIC SPEAKING
3 Hrs. Lec.**

Prerequisite: Sp 1. A continuation of Sp 1 with particular emphasis on organization and delivery, and study in the areas of parliamentary procedure, debate, discussion, and oral reading. (CSU) (UC credit limited. See a counselor.)

**SP 10 (3)
ARGUMENTATION AND DEBATE
3 Hrs. Lec.**

Prerequisite: Sp 1, taken previously or concurrently. An introduction to the problems of evidence and inference, with emphasis on the application of logic to rational discussion of social problems. (CSU, UC)

**SP 11 (3)
ORAL INTERPRETATION — READERS THEATRE
3 Hrs. Lec.**

Discovering and imparting, vocally, intelligent and emotional meanings of the printed page. (CSU, UC)

**SP 12ABCD (1-1-1-1)
FORENSICS
1 Hr. Lec.**

Prerequisites: Eligibility for Eng 1A and permission of the instructor. Sp 1 and 2 recommended. Enrollment contingent upon participation in forensic or competitive speech activities as a member of the IVC Speech Team. Student must be prepared to meet the following: 1) be present for at least 15 regular sessions with instructor during the semester (by arrangement with instructor); 2) be prepared to attend at least two forensic meets during the semester. (CSU)

**SP 30 (3)
VOICE AND ARTICULATION DEVELOPMENT
3 Hrs. Lec.**

Satisfies the requirement of voice and diction for pathology majors. It is recommended for those planning careers in elementary education, special education, early childhood education, and bilingual education majors. Enables the student to develop a pleasant voice and manner of expression. The various problems of voice and diction are presented, including the physiology of voice production and phonetics. Drills for the improvement of the student's voice are presented. Recommended for bilingual students to improve their articulation and English language usage. (CSU)

TEACHER AIDE

**TA 1 (3)
INTRODUCTION TO INSTRUCTIONAL ASSOCIATE
3 Hrs. Lec.**

Introductory course for students interested in a career as an Instructional Associate. Brief overview of philosophies, ideals, goals, directions, problems, and issues in public education today. Organization of school systems; legal aspects of teaching, career opportunities; credentialing and degree-certificate requirements. Defines terminology, clerical and mechanical skills, role in the classroom; review duties and responsibilities, and relationships with students and school personnel. For students planning to become Instructional Associates in elementary school. (CSU)

**TA 3 (3)
PSYCHOLOGY OF ADJUSTMENT
3 Hrs. Lec.**

(Same as Psych 3) (CSU)

**TA 4 (3)
BILINGUAL-MULTICULTURAL CURRICULUM
AND INSTRUCTION
3 Hrs. Lec.**

Prerequisite: TA 1 preferred. A history of the development of goals and philosophy of Bilingual-Multicultural Education. A study of various implemented programs and the role of the instructional aide in a bilingual-multicultural classroom. Also includes the techniques of teaching both Spanish and English as a second language. Includes the development and use of bilingual-multicultural materials in various subject areas and the methods of teaching all subject areas in the bilingual-multicultural classroom. (Same as ECE 4) (CSU)

**TA 6 (3)
LANGUAGE DEVELOPMENT FOR YOUNG CHILDREN
3 Hrs. Lec.**

Introduction to basic language art skills of listening, speaking, reading, and writing. Experiences in use of children's literature, reading methods, and reading games. An emphasis on learning environments which are conducive to oral language development, puppetry, drama, and poetry. Students will learn to develop learning centers related to language development. (Same as ECE 6) (CSU)

**TA 8 (3)
MATHEMATICS FOR YOUNG CHILDREN
3 Hrs. Lec.**

Prerequisite: TA 1. An understanding of how mathematics and number concepts develop in children. An experimental approach to mathematics through math applied in the real world. Aspects of Montessori materials and math games in teaching math. Understanding of elementary concepts of the real number system, numeration systems, mathematical sets, philosophy of modern mathematics. Emphasis on providing most effective techniques for instruction of young children. (Same as ECE 8) (CSU)

**TA 9 (3)
FIELD EXPERIENCE
1 Hr. Lec. 10 Hrs. Lab.**

Supervised field work with young children. Provides practical opportunities to apply knowledge, methods, and skills in a school setting. Seminars cover experiences, discussion of common problems, exchange of ideas, techniques and materials. Students may do their student teaching at the school where they are employed. (CSU)

WATER TREATMENT TECHNOLOGY

**WT 1 (4)
WATER TREATMENT PLANT OPERATOR I
4 Hrs. Lec.**

This course will provide information needed to operate a basic fresh-water treatment plant as efficiently as possible. Course will consist of water sources and treatment, coagulation and flocculation, sedimentation, filtration, disinfection, corrosion control, taste and odor control, laboratory procedures, and plant operation and math. (CSU)

**WT 2 (4)
WATER TREATMENT PLANT OPERATOR II
4 Hrs. Lec.**

Prerequisite: WT 1. Study of fresh-water treatment plant safety, iron and manganese control, fluoridation, softening, demineralization, handling and disposal of process wastes, instrumentation, maintenance, administration, drinking water regulations, and treatment plant math. (CSU)

**WT 3 (4)
WATER TREATMENT PLANT OPERATOR III
4 Hrs. Lec.**

This course will provide the knowledge required to operate small water treatment plants. Subjects included are: water sources and treatment; wells, small water treatment plants; storage facilities; distribution system; water quality considerations in distribution system; operation and maintenance of distribution systems; disinfection; cross connections; sampling; water borne disease and bacteriological testing. (CSU)

**WT 6 (3)
COMPUTATIONAL PROCEDURES FOR TREATMENT
PLANT OPERATOR I
3 Hrs. Lec.**

This course is designed to give water and waste water treatment operators a general knowledge of basic mathematics as applied to treatment plant operations. The subjects covered are: calculation of treatment plant problems; fractions; decimals; percentages; ratio; proportions; averages; areas; volumes; metric system conversions; and estimation. (CSU)

**WT 9 (4)
WASTE WATER TREATMENT I
4 Hrs. Lec.**

Prerequisite: WT 6. This course is designed to train operators in the effective operation of waste water treatment plants. Course will consist of the fundamentals of waste water treatment, start-up operation, daily operation, interpretation of laboratory results, and process control. (CSU)

**WT 10 (4)
WASTE WATER TREATMENT II
4 Hrs. Lec.**

Prerequisite: WT 9. Course will consist of waste water maintenance, plant safety, sampling, laboratory procedures, hydraulics, records, process control - activated sludge, sludge digestion, solids handling, and possible approaches to solving operational problems. (CSU)

WT 11 (4)
WASTE WATER TREATMENT III
4 Hrs. Lec.

Prerequisite: WT 10. Course consists of odor control measures, operational control alternatives, in-depth study of solids handling and disposal, waste water reclamation, instrumentation, industrial waste treatment and monitoring. (CSU)

WELDING TECHNOLOGY

Enrollment in welding courses requiring a prerequisite is not allowed unless the prerequisite welding class is passed with a "C" grade or better.

WELD 31 (5)
BASIC WELDING
3 Hrs. Lec. 6 Hrs. Lab.

A complete basic study of welding technology. The student practices techniques for skill development in shielded metal arc welding, gas tungsten arc welding, and oxy-acetylene welding processes. (CSU)

WELD 31A (2)
OXY-ACETYLENE WELDING
1 Hr. Lec. 2 Hrs. Lab.

Theory, practice and application of joining metals by the oxy-acetylene process, includes metal cladding, cutting and bronze welding. This course, together with Weld 31B, is equivalent to Weld 31. Not open to students who have completed Weld 31. (CSU)

WELD 31B (3)
ARC WELDING
2 Hrs. Lec. 3 Hrs. Lab.

A beginning study of arc welding for the technology oriented student. The course consists of theory, practice and application of arc welding processes. Electrode selection and applications in different joint designs will be covered. This course, together with Weld 31A, is equivalent to Weld 31. Not open to students who have completed Weld 31. (CSU)

WELD 34 (3)
INERT GAS SHIELDED ARC WELDING
2 Hrs. Lec. 3 Hrs. Lab.

Theory, practice and application of Tungsten-Inert-Gas processes on aluminum, stainless steel, mild steel, and other exotic metals. (CSU)

WELD 36A (5)
ADVANCED WELDING
3 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Weld 31 or permission of the instructor. A concentrated course in shielded metal arc welding. The student develops his/her welding skill to a professional entry level. Includes a review of oxy-acetylene cutting and safety. (CSU)

WELD 36B (5)
ADVANCED WELDING
3 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Weld 36A or permission of the instructor. Emphasis is on skill development for shielded metal arc welding of pipe and heavy structural plate. Gas metal arc welding process is included to further enhance the welder's abilities. Advanced processes for shielded metal arc welding, gas metal arc welding, and oxy-acetylene welding are presented in all phases of the class. (CSU)

WELD 36C (5)
ADVANCED WELDING - WELDER CERTIFICATION AND BLUEPRINT READING
3 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Completion of Weld 36B or permission of the instructor. Emphasis is on welding operator qualification testing. This course is for the experienced welder and for the student

completing the final phase of the Welding Technology Program. A detailed study of blueprint reading is included to further develop the welder's abilities. (CSU)

WELD 38 (2)
SHEET METAL FUNDAMENTALS
1 Hr. Lec. 2 Hrs. Lab.

Theory and practice in the fundamentals of planning, layout, pattern development and fabrication of flat sheet metal into useful products. (CSU)

WELD 50 (1-3)
APPLIED MATHEMATICS
1-3 Hrs. Lec.

(Same as Aget 50, Auto Tech 50, Math 50 and PL 50)

WELD 75 (3)
BASIC SHOP SKILLS
3 Hrs. Lec.

(Same as Auto Tech 75/Aget 75)

COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience Education is a cooperative educational program by Imperial Valley Community College and the community employers. It is an approved program of activities and objectives which is evaluated by the college. The college provides the organization, the class facilities and the personnel to coordinate the program. The employers provide places to work (work stations) and on-the-job training which has educational value for the students. Sixteen units of work experience education may be allowed toward graduation with the Associate Degree. All students are required to be entered in a certificate or degree program. General work experience courses are not approved for veteran's benefits.

WE GEN 70 (3)
PERSONAL EFFICIENCY
1 Hr. Lec. 10 Hrs. Lab.

Emphasis is placed on the capacity and efficiency of accomplishing designated tasks, securing an appropriate position and increasing efficiency with work progress. Laboratory work will be arranged with the employer. The work may be in any occupation but must have educational value for the student. (CSU)

WE GEN 71 (3)
MOTIVATION
1 Hr. Lec. 10 Hrs. Lab.

Motivation is studied from the employee's and employer's perspective. Personal leadership development and improvement is emphasized. Laboratory work will be arranged with the employer. The work may be in any occupation but must have educational value for the student. (CSU)

WE GEN 72 (3)
LABOR AND THE ECONOMY
1 Hr. Lec. 10 Hrs. Lab.

Labor and management relationships are discussed. The effect of government on labor and the economy is emphasized. Employee procurement, collective bargaining and the labor movement is part of the instruction. Laboratory work will be arranged with the employer. The work may be in any occupation but must have educational value for the student. (CSU)

WE GEN 73 (3)
LAWS AFFECTING EMPLOYEES
1 Hr. Lec. 10 Hrs. Lab.

Labor laws that affect the welfare and security of employees are emphasized. Industrial welfare, unemployment insurance, workman's compensation, social security, and taxes are among laws discussed. Laboratory work will be arranged with the employer. The work may be in any occupation but must have educational value for the student. (CSU)

WE OCC 83 (4)
LAWS AFFECTING EMPLOYEES
1 Hr. Lec. 15 Hrs. Lab.

Labor laws that affect the welfare and security of employees are emphasized. Industrial welfare, unemployment insurance, workman's compensation, social security, and taxes are among laws discussed. Laboratory work will be arranged with the employer. The work must be in the field of the student's planned course of occupational training. (CSU)

ZOOLOGY

ZOOL 1A (4)
GENERAL ZOOLOGY
2 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Any year course in a high school laboratory science or the equivalent. Introduction to basic principles of animal biology with reference to structure, functions, classification, heredity, and the environment of animals in general and of invertebrates in particular. (CSU, UC)

ZOOL 1B (4)
GENERAL ZOOLOGY
2 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Zool 1A. Continuation of Zool 1A with emphasis upon comparative anatomy and physiology, development of vertebrate forms and their interrelationships. (CSU, UC)

MAJORS

WE OCC 82 (4)
LABOR AND THE ECONOMY
1 Hr. Lec. 15 Hrs. Lab.

Labor and management relationships are discussed. The effect of government on labor and the economy is emphasized. Employee procurement, collective bargaining, and the labor movement is part of the instruction. Laboratory work will be arranged with the employer. The work must be in the field of the student's planned course of occupational training. (CSU)

Generally, 18 units of specified course work will satisfy the requirement for the major. However, some majors will require more than 18 units. Please note the specified number of required units at the beginning of each major description.

The following definitions apply to the major descriptions shown in this catalog:

1. Required courses are the specific courses which must be taken to fulfill the requirements in an area of study.
2. Acceptable courses are those from which the student may select in order to meet the total units requirement. The total number of units from the required course list, plus the number of units selected by the student from the acceptable course list, must equal at least the total unit count required for the major.
3. Courses recommended as electives are beyond the major's requirement. These courses are suggested only, and selection from this list depends upon the student's individual desire and the total number of electives available within his/her own program.

Students may satisfy the major requirements in the following fields of study:

ADMINISTRATION OF JUSTICE

Twenty-one units required for the major

1. Required courses for the major
 - Adm Jus 21 Introduction to the Administration of Justice (3)
 - Adm Jus 33 Concepts of Criminal Law (3)
 - Adm Jus 35 Legal Aspects of Evidence (3)
 - Adm Jus 36 Principles and Procedures of the Justice System (3)
 - Adm Jus 38 Community Relations (3)

II. Acceptable courses for the major (6 units from the following courses)

- Adm Jus 22 Police Patrol Procedures (3)
- Adm Jus 24 Traffic Control and Vehicle Code (3)
- Adm Jus 26 Traffic Accident Investigation (3)
- Adm Jus 29 Preliminary Investigation and Reporting (3)
- Adm Jus 30 Criminology (3)
- Adm Jus 31 Concepts of Probation & Parole (3)
- Adm Jus 34 Criminal Investigation (3)
- Adm Jus 37 Juvenile Control (3)
- Adm Jus 39 Arrest and Firearms (3)
- Any Sp Studies in the Administration of Justice Area . (3)

III. Recommended as electives (do not fulfill major requirements)

- Adm Jus 23 Defensive Tactics (1)
- Adm Jus 40 Advanced Officers Course (1/2-6)
- Adm Jus 42 Nonlethal Chemical Agents (1/2)
- Adm Jus 43 Reserve Officers Class Level II (5)
- Adm Jus 44 Reserve Officers Class Level I (4)
- Adm Jus 48 Advanced Criminal Law (3)

AGRICULTURAL BUSINESS MANAGEMENT/TRANSFER

The Agricultural Business Management major is the application of business concepts to the agricultural industry and emphasizes training in management for careers in agriculture. These careers may include the management and operation of farms as well as in the management of firms that supply the service to farms and by those engaged in processing, marketing, distribution, and sales of farm products.

Twenty-four units required for the major

1. Required courses for the major
 - Ag 22 Introduction to Agricultural Economics (3)
 - Ag 25 Agricultural Business Management ... (3)
 - Ag 26 Agricultural Business Organization and Management (3)

Ag 27	Agricultural Sales and Service Management	(3)
Ag 29	Computer Applications in Agriculture	(3)
Econ 1	Principles of Economics	(3)
II. Acceptable courses for the major (select a minimum of 6 units)		
Ag 15	Pesticide Safety	(1)
Ag 20	Animal Science	(3)
Ag 30	Food and Fiber in a Changing World	(3)
Ag 40	Soils	(3)
Bus 1A	Principles of Accounting	(4)
Bus 1B	Principles of Accounting	(4)
Bus 5A	Business Law	(3)
Chem 2A	Introduction to Chemistry	(4)

AGRICULTURAL ENGINEERING TECHNOLOGY

Provides the student with technical knowledge of mechanization and the basic skills needed to succeed in production agriculture or one of the hundreds of agriculture support services in the Imperial Valley.

Twenty-one units required for the major

I. Required courses for the major		
Aget 28	Power Equipment Operation and Maintenance	(4)
Aget 34	Power Transmission Systems	(4)
Aget 35	Fluid Power	(3)
Aget 37	Small Gasoline Engines	(3)
Aget 39	Fundamentals of Diesel Power	(4)
II. Acceptable courses for the major (3 units from the following courses)		
Ag 25	Agricultural Business Management ..	(3)
Ag 32	Irrigation and Drainage	(3)
Aget 50	Applied Math (if required)	(1-3)
Auto Tech 60	Electrical, Starting, Charging, Ignition and Related Electrical Systems	(5)
Weld 31	Basic Welding	(5)

AGRICULTURAL SCIENCE/TRANSFER

The Agricultural Science major deals with the application of the various principles of the biological and physical sciences to agriculture. The course offerings are fundamental and broad in scope so that students can prepare for transfer or one of the hundreds of opportunities in the Animal Sciences or Soil Sciences.

Twenty-six units required for the major

I. Required courses for the major		
Ag 20	Animal Science	(3)
Ag 29	Computer Applications in Agriculture	(3)
*Ag 40	Soils	(3)
Ag 42	Introduction to Crop Science	(4)
Aget 28	Power Equipment Operation and Maintenance	(4)
II. Acceptable courses for the major (select a minimum of 9 units)		
Ag 14	Entomology	(3)
*Ag 21	Feeds and Feeding	(3)
Ag 30	Food and Fiber in the Changing World	(3)
*Ag 32	Irrigation and Drainage	(3)

*Ag 41	Fertilizers	(3)
Ag 43	Field and Cereal Crops	(4)
*Ag 45	Vegetable Production	(3)
Chem 2A	Introduction to Chemistry	(4)
*Ag 21 Feeds and Feeding, Prerequisite: Ag 20; choose this class if Animal Science emphasis		
*Ag 32 Irrigation and Drainage, Prerequisite: Ag 40		
*Ag 40 Soils, Prerequisite: Math X (Beginning Algebra) and Chem 2A (Introduction to Chemistry)		
*Ag 41 Fertilizers, Prerequisite: Ag 40		
*Ag 45 Vegetable Production, Prerequisite: Ag 40		

ALCOHOL AND DRUG STUDIES

Twenty-seven units required for the major

I. Required courses for the major		
ADS 9/ Psych 9/HR 9	Introduction to Counseling	(3)
ADS 11AB/ Psych 11AB/ HR 11AB	Practicum	(3)
ADS 15/ Sociol 15/ Psych 15	Social & Psychological Dynamics of Drug Use	(3)
ADS 50/ Sociol 50	Human Services in a Changing Society	(3)
ADS 51	Alcoholism: Intervention, Treatment, and Recovery	(3)
ADS 52	Physiological Effects of Alcohol and Drug Use	(3)
Minimum of 6 units from any two of the following courses		
ADS 53/ Psych 53	Group Leadership & Group Process ..	(3)
ADS 54	Family Counseling Approach to Alcohol and Drug Abuse	(3)
ADS 55/ Psych 55	Crisis Intervention and Referral Techniques	(3)
ADS 56	Program Management Techniques ..	(3)
Minimum of 3 units from any of the following		
ADS 10/ Sociol 10	Sociology of Minority Groups	(3)
ADS 57ABCD	Current Issues in Substance Abuse	(1-3, 1-3, 1-3, 1-3)

II. Recommended Courses (do not fulfill major requirements)		
Psych 3	Psychology of Adjustment	(3)
Psych 4	Psychology of Human Sexuality	(3)
Psych 16/ HR 16	The Psychology of Interpersonal Relationships	(3)
Psych 30	Psychology of Adolescence	(3)
Psych 35	Developmental Psychology: Conception to Death	(3)
Sociol 33	Marriage and the Family	(3)

ANTHROPOLOGY

Twenty-seven units required for the major

I. Required courses for the major		
Anthro 1	Physical Anthropology	(3)
Anthro 2	Cultural Anthropology	(3)
Anthro 3A	Intro. to Arch. Site Surveying	(3)
Anthro 3B	Intro. to Arch. Excavations	(3)
Anthro 4	California Indians	(3)
Geog 1	Physical Geography	(3)

AUTOMOTIVE TECHNOLOGY

Thirty-two units required for the major

I. Required courses for the major		
Auto Tech 51	Engine Technology	(5)
Auto Tech 52	Manual Transmissions and Power Trains	(3)
Auto Tech 53	Brakes and Suspension	(5)
Auto Tech 54	Carburetors, Fuel Injection and Exhaust Systems	(3)
Auto Tech 56	Diagnostics	(3)
Auto Tech 58	Automotive Air-Conditioning	(3)
Auto Tech 60	Electrical, Starting, Charging, Ignition and Related Electrical Systems	(5)
Auto Tech 61A	Automatic Transmissions	(5)
II. Recommended courses for the major (not required for the major)		
Auto Tech 55	Advanced Gasoline Engines and Light Duty Diesel Engine Rebuilding	(5)
Auto Tech 57	Fluid Power	(3)
Auto Tech 59	Small Gasoline Engines	(3)
Auto Tech 65	Basic Machine Shop Technology	(3)
Auto Tech 66	Adv. Machine Shop Technology	(3)
Auto Tech 75	Basic Shop Skills	(3)
Weld 31	Basic Welding	(5)

BANKING—ADMINISTRATIVE SERVICES

Twenty-three units required for the major

I. Required courses for the major		
Bus 1A	Principles of Accounting	(4)
Bus 1B	Principles of Accounting	(4)
Bus 6	Management Concepts of Supervision	(3)
Bus 7	Human Relations in Management	(3)
Bus 60	Principles of Bank Operations	(3)
II. Acceptable courses for the major (select a minimum of 6 units)		
Bus 5A	Business Law	(3)
Bus 42	Business Communications	(3)
Econ 1	Principles of Economics	(3)
Sp 1	Oral Communications	(3)

BANKING—CREDIT ADMINISTRATION

Twenty-three units required for the major

I. Required courses for the major		
Bus 1A	Principles of Accounting	(4)
Bus 1B	Principles of Accounting	(4)
Bus 60	Principles of Bank Operations	(3)
Bus 61	Analysis of Financial Statements	(3)
Bus 62	Installment Credit	(3)
II. Acceptable courses for the major (select a minimum of 6 units)		
Bus 5A	Business Law	(3)
Bus 7	Human Relations in Management	(3)
Bus 42	Business Communications	(3)
Bus 63	Financing Business Enterprises	(3)
Bus 64	Agricultural Finance	(3)
Econ 1	Principles of Economics	(3)
Sp 1	Oral Communication	(3)

II. Acceptable courses for the major (minimum of 9 units required from the following courses)

Anthro 3C	Advanced Arch. Survey	(3)
Anthro 3D	Advanced Arch. Excavations	(3)
Anthro 6	Indians of North America	(3)
Anthro 8	Indians of the Southwest	(3)
Anthro 16AB	Prehistoric Ceramics	(3-3)

ART

Twenty-four units required for the major

I. Required courses for the major		
Art 22A	Design	(3)
Art 22B	Design	(3)
*Art 20A	Drawing	(3)
(Minimum of 6 units from the following courses)		
Art 3A	History & Appreciation of Art	(3)
Art 3B	History & Appreciation of Art	(3)
Art 4	History & Appreciation of Modern Art	(3)

II. Acceptable courses for the major (9 units from the following areas). These are suggested "clusters" of courses. Students may also take courses from any of the suggested groups.

Painting		
Art 18A	Watercolor Painting	(3)
Art 18B	Watercolor Painting	(3)
Art 20B	Drawing	(3)
Art 21A	Painting	(3)
Art 21B	Painting	(3)
Art 25A	Life Drawing	(3)
Art 25B	Life Drawing	(3)

Ceramics		
Art 23A	Ceramics	(3)
Art 23B	Ceramics	(3)
Art 23C	Ceramics	(3)
Art 24AB	Ceramic Sculpture	(3-3)
Art 28	Technical Ceramics	(3)

*Should be taken first semester, if possible, to allow for sequence of Art 20B, Art 21AB, and Art 25AB.

AUTOMOTIVE BODY REPAIR AND PAINTING

Twenty-six to 28 units required for the major

I. Required courses for the major		
Auto Body 70	Auto Body Repairing & Painting	(5)
Auto Body 71	Advanced Auto Body Repairing and Painting	(5)
Auto Body 72	Auto and Light Truck Major Collision Repairing	(5)
Auto Tech 50	Applied Mathematics (if required) ..	(1-3)
Auto Tech 53	Brakes and Suspension	(5)
Weld 31 OR	Basic Welding	(5)
Weld 31A & Weld 31B	Oxy-Acetylene Welding] Arc Welding]	(2 & 3)
II. Acceptable courses for the major (five units from the following list may be accepted as major credit if the equivalent of Auto Body 70 has been completed in high school (two years of high school auto body).		
Auto Tech 51	Engine Technology, or equivalent	(5)
Auto Tech 54	Carburetors, Fuel Injection and Exhaust Systems	(3)
Auto Tech 58 WE	Automotive Air-Conditioning] Cooperative Work Experience]	(4)

BANKING—SECRETARIAL

Twenty to 30 units required for the major

I. Required courses for the major

Bus 5A	Business Law	(3)
Bus 21ABC	Proficiency-Exit Typewriting*	(3-3-3)
Bus 32AB	Dictation & Transcription Lab**	(3-3)
Bus 40 OR	Grammar and Usage] (2 or 3)
Bus 41 OR	Essentials of Business Correspondence	
Bus 42	Business Communications	
Bus 60	Principles of Bank Operations	(3)

II. Acceptable courses for the major (6 units from the following courses)

Sp 1	Oral Communication	(3)
Bus 7	Human Relations in Management	(3)
Bus 23	Office Machines	(3)
Bus 39	Office Procedures	(3)
Bus 50	Intro. to Information Systems	(3)

*Minimum skill level of 60 net words per minute required to qualify for major. If skill level attained in Bus 21A, student is excused from Bus 21B and Bus 21C.

**Minimum skill level of 90 words per minute required to qualify for major. If attained in Bus 32A, student is excused from Bus 32B.

*****BANKING—GENERAL OPERATIONS**

Twenty-three to 30 units required for the major

I. Required courses for the major

Bus 5A	Business Law	(3)
Bus 10A	Practical Bookkeeping**	(3)
Bus 21ABC	Proficiency-Exit Typewriting*	(3-3-3)
Bus 23	Office Machines	(3)
Bus 40	Grammar and Usage	(3)
Bus 60	Principles of Bank Operations	(3)

II. Acceptable courses for the major (select any two courses)

Sp 1	Oral Communication	(3)
Bus 7	Human Relations in Management	(3)
Bus 39	Office Procedures	(3)
Bus 41	Essentials of Business Correspondence	(2)
Bus 50	Intro. to Information Systems	(3)

*Minimum skill level 40 words per minute required to qualify for major. If skill level attained in Bus 21A, student is excused from Bus 21B and Bus 21C.

**Bus 1A will be substituted if student has completed one year of high school bookkeeping.

***Designed for bank tellers, file clerks, bookkeepers, etc. Not intended for secretarial staff members.

BEHAVIORAL SCIENCE

The requirement for a major in Behavioral Science may be satisfied by taking 18 units from the following list, concentrating in the following three groups of primary interest:

I. Required courses for the major

Anthropology

Anthro 1	Physical Anthropology	(3)
Anthro 2	Cultural Anthropology	(3)

Psychology

Psych 1A	Introduction to Psychology	(3)
Psych 1B	Learning and Perception	(3)
Psych 2	Intro. to Physiological Psychology	(3)
Psych 3/TA 3	Psychology of Adjustment	(3)
Psych 4	Psychology of Human Sexuality	(3)
Psych 9/HR 9/ADS 9	Introduction to Counseling	(3)
Psych/HR/ADS 11AB	Practicum	(3)
Psych 13	Elementary Statistics	(3)
Psych 14	Abnormal Psychology	(3)
Psych 16	The Psychology of Interpersonal Relationships	(3)

Psych 17/Sociol 17	Social Psychology	(3)
Psych/ECE 20	Develop. Psychology of Children	(3)
Psych/ECE 22	Advanced Developmental Psychology and Observation	(3)

Psych 27/ECE 27/PL 1	Understanding Exceptional Students	(3)
Psych 30	Psychology of Adolescence	(3)
Psych 35	Developmental Psychology: Conception to Death	(3)

Sociology

Sociol 1	Principles of Sociology	(3)
Sociol 2	Contemporary Social Problems	(3)
Sociol 17/Psych 17	Social Psychology	(3)
Sociol 30/Adm Jus 30	Criminology	(3)
Sociol 33	Marriage and the Family	(3)

II. Recommended as electives (do not fulfill major requirements)

Bio 3	Principles of Biological Science	(4)
Jrn 3	Mass Communications	(3)
Psych 6	Current Issues in Psychology	(3)
Psych 15/Sociol 15	Social and Psychological Dynamics of Drug Use	(3)
Psych 18	Research in Psychology	(1)
Psych/ECE 21	Early Childhood Socialization: Children, Family & Community	(3)
Psych/ECE 26	Principles of Parenting	(3)
Psych 40	Psychology of Crisis Counseling	(3)
Sociol 49	Computers and Society	(3)
Zool 1B	General Zoology	(4)

Transfer students planning to major in these areas should take the IVC General Major and complete requirements listed in the catalog of the school to which they anticipate transferring.

BILINGUAL-BICULTURAL STUDIES

Twenty-four to 27 units required for the major

I. Required courses for the major

Eng 46A-46B/ Span 28A-28B	The Mexican American in Literature	(3-3)
Span 42	Intro. to Mexican American Studies	(3)

Required for bilingual students only

Span 20A	Bilingual Spanish	(5)
Span 20B	Bilingual Spanish	(5)
Span 21	Intermediate Bilingual Spanish	(5)
Span 23	Bilingual Oral Spanish	(3)

Required for monolingual students only

Span 1	Elementary Spanish	(5)
Span 2	Elementary Spanish	(5)
Span 3	Intermediate Spanish	(5)

BOOKKEEPING

Twenty-four units required for the major

I. Required courses for the major

Bus 10A	Practical Bookkeeping	(3)
Bus 10B	Practical Bookkeeping	(3)
Bus 21ABC	Proficiency-Exit Typewriting (40 wpm skill level required)	(3-3-3)
Bus 23	Office Machines	(3)
Bus 24	Records Management	(3)
Bus 50	Intro. to Information Systems	(3)
Bus 58	Microcomputer Operations: Bookkeeping & Accounting	(3)

II. Acceptable courses for the major (select a minimum of 3 units)

Ag 25	Agricultural Business Management	(3)
Ag 26	Agricultural Business Organization and Management	(3)
Bus 2	Introduction to Business	(3)
Bus 3	Business Management	(3)
Bus 4	Principles of Marketing	(3)
Bus 13	Applied Business Law	(3)
Bus 39	Office Procedures	(3)

III. Recommended electives (do not fulfill requirements for the major). These courses will assist students in gaining additional experience for the major.

WE Gen 70/WE Occ 80	Personal Efficiency	(3) (4)
WE Gen 71/WE Occ 81	Motivation	(3) (4)
WE Gen 72/WE Occ 82	Labor and the Economy	(3) (4)
WE Gen 73/WE Occ 83	Laws Affecting Employees	(3) (4)

BUSINESS SUPERVISION

Twenty-one units required for the major

I. Required courses for the major

Bus 2	Introduction to Business	(3)
Bus 3	Business Management	(3)
Bus 6	Management Concepts of Supervision	(3)
Bus 7	Human Relations in Management	(3)
Bus 10A	Practical Bookkeeping	(3)
Bus 13	Applied Business Law	(3)
Bus 50	Intro. to Information Systems	(3)

II. Recommended electives (do not fulfill requirements for the major). These courses will assist students in gaining additional experience for the major.

WE Gen 70/WE Occ 80	Personal Efficiency	(3) (4)
WE Gen 71/WE Occ 81	Motivation	(3) (4)
WE Gen 72/WE Occ 82	Labor and the Economy	(3) (4)
WE Gen 73/WE Occ 83	Laws Affecting Employees	(3) (4)

BUSINESS—TRANSFER

Twenty units required for the major

I. Required courses for the major

Bus 1A	Principles of Accounting	(4)
Bus 1B	Principles of Accounting	(4)
Bus 5A	Business Law	(3)
Econ 1	Principles of Economics	(3)
Econ 2	Principles of Economics	(3)

II. Acceptable courses for the major (select a minimum of 3 units)

Bus 2	Introduction to Business	(3)
Bus 5B	Business Law	(3)
Bus 15	Introductory Calculus with Applications	(4)
Bus 23	Office Machines	(3)
Bus 26	Elementary Statistics	(3)
Bus 42	Business Communications	(3)
Bus 50	Intro. to Information Systems	(3)
Bus 58	Microcomputer Operations: Bookkeeping & Accounting	(3)

CARPENTRY

Twenty-four units required for the major

I. Required courses for the major

Carp 1	Apprenticeship & Mathematics	(3)
Carp 2	Pre-job and Plot Planning	(3)
Carp 3	Rough Framing	(3)
Carp 4	Roof Framing	(3)
Carp 5	Interior and Exterior Finish	(3)
Carp 6	Stair Building	(3)
Carp 7	Concrete and Forms	(3)
Carp 8	Heavy Timber Construction and Welding	(3)

CINEMATOGRAPHY

Motion Picture Production Option

Twenty-two units required for the major

I. Required courses for the major

Ph/Jrn 5	Introduction to Photography	(3)
MPP 10/Eng 56	Intro. to Motion Picture Production	(3)
MPP 11	Fundamentals of Sound Motion Picture Production	(3)
MPP 12	Fundamentals of Documentary Film Production	(3)
MPP 13	TV Station Observation, Operation and Management I	(1)
Eng/Hum/ MPP 54	Intro. to Film History & Criticism	(3)
Jrn 3 OR Ph 8	Mass Communications Multi-Media	(3)

II. Acceptable courses for the major (3 units required from the following courses)

Art 22A OR Art 22B	Design] (3)
Hum 25	The Humanities	
Jrn 3	Mass Communications	(3)
Mus 30	Intro. to Music Literature & Listening	(3)
Ph 8	Multi-Media	(3)
Eng 53AB	Creative Writing	(3-3)
Jrn 1	Introduction to Journalism	(3)

Photography Option

Twenty-one units required for the major

I. Required courses for the major

Jrn 3	Mass Communications	(3)
Ph/Jrn 5	Introduction to Photography	(3)
Ph 6	Intermediate Photography	(3)
Ph 7	Advanced Photography	(3)
MPP 10/ Eng 56 OR Eng/Hum/ MPP 54	Introduction to Motion Picture Production Introduction to Film History and Criticism	(3)

- II. Six units from the following courses. Three units must be in either psychology or art.
- | | | |
|------------|----------------------------------|------------|
| Art 22A OR | Design |]..... (3) |
| Art 22B | Design | |
| Art 3A OR | History & Appreciation of Art |]..... (3) |
| Art 3B | History & Appreciation of Art | |
| Psych 1A | Introduction to Psychology | (3) |
| Psych 5 | Psychology of Effective Behavior | (3) |
| Jrn 1 | Introduction to Journalism | (3) |
| Ph 8 | Multi-Media | (3) |
| Eng 56/ | Introduction to Motion Picture |]..... (3) |
| MPP 10 OR | Production | |
| Eng/Hum/ | Introduction to Film History | |
| MPP 54 | and Criticism | |

COSMETOLOGY

Forty-five units required for the major

- I. Required courses for the major
- | | | |
|---------|-----------------------------|------|
| Cos 50A | Introduction to Cosmetology | (10) |
| Cos 50B | Introduction to Cosmetology | (10) |
| Cos 52A | Intermediate Cosmetology | (10) |
| Cos 52B | Intermediate Cosmetology | (10) |
| Cos 54A | Advanced Cosmetology | (5) |

DATA PROCESSING

Twenty units required for the major

- I. Required courses for the major
- | | | |
|--------|-------------------------------|-----|
| Bus 1A | Principles of Accounting | (4) |
| Bus 1B | Principles of Accounting | (4) |
| Bus 50 | Intro. to Information Systems | (3) |
| Bus 52 | Programming in Cobol I | (3) |
| Bus 57 | Programming in Basic | (3) |

- II. Acceptable courses for the major
- | | | |
|--------|--|-----|
| Bus 53 | Programming in Cobol II | (3) |
| Bus 54 | Data Processing Systems | (3) |
| Bus 58 | Microcomputer Operations: Bookkeeping & Accounting | (3) |

III. Recommended electives (do not fulfill requirements for the major). These courses will assist students in gaining additional experience for the major.

- | | | |
|------------|--------------------------|---------|
| WE Gen 70/ | | |
| WE Occ 80 | Personal Efficiency | (3) (4) |
| WE Gen 71/ | | |
| WE Occ 81 | Motivation | (3) (4) |
| WE Gen 72/ | | |
| WE Occ 82 | Labor and the Economy | (3) (4) |
| WE Gen 73/ | | |
| WE Occ 83 | Laws Affecting Employees | (3) (4) |

EARLY CHILDHOOD EDUCATION

Twenty-seven units required for the major

- I. Required courses for the major
- | | | |
|--------------|---|-----|
| ECE/Psych 20 | Developmental Psychology of Children | (3) |
| ECE/Psych 21 | Early Childhood Socialization: Children, Family and Community | (3) |
| ECE/Psych 22 | Advanced Developmental Psychology and Observation | (3) |
| ECE 23 | Early Childhood Curriculum I | (3) |
| ECE 24 | Early Childhood Curriculum II | (3) |
| ECE 25 | Field Experience | (3) |
| ECE/Psych 26 | Principles of Parenting | (3) |

- | | | |
|------------|---|------------|
| ECE 28 | Administration and Supervision in Early Childhood Education | (3) |
| ECE 34 OR | Infant/Toddler Development |]..... (3) |
| ECE/CDA 37 | Environmental Design for the Early Childhood Center | |
| OR | | |
| ECE/CDA 46 | Meeting the Special Language and Cultural Needs of Children | |

II. Additional courses from the following list are recommended:

- | | | |
|-------------|--|------------|
| ECE 36 | Intro. to Child Development Associate and Initial Assessment | (1) |
| ECE 49 | Child Development Associate Portfolio | (1) |
| Psych 1A | Introduction to Psychology | (3) |
| Psych 1B | Learning and Perception | (3) |
| Psych/TA 3 | Psychology of Adjustment | (3) |
| Psych 16 | The Psychology of Interpersonal Relationships | (3) |
| Psych 17 | Social Psychology | (3) |
| Psych 27/ | Understanding Exceptional |]..... (3) |
| ECE 27/PL 1 | Students | |
| Psych 30 | Psychology of Adolescence | (3) |
| TA/ECE 6 | Language Devel. for Young Children | (3) |
| TA/ECE 8 | Mathematics for Young Children | (3) |

Early Childhood Education majors are eligible for a Children's Center Permit as described in the degree program which includes 27 units in ECE, 16 units in General Education and completion of graduation requirements for the associate degree. Application for the Children's Center Permit can be made through the credentialing office at Imperial County Office of Education through California Teacher Preparation and Licensing, State Department of Education.

ENGINEERING

Forty-four units required for the major

- I. Required courses for the major
- | | | |
|---------|-----------------------------------|-----|
| Chem 1A | General Inorganic Chemistry | (5) |
| Math 3A | Analytic Geometry and Calculus | (5) |
| Math 3B | Analytic Geometry and Calculus | (5) |
| Math 4 | Calculus & Differential Equations | (5) |
| Phys 4A | Principles of Physics | (4) |
| Phys 4B | Principles of Physics | (4) |
| Phys 4C | Principles of Physics | (4) |

II. *Acceptable courses for the major (select a minimum of 12 units)

- | | | |
|-----------|--------------------------------|-----|
| Chem 1B | General Inorganic Chemistry | (5) |
| Chem 5 | Quantitative Analysis | (4) |
| Chem 12 | Organic Chemistry | (5) |
| Engr 2A | Engineering Drawing | (3) |
| Engr 5 | Strength of Materials | (3) |
| Engr 6 | Engineering Materials | (3) |
| Engr 11 | Electric Circuits | (3) |
| Engr 15 | Statics | (3) |
| Engr 16 | Dynamics | (3) |
| **Engr 19 | Statics and Dynamics | (6) |
| Math 12 | Elementary Statistics | (3) |
| Math 47 | Programming in Fortran | (3) |
| Math 58 | Computer Programming in Pascal | (3) |

*Prior to enrollment in any of these courses, engineering students should consult the catalog of the institution to which they plan to transfer and determine which courses on this list are applicable to their particular major. They should then enroll for as many of these applicable courses as possible.

**Engr 19 is equivalent to Engr 15 and Engr 16.

It is essential that engineering students enroll in mathematics during the first semester.

Students majoring in engineering and planning to attend only two years at IVC are advised to give priority to lower division requirements for the major as they are prerequisites for most upper division engineering courses. If the student also wishes to complete his/her general education requirements, it will necessitate at least one additional year at IVC.

Some of the courses in categories I and II will be offered only once every two years. See a counselor for specifics on course offerings or any questions regarding the engineering program.

ENGLISH

Eighteen units required for the major

- I. Required courses for the major (12 units)
- | | | |
|-------------|------------------------------|--------------|
| Eng 1A | Reading and Composition | (3) |
| Eng 1B | Introduction to Literature | (3) |
| Eng 42A-42B | Survey of World Literature |]..... (3-3) |
| OR | | |
| Eng 43A-43B | Survey of English Literature | |
- II. Acceptable courses for the major (6 units from the following courses)
- | | | |
|----------|------------------------------------|------------|
| Eng 52 | Introduction to Linguistics | (3) |
| Eng/Hum/ | Introduction to Film History |]..... (3) |
| MPP 54 | and Criticism | |
| Eng 50 | Advanced Composition | (3) |
| Eng 53AB | Creative Writing | (3-3) |
| Eng 41 | Survey of American Literature | (3) |
| Eng 45AD | Studies in Literature | (3-3-3) |
| Eng 46A | The Mexican American in Literature | (3) |
| Eng 46B | The Mexican American in Literature | (3) |

FIRE SCIENCE

Eighteen to 21 units required for the major

- I. Required courses for the major
- | | | |
|-------------|---|-----|
| Fire Sci 60 | Introduction to Fire Technology | (3) |
| Fire Sci 61 | Fundamentals of Fire Prevention | (3) |
| Fire Sci 62 | Fire Protection Equipment and Systems | (3) |
| Fire Sci 63 | Fundamentals of Fire Behavior and Control | (3) |
| Fire Sci 64 | Fundamentals of Fire Protection | (3) |
| Fire Sci 65 | Fundamentals of Personal Fire Safety and Emergency Action | (3) |
| Math 51 | Basic Mathematics, or equivalent | (3) |

FOREIGN LANGUAGE

Twenty units required for the major

- I. Required courses for the major (a minimum of 20 units from any of the following sequences with a minimum concentration of 16 units in one language). Additional units to complete the major can be selected from a second language area and/or the acceptable courses listed below.

French

- | | | |
|-------|---|-----|
| Fr 1 | Elementary French* | (5) |
| Fr 2 | Elementary French** | (5) |
| Fr 3 | Intermediate French | (4) |
| Fr 4 | Intermediate French Reading and Writing | (3) |
| Fr 10 | Intermediate Conversational French | (3) |
| Fr 11 | Intermediate Conversational French | (3) |

Spanish

- | | | |
|---------|---------------------------------|-----|
| Span 1 | Elementary Spanish*** | (3) |
| Span 2 | Elementary Spanish**** | (3) |
| Span 3 | Intermediate Spanish | (3) |
| Span 4 | Intermediate Spanish | (3) |
| Span 10 | Inter. Conversational Spanish | (3) |
| Span 11 | Advanced Conversational Spanish | (3) |

Spanish (Bilingual)

- | | | |
|----------|--------------------------------|-----|
| Span 20A | Bilingual Spanish | (3) |
| Span 20B | Bilingual Spanish | (3) |
| Span 21 | Intermediate Bilingual Spanish | (3) |
| Span 22 | Advanced Bilingual Spanish | (3) |
| Span 23 | Bilingual Oral Spanish | (3) |

II. Acceptable courses for the major (will fulfill major requirements if 16 units minimum in one language have been completed in one of the areas listed below)

- | | | |
|----------|--|-------|
| Fr 20A | French Drama: Reading and Performance | (2) |
| Fr 20B | French Drama: Reading and Performance | (2) |
| Fr 40 | Introduction to French Civilization and Culture | (3) |
| Fr 41 | Introduction to French Civilization and Culture Beyond France | (3) |
| Ger 1 | Elementary German | (4) |
| Ger 2 | Elementary German | (4) |
| Ger 10 | Conversational German | (3) |
| Ger 11 | Conversational German | (3) |
| Ital 1A | Elementary Italian | (2) |
| Ital 1B | Elementary Italian | (2) |
| Span 5A | Beginning Conversational Spanish and Culture | (2.5) |
| Span 5B | Beginning Conversational Spanish and Culture | (2.5) |
| Span 7 | The Spanish Sound System | (3) |
| Span 24 | Introduction to Spanish Literature (Conducted in Spanish) | (3) |
| Span 25 | Introduction to Spanish American Literature (Conducted in Spanish) | (3) |
| Span 26 | Introduction to Translation and Interpretation | (3) |
| Span 28A | The Mexican American in Literature | (3) |
| Span 28B | The Mexican American in Literature | (3) |
| Span 40 | Civilization of Spain and Portugal | (3) |
| Span 41 | Civilization of Spanish America and Brazil | (3) |
| Span 42 | Introduction to Mexican American Studies | (3) |
| Span 43 | History and Culture of the Philippines | (3) |

Some courses may be waived through testing or advanced placement.

Students with one year high school foreign language skills in listening, speaking, reading, and writing, meeting course 1 objectives, may enter course 2 (Fr 2, Span 2, Ger 2); two years, course 3 (Fr 3, Span 3, Ger 3); three years, course 3 or 4; four years, course 5. Intermediate level conversational courses should be taken concurrently: Fr 10 and Fr 3; Fr 4 and Fr 11; Span 10 and Span 3; Span 11 and Span 4. Students should first contact the language instructors and counselors in order to determine whether they have met the performance guidelines as defined in the description of competence by levels. This description is available in the Counseling Center and the Language Department.

*Completion of Fr 1A and 1B sequence is equivalent to Fr 1.
 **Completion of Fr 2A and 2B sequence is equivalent to Fr 2.
 ***Completion of Span 1A and 1B sequence is equivalent to Span 1.
 ****Completion of Span 2A and 2B sequence is equivalent to Span 2.

GENERAL BUSINESS

Twenty units required for the major

I. Required courses for the major

- Bus 2 Introduction to Business (3)
- Bus 3 Business Management (3)
- Bus 4 Principles of Marketing (3)
- Bus 10A Practical Bookkeeping (3)
- Bus 50 Intro. to Information Systems (3)

II. Acceptable courses for the major

- Bus 13 Applied Business Law (3)
- Bus 14 Practical Salesmanship (3)
- Bus 21ABC Proficiency-Exit Typewriting (3-3-3)
- Bus 23 Office Machines (3)
- Bus 24 Records Management (3)
- Bus 41 Essentials of Business Correspondence (2)
- Bus 43 Business Correspondence in Spanish (3)
- Bus 79/Jrn 8 Public Relations Techniques (3)

III. Recommended electives (do not fulfill requirements for the major). These courses will assist students in gaining additional experience for the major.

- WE Gen 70/ WE Occ 80 Personal Efficiency (3) (4)
- WE Gen 71/ WE Occ 81 Motivation (3) (4)
- WE Gen 72/ WE Occ 82 Labor and the Economy (3) (4)
- WE Gen 73/ WE Occ 83 Laws Affecting Employees (3) (4)

GENERAL MAJOR

Completion of a minimum of 18 units of lower division courses that are required or recommended subjects as specified for upper division standing in a designated major by a college to which the student plans to transfer.

This major provides for students whose lower division preparation for a specific college requires courses in more than one division. Some examples of such majors (taken at random from the University of California publication "Prerequisites and Recommended Subjects" and from the California State University, San Diego catalog) are as follows:

- Agriculture Agriculture, Mathematics, Social Science, Physical Science
- Art Design Art, Anthropology, History, Philosophy
- Anthropology ... Biological Science, Psychology, English, Mathematics
- Biological Science Biological Science, Chemistry, Physics, Mathematics
- Business Business, Social Science, Mathematics, English
- Comparative Literature English, History, Philosophy, Foreign Language
- Criminology English, Foreign Language, Social Science, Mathematics
- Economics Social Science, Mathematics, Business
- English English, Social Science, Philosophy
- Engineering Engineering, Mathematics, Physical Science
- Foreign Language Foreign Language, History, Philosophy
- History History, Mathematics, Foreign Language
- Home Economics Biological Science, Physics, Mathematics, Social Science
- Physical Education Physical Education, Biological Science, Mathematics, Social Science
- Pre-Dentistry Biological Science, Physical Science, English, Social Science
- Pre-Physiotherapy Biological Science, Physical Science, Mathematics, Social Science

- Psychology Biological Science, Mathematics, Physical Science, Philosophy, Anthropology, Sociology
- Recreation Physical Education, Biological Science, Recreation, Social Science
- Sociology Psychology, Philosophy, Mathematics

Students in the General Major will work out in conference with a counselor a course of study that will meet requirements for their specific majors at the selected colleges they expect to attend.

GENERAL OFFICE TECHNICIAN

Twenty units required for the major

I. Required courses for the major

- Bus 21ABC Proficiency-Exit Typewriting (3-3-3) (50 wpm skill level required)
- Bus 22A Word Processing (3)
- Bus 23 Office Machines (3)
- Bus 24 Records Management (3)
- Bus 39 Office Procedures (3)
- Bus 41 OR Bus 42 Essentials of Bus. Corresp. Business Communications (2 or 3)

II. Acceptable courses for the major (minimum of 3 units required)

- Bus 10A Practical Bookkeeping (3)
- Bus 13 Applied Business Law (3)
- Bus 40 Grammar and Usage (3)
- Bus 43 Bus. Correspondence in Spanish (3)
- Bus 50 Intro. to Information Systems (3)

III. Recommended electives (do not fulfill requirements for the major). These courses will assist students in gaining additional experience for the major.

- WE Gen 70/ WE Occ 80 Personal Efficiency (3) (4)
- WE Gen 71/ WE Occ 81 Motivation (3) (4)
- WE Gen 72/ WE Occ 82 Labor and the Economy (3) (4)
- WE Gen 73/ WE Occ 83 Laws Affecting Employees (3) (4)

GENERAL SCIENCE

Successful completion of all courses offered in one subject field (Anatomy, Biology, Botany, Chemistry, Geology, Math, Physics, Physiology, and Zoology) may be combined with courses from at least two other subject fields (within the general area of Natural-Physical Science) to accumulate 18 hours for the General Science Major.

The most reliable guide for appropriate course combinations in this major will be the catalog from the specific college to which the student will transfer.

Natural Science

- Anat 8 Human Anatomy (4)
- Anat 10 Human Anatomy & Physiology (5)
- Bio 3 Principles of Biological Science (4)
- Bio 21 General Microbiology (5)
- Env Sci/Ag 5 Man and His Environment (3)
- Physio 1 Human Physiology (4)
- Zool 1A General Zoology (4)
- Zool 1B General Zoology (4)

Physical Science

- Anthro 1 Physical Anthropology (3)
- Astron 21 Elementary Astronomy (3)
- Chem 1A General Inorganic Chemistry (5)
- Chem 1B General Inorganic Chemistry (5)
- Chem 5 Quantitative Analysis (4)
- Chem 12 Organic Chemistry (5)
- Geog 1 Physical Geography (3)
- Geol 1A Physical Geology (4)
- Math 2 Advanced Algebra & Trigonometry (5)
- Math 3A Analytic Geometry & Calculus (5)
- Math 3B Analytic Geometry & Calculus (5)
- Math 4 Calculus & Differential Equations (5)
- Phys Sci 25 Introduction to Physical Science (4)
- Phys 2A General Physics (4)
- Phys 2B OR Phys 4A Principles of Physics (4)
- Phys 4B Principles of Physics (4)
- Phys 4C Principles of Physics (4)

GOVERNMENTAL MANAGEMENT PUBLIC SERVICE ADMINISTRATION

Twenty-one to 22 units required for the major

I. Required courses for the major

- Bus 8 Personnel Management (3)
- Bus 70 Fundamentals of Governmental Management (3)
- Bus 71 State and Local Government Management (3)
- Bus 72 Finance Management (3)

II. Acceptable courses for the major (select 3 courses from the following)

- Bus 6 Management Concepts of Supervision (3)
- Bus 7 Human Relations in Management (3)
- Bus 50 Intro. to Information Systems (3)
- WE Occ 82 OR Labor and the Economy (4)
- WE Occ 83 Laws Affecting Employees (4)

GRAPHIC ARTS

Twenty-two units required for the major

I. Required courses for the major

- GA 10 Graphic Communication I (2)
- GA 11 Graphic Communication II (3)
- GA 12 Composition, Layout, and Paste-up (3)
- GA 20 Offset Printing I (3)
- GA 21 Offset Printing II (3)
- GA 22 Photography and Platemaking (3)
- GA 23 Bindery, Cutting, and Distribution (2)
- GA 30 Graphics Plant Operation and Management Fundamentals (3)

HUMAN RELATIONS

Areas of emphasis: Community Mental Health Worker, Counseling, School, Social Services, Personnel, Employment Counseling, and Supervision

Twenty-four units required for the major

I. Required courses for the major

- Psych 1A Introduction to Psychology (3)
- Psych/TA 3 Psychology of Adjustment (3)
- ADS/psych/HR 9 Introduction to Counseling (3)
- Psych/HR/ADS 11AB Practicum (3-3)
- Sociol 1 Principles of Sociology (3)

II. With the approval of his/her counselor and the Division Chairperson, the student will select a minimum of 9 units (depending on areas of emphasis) from the following courses. It is considered advisable for students in certain areas of emphasis to take more than 9 units from the list below.

- Anthro 2 Cultural Anthropology (3)
- Bus 6 Management Concepts of Supervision (3)
- Bus 7 Human Relations in Management (3)
- Bus 50 Intro. to Information Systems (3)
- Bus 79/Jrn 8 Public Relations Techniques (3)
- HR/Psych 8 Personal & Career Development (3)
- HR/Psych 10 Small Group Leadership (3)
- Jrn 3 Mass Communications (3)
- Psych 1B Learning and Perception (3)
- Psych 2 Intro. to Physiological Psychology (3)
- Psych 5 Psychology of Effective Behavior (3)
- Psych 13 Elementary Statistics (3)
- Psych 14 Abnormal Psychology (3)
- Psych 15/ Sociol 15 Social and Psychological Dynamics of Drug Use (3)
- Psych/HR 16 The Psychology of Interpersonal Relationships (3)
- Psych 17/ Sociol 17 Social Psychology (3)
- Psych/ECE 20 Developmental Psych. of Children (3)
- Psych/ECE 26 Principles of Parenting (3)
- Psych 30 Psychology of Adolescence (3)
- Psych 35 Developmental Psychology: Conception to Death (3)
- Psych 40 Psychology of Crisis Counseling (3)
- Sociol 2 Contemporary Social Problems (3)
- Sociol 10 Sociology of Minority Groups (3)
- Sociol 33 Marriage and the Family (3)

Strongly recommended that students who do not speak Spanish take a series of courses in Conversational Spanish.

INDIVIDUAL INTERDISCIPLINARY MAJOR

This major for an Associate Degree provides occupational-oriented students with an area of concentration within two divisions to meet a specific job need.

The requirements for the major will be met by satisfactory completion of 9 (or more) units in each division.

The courses required will be approved by division chairpersons, a counselor, and the Dean of Vocational-Technical Education. The courses approved will be from courses already established. The student will initiate the request for the major through the Counseling Office.

JOURNALISM

Twenty-four units required for the major

I. Required courses for the major

- Jrn 1 Introduction to Journalism (3)
- Jrn 2ABC Newspaper Production (4-4-4)
- Jrn 3 Mass Communications (3)
- MPP 10/ Eng 56 OR Jrn/Ph 5 Introduction to Motion Picture Production Introduction to Photography (3)

II. Acceptable courses for the major (minimum of 3 units from the following courses)

Econ 1	Principles of Economics	(3)
Econ 2	Principles of Economics	(3)
Eng 1B	Introduction to Literature	(3)
Jrn 8/Bus 79	Public Relations Techniques	(3)
Sociol 1	Principles of Sociology	(3)
Sociol 2	Contemporary Social Problems	(3)
MPP 10/	Introduction to Motion Picture	
Eng 56	Production	(3)
Poly Sci 1	Introduction to Political Science	(3)
*Poly Sci 2	American Government & Politics	(3)
Bus 20	Elementary Typewriting	(2)
Sp 1	Oral Communication	(3)
Eng 53AB	Creative Writing	(3-3)
Ph 8	Multi-Media	(3)
Eng/Hum/	Introduction to Film History	
MPP 54	and Criticism	(3)

*If not used to satisfy the American Institutions requirement for graduation.

LEGAL ASSISTANT

Twenty-one units required for the major

I. Required courses for the major

Bus 5A	Business Law	(3)
LA 21	Research and Criminal Law	(3)
LA 22	Civil Procedures and Family Law	(3)
LA 23	Civil Discovery and Torts	(3)
LA 24	Corporations and Bankruptcy	(3)
LA 25	Real Estate Law for Legal Assistants	(3)
LA 26	Wills-Trusts-Probate	(3)

LIBERAL STUDIES
(See Teacher Preparation)

LIFE SCIENCE

Eighteen units required for the major

I. Required courses for the major (minimum of 18 units from the following courses)

Anat 8	Human Anatomy	(4)
Anat 10	Human Anatomy and Physiology	(5)
Bio 3	Principles of Biological Science	(4)
Bio 21	General Microbiology	(5)
Physio 1	Human Physiology	(4)
Zool 1A	General Zoology	(4)
Zool 1B	General Zoology	(4)
Env Sci/Ag 5	Man and His Environment	(3)
Anthro 1	Physical Anthropology	(3)

(maximum of 6 units from the following courses)

Chem 1A	General Inorganic Chemistry	(5)
Chem 1B	General Inorganic Chemistry	(5)
Chem 5	Quantitative Analysis	(4)
Chem 12	Organic Chemistry	(5)
Chem 2A	Introduction to Chemistry	(4)

MARKETING—SALES TECHNOLOGY

Eighteen units required for the major

I. Required courses for the major

Bus 2	Introduction to Business	(3)
Bus 4	Principles of Marketing	(3)
Bus 13	Applied Business Law	(3)
Bus 14	Practical Salesmanship	(3)

II. Acceptable courses for the major (6 units from the following courses)

Bus 1A	Principles of Accounting	(4)
Bus 10A	Practical Bookkeeping	(3)
Bus 21ABC	Proficiency-Exit Typewriting	(3-3-3)
Bus 23	Office Machines	(3)
Bus 65	Retail Sales Checking	(2)
Bus 66	Effective Customer Service	(.5)
Econ 1	Principles of Economics	(3)
Span 1	Elementary Spanish	(5)

MATHEMATICS

Eighteen units required for the major

I. Required courses for the major

Math 3A	Analytic Geometry & Calculus	(5)
Math 3B	Analytic Geometry & Calculus	(5)

II. Acceptable courses for the major

Math 2	Advanced Algebra and Trigonometry	(5)
Math 4	Calculus & Differential Equations	(5)
Math 12	Elementary Statistics	(3)
Math 47	Programming in Fortran	(3)
Math 57	Programming in Basic	(3)
Math 58	Computer Programming in Pascal	(3)

MUSIC

Twenty-nine units required for the major

I. Required for the major (minimum of 25 units from the following courses)

a. Academic courses (minimum of 20 units from the following courses)

Mus 8A	Beginning Musicianship	(2)
Mus 8B	Beginning Musicianship	(2)
Mus 8C	Intermediate Musicianship	(2)
Mus 8D	Intermediate Musicianship	(2)
Mus 9A	Beginning Harmony	(3)
Mus 9B	Beginning Harmony	(3)
Mus 9C	Intermediate Harmony	(3)
Mus 9D	Intermediate Harmony	(3)

Note: Music 8A and 9A must be taken concurrently and the sequence followed through 8D and 9D.

b. Applied Music (minimum of 5 units from the following courses). (Requirement may be waived through proficiency examination.)

Mus 10A	Beginning Group Piano I	(1)
Mus 32AD	Applied Music	(1-1-1-1)

c. Performance Ensembles (minimum of 4 units from the following courses)

Mus 17AD	Chamber Singers	(1-1-1-1)
Mus 18AD	Chamber Orchestra	(1-1-1-1)
Mus 27AD	Concert Band	(1-1-1-1)
Mus 28AD	College-Community Chorus	(1-1-1-1)

Note: All music majors are required to perform in at least one of the above college music organizations every semester enrolled.

II. Recommended as electives (do not fulfill major requirements)

Mus 10B	Beginning Group Piano II	(1)
Mus 11A	Intermediate Group Piano I	(1)
Mus 11B	Intermediate Group Piano II	(1)
Mus 12	Beginning Class Guitar	(1)
Mus 13	Intermediate Class Guitar	(1)
Mus 15A	Beginning Class Voice	(1)
Mus 15B	Beginning Class Voice	(1)
Mus 16	Intermediate Class Voice	(1)
Mus 19AD	Instrumental Ensemble	(1-1-1-1)
Mus 20A	History and Literature of Music	(3)
Mus 20B	History and Literature of Music	(3)
Mus 21AD	Brass, Woodwind and Percussion Methods	(1-1-1-1)
Mus 25AD	Stage Band	(1-1-1-1)
Mus 26AD	Rehearsal and Performance	(1-1-1-1)
Mus 29AD	Estudiantina	(1-1-1-1)
Mus 31	Intro. to Twentieth Century Music	(3)
Mus 64	College-Community Band	(1)

NURSING

Associate Degree Nursing

Forty-six and one-half units of nursing required for the major. Thirty-three support course units required to complete the nursing program.

Pre-Application Requirements

*Eng 1A	Reading and Comprehension	3
Eng 11	Reading IV: Analytical & Critical Reading	3
Math X	Beginning Algebra	3
TOTAL		9

Pre-Clinical Nursing

HT 1	Introduction to Health Science	2
Psych 1A	Introduction to Psychology	3
Anat 10	Human Anatomy & Physiology	5
TOTAL		10

First Semester

Psych 35	Developmental Psychology: Conception to Death	3
Bio 21	General Microbiology	5
NS 1A (R)	Introduction to Patient Care I	4
NS 1B (R)	Introduction to Patient Care II	4
NS 1C (R)	Pharmacology I	1.5
TOTAL		17.5

Second Semester

Psych 16	The Psychology of Interpersonal Relationships	3
NS 2A (R)	Maternity Cycle	5.5
NS 2B (R)	Common Health Problems I	5.5
NS 2C (R)	Pharmacology II	2
TOTAL		16

Third Semester

Humanities Elective		3
NS 3A (R)	Common Health Problems II	6.5
NS 3B (R)	Common Health Problems III	6.5
NS 3C (R)	Patient Care Management	1
TOTAL		17

Fourth Semester

Communication & Analytic Reasoning Course	3	
American Institutions Course	3	
NS 4A (R)	Common Health Problems IV	4.5
NS 4B (R)	Advanced Nursing	4.5
NS 4C (R)	Nursing Trends	1
TOTAL		16

*Eng 1A is required to meet the Board of Registered Nurse approved 79.5 units.

Vocational Nursing

Thirty-five and one-half units required for the major. Fourteen support course units required to complete the vocational nursing program.

Pre-Application Requirements

Eng 1A	Reading and Composition	3
Eng 11	Reading IV: Analytical and Critical Reading	3
Math X	Beginning Algebra	3
TOTAL		9

Pre-Clinical Nursing

HT 1	Introduction to Health Science	2
Psych 1A	Introduction to Psychology	3
Anat 6	Anatomy & Physiology for Health Occupations	3
TOTAL		8

First Semester

Psych 35	Developmental Psychology: Conception to Death	3
NS 1A (V)	Introduction to Patient Care I	4
NS 1B (V)	Introduction to Patient Care II	4
NS 1C (V)	Pharmacology I	1.5
TOTAL		12.5

Second Semester

Psych 16	The Psychology of Interpersonal Relationships	3
NS 2A (V)	Maternity Cycle	5.5
NS 2B (V)	Common Health Problems I	5.5
NS 2C (V)	Pharmacology II	1.5
TOTAL		15.5

Third Semester

NS 3A (V)	Common Health Problems II	6.5
NS 3B (V)	Common Health Problems III	6.5
NS 3C (V)	Patient Care Management	.5
TOTAL		13.5

OFFICE ADMINISTRATIVE SERVICES
WORD PROCESSING OPERATOR

Twenty-three to 30 units required for the major

I. Required courses for the major

Bus 21ABC	Proficiency-Exit Typewriting (55 wpm skill level required)	(3-3-3)
Bus 22A	Word Processing	(3)
Bus 22B	Word Processing	(3)
Bus 23	Office Machines	(3)
Bus 39	Office Procedures	(3)
Bus 40	Grammar and Usage	(3)
Bus 41 OR	Essentials of Bus. Corres.] ... (2 or 3)
Bus 42	Business Communications	
Bus 50	Intro. to Information Systems	

PATIENT SERVICES ADMINISTRATION

Twenty-six to 32 units required for the major

I. Required courses for the major

- Anat 6 Anatomy and Physiology for Health Occupations (3)
- Bus 21ABC Proficiency-Exit Typewriting (3-3-3) (50 wpm skill level required)
- HT 3/Bus 80 Medical Terminology (3)
- HT 4/Bus 81 Medical Transcription (3)
- HT 5/Bus 82 Patient Information Systems (3)
- HT 6/Bus 83 Medical Insurance (3)
- HT 7/Bus 84 Patient Administration Services (3)
- HT 8/Bus 85 Management of Patient Services (2)
- HT 11/Bus 86 Advanced Medical Transcription (3)

II. Recommended courses for the major (not required for the major)

- Bus 6 Management Concepts of Supervision (3)
- Bus 7/HR 7 Human Relations in Management (3)
- Bus 10A Practical Bookkeeping (3)
- Bus 10B Practical Bookkeeping (3)
- Bus 22A Word Processing (3)
- Bus 39 Office Procedures (3)
- Bus 40 Grammar and Usage (3)
- Psych/HR 16 The Psychology of Interpersonal Relationships (3)

PHYSICAL EDUCATION

Nineteen units required for the major

I. Required courses for the major

- HE 1 Health Education (3)
- HE 2 First Aid (3)
- PE 6 Lifesaving (2)
- PE 50 Intro. to Physical Education (2)
- PE 61 Physical Education in the Elementary School (3)

II. Select six (6) units from the following courses

- PE 3ABCD Physical Fitness, Women (1-1-1-1)
- PE 4ABCD Badminton, Coed (1-1-1-1)
- PE 5ABCD Swimming, Coed (1-1-1-1)
- PE 7 Water Safety Instructor Training (2)
- PE 9ABCD Adapted Physical Exercises, Coed (1-1-1-1)
- PE 10ABCD Team Sports (1-1-1-1)
- PE 11 ABCD Volleyball, Coed (1-1-1-1)
- PE 12ABCD Tennis, Coed (1-1-1-1)
- PE 13 Advanced Tennis, Coed (1)
- PE 14ABCD Recreational Games, Coed (1-1-1-1)
- PE 17ABCD Physical Fitness, Men (1-1-1-1)
- PE 18 ABCD Golf, Coed (1-1-1-1)
- PE 20ABCD Softball, Coed (1-1-1-1)
- PE 22ABCD Racquetball & Handball, Coed (1-1-1-1)
- PE 23ABCD Basketball for Women (1-1-1-1)
- PE 24ABCD Basketball for Men (1-1-1-1)
- PE 26ABCD Modern Dance, Coed (1-1-1-1)
- PE 28ABCD Dance Theater, Coed (2-2-2-2)
- PE 29ABCD Jazz Dance, Coed (1-1-1-1)
- PE 30ABCD Song and Cheer (2-2-2-2)
- PE 32ABCD Intercollegiate Basketball & PE (2-2-2-2)
- PE 34AB Intercollegiate Baseball & PE (2-2)
- PE 35AB Intercollegiate Wrestling & PE (2-2)
- PE 38AB Intercollegiate Tennis & PE (2-2)
- PE 40ABCD Synchronized Swimming (2-2-2-2)
- PE 41AB Intercollegiate Volleyball & PE (2-2)
- PE 42AB Intercollegiate Soccer & PE (2-2)

- PE 43AB Intercollegiate Softball & PE (2-2)
- PE 44/ Adm Jun 23 Defensive Tactics (1)
- PE 51 Structuring Intramurals (2)
- PE 52AB Theory of Baseball (2-2)
- PE 53AB Theory of Basketball, Coed (2-2)
- PE 56 Care & Prevention of Athletic Injuries (2)
- PE 58 Psychology of Coaching (2)
- PE 59AB Sports Officiating, Men (3-3)
- PE 60AB Sports Officiating, Women (3-3)
- PE 62AB Physical Education for Special Olympics (3-3)
- Anat 8 Human Anatomy (4)
- Anat 10 Human Anatomy & Physiology (5)

PHYSICAL SCIENCE

Eighteen units required for the major

I. Required courses for the major (minimum of 18 units from the following courses)

- Astron 21 Elementary Astronomy (3)
- Chem 1A-1B General Inorganic Chemistry (5-5)
- Chem 5 Quantitative Analysis (4)
- Chem 12 Organic Chemistry (5)
- Env Sci/Ag 5 Man and His Environment (3)
- Geog 1 Physical Geography (3)
- Geol 1A Physical Geology (4)
- Phys Sci 25 Introduction to Physical Science (4)
- Phys 2A-2B General Physics (4-4)
- Phys 4A-4B-4C Principles of Physics (4-4-4)

II. Acceptable courses for the major (maximum of 6 units from the following courses)

- Engr 23 Hand Calculators & Computations (1)
- Math 2 Advanced Algebra and Trigonometry (5)
- Math 3A-3B Analytic Geometry & Calculus (5-5)
- Math 4 Calculus & Differential Equations (5)

PSYCHOLOGY

Twenty-one units required for the major

I. Required courses for the major

- Psych 1A Introduction to Psychology (3)
- Psych 1B Learning and Perception (3)
- Psych 2 Intro. to Physiological Psychology (3)

Minimum of 12 units from any of the following courses:

- Psych 3 Psychology of Adjustment (3)
- Psych 4 Psychology of Human Sexuality (3)
- Psych 6 Current Issues in Psychology (3)
- Psych/HR/ADS 9 Introduction to Counseling (3)
- Psych/HR/ADS 11AB Practicum (3-3)
- Psych 13 Elementary Statistics (3)
- Psych 14 Abnormal Psychology (3)
- Psych 15/ Sociol 15 Social and Psychological Dynamics of Drug Use (3)
- Psych/HR 16 The Psychology of Interpersonal Relationships (3)
- Sociol 17 Social Psychology (3)
- Sociol 17 Psychology of Adolescence (3)
- Psych 30 Developmental Psychology: Conception to Death (3)
- Psych 35

REAL ESTATE

Twenty-seven units required for the major

I. Required courses for the major

- Bus 90 Real Estate Principles (3)
- Bus 91 Real Estate Practices (3)
- Bus 92A Legal Aspects of Real Estate (3)
- Bus 92B Legal Aspects of Real Estate (3)
- Bus 93 Real Estate Finance (3)
- Bus 94A Real Estate Appraisal (3)
- Bus 94B Real Estate Appraisal (3)
- Bus 95 Real Estate Economics (3)

II. Recommended electives (do not fulfill requirements for the major). These courses will assist students in gaining additional experience for the major.

- WE Gen 70/ WE Occ 80 Personal Efficiency (3) (4)
- WE Gen 71/ WE Occ 81 Motivation (3) (4)
- WE Gen 72/ WE Occ 82 Labor and the Economy (3) (4)
- WE Gen 73/ WE Occ 83 Laws Affecting Employees (3) (4)

RECREATION

Eighteen units required for the major

I. Required courses for the major

- Rec 70 Introduction to Leisure (3)
- Rec 72 Outdoor Recreation (3)
- Rec 73 Recreation for Special Groups (4)
- Rec 74 Intro. to Community Recreation (3)

Two or 3 units to be selected from the following courses

- Art 22A Design (3)
- PE 59AB Sports Officiating, Men (3-3)
- PE 60AB Sports Officiating, Women (3-3)
- PE 61 Physical Education in the Elementary Schools (3)
- PE 62AB Physical Education for Special Olympics (3-3)
- Rec 71 Social Recreation (3)
- PE 6 Lifesaving (2)

II. Acceptable courses for the major (2 or 3 units to be selected from the following courses)

- PE 3ABCD Physical Fitness, Women (1-1-1-1)
- PE 4ABCD Badminton, Coed (1-1-1-1)
- PE 5ABCD Swimming, Coed (1-1-1-1)
- PE 10ABCD Team Sports (1-1-1-1)
- PE 11ABCD Volleyball, Coed (1-1-1-1)
- PE 12ABCD Tennis, Coed (1-1-1-1)
- PE 14ABCD Recreational Games, Coed (1-1-1-1)
- PE 17ABCD Physical Fitness, Men (1-1-1-1)
- PE 20ABCD Softball, Coed (1-1-1-1)
- PE 23ABCD Basketball for Women (1-1-1-1)
- PE 24ABCD Basketball for Men (1-1-1-1)
- PE 29ABCD Jazz Dance, Coed (1-1-1-1)

REHABILITATION TECHNICIAN FOR THE PHYSICALLY LIMITED

Eighteen units required for the major

I. Required courses for the major

- PL 1/Psych 27/ Understanding Exceptional Students (3)
- ECE 27 Practicum Experience to Work with the Physically Limited Person (2-2)
- PL 2AB Intro. to Psychology Psych. of Effective Behavior (3)
- Psych 1A OR Psych 5

II. A minimum of 6 units must be taken from Section II

- HA 15 Health Assistant (6)
- PL 2AB Practicum Experience to Work with the Physically Limited Person (2-2)
- PL 10 Beginning Communication with the Deaf (4)
- PL 11 Intermediate Communication with the Deaf (4)
- PL 20 Literary Braille (3)
- PL 21 Psychology of Physical Disabilities (3)
- PL 33 Introduction to Audiology (3)
- PL 34 Audiometry and Hearing Conversation (3)

III. Additional units to complete the major may be utilized from the courses under Section III

- PE 62AB PE for Special Olympics (3-3)
- PL 12 Advanced Communication with the Deaf (3)
- PL 13ABCD Communication with the Deaf in the College Classroom (1-1-1-1)
- Psych 3 Psychology of Adjustment (3)
- Psych 9 Introduction to Counseling (3)
- Psych 17 Social Psychology (3)
- Psych/ECE 20 Developmental Psych. of Children (3)
- Rec 73 Recreation for Special Groups (4)
- Sociol 1 Principles of Sociology (3)
- Sociol 2 Contemporary Social Problems (3)
- Sp 1 Oral Communication (3)

SECRETARIAL*

Twenty-three to 33 units required for the major

I. Required courses for the major

- Bus 21ABC Proficiency-Exit Typewriting (3-3-3)
- Bus 22A Word Processing (3)
- Bus 23 Office Machines (3)
- Bus 24 Records Management (3)
- Bus 32AB Dictation & Transcription Lab (3-3)
- Bus 39 Office Procedures (3)
- Bus 40 Grammar and Usage (3)
- Bus 41 OR Essentials of Business Correspondence (2)
- Bus 42 Business Communications (3)

*To qualify for a secretarial major, the student must have a minimum skill level of 60 words a minute in typing and 100 words a minute in shorthand dictation.

II. Recommended electives (do not fulfill requirements for the major). These courses will assist students in gaining additional experience for the major.

- WE Gen 70/ WE Occ 80 Personal Efficiency (3) (4)
- WE Gen 71/ WE Occ 81 Motivation (3) (4)
- WE Gen 72/ WE Occ 82 Labor and the Economy (3) (4)
- WE Gen 73/ WE Occ 83 Laws Affecting Employees (3) (4)

SOCIAL SCIENCE

I. Required courses for the major

The requirements for a major in Social Science may be satisfied by taking 18 units from the following list to include at least one course from three of the seven fields:

Anthropology

Anthro 1	Physical Anthropology	(3)
Anthro 2	Cultural Anthropology	(3)
Anthro 3A	Introduction to Archaeological Site Surveying	(3)
Anthro 3B	Introduction to Archaeological Excavations	(3)
Anthro 4	California Indians	(3)
Anthro 6	Indians of North America	(3)

Economics

Econ 1	Principles of Economics	(3)
Econ 2	Principles of Economics	(3)

Geography

Geog 1	Physical Geography	(3)
Geog 2	Cultural Geography	(3)

History

Hist 4A	History of Western Civilization	(3)
Hist 4B	History of Western Civilization	(3)
Hist 10	History of Modern Russia	(3)
Hist 17A	United States History	(3)
Hist 17B	United States History	(3)
Hist 30	Mexico & the American Southwest	(3)
Hist 40	Civilization of Spain & Portugal	(3)
Hist 41	Civilization of Spanish America and Brazil	(3)

Political Science

Poly Sci 1	Introduction to Political Science	(3)
Poly Sci 2	American Government & Politics	(3)
Poly Sci 3	Comparative Politics	(3)
Poly Sci 14	Introduction to International Relations	(3)

Social Science

Soc Sci 52	Intro. to American Government	(3)
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Sociology

Sociol 1	Principles of Sociology	(3)
Sociol 2	Contemporary Social Problems	(3)
Sociol 10	Sociology of Minority Groups	(3)
Sociol 33	Marriage and the Family	(3)

TEACHER AIDE

Twenty-four units required for the major

I. Required courses for the major

TA 1	Intro. to Instructional Associate	(3)
TA/Psych 3	Psychology of Adjustment	(3)
TA/ECE 4	Bilingual-Multicultural Curriculum and Instruction	(3)
TA/ECE 6	Language Development for Young Children	(3)
TA/ECE 8	Mathematics for Young Children	(3)
TA 9	Field Experience	(3)
ECE/Psych 20	Developmental Psychology of Children	(3)
ECE/Psych 24	Creative Learning Experiences for Young Children	(3)

TEACHER PREPARATION

The Teacher Preparation and Licensing Law of 1970 (Ryan Act) provides for two types of teaching credentials, each permitting instruction in grades K-12. One is the MULTIPLE SUBJECT CREDENTIAL for teachers in a self-contained classroom as commonly practiced in California elementary schools. The other is the SINGLE SUBJECT CREDENTIAL for teachers responsible for only one subject as practiced in junior and senior high schools.

To satisfy the requirements for the MULTIPLE SUBJECT CREDENTIAL, the student must either pass an examination (National Teachers Examination — Commons Section) or complete an approved major. This major must cover 84 semester units with 21 units in each of the following areas: (1) English and Communications, (2) Mathematics and Science, (3) Social Science, (4) Humanities and Fine Arts, including Foreign Language. Most universities have developed LIBERAL STUDIES majors which have been approved for this credential. The National Teachers Examination may be taken at any time that the student feels capable of passing it. Only passing scores are to be submitted. For those passing the examination, any degree major may be completed. In addition to the major, professional education courses including student teaching are required. A full credential requires 30 semester units after the B.A. degree.

To satisfy the requirements for the SINGLE SUBJECT CREDENTIAL, the individual must pass an examination or have a degree major in one of the areas listed below:

Agriculture	History	Music
Art	Home Economics	Physical Education
Business	Industrial Arts	Physical Science
English	Languages	Social Science
Government	Life Sciences	
Health Science	Mathematics	

Other degree majors may be subsumed under these categories: e.g., Speech, Drama, Journalism under English. Check the university catalog for specific listings. A person would increase the possibilities for employment by passing several examinations in addition to his/her major. It is no longer possible to teach a "minor" subject. Professional education courses and student teaching are required and a full credential is earned by completion of a year past the B.A. degree.

SPECIALIST CREDENTIALS

These credentials require advanced preparation after the individual has earned a valid teaching credential.

Agriculture	Physically Handicapped
Bilingual - Cross Cultural	Learning Handicapped
Early Childhood Education	Severely Handicapped
Mathematics	Gifted
Reading	Visually Handicapped
Communication Handicapped	

SERVICES CREDENTIALS

These also require advanced preparation after a valid teaching credential is earned.

Pupil Personnel	Librarianship
Health	Administrative
Clinical Rehabilitative	

LIBERAL STUDIES MAJOR

The major in Liberal Studies offers a diversified curriculum for those who are attracted to a nontraditional interdisciplinary program of study. The purposes of Liberal Studies are twofold: (1) to prepare students for graduate work in such fields as law and ministry; or work in business, human services, government, and public relations; or to pursue intellectual fulfillment for its own sake; and, (2) to qualify students to teach in public school of California.

Three options are available. The first is a flexible program of study which assures a breadth of education and provides opportunity for either concentration in an area of one's choice or further exploration of breadth courses (students wishing to pursue option I, should see a counselor or consult a catalog to assure proper elective coursework). The second is the required lower division curriculum for the multiple subject teaching credential, and the third is the lower division curriculum for a multiple subject credential with a Bilingual Emphasis (Spanish/English).

Completion of the required core plus either option II, elementary teacher education, or option III, Bilingual Emphasis (Spanish/English), will satisfy the major requirements for an associate degree from Imperial Valley College. It will also prepare the student for upper division course work in the Liberal Studies major that is required for the elementary school credential.

Forty-four to 52 units required for the major

I. Required Core:

A. Eng 1A	Reading and Composition	(3)
B. Eng 50	Advanced Composition	(3)
C. Sp 1	Oral Communication	(3)
D. Eng 1B OR Eng 42A OR Eng 42B	Intro. to Literature Survey of World Literature Survey of World Literature	(3)
E. Math 10A	Math for Elementary School Teachers	(3)
Math 10B	Math for Elem. School Teachers II	(3)
F. Bio 3 OR Zool 1A	Prin. of Biological Science General Zoology	(4)
G. Astron 21	Elementary Astronomy	(3)
H. Art 20A OR Art 22A OR Mus 7	Drawing Design Intro. to Music Foundations	(3)
I. Psych 1A	Introduction to Psychology	(3)
J. Phil 1A OR Phil 1B OR Phil 25	Introduction to Philosophy Introduction to Philosophy Religions of the Modern World	(3)

Recommended Core:

Eng 52	Introduction to Linguistics	(3)
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To enter San Diego State University upper division Liberal Studies major (option II or option III) with no lower division deficiencies, the following must be completed:

II. Option II - Regular Elementary Teacher Emphasis (18-21 units required)

A. Choose one course from the list below or one course not selected from Part I, Required Core, item F. (3 - 5 units required)

Anthro 1	Physical Anthropology	(3)
Chem 2A	Introduction to Chemistry	(4)
Geog 1	Physical Geography	(3)
Math 58	Computer Programming in Pascal	(3)
Math 2	Advanced Algebra & Trigonometry	(5)
Phys 2A	General Physics	(4)

B. Anthro 2 OR Geog 2 Cultural Anthropology Cultural Geography (3)

C. Western Civilization (3 units required)

Art 3A	History and Appreciation of Art	(3)
Art 3B	History and Appreciation of Art	(3)
Hist 4A	History of Western Civilization	(3)
Hist 4B	History of Western Civilization	(3)
Hum 1A	Man and the Arts	(3)
Hum 1B	Man and the Arts	(3)

D. Mus 7 OR Art 20A OR Art 22A Intro. to Music Foundations Drawing Design (3)

E. Choose one course from the list below OR one course not selected in Part I, Required Core, items H and J; or Part II, Option II, item C. (3-4 units required)

Anthro 4	California Indians	(3)
Drms Arts 20A	Fundamentals of Acting	(3)
Hum 25	The Humanities	(3)
Mus 30	Intro. to Music Literature & Listening	(3)
Span 1	Elementary Spanish	(5)
Span 2	Elementary Spanish	(5)
Span 3	Intermediate Spanish	(5)
Span 4	Intermediate Spanish	(5)
Span 20A	Bilingual Spanish	(5)
Span 20B	Bilingual Spanish	(5)
Span 21	Intermediate Bilingual Spanish	(5)
Span 22	Advanced Bilingual Spanish	(5)
Span 23	Bilingual Oral Spanish	(3)
Fr 1	Elementary French	(5)
Fr 2	Elementary French	(5)
Fr 3	Intermediate French	(4)
Fr 4	Inter. French Reading & Writing	(3)

F. PE 61 PE in the Elementary School (3)

III. Option III - Bilingual Emphasis (Spanish/English) (13 units required)

A. Anthro 2 OR Geog 2 Cultural Anthropology Cultural Geography (3)

B. Western Civilization (3 units required)
Art 3A History and Appreciation of Art (3)
Art 3B History and Appreciation of Art (3)
Drms Arts 5A History of World Drama (3)
Drms Arts 5B History of World Drama (3)
Hist 4A History of Western Civilization (3)
Hist 4B History of Western Civilization (3)
Hum 1A Man and the Arts (3)
Hum 1B Man and the Arts (3)

C. Span 20B OR Span 4 Bilingual Spanish Intermediate Spanish (5)

D. PE 61 PE in the Elementary School (3)

NOTES

The California Basic Educational Skills Test (C-Best) must be passed before a student may be admitted to any teacher education program in the state of California. It is highly recommended that this test be taken following the successful completion of Eng 1A and Math 10A.

WATER TREATMENT TECHNOLOGY

Twenty-seven units required for the major

I. Required courses for the major

WT 1	Water Treatment Plant Operator I	(4)
WT 2	Water Treatment Plant Operator II	(4)
WT 3	Water Treatment Plant Operator III	(4)
WT 6	Computational Procedures for Treatment Plant Operator I	(3)
WT 9	Waste Water Treatment I	(4)
WT 10	Waste Water Treatment II	(4)
WT 11	Waste Water Treatment III	(4)

II. Recommended courses for the major

Bus 3	Business Management	(3)
Bus 6	Management Concepts of Supervision	(3)
Bus 7	Human Relations in Management	(3)
Chem 1A	General Inorganic Chemistry	(5)
Chem 2A	Introduction to Chemistry	(4)

WELDING TECHNOLOGY

The practice of joining metals by welding is becoming more of a science every day. Imperial Valley College recognizes this and consequently has instituted a two-year Associate Degree program in Welding Technology. This program is designed to train technicians by giving the student ample laboratory welding practice along with related theory, plus a firm background in associated subjects such as mechanics and metal-fabricating techniques.

The welding facility consists of an indoor, air-conditioned laboratory equipped with oxy-acetylene, arc welders, Tig welders, Mig welders, and resistance welders.

Graduates from this program will find many opportunities for employment with aircraft industries, shipbuilding companies, construction crews, etc. The future is almost unlimited for the student with interests along these lines.

Twenty units required for the major

I. Required courses for the major

- Weld 31 **OR** Basic Welding (5)
- Weld 31A & Oxy-Acetylene Welding] (2 & 3)
- Weld 31B Arc Welding]
- Weld 36A Advanced Welding (5)
- Weld 36B Advanced Welding (5)
- Weld 36C Advanced Welding - Welder Certification and Blueprint Reading (5)

CERTIFICATE PROGRAMS

ADMINISTRATION OF JUSTICE

Twenty-one to 24 units required for the certificate

- Adm Jus 21 Intro. to Administration of Justice (3)
- Adm Jus 33 Concepts of Criminal Law (3)
- Adm Jus 35 Legal Aspects of Evidence (3)
- Adm Jus 36 Principles and Procedures of the Justice System (3)
- Adm Jus 37 Juvenile Control (3)
- Adm Jus 38 Community Relations (3)
- Eng 2B Basic English Composition (3)
- Eng 12B Reading III: Intermediate Development (if required) (3)

AGRICULTURAL ENGINEERING TECHNOLOGY

Provides the student with technical knowledge of mechanization and the basic skills needed to succeed in production agriculture or one of the hundreds of agriculture support services in the Imperial Valley.

Twenty-seven to 29 units required for the certificate

I. Required courses for the certificate

- Aget 28 Power Equipment Operation and Maintenance (4)
- Aget 34 Power Transmission Systems (4)
- Aget 35 Fluid Power (3)
- Aget 37 Small Gasoline Engines (3)
- Aget 39 Fundamentals of Diesel Power (4)
- Aget 50 Applied Mathematics (if required) ... (1-3)
- Weld 31 Basic Welding (5)

II. Acceptable courses for the certificate (3 units from the following)

- Auto Tech 54 Carburetors, Fuel Injection and Exhaust Systems (3)
- Auto Tech 58 Automotive Air-Conditioning (3)
- Auto Tech 60 Electrical, Starting, Charging, Ignition and Related Electrical Systems (5)
- Auto Tech 65 Basic Machine Shop Technology (3)

AGRICULTURE BUSINESS MANAGEMENT

Twenty-five units required for the certificate

I. Required courses for the certificate

- Ag 15 Pesticide Safety (1)
- Ag 22 Intro. to Agricultural Economics (3)
- Ag 25 Agricultural Business Management ... (3)
- Ag 26 Agricultural Business Organization and Management (3)
- Ag 27 Agricultural Sales and Service Management (3)
- Ag 29 Computer Applications in Agriculture (3)
- Ag 30 Food & Fiber in a Changing World ... (3)
- Ag 40 Soils (3)

Select one course from the following:

- Aget 50 Applied Mathematics (3)
- Ag 14 Entomology (3)
- Bus 4 Principles of Marketing (3)
- Bus 5A Business Law (3)
- Bus 5B Business Law (3)
- Bus 10A Practical Bookkeeping (3)

ALCOHOL AND DRUG STUDIES

Twenty-seven units required for the certificate

I. Required courses for the certificate

- ADS/Psych/HR 9 Introduction to Counseling (3)
- ADS/Psych/HR 11AB Practicum (3-3)
- ADS/Sociol 15 Social and Psychological Dynamics of Drug Use (3)
- ADS/Sociol 50 Human Services in a Changing Society (3)
- ADS 51 Alcoholism: Intervention, Treatment and Recovery (3)
- ADS 52 Physiological Effects of Alcohol and Drugs (3)

Minimum of 6 units from any two of the following courses

- ADS/Psych 53 Group Leadership & Group Process . (3)
- ADS 54 Family Counseling Approaches to Alcohol & Drug Abuse (3)
- ADS/Psych 55 Crisis Intervention and Referral Techniques (3)
- ADS 56 Program Management Techniques ... (3)

Minimum of 3 units from any of the following

- ADS/Sociol 10 Sociology of Minority Groups (3)
- ADS 57ABCD Current Issues in Drug Abuse (1-3, 1-3, 1-3, 1-3)

II. Recommended courses (do not fulfill certificate requirements)

- Psych 3 Psychology of Adjustment (3)
- Psych 4 Psychology of Human Sexuality (3)
- Psych/HR 16 The Psychology of Interpersonal Relationships (3)
- Psych 30 Psychology of Adolescence (3)
- Psych 35 Developmental Psychology: Conception to Death (3)
- Sociol 33 Marriage and the Family (3)

FIELD ARCHAEOLOGY

Twenty-four units and 100 hours of field work required for the certificate

I. Required courses for the certificate

- Anthro 1 Physical Anthropology (3)
- Anthro 2 Cultural Anthropology (3)
- Anthro 3A Introduction to Archaeological Site Surveying (3)
- Anthro 3B Introduction to Archaeological Excavations (3)
- Anthro 3C Advanced Archaeological Survey (3)
- Anthro 3D Advanced Archaeological Excavations (3)
- Anthro 4 California Indians (3)

Three units to be selected from the following courses

- Bio 3 Principles of Biological Science (4)
- Geog 1 Physical Geography (3)
- Geol 1A Physical Geology (4)
- Geol 13 Geology of California (3)
- Zool 1A General Zoology (4)
- Zool 1B General Zoology (4)

AUTO BODY REPAIR AND PAINTING

Twenty-four to 27 units required for the certificate

- Auto Tech 50 Applied Mathematics, if required (1-3)
- Auto Body 70 Auto Body Repairing & Painting (5)
- Auto Body 71 Advanced Auto Body Repairing and Painting (5)
- Auto Body 72 Auto and Light Truck Major Collision Repairing (5)
- Auto Tech 53 Brakes and Suspension (5)
- Weld 31 **OR** Basic Welding] (5)
- Weld 31A & Oxy-Acetylene Welding]
- Weld 31B Arc Welding] (2 & 3)

The following courses may be substituted for any of the above required courses except Auto Body 70 and Auto Body 71:

- Auto Tech 54 Carburetors, Fuel Injection and Exhaust Systems (3)
- Auto Tech 58 Automotive Air-Conditioning (3)

AUTOMOTIVE TECHNOLOGY

Thirty-two units required for the certificate

Each course must be completed with a minimum grade of "C" for each course in the certificate program.

I. Required courses for the certificate*

- Auto Tech 51 Engine Technology (5)
- Auto Tech 52 Manual Transmissions and Power Trains (3)
- Auto Tech 53 Brakes and Suspension (5)

- Auto Tech 54 Carburetors, Fuel Injection and Exhaust Systems (3)
- Auto Tech 56 Diagnostics (3)
- Auto Tech 58 Automotive Air-Conditioning (3)
- Auto Tech 60 Electrical, Starting, Charging, Ignition and Related Electrical Systems ... (3)
- Auto Tech 61A Automatic Transmissions (3)

II. Recommended courses for the certificate (do not fulfill requirements for the certificate)

- Auto Tech 55 Advanced Gasoline Engines and Light Duty Diesel Engine Rebuilding (3)
- Auto Tech 57 Fluid Power (3)
- Auto Tech 59 Small Gasoline Engines (3)
- Auto Tech 65 Basic Machine Shop Technology (3)
- Auto Tech 66 Adv. Machine Shop Technology (3)
- Auto Tech 75 Basic Shop Skills (3)
- Weld 31 Basic Welding (3)

*Student must satisfy the Imperial Valley College Math competency requirements for the certificate.

BANKING

ADMINISTRATIVE CERTIFICATE IN BANK OPERATIONS

Twenty-three units required for the certificate

- Bus 1A Principles of Accounting (3)
- Bus 1B Principles of Accounting (3)
- Bus 6 Management Concepts of Supervision (3)
- Bus 7 Human Relations in Management ... (3)
- Bus 60 Principles of Bank Operations (3)

Select any two of the following electives

- Bus 5A Business Law (3)
- Bus 42 Business Communications (3)
- Econ 1 Principles of Economics (3)
- Sp 1 Oral Communication (3)

CREDIT ADMINISTRATION CERTIFICATE IN BANKING

Twenty-three units required for the certificate

- Bus 1A Principles of Accounting (3)
- Bus 1B Principles of Accounting (3)
- Bus 60 Principles of Bank Operations (3)
- Bus 61 Analysis of Financial Statements (3)
- Bus 62 Installment Credit (3)

Select any two of the following electives

- Bus 5A Business Law (3)
- Bus 7 Human Relations in Management (3)
- Bus 42 Business Communications (3)
- Bus 63 Financing Business Enterprises (3)
- Bus 64 Agricultural Finance (3)
- Econ 1 Principles of Economics (3)
- Sp 1 Oral Communication (3)

GENERAL CERTIFICATE IN BANK SERVICES***

Twenty-three to 30 units required for the certificate

- Bus 5A Business Law (3)
- Bus 10A Practical Bookkeeping** (3)
- Bus 21ABC Proficiency-Exit Typewriting* (3-3)
- Bus 23 Office Machines (3)
- Bus 40 Grammar and Usage (3)
- Bus 60 Principles of Bank Operations (3)

Select any two of the following electives

- Bus 7 Human Relations in Management (3)
- Bus 39 Office Procedures (3)
- Bus 41 Essentials of Business Correspondence (2)
- Bus 50 Intro. to Information Systems (3)
- Sp 1 Oral Communication (3)

*Minimum skill level 40 net words per minute required to qualify for certificate. If skill level attained in Bus 21A, student is excused from Bus 21B and Bus 21C.

**Bus 1A will be substituted if student has completed one year of high school bookkeeping.

***Designed for bank tellers, file clerks, bookkeepers, etc. Not intended for secretarial staff members.

SECRETARY CERTIFICATE IN BANK SERVICE

Twenty-three to 30 units required for the certificate

- Bus 5A Business Law (3)
- Bus 21ABC Proficiency-Exit Typewriting* (3-3-3)
- Bus 32AB Dictation & Transcription Lab** (3-3)
- Bus 40 Grammar and Usage (3)
- Bus 41 OR Essentials of Business Correspondence] (2 or 3)
- Bus 42 Business Communications] (2 or 3)
- Bus 60 Principles of Bank Operations (3)

Select any two of the following electives

- Bus 7 Human Relations in Management (3)
- Bus 23 Office Machines (3)
- Bus 39 Office Procedures (3)
- Bus 50 Intro. to Information Systems (3)
- Sp 1 Oral Communication (3)

*Minimum skill level of 60 net words per minute required to qualify for certificate. If skill level attained in Bus 21A, student is excused from Bus 21B and Bus 21C.

**Minimum skill level of 90 words per minute required to qualify for certificate. If attained in Bus 32A, student is excused from Bus 32B.

BUSINESS

It is highly recommended that WE Gen 70/WE Occ 80, WE Gen 71/WE Occ 81, WE Gen 72/WE Occ 82, and WE Gen 73/WE Occ 83 be completed at Imperial Valley College to provide expanded experience for the following certificate programs.

Office Technician: (Receptionist - File Clerk - Small Business Records)

Twenty-four to 30 units required for the certificate

- Bus 10A Practical Bookkeeping (3)
- Bus 21ABC Proficiency-Exit Typewriting (3-3-3) (40 wpm skill level required)
- Bus 22A Word Processing (3)
- Bus 23 Office Machines (3)
- Bus 24 Records Management (3)
- Bus 39 Office Procedures (3)
- Business Electives (3)
- Math 51 Basic Mathematics (if required) (3)
- Eng 51 OR The Communication Process] (3)
- Eng 3B Writing Fundamentals] (3)

Clerk Typist:

Twenty-six to 32 units required for the certificate

- Bus 21ABC Proficiency-Exit Typewriting (3-3-3) (50 wpm skill level required)

- Bus 22A Word Processing (3)
- Bus 23 Office Machines (3)
- Bus 24 Records Management (3)
- Bus 39 Office Procedures (3)
- Business Electives (8)
- Math 51 Basic Mathematics (if required) (3)
- Eng 51 OR The Communication Process] (3)
- Eng 3B Writing Fundamentals] (3)

Secretary Stenographer:

Twenty-six to 36 units required for the certificate

- Bus 21ABC Proficiency-Exit Typewriting (3-3-3) (60 wpm skill level required)
- Bus 22A Word Processing (3)
- Bus 23 Office Machines (3)
- Bus 24 Records Management (3)
- Bus 32AB Dictation & Transcription Lab (3-3) (90 wpm skill level required)
- Bus 39 Office Procedures (3)
- Bus 40 Grammar and Usage (3)
- Bus 41 OR Essentials of Bus. Corresp.] (2 or 3)
- Eng 42 Business Communications] (2 or 3)
- Eng 2B OR Basic English Composition] (3)
- Eng 1A Reading and Composition] (3)
- Math 51 Basic Mathematics (if required) (3)

Bookkeeper-Technician:

Twenty-four to 30 units required for the certificate

- Bus 10A Practical Bookkeeping (3)
- Bus 10B Practical Bookkeeping (3)
- Bus 21ABC Proficiency-Exit Typewriting (3-3-3) (40 wpm skill level required)
- Bus 23 Office Machines (3)
- Bus 24 Records Management (3)
- Bus 58 Microcomputer Operations: Bookkeeping and Accounting (3)
- Business Electives (6)
- Bus 2 Intro. to Business (Bus. Elective) (3)
- Bus 22A Word Processing (Bus. Elective) (3)
- Math 51 Basic Mathematics (if required) (3)
- Eng 51 OR The Communication Process] (3)
- Eng 3B Writing Fundamentals] (3)

BUSINESS SUPERVISION

Twenty-one units required for the certificate

- Bus 2 Introduction to Business (3)
- Bus 3 Business Management (3)
- Bus 5A Business Law (3)
- Bus 6 Management Concepts of Supervision (3)
- Bus 7 Human Relations in Management (3)
- Bus 27ABC Computer Applications (3-3-3)
- Bus 42 Business Communications (3)

CARPENTRY

Twenty-four units required for the certificate

- Carp 1 The Apprenticeship and Mathematics (3)
- Carp 2 Pre-job and Plot Planning (3)
- Carp 3 Rough Framing (3)
- Carp 4 Roof Framing (3)
- Carp 5 Interior and Exterior Finish (3)
- Carp 6 Stair Building (3)
- Carp 7 Concrete and Forms (3)
- Carp 8 Heavy Timber Construction and Welding (3)

COSMETOLOGY

Forty-five units required for the certificate

- Cos 50A Introduction to Cosmetology (10)
- Cos 50B Introduction to Cosmetology (10)
- Cos 52A Intermediate Cosmetology (10)
- Cos 52B Intermediate Cosmetology (10)
- Cos 54A Advanced Cosmetology (5)

CROP SCIENCE

Twenty-seven units required for the certificate

I. Required courses for the certificate

- Ag 14 Entomology (3)
- Ag 15 Pesticide Safety (1)
- Ag 40 Soils (3)
- Ag 41 Fertilizers (3)
- Ag 42 Introduction to Crop Science (4)
- Ag 43 Field and Cereal Crops (4)
- Ag 45 Vegetable Production (3)
- Ag 49 Weeds and Weed Control (3)

Select one course from the following:

- Aget 28 Power Equipment Operation and Maintenance (5)
- Aget 50 Applied Mathematics (3)
- Ag 30 Food & Fiber in a Changing World... (3)
- Ag 32 Irrigation and Drainage (3)

DATA PROCESSING

Eighteen units required for the certificate

I. Required courses for the certificate

- Bus 10A Practical Bookkeeping (3)
- Bus 10B Practical Bookkeeping (3)
- Bus 50 Intro. to Information Systems (3)
- Bus 52 Programming in Cobol I (3)
- Bus 57 Programming in Basic (3)

II. Acceptable courses for the certificate (minimum of 3 units to be selected from the following)

- Bus 1A Principles of Accounting (4)
- Bus 1B Principles of Accounting (4)
- Bus 53 Programming in Cobol II (3)
- Bus 54 Data Processing Systems (3)
- Bus 56ABC Computer Applications Lab (1-1-1)
- Bus 58 Microcomputer Operations: Bookkeeping and Accounting (3)

Even though they do not fulfill requirements for the certificate, it is highly recommended that WE Gen 70/WE Occ 80, WE Gen 71/WE Occ 81, WE Gen 72/WE Occ 82, and WE Gen 73/WE Occ 83 be completed to provide expanded experience for the certificate.

EARLY CHILDHOOD EDUCATION

Fifteen units required for the certificate

- ECE/Psych 20 Developmental Psychology of Children (3)
- ECE/Psych 21 Early Childhood Socialization: Children, Family and Community (3)
- ECE/Psych 22 Advanced Developmental Psychology and Observation (3)
- ECE 23 Early Childhood Curriculum I (3)
- ECE 25 Field Experience (3)

Early Childhood Education certificate students can apply for the Emergency Children's Center Permit upon completion of the certificate. This requires an employer statement that no Regular Children's Center Permit applicant is available. The application for the Emergency Children's Center Permit can be made through the credentialing office at Imperial County Office of Education through California Teacher Preparation and Licensing, State Department of Education.

ELECTRONICS

Fourteen units required for the certificate

- Electronics 1A Basic Electronics (4)
- Electronics 1B Electronics Assembly & Fabrication .. (3)
- Electronics 2 Transistors & Semi-Conductors (4)
- Electronics 5 Practical Digital Electronics (3)

EMERGENCY MEDICAL TECHNICIAN I

Five and one-half units required for the certificate

- EMT 1/A/AD Emergency Medical Technician 1/ Ambulance (5.5)

EMERGENCY MEDICAL TECHNICIAN II

Twelve units required for the certificate

- EMT 2A Emergency Medical Technician 2A ... (7)
- EMT 2B Emergency Medical Technician 2B ... (5)

FIRE SCIENCE

Eighteen to 21 units required for the certificate

- Fire Sci 60 Introduction to Fire Technology (3)
- Fire Sci 61 Fundamentals of Fire Prevention (3)
- Fire Sci 62 Fire Protection Equipment and Systems (3)
- Fire Sci 63 Fundamentals of Fire Behavior and Control (3)
- Fire Sci 64 Fundamentals of Fire Protection (3)
- Fire Sci 65 Fundamentals of Personal Fire Safety and Emergency Action (3)
- Math 51 Basic Mathematics, or equivalent (3)

GOVERNMENTAL MANAGEMENT PUBLIC SERVICE ADMINISTRATION

Twenty-one to 23 units required for the certificate

- Bus 8 Personnel Management (3)
- Bus 70 Fundamentals of Governmental Management (3)
- Bus 71 State and Local Government Management (3)
- Bus 72 Finance Management (3)

Select any three of the following courses

- Bus 6 Management Concepts in Supervision (3)
- Bus 7 Human Relations in Management (3)
- Bus 50 Intro. to Information Systems (3)
- WE Occ 82 OR Labor and the Economy] (4)
- WE Occ 83 Laws Affecting Employees] (4)

GRAPHIC ARTS — MULTI-MEDIA

Eleven units required for the certificate

GA 10	Graphic Communications I	(2)
GA 11	Graphic Communications II	(3)
GA 12	Composition, Layout & Paste-up	(3)
GA 20 OR	Offset Printing I] (3)
GA 22	Photography & Platemaking	

GRAPHIC ARTS — PRINTING

Eleven units required for the certificate

GA 20	Offset Printing I	(3)
GA 21	Offset Printing II	(3)
GA 22	Photography and Platemaking	(3)
GA 23	Bindery, Cutting & Distribution	(2)

HEALTH ASSISTANT

Six units required for the certificate

HA 15	Health Assistant	(6)
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HOME HEALTH AIDE

Six units required for the certificate

HA 16	Home Health Aide	(6)
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HUMAN RELATIONS

Areas of emphasis: Community Mental Health Worker, Counseling, School, Social Services, Personnel, Employment Counseling and Supervision

Twenty-four units required for the certificate

I. Required courses for the certificate

Psych 1A	Introduction to Psychology	(3)
Psych/TA 3	Psychology of Adjustment	(3)
Psych/HR/ADS 9	Introduction to Counseling	(3)
Psych/HR/ADS 11AB	Practicum	(3-3)
Sociol 1	Principles of Sociology	(3)

II. With the approval of his/her counselor and the Division Chairperson, the student will select a minimum of 9 units (depending on areas of emphasis) from the following courses. It is considered advisable for students in certain areas of emphasis to take more than 9 units from the list below.

Anthro 2	Cultural Anthropology	(3)
Bus 6	Management Concepts of Supervision	(3)
Bus 7	Human Relations in Management	(3)
Bus 50	Intro. to Information Systems	(3)
Bus 79	Public Relations Techniques	(3)
HR/Psych 8	Personal & Career Development	(3)
HR/Psych 10	Small Group Leadership	(3)
Jrn 3	Mass Communications	(3)
Psych 1B	Learning and Perception	(3)
Psych 2	Intro. to Physiological Psychology	(3)
Psych 5	Psychology of Effective Behavior	(3)
Psych 13	Elementary Statistics	(3)
Psych 14	Abnormal Psychology	(3)
Psych 15	Social and Psychological Dynamics of Drug Use	(3)
Psych/HR 16	The Psychology of Interpersonal Relationships	(3)
Psych 17	Social Psychology	(3)

Psych 20	Developmental Psychology of Children	(3)
Psych/ECE 26	Principles of Parenting	(3)
Psych 30	Psychology of Adolescence	(3)
Psych 35	Developmental Psychology: Conception to Death	(3)
Psych 40	Psychology of Crisis Counseling	(3)
Sociol 2	Contemporary Social Problems	(3)

LEGAL ASSISTANT

Twenty-one units required for the certificate

Bus 5A	Business Law	(3)
LA 21	Research and Criminal Law	(3)
LA 22	Civil Procedures and Family Law	(3)
LA 23	Civil Discovery and Torts	(3)
LA 24	Corporations and Bankruptcy	(3)
LA 25	Real Estate Law for Legal Assistants	(3)
LA 26	Wills-Trusts-Probate	(3)

BASIC LIBRARY TECHNICIAN

Fifteen units required for the certificate

LT 51	Introduction to Library Services	(3)
LT 52	Support for Technical Services	(3)
LT 53	Support for Public Services	(3)
LT 54	Intro. to Audiovisual Services	(3)
LT 55	Cataloging and Classifying	(3)

MARKETING—SALES TECHNOLOGY

Eighteen units required for the certificate

Bus 2	Introduction to Business	(3)
Bus 4	Principles of Marketing	(3)
Bus 13	Applied Business Law	(3)
Bus 14	Practical Salesmanship	(3)
Six units to be selected from the following courses		
Bus 1A	Principles of Accounting	(4)
Bus 10A	Practical Bookkeeping	(3)
Bus 21ABC	Proficiency-Exit Typewriting	(3-3-3)
Bus 23	Office Machines	(3)
Bus 65	Retail Sales Checking	(2)
Bus 66	Effective Customer Service	(.5)
Econ 1	Principles of Economics	(3)

NUTRITION MANAGEMENT - DIETARY MANAGER

Courses required for a Certificate of Achievement by the State of California, Department of Health Services, Licensing and Certification Division. Students must achieve a minimum grade of "C" in each of the required courses.

I. Required core courses for the certificate

NU 1	Sanitation and Safety Control	(3)
NU 2	Foundations of Nutrition	(3)
NU 3	Food Production Management	(3)
NU 4	Supervision for Food Services	(3)

Additional required courses

NU 5	Modified Diets	(3)
NU 6A	Field Experience	(3)

NUTRITION MANAGEMENT SCHOOL FOOD SERVICES MANAGER

Courses required for a Certificate of Achievement by the State of California, Department of Health Services, Licensing and Certification Division. Students must achieve a minimum grade of "C" in each of the required courses.

I. Required core courses for the certificate

NU 1	Sanitation and Safety Control	(3)
NU 2	Foundations of Nutrition	(3)
NU 3	Food Production Management	(3)
NU 4	Supervision for Food Services	(3)

Additional required courses

NU 6B	Field Experience	(3)
NU 7	Introduction to Hospitality and Food Services	(3)
NU 8	Menu Planning and Purchasing	(3)

OFFICE ADMINISTRATIVE SERVICES WORD PROCESSING OPERATOR

Twenty-nine to 36 units required for the certificate

I. Required courses for the certificate

Bus 21ABC	Proficiency-Exit Typewriting (55 wpm skill level required)	(3-3-3)
Bus 22A	Word Processing	(3)
Bus 22B	Word Processing	(3)
Bus 23	Office Machines	(3)
Bus 39	Office Procedures	(3)
Bus 40	Grammar and Usage	(3)
Bus 41 OR	Essen. of Business Corres.] (2 or 3)
Bus 42	Business Communications	
Bus 50	Intro. to Information Systems	(3)
Eng 2B	Basic English Composition	(3)
Math 51	Basic Mathematics (if required)	(3)

PATIENT SERVICES ADMINISTRATION SPECIALIST

Seventeen units required for the certificate

HT 3/Bus 80	Medical Terminology	(3)
HT 4/Bus 81	Medical Transcription	(3)
HT 5/Bus 82	Patient Information Systems	(3)
HT 6/Bus 83	Medical Insurance	(3)
HT 7/Bus 84	Patient Administration Services	(3)
HT 8/Bus 85	Management of Patient Services	(2)

PHARMACY TECHNICIAN

Fifteen units required for the certificate

HT 3	Medical Terminology	(3)
HT 12	Pharmacy Technician I	(6)
HT 13	Pharmacy Technician II	(6)

PSYCHIATRIC TECHNICIAN

Fifty and one-half units required for the certificate

Anat 6	Anatomy and Physiology for Health Occupations	(3)
NS 1C	Pharmacology I	(1.5)
NS 2C	Pharmacology II	(1.5)
PT 1	Intro. to Nursing Science for the Psych Tech	(3.5)
PT 2	Fundamentals of Nursing for the Psych Tech	(4.5)
PT 3	Medical-Surgical Nursing for the Psych Tech	(5.5)

PT 4	Developmental Disabilities for the Psych Tech	(12.5)
PT 5	Mental Disorders for the Psych Tech	(12.5)
Psych 1A	Introduction to Psychology	(3)
Psych 35	Developmental Psychology: Conception to Death	(3)

REAL ESTATE

Upon the satisfactory completion of the following courses, the student will be eligible for the California Junior College Real Estate Certificate which is issued in cooperation with the California Division of Real Estate and the California Real Estate Association under their Education and Research Program.

Twenty-four units required for the certificate

Bus 90	Real Estate Principles	(3)
Bus 91	Real Estate Practices	(3)
Bus 92A	Legal Aspects of Real Estate	(3)
Bus 92B	Legal Aspects of Real Estate	(3)
Bus 93	Real Estate Finance	(3)
Bus 94A	Real Estate Appraisal	(3)
Bus 94B	Real Estate Appraisal	(3)
Bus 95	Real Estate Economics	(3)

RECREATION

Eighteen units required for the certificate

Rec 70	Introduction to Leisure	(3)
Rec 72	Outdoor Recreation	(3)
Rec 73	Recreation for Special Groups	(4)
Rec 74	Intro. to Community Recreation	(3)

Two or three units to be selected from the following courses

Art 22A	Design	(3)
PE 59AB	Sports Officiating, Men	(3-3)
PE 60AB	Sports Officiating, Women	(3-3)
PE 61	Physical Education in the Elementary Schools	(3)
PE 62AB	Physical Education for Special Olympics	(3-3)
Rec 71	Social Recreation	(3)
PE 6	Lifesaving	(2)

Two or three units to be selected from the following courses

PE 3ABCD	Physical Fitness, Women	(1-1-1-1)
PE 4ABCD	Badminton, Coed	(1-1-1-1)
PE 5ABCD	Swimming, Coed	(1-1-1-1)
PE 10ABCD	Team Sports	(1-1-1-1)
PE 11ABCD	Volleyball, Coed	(1-1-1-1)
PE 12ABCD	Tennis, Coed	(1-1-1-1)
PE 14ABCD	Recreational Games, Coed	(1-1-1-1)
PE 17ABCD	Physical Fitness, Men	(1-1-1-1)
PE 20ABCD	Softball, Coed	(1-1-1-1)
PE 23ABCD	Basketball for Women	(1-1-1-1)
PE 24ABCD	Basketball for Men	(1-1-1-1)

REHABILITATION TECHNICIAN FOR THE PHYSICALLY LIMITED

Eighteen units required for the certificate

I. Required courses for the certificate

PL 1/Psych 27/	ECE 27	Understanding Exceptional Students	(3)
PL 2AB	Practicum Experience to Work with the Physically Limited Person	(2-2)	
Psych 1A OR	Intro. to Psychology] (3)	
Psych 5	Psych. of Effective Behavior		

II. A minimum of six units must be taken from Section II

- PL 2AB Practicum Experience to Work with the Physically Limited Person (2-2)
- PL 10 Beginning Communication with the Deaf (4)
- PL 11 Intermediate Communication with the Deaf (4)
- PL 20 Literary Braille (3)
- PL 21 Psychology of Physical Disabilities (3)
- PL 33 Introduction to Audiology (3)
- PL 34 Audiometry & Hearing Conversation (3)
- HA 15 Health Assistant (6)

III. Additional units to complete the certificate may be utilized from the courses under Section III

- PE 62AB PE for Special Olympics (3-3)
- PL 12 Advanced Communication with the Deaf (3)
- PL 13ABCD Communication with the Deaf in the College Classroom (1-1-1-1)
- Psych 3 Psychology of Adjustment (3)
- Psych 9 Introduction to Counseling (3)
- Psych 17 Social Psychology (3)
- Psych/ECE 20 Developmental Psychology of Children (3)
- Rec 73 Recreation for Special Groups (4)
- Sociol 1 Principles of Sociology (3)
- Sociol 2 Contemporary Social Problems (3)
- Sp 1 Oral Communication (3)

TEACHER AIDE

Twenty-one units required for the certificate

- TA 1 Intro. to Instructional Associate (3)
- TA/Psych 3 Psychology of Adjustment (3)
- TA/ECE 4 Bilingual-Multicultural Curriculum and Instruction (3)
- TA/ECE 6 Language Development for Young Children (3)
- TA/ECE 8 Mathematics for Young Children (3)
- TA 9 Field Experience (3)
- ECE/Psych 20 Developmental Psychology of Children (3)

VOCATIONAL NURSING

Forty-nine and one-half units required for the certificate

- HT 1 Introduction to Health Science (2)
- Anat 6 Anatomy and Physiology for Health Occupations (3)
- Psych 1A Introduction to Psychology (3)
- Psych 16 The Psychology of Interpersonal Relationships (3)
- Psych 35 Developmental Psychology: Conception to Death (3)
- NS 1A (V) Introduction to Patient Care I (4)
- NS 1B (V) Introduction to Patient Care II (4)
- NS 1C (V) Pharmacology I (1.5)
- NS 2A (V) Maternity Cycle (5.5)
- NS 2B (V) Common Health Problems I (5.5)
- NS 2C (V) Pharmacology II (1.5)
- NS 3A (V) Common Health Problems II (6.5)
- NS 3B (V) Common Health Problems III (6.5)
- NS 3C (V) Patient Care Management (5)

WASTE WATER TECHNOLOGY

Fifteen units required for the certificate

- WT 6 Computational Procedures for Treatment Plant Operator I (3)
- WT 9 Waste Water Treatment I (4)
- WT 10 Waste Water Treatment II (4)
- WT 11 Waste Water Treatment III (4)

WATER TREATMENT TECHNOLOGY

Fifteen units required for the certificate

- WT 1 Water Treatment Plant Operator I (4)
- WT 2 Water Treatment Plant Operator II (4)
- WT 3 Water Treatment Plant Operator III (4)
- WT 6 Computational Procedures for Treatment Plant Operator I (3)

WELDING

One of the following four patterns of study will fulfill requirements for a certificate in Welding Technology.

Pattern One

(Recommended for Agriculture and Agricultural Services)

Twenty to 21 units required for the Pattern One certificate

- Weld 31 OR Basic Welding (5)
- Weld 31A & Oxy-Acetylene Welding (2 & 3)
- Weld 31B Arc Welding (2 & 3)
- Weld 36A Advanced Welding (5)
- AE 20 OR Alcohol Fuel Production (3 or 2)
- Weld 38 Sheet Metal Fundamentals (3 or 2)

Eight units selected from agriculture courses (8)

Pattern Two

(Recommended for air-conditioning mechanics and construction personnel)

Eighteen to 19 units required for the Pattern Two certificate

- Weld 36A Advanced Welding (5)
- Weld 36B Advanced Welding (5)
- AE 10 OR Prac. Methods in Solar Energy (3 or 2)
- Weld 38 Sheet Metal Fundamentals (3 or 2)
- Ag 36 Agricultural Construction (3)
- Ag 38 Power Electricity (3)

Pattern Three

(Recommended for welders with a future in general service industries)

Twenty-one units required for the Pattern Three certificate

- Weld 31 OR Basic Welding (5)
 - Weld 31A & Oxy-Acetylene Welding (2 & 3)
 - Weld 31B Arc Welding (2 & 3)
 - Weld 36A Advanced Welding (5)
 - Auto Tech 65 Basic Machine Shop Technology (3)
- Eight units selected from agriculture and/or automotive technology courses (8)

Pattern Four

(Recommended for the experienced welder who wishes to advance his/her general capabilities in welding and fabrication processes)

Sixteen to 19 units required for the Pattern Four certificate

- Weld 36B Advanced Welding (5)
- Weld 36C Advanced Welding - Welder Certification & Blueprint Reading (5)
- AE 20 OR Alcohol Fuel Production (3 or 2)
- Weld 38 Sheet Metal Fundamentals (3)
- Engr 21 Technical Drawing (1-3)
- Weld 50 Applied Mathematics (1-3)

OCCUPATIONAL WORK EXPERIENCE

Twenty-eight units required for the certificate

- WE Occ 80 Personal Efficiency (4)
- WE Occ 81 Motivation (4)
- WE Occ 82 Labor and the Economy (4)
- WE Occ 83 Laws Affecting Employees (4)

Twelve units from the student's planned course of occupational training as approved by the Dean of Vocational-Technical Education.

A

- Absence 21
- Academic Dismissal 22
- Academic Probation 21
- Academic Renewal 21
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- Activities, Student 17
- Additional Degrees 22
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- High School Graduates 17
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- Special High School Students 18
- Advanced Placement, Nursing 20, 71
- Affiliations, Institutional 16
- Affirmative Action Policy 18
- Agricultural Engineering Technology 29
- Agriculture 29
- Alcohol and Drug Studies 31
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- Anatomy 32
- Anthropology 32
- Art 33
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- Associate Degree Nursing 71
- Associate in Arts Degree 16, 22
- Associate in Science Degree 16, 22
- Associated Students 17
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- Athletics 17
- Courses 76
- Intercollegiate 17
- Attendance and Automatic Withdrawals 21
- Automotive Body and Paint 34
- Automotive Technology 35
- Awards, Scholarship 16

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- Business 36

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- Division Chairpersons 7
- Dramatic Art 46

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- Education, Teacher Preparation 102
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- Electronics 48
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- Emergency Medical Technician 49
- Emeritus Faculty 12
- Engineering 50
- English 51
- Enrollment, Concurrent High School and College 15
- Entrance Examinations 17
- Environmental Science 55
- Evening College 15
- Expenses 16
- Extension Courses, Credit for 25
- External Campus 15

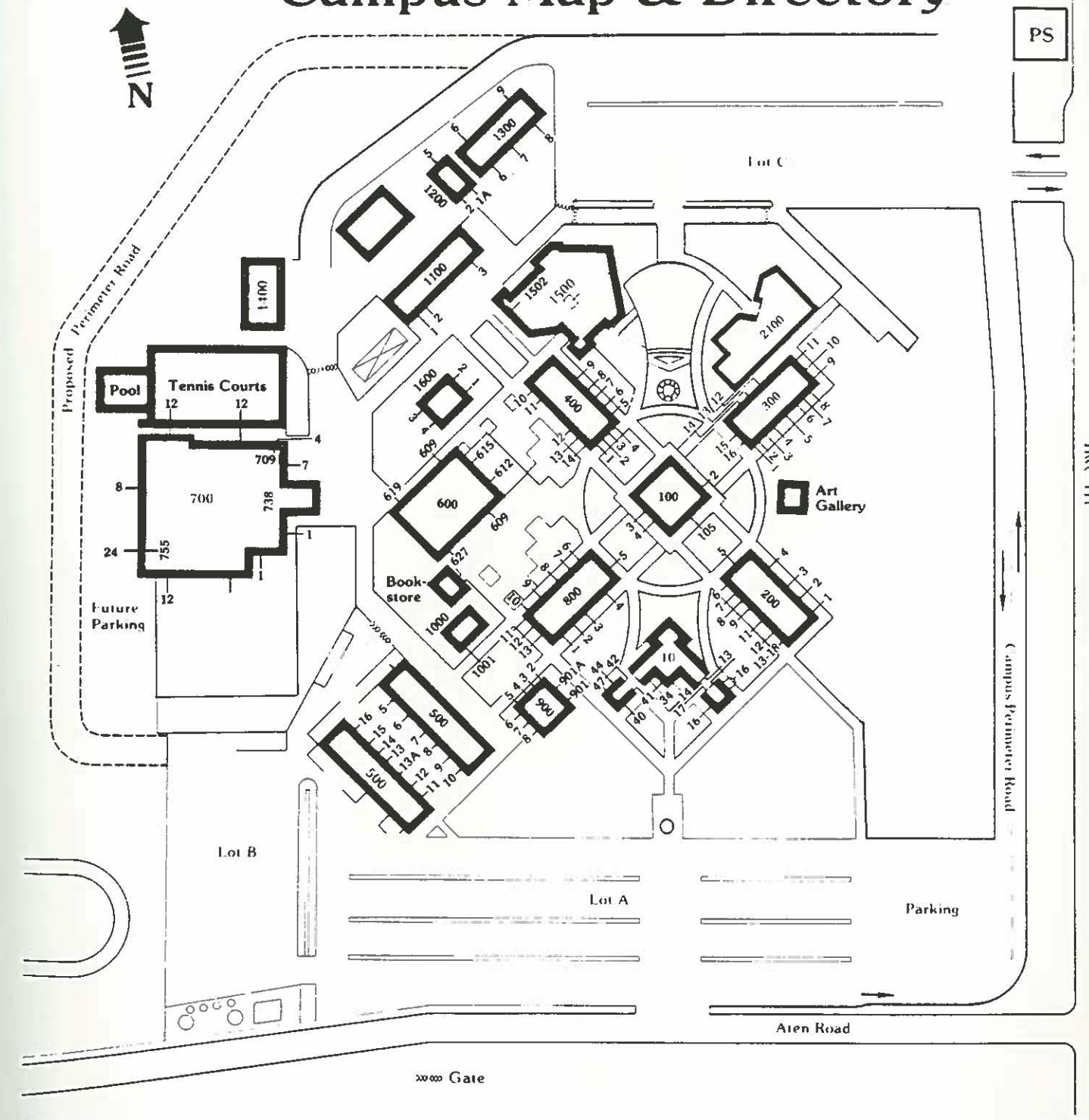
F

- Facilities 13
- Faculty 8
- Faculty, Emeritus 12
- Family Educational Rights & Privacy Act of 1974 18
- Fees 16
- Financial Assistance 16
- Fire Science 55
- Foreign Students 18
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Vocational	15
High School & College, Concurrent Enrollment	15
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Honors, Graduation	16
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10 Administration	500 Engineering/Law Enforcement	1000 Student Life	1500 Library/Media Center
100 Counseling Center	600 College Center	1100 Auto Tech	1600 Modular Building
200 Social Science/English	700 Gymnasium	1200 Welding	2100 Health Sciences
300 Fine Arts	800 Business/Nursing	1300 Agriculture	PS Preschool
400 Natural Science	900 Meyer Center	1400 Maintenance	