

*Helping students achieve their dreams.....
a generation at a time.*

THE IMPERIAL VALLEY COLLEGE FOUNDATION



Grace Sesma, Foundation Director

This past year, the IVC Foundation had many modest, but fulfilling achievements. The Gala Dinner Theater had a record attendance and the launching of its new Membership Program gained the College and the Foundation many new friends.

Thanks to the enthusiasm and generosity of faculty, staff and community leaders, the Membership drive raised \$65,600 in both cash donations and gifts-in-kind. In addition, approximately \$47,000 was donated specifically for the scholarship fund by individuals and civic groups from throughout Imperial Valley. And, last, but certainly not least, supporters of Measure Q donated \$18,554 to help the Foundation/Friends of IVC Committee with campaign expenses. Your support made the difference.

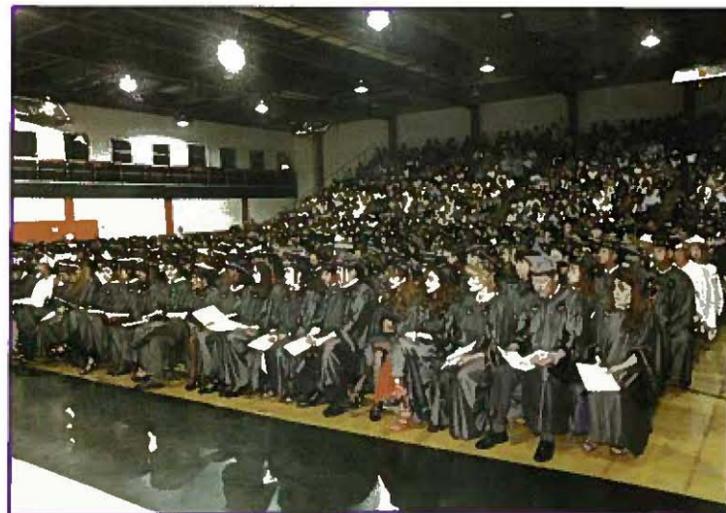
You're invited to help the Foundation continue to help students achieve their dreams! Your tax deductible contribution can be designated to those areas that are of specific concern to you and your family. Or you can make your donation directly to our Greatest Needs Fund which is used to underwrite the cost of the things most needed by IVC, as determined by the Foundation Board of Trustees. For more information on joining the Foundation and on gift giving programs such as memorials, bequests, or endowment funds, please call the IVC Foundation Office at 355-6113.

Scholarships Awarded

Total amount awarded to students.....\$51,086.34
Number of scholarships awarded..... 212

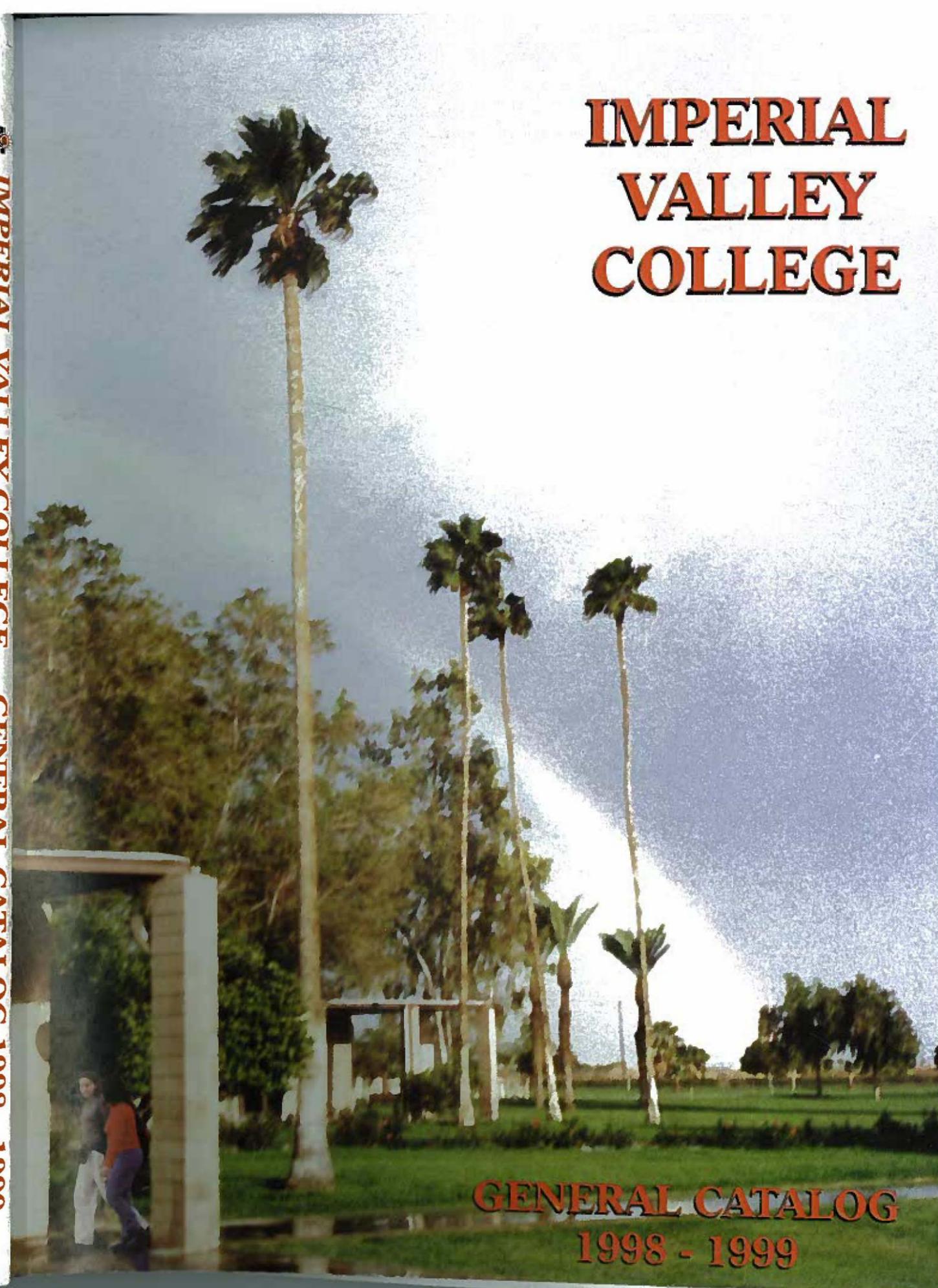
Elementary School Field Trip
Program Awarded.....\$4,000.00
Number of students in program..... 900

Grace A. Sesma
Development Director
Imperial Valley College Foundation
P. O. Box 158
Imperial, CA 92251
(760) 355-6113



IMPERIAL VALLEY COLLEGE
GENERAL CATALOG 1998 - 1999

IMPERIAL VALLEY COLLEGE



GENERAL CATALOG 1998 - 1999

IMPERIAL VALLEY COLLEGE 1998 - 1999

Imperial Valley College 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
P.O. BOX 158
Highway 111 and Aten Road
IMPERIAL, CALIFORNIA 92251-0158
Phone (760) 352-8320
IMPERIAL COUNTY**

IMPERIAL VALLEY COLLEGE

ACCREDITED

by the

Accrediting Commission for Community and Junior Colleges of the
Western Association of Schools and Colleges
3402 Mendocino Avenue
Santa Rosa, CA 95403
(707) 569-9177

an institutional accrediting body recognized by the Commission on Recognition of
Postsecondary Accreditation and the U.S. Department of Education

California 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

MEMBER

of

Association of California Community College Administrators
Association of Community College Trustees
California Association of Community Colleges
California Community Colleges Academic Senate
Community College League of California
Hispanic Association of Colleges and Universities
Imperial County School Boards' Association
International Consortium for Educational and Economic Development
San Diego and Imperial Counties Community Colleges Association

APPROVED

for

The Veterans Administration

TABLE OF CONTENTS

COLLEGE CALENDAR 4
PERSONNEL 5
 Board of Trustees, Administration 5
 Division Chairpersons 6
 Faculty 7
 Emeritus Faculty 11
GENERAL INFORMATION 13
 Location, History, Facilities, Library 13
 Mission and Goals 14
 Academic Freedom Statement 15
 Types of Courses and Programs 15
 Evening College 15
 External Campus, Work Experience Program 15
 Honors Program for High School Students 16
 Disabled Student Programs and Services, Developmental Preschool 16
 Degrees 16
 Scholastic Honors 17
 Financial Assistance, Expenses, Fees 17
 Tuition, Refund Policy, Parking Permit, Accreditation 18
 Counseling Services, Student Activities 18
 Bookstore, Snack Bar, College Center, Athletics 18
 Learning Supportive Services 18
 Assessment 18
 Matriculation Process 19
REGULATIONS 19
 Admission, Transcripts, Foreign Transcripts 19
 Family Education Rights & Privacy Act 19
 Affirmative Action Policy, Nondiscrimination Policy 20
 Residence Requirements 20
 Study List Limitations 21
 Short Term Classes, Changes in Class Schedules 22
 Scholarship Grading System 22
 Semester Grade Report, Student Conduct 25
 Campus Regulations 26
 Academic Probation 26
 Provisional Status, Petition and Hearing Process 26
 Attendance and Automatic Withdrawals 26
 Withdrawal from College 27
 Academic Dismissal 27
 Eligibility and Certification of Veteran Student Applicants 27
 Exercise Science, Wellness and Sport 29
 Changes in the Catalog 29
GRADUATION REQUIREMENTS 29
CREDIT FOR CORRESPONDENCE AND EXTENSION COURSES 32
TRANSFER REQUIREMENTS 32
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM 34
SPANISH TRANSLATION 35
OCCUPATIONAL CURRICULA 35
COURSES OF INSTRUCTION 50
MAJORS 118
CERTIFICATE PROGRAMS 136
INDEX 147

**IMPERIAL VALLEY COLLEGE
1998 - 1999 SCHOOL CALENDAR**

1998

August	17	Monday	Faculty Service Day (Orientation)
	18	Tuesday	Fall Semester Classes Begin
September	7	Monday	Holiday (Labor Day)
November	13	Friday	Holiday (Veteran's Day)
	26	Thursday	Recess (Thanksgiving)
	27	Friday	Recess (Thanksgiving)
December	14	Monday	Final Exams Begin
	18	Friday	Last Day of Final Exams
	21	Monday	First Day of Winter Recess (Christmas)

1999

January 8	Friday	Last Day of Winter Recess (Christmas)
11-15	Monday-Friday	Flex Week (No Classes)
18	Monday	Holiday (King's Birthday)
19	Tuesday	Spring Semester Classes Begin
February	12	Friday
	15	Monday
		Holiday (Lincoln's Birthday)
		Holiday (Washington's Birthday)
April	1	Thursday
	2	Friday
	5	Monday
	9	Friday
		Non Instructional Day
		Holiday (Good Friday)
		First Day of Spring Recess
		Last Day of Spring Recess
May	24	Monday
	28	Friday
	29	Saturday
		Final Exams Begin
		Last Day of Final Exams
		Graduation (Faculty Service Day)

**THE BOARD OF TRUSTEES
IMPERIAL COMMUNITY COLLEGE DISTRICT**

- MR. RUDY CARDENAS, JR.
Trustee from area which includes Brawley Union High School District
- MRS. CLAUDINE DUFF
Trustee from area which includes Central Union High School District
- MR. KELLY KEITHLY
Trustee from area which includes Holtville Unified School District
- MRS. MARIAN A. LONG
Trustee from area which includes Imperial Unified School District
- MR. ROMUALDO MEDINA
Trustee from area which includes Calipatria Unified School District
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Trustee from area which includes Calexico Unified School District
- MS. REBECCA L. RAMIREZ
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ADMINISTRATION

- | | |
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Superintendent/President | MRS. EILEEN FORD
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| DR. DAVID OCHOA
Vice President for Academic Services | MRS. SANDRA STANDIFORD
Dean of Admissions |
| DR. HECTOR LOPEZ
Vice President for Student Services/
Deputy Superintendent | DR. BETTY MARKS
Director of Nursing Education and Health Technologies |
| MR. WILLIAM THORNBURG
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Dean of Financial Assistance and State Programs | MR. MEL WENDRICK
Director of Disabled Student Programs and Services |
| MR. RUBEN LOPEZ
Dean of External Campus | |

DIVISION CHAIRPERSONS

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Chairperson of Division of Behavioral Science and Social Science

MR. TODD HANSINK
Chairperson of Division of Business

DR. FRED FISCHER
Chairperson of Division of English

MR. DAVE DRURY
Chairperson of Division of Exercise Science, Wellness and Sport

DR. MITJL CAPET
Chairperson of Division of Humanities

DR. BETTY MARKS
Chairperson of Division of Nursing Education and Health Technologies

MR. GARY RODGERS
Chairperson of Division of Public Safety and Services

MR. JIMMY PENDLEY
Chairperson of Division of Science, Mathematics and Engineering

THE FACULTY

ARAGON, RAUL
Professor, Counseling
B.A., M.S., San Diego State University

ARCHULETA, JOE A.
Professor, Mathematics, Engineering, Physics
B.S., University of Colorado
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BACALIS, PATRICIA
Instructor, History
B.S.Ed., Wright State University
M.A., University of Denver
M.A., University of Arizona

BARRETT, MARIE S.
Instructor, Environmental Management
B.S., California State Polytechnic University, Pomona

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Instructor, English
B.A., San Diego State University
M.A., Northern Arizona University

BEOPE, FRANCES A.
Professor, Counseling
B.A., M.S., San Diego State University

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Instructor, Special Populations Vocational Education
B.S., California State University, Dominguez Hills
M.S., Clarkson College

BILEY, PATTI
Assistant Professor, English
B.A., M.A., Southern Illinois University
Ph.D., University of Texas at Austin

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M.Ed., Southwest Texas State University

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B.S., University of Texas
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M.E., University of San Diego

CAPET, MITJL CARVALHO
Assistant Professor, Art/Humanities
Chairperson of Division of Humanities
B.A., Ed.D., University of California, Los Angeles
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Professor, Nursing
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M.A.T., University of North Carolina
Ed.D., Nova Southeastern University

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F.N.P., Clarkson College

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M.A., University of Phoenix
M.L.S., University of Pittsburgh

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M.S., National University

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B.S.N., Consortium of California State Universities & Colleges

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A.B., San Diego State University

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B.A., University of Missouri
M.S., California State University, Los Angeles

STUART, BARBARA
Assistant Professor, English
B.A., M.A., San Diego State University
Juris Doctor, Western State University, College of Law

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A.A., Diablo Valley College
B.A., San Jose State University
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M.A., National University

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B.S., San Diego State University
M.A., Northern Arizona University

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B.S., M.S., University of Utah

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Director of Human Resources/Affirmative Action Officer
B.S., Southern Illinois University
M.S., Chapman University
D.P.A., University of La Verne

VALENTINE, BARBARA H.
Professor, Early Childhood Education
B.A., Arizona State University
M.A., Northern Arizona University

VALENTINE, MARTIN
Professor, English
B.A., Arizona State University
M.Ed., University of Arizona

WELCH, THOMAS L.
Instructor, Assistant Librarian
B.A., Sacramento State College
M.S., University of Illinois
M.A., Catholic University of America

WENDELL, JOSEFINA
Associate Professor, English
B.A., San Diego State University
M.A., Northern Arizona University

WENDRICK, MARY
Assistant Professor, English
B.A., Marywood College
M.S., Indiana State University

WENDRICK, MEL
Director of Disabled Student Programs and Services
B.A., Sacred Heart Seminary
M.A., University of Michigan
M.Div., Saint John's Provincial Seminary

WILHELM, ROBERT L.
Professor, Geography, Political Science
B.S., M.A., Ph.D., St. Louis University

WILLIAMS, RICHARD H.
Professor, Psychology, English
B.S., University of Wyoming
M.A., San Jose State University
Ph.D., California Institute of Asian Studies

ZIELINSKI, DAVID
Assistant Professor, English
A.B., M.A., San Diego State University

EMERITUS FACULTY

LEONARD, THOMAS
Psychology
1964-72

NOVAK, RUTH
Dean of Counseling
1958-72

HINSHAW, JOHN
Mathematics
1942-73

UPSON, JOHN
English
1966-77

GARTIN, HERBERT
Psychology
1966-78

MOORE, ERNEST
Business
1970-78

SPENCER, TERREL
Superintendent/President
1963-78

BARKER, MICHAEL
Anthropology
Supt
1968-79

WHITE, HOWARD
Law Enforcement
1969-79

SWANN, MARIE
English
1964-80

WEISSMAN, HARRY
English
1969-80

BARKALOW, N.C.
Law Enforcement
1974-81

FINLEY, LUTHER
Engineering
1960-81

FINNEY, DEE
Physical Education
1967-81

GENTRY, GLENN A.
Work Experience
1967-81

KOSKI, RAUHA K.
Nursing
1974-81

OVERMAN, RUTH
Business
1965-81

SAMUELS, CARMEN
Nursing
1971-81

SAMSON, WALTER
History
1963-82

ANDERSON, LESLIE
Law Enforcement
1967-83

LEWIS, STANLEY H.
Ag/Heavy Equip. Mech.
1969-83

LANFORD, CONWAY
Counseling
1970-84

LARSSON, HAROLD
Astronomy
1966-84

TOPPER, IRENE
Nursing
1976-84

BACON, JEANNE
Physically Limited
1973-85

BRUNGARDT, MARTHA
Nursing
1972-85

DUFF, JACK
Counseling
1981-85

RODDEN, ROSE
Health Education
1974-86

STEARNS, HAROLD
Speech
1973-86

STONE, JAMES
Mathematics/Music
1966-86

AKERS, H. RUSSELL
Physically Limited
1973-87

BANKS, STANLEY
Sociology
1966-87

SPEER, WILLIAM
English
1961-87

BERNARD, WILLIS C.
Art
1969-88

MOORE, ROBERT
Business
1970-88

PAULSON, CLARENCE
Business
1960-88

RICE, PAULINE BENOIT
Foreign Language/Humanities
1963-88

CHAMPAGNE, PHILIP
Welding
1971-89

FUESLER, JACK
Music
1964-89

MELLINGER, ELWOOD
Agriculture
1961-89

LOWE, JUANITA
Art
1961-90

SAXE, ELLEN
Nursing
1981-90

THORNBURG, WILLIAM
VP for Business Services
1967-90

PETERSON, AVIS
Nursing
1984-91

von WERLHOF, JAY
Anthropology/Social Science
1973-91

WILSON, PATRICIA
English
1970-91

FARRAR, LLOYD
History
1968-92

GRIFFIN, WILLIAM
Business
1961-92

LEGARRA, STANLEY
Health Educ./Physical Educ.
1974-92

ALBERDA, STANLEY
Dean of Learning Services
1969-93

GERARD, ROBERT
Coord., Special Populations
1988-93

RUDOLPH, WILLIAM
Dean of Vocational Education
1964-93

FARRIER, PAUL
History
1970-94

FIELDS, MAX
Health Educ./Physical Educ.
1969-94

GALAMGAM, ADELE
Assistant Librarian
1965-94

HEBERT, ROGER
Physical Education
1968-94

PERSKE, GERALD
Science
1960-94

RAULSTON, JEAN
English
1977-94

WASSON, HENRY
Math/Science
1962-94

DePAOLI, JOHN A.
Superintendent/President
1965-95

GREVATT, JAMES
Counseling
1975-96

LEPTICH, DEAN
Speech
1965-96

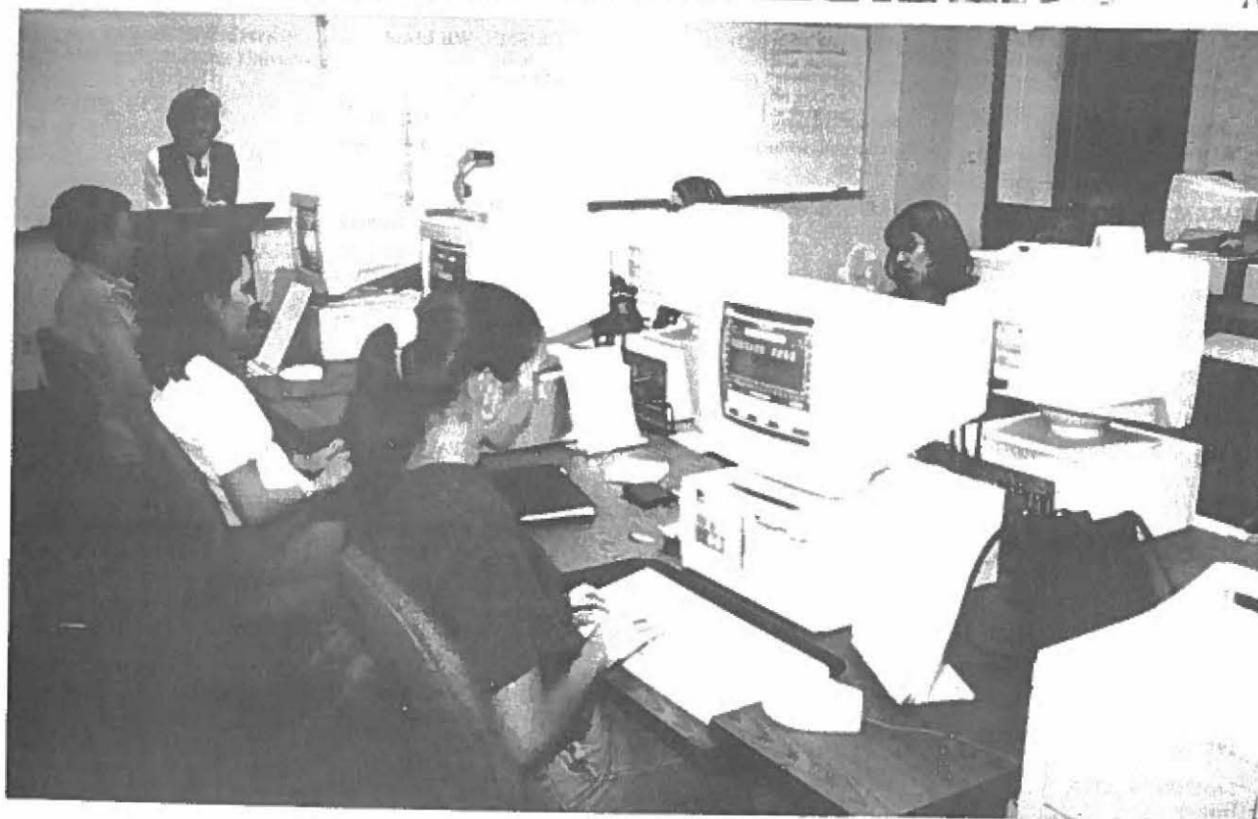
MACCI, BARBARA
Dean of Voc Ed
1976-96

SMITH, MARY M.
English
1975-96

WALKER, JAMES D.
VP/Acad Svcs/Deputy
1969-96

SECHRIST, WILLIAM
VP/Bus Svcs/Deputy Supt
1990-98

WHITE, RAY
Automotive Technology
1964-98



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.

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.

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.

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 multipurpose 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.

In 1987, the college celebrated its 25th anniversary at its current location by recognition ceremonies and programs relating to the signing of the U.S. Constitution two hundred years ago.

A 2.5 million dollar General Obligation Bond for IVC was approved by 73% of the voters in November, 1987. The monies developed by the Bond have allowed the college to do major campus refurbishing and other general improvements such as: Constructing and opening the Health Technologies Building in 1988; more than doubling the number of parking spaces; improving campus lighting; opening an off-campus center in El Centro for the External Campus program; providing a women's softball field; rejuvenating classrooms, the library, the college center, the counseling center, the print shop; doubling the size of the Meyer Center for Business and Commerce; and computerizing the energy control system.

With the completion of construction for the Childhood Education Center scheduled for 1991, the college is preparing to provide higher educational opportunities for the increasing number of students both on and off campus.

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 overriding 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 predominantly 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.

ACADEMIC FREEDOM STATEMENT

The common good of society depends upon the search for knowledge and its free exposition. Academic freedom is essential to both these purposes and is the right of reasonable exercise of civil liberties and responsibilities in an academic setting. As such it protects each person's freedom to express opinions both inside and outside the classroom, to practice one's profession as teacher and scholar, librarian, or counselor, to carry out such scholarly and teaching activities as one believes will contribute to and disseminate knowledge, to express and disseminate the results of scholarly activities in a reasonable manner, and to select, acquire, disseminate and use documents in the exercise of one's professional responsibilities, all without interference and all with due and proper regard for the academic freedom of others. Academic freedom does not require neutrality, but rather makes commitment possible. However, academic freedom does not confer legal immunity, nor does it diminish the obligations of practitioners to meet their duties, their responsibilities, and their scholarly obligations to base research and teaching on an honest search for knowledge.

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 Art 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 day-time and evening classes staffed by part-time faculty members of the main campus faculty, and two counselors.

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 problems 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, Emergency Medical Technician, Microcomputer Operations, Spanish, ESL classes, 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 some of the graduation requirements.

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 & 12th Grade High School Students

The governing board 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. 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.

Each special part-time student shall attend high school classes for at least the minimum school day.

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

The governing board 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 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. 76001)

5. Disabled Student Programs and Services

The Disabled Student Programs and Services 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.

6. Imperial Valley College Developmental Preschool

The preschool is open five days a week from 7:45 a.m. to 3:45 p.m., concurrent with the college calendar. Child care services are available for preschool children 2 to 5 years of age whose parent(s) are IVC students.

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 occupational-

vocational-technical or lower-division four-year college. 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 average of 3.5 or higher in degree applicable courses.

"With Honors" is granted to those graduates who achieve a grade point average of 3.0 in their college work in degree applicable courses.

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 (Inactive)

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

1. Completed 12 units in a maximum of 3 semesters. No units acquired more than two years prior to application for initial membership shall be used.
2. A cumulative grade point average of 3.5.

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

1. Achieving for the previous semester not less than 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 average 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 aid 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 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.

FEEES

Enrollment Fee (Subject to Change)	\$12.00 per unit
Parking Fee	
First vehicle	\$15.00 per vehicle
(after late registration)	\$20.00 per vehicle
Each additional vehicle	\$15.00 per vehicle

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 from the Financial Assistance Office. The **Parking Fee** provides administrative and operating funds for parking and transportation-related facilities.

TUITION

Nonresidents and international students are required to pay tuition charges of \$121.00 per unit in addition to the fees outlined above.

The college will accept payment from nonresident and international students in cash, Western Union money orders, traveler's checks, and bank drafts. Personal checks cannot be accepted. Payment of nonresident and international student tuition cannot be deferred.

OTHER FEES/CHARGES

Insufficient 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. Accreditation reports are available and may be reviewed at the office of the President.

COUNSELING AND GUIDANCE SERVICES

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 8:00 p.m., Monday through Thursday, and 8:00 a.m. and 5:00 p.m. on Friday, during the school year. 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. The Pacific Coast Conference includes Grossmont, MiraCosta, Palomar, San Diego City, San Diego Mesa, and Southwestern Colleges.

LEARNING SUPPORTIVE SERVICES

Tutoring is available for all students enrolled at Imperial Valley College. The Tutoring Center is located in the Spencer Library Media Center. The center offers a variety of tutorial programs that provide remedial assistance, as well as enrichment programs to direct students in proper study skills, note taking and test preparation. Sessions are based on individual program guidelines and may be in the form of one-on-one tutoring or group sessions. Depending on scheduling, drop-in tutoring is also available.

In addition, bilingual services are offered for limited English speakers who need academic assistance in interpretation of course work. Conversation groups are held for limited English speakers to practice speaking, extend and enrich vocabulary skills.

ASSESSMENT

It is the policy of Imperial Valley College that new students seeking to enroll in their initial reading, writing, and/or math classes be assessed. Assessment includes basic skills testing, needs analysis, evaluation of past performance, aptitudes, goals, learning and study skills, and motivation. Students may be exempt from the basic skills testing portion of assessment if they enroll in entry level classes for which there are no prerequisites, or if they submit scores from recently taken tests which articulate with those used by Imperial Valley College. No portion of the assessment process is used to exclude students from admission to the college and all placement based on such assessment is strictly advisory.

MATRICULATION PROCESS

Matriculation is a process that promotes and sustains the efforts of community college students to achieve their educational goals through a coordinated program of instruction and the use of appropriate college programs and services. Enrollment at IVC constitutes an agreement in which the college is responsible for:

- * Helping students to succeed in their college careers.
- * Assisting students in making decisions based on accurate information.
- * Offering services and resources for proper course selection.
- * Providing an opportunity to develop a Student Educational Plan.

Students are responsible for:

- * Selecting an educational goal or major by the semester following the completion of 15 semester units.
- * Registering for classes.
- * Attending class regularly.
- * Taking college seriously.
- * Meeting with a counselor to develop a Student Educational Plan.
- * Requesting additional services when needed.
- * Completing their educational goal.

The college may suspend or terminate services to any student who fails to fulfill his/her responsibilities. However, the college may never suspend or terminate any service for which a student is otherwise entitled under any other provision or law. In addition, students may challenge any matriculation requirement or regulation using the student petition process.

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. Nongraduates 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. Fax transcripts will cost \$12.00 each and will be unofficial.

FOREIGN TRANSCRIPTS

Imperial Valley College does not evaluate foreign transcripts. An enrolled student may request a form from the Admissions Office to have a foreign transcript evaluated by:

International Education Research Foundation, Inc.
P.O. Box 66940
Los Angeles, CA 90066

By student petition, Imperial Valley College may accept lower division course work recommended by I. E. R. F. when appropriate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Dean of Admissions written requests that identify the record(s) they wish to inspect. The Dean of Admissions will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Imperial Valley College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4806

The following information will be available in the Admissions and Counseling offices on each enrolled student: name, address, telephone, date and place of birth, classes and units in which the student is enrolled, dates of attendance, enrollment date and completion/withdrawal date, activities and sports participated in, field of study, weight and height of athletes, most recent previous school attended, and degrees and certificates awarded. Any student who does not wish his/her name included on the 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, 1985 and in 1990. 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.

NONDISCRIMINATION 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.

Limited English speaking students who are otherwise eligible, will not be excluded from any vocational education program.

(Spanish Translation) (Los estudiantes que están calificados para entrar en el programa de educación vocacional no pueden ser excluidos debido a su limitado ingles).

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, (760) 352-8320, Ext. 312, TTY (760) 355-4174. The Title IX officer for Imperial Valley College is Jan Magno, P.O. Box 158, Imperial, CA 92251, (760) 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 "nonresident" will be required to pay tuition in an amount set by the Governing Board.

- A "resident" is a person who has resided legally within California for at least one year and a day prior to the term of enrollment.
- A "nonresident" is a person who does not have legal 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:

- Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.
- There can be only one residence.
- The residence can be changed only by the union of act and intent.

- 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.

- 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 parents' 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 determination date.

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

- 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.

- Effective January 1, 1995, students who are a member of the armed forces of the United States stationed in California on active duty, except those assigned to California for educational purposes, are exempt from nonresident tuition. The student must be on active duty on the residence determination date.

Dependents of a member of the military are not accorded the exemption from nonresident fees. A nonresident dependent of the military is entitled to the one year exception "until he or she has resided in the state the minimum time necessary to establish permanent residency."

- Adult aliens not precluded from establishing domicile in the United States by the Immigration and Nationality Act should be eligible to establish residency if they meet the requirement for physical presence and intent to make California their home.

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:

- Career Diplomat Visa
 - Fiancé Visa
- 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.
 - A student who is an apprentice within the meaning of Section 3077 of the Labor Code, is entitled to resident classification.

- 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.

- 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.

- 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 procedure 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 (or 75% of a term, whichever is less) of the semester by filing a drop card in the Registration Office. After the 14th week (or 75% of a term, whichever is less), 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 (or 75% of a term, whichever is less) for excessive absences or for disciplinary reasons.

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

First 75% of class	"W" Grade
Last 25% of class	"Letter" Grade

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 (or 75% of a term, whichever is less) of the semester and it will be processed. Students will also have the opportunity to file a drop card through the 14th week (or 75% of a term, whichever is less) 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.

Students may be allowed to withdraw from a class or classes in extenuating circumstances after the last day of the 14th week (or 75% of a term, whichever is less) by 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 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.

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.

A student may repeat a certain course beyond the allowable number of designated times by enrolling under the Community Services option for repeated classes, but for no credit. Under this option, students will not be allowed to enroll in the class until after the second class meeting or the second week of classes, whichever comes first. Students must first use all of the allowable semesters for repeating the class (For example: Music 25AD would allow four semesters of repeated enrollment for this Music class — 25A, 25B, 25C, and 25D). The student first must have the instructor's permission to enroll under the Community Services option.

The fees for the Community Services option for repeated courses are the same as for the normal enrollment fees for the class. Students may inquire at the Admissions Office for further information.

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. CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

Imperial Valley College grants credit toward its associate degrees for successful completion of examination of the Advanced Placement Program of The College Board. Students who present scores of three or better will be granted three to ten semester units of college credit per area of examination.

High school students who intend to participate in this program should make the necessary arrangements with their high schools and should indicate at the time they take the Advanced Placement Examinations that their test scores be sent to Imperial Valley College. To obtain credit and advanced placement, the student should contact the Imperial Valley College Admission Office or see an Imperial Valley College counselor.

The Advanced Placement Credit table on this page indicates the units granted for the score attained and the course equivalents for each of the examinations offered.

Advanced Placement Credit

Exam	Score	Cr Allowed Tow. Degree	IVC Equiv.
Art History	3,4,5	6 sem units	ART 3A & 3B
Art Studio			
General	3,4,5	6 sem units	ART 20A & 22A
Drawing	3,4,5	6 sem units	ART 20A & 22A
Gen & Drawing	3,4,5	12 sem units	ART 20A, 20B, 22A, 22B
Biology	3,4,5	4 sem units	BIOL 3
Chemistry	3,4,5	10 sem units	CHEM 1A & 1B
Computer Science	3,4,5	3 sem units	MATH 58
Economics			
Macro	3,4,5	3 sem units	ECON 1
Micro	3,4,5	3 sem units	ECON 2
English			
Lang & Comp	3,4	3 sem units	ENGL 1A
Lang & Comp	5	6 sem units	ENGL 1A & 50
Comp & Lit	3,4	3 sem units	ENGL 1A
Comp & Lit	5	6 sem units	ENGL 1A & 1B
French Language	3	10 sem units	FREN 1 & 2
French Language	4,5	8 sem units	FREN 3 & 4

History			
American	3,4,5	6 sem units	HIST 17A & 17B
European	3,4,5	6 sem units	HIST 4A & 4B
Mathematics			
Calculus AB	3,4,5	5 sem units	MATH 3A
Calculus BC	3,4,5	10 sem units	MATH 3A & 3B
Statistics	3,4,5	3 sem units	MATH 12
Music	3,4,5	5 sem units	MUS 8A & 9A
Mus Lis/Lit	3,4,5	3 sem units	MUS 30
Physics			
B	3,4,5	10 sem units	PHYS 4A & 4B
C(Mech)	3,4,5	5 sem units	PHYS 4A
C(Elec/Mag)	3,4,5	5 sem units	PHYS 4B
Political Science			
Govt/Pol Am	3,4,5	6 sem units	POL S 1 & 2
Govt/Pol Comp	3,4,5	6 sem units	POL S 1 & 2
Psychology	3,4,5	3 sem units	PSYCH 1A
Spanish Lang	3	8 sem units	SPAN 3 QR 20A & 23 SPAN 2 SPAN 4 QR 20B & 23
Spanish Lang	4,5	8 sem units	

Conditions:

- Credit may not be earned at Imperial Valley College for courses which duplicate credit already allowed for Advanced Placement Examinations as listed under Imperial Valley College Course Equivalents.
- Credit may be petitioned only when the student has registered and enrolled in classes.
- Credit granted by Imperial Valley College will be posted on the student's permanent record.
- Although Imperial Valley College grants credit for Advanced Placement Examinations, there is no guarantee your transfer institution will do the same.

9. COLLEGE CREDIT FOR REGIONAL OCCUPATIONAL PROGRAM COURSES

Policy:

Imperial Valley College grants credit toward the associate degree for completion of specific Regional Occupational Program (ROP) courses and high school courses which have been articulated with Imperial Valley College courses. IVC credit is granted for those courses only when:

- The ROP course has been completed with at least a "B" grade.
- The High School/ROP instructor has recommended the student.
- The higher level course is completed at IVC with at least a "C" grade for a Business Office Technology or a Nursing course and at least a "B" grade for an Administration of Justice course.

Students who intend to participate in this program should follow the procedure listed below.

Procedure:

- The student must be currently enrolled at Imperial Valley College.

- The student must file an official ROP Certificate or an official high school transcript, which will include course grade and High School/ROP instructor recommendation with the Registrar at Imperial Valley College.
- After the higher level course is completed at IVC with the required grade, the student must petition to receive credit for the articulated course. An IVC counselor must sign the petition and attach a copy of the ROP Certificate or high school transcript as well as a copy of the IVC transcript to the petition.

Institutions with Articulated Courses

- Brawley High School
- Calexico High School
- Calipatria High School
- Central Union High School
- Holtville High School
- Regional Occupational Program (ROP)
- Southwest High School

For specific courses, see articulation agreements which are on file in the Vocational Education Office and the Counseling Center Office.

10. 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.

11. 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.

- 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).
- Additional military credit will be considered by petition and presentation of proper documentation.
- Total number of units of military credit is not to exceed 16.

12. 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.

13. ACADEMIC RENEWAL

A policy to exclude substandard grades without repeating classes. A student may petition for Academic Renewal only once after a five year lapse of time and after completing 12 units with a 2.0 grade point average or higher.

Either substandard grades (D's or F's) or an entire semester may be excluded. A maximum of two semesters or 30 units may be disregarded. A counselor must be consulted to petition for Academic Renewal. Once Academic Renewal has been done, 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 complete Standards and procedures may be found in the Handbook for Faculty Advisors and Student Leaders, which is available in the Office of Student Life.

STANDARDS OF STUDENT CONDUCT

Imperial Valley College is maintained for the purpose of providing students in the community with programs of instruction in higher education. The College is concerned with the fostering of knowledge, the search for truth and the dissemination of ideas. Free inquiry and free expression are indispensable to the achievement of these goals. As members of the College community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students at Imperial Valley College may rightfully expect that the faculty and administration will maintain an environment where there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on campus. As members of the College community, students shall be encouraged to develop the capacity for critical judgement and to exercise their rights to free inquiry and free speech in a responsible non violent manner.

Students shall assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Students shall observe the rules and regulations of the College and shall refrain from conduct which interferes with the College's teaching and administration, or which unreasonably interferes with the rights of others. Misconduct while on the college campus, or at a College-sponsored function for which students and student organizations are subject to disciplinary action includes, but is not limited to, the following:

- Willful disobedience to lawful directions of College officials acting in the performance of their duties.
- Violation of College rules and regulations, including those concerning student organizations, the use of College facilities, or the time, place and manner of public expression or distribution of material.

- Dishonesty, such as cheating, or for knowingly furnishing false information to the college.
- Willful persistent smoking where smoking has been prohibited.
- Unauthorized entry to, or use of College facilities.
- Forgery, alteration, or misuse of College documents, records, or identification.
- Disruption of classes, administration, disciplinary procedures, or authorized College activities.
- Theft of, or damage to property belonging to the College, a member of the College community, or campus visitor.
- Disorderly, lewd, indecent, or obscene conduct or expression.
- Assault, battery, or the threat of force or violence directed toward any member of the College community or campus visitor.
- Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and possession, use, or distribution of alcohol.
- Possession, while on the College campus or at a College sponsored function, of any instrument or weapon of a kind commonly known as a blackjack, fire bomb, billy club, brass knuckles, dagger, or firearm (loaded or unloaded) such as a pistol, revolver, or rifle, or any knife having a blade longer five (5) inches, any switch-blade longer than two (2) inches, or any metal pipe, bar, or instrument used, or intended to be used as a club, or to be used to threaten bodily harm.
- Commission of any crime on campus, or commission of a crime off-campus, when such off-campus crime is of such a nature that the College needs to impose sanctions in addition to those imposed by the criminal authorities for the protection of other students, or to safeguard the academic process.

Violation of such rules are subject to the following types of disciplinary actions.

- Warning.
- Reprimand.
- Disciplinary action.
- Restitution, reimbursement for damage or misappropriation of property.
- Suspension or removal by instructor.
- Expulsion

The complete policy on Standards of Student Conduct, Disciplinary Action, and Due Process can be found in the Handbook for Faculty Advisors and Student Leaders in the Student Life Office.

CAMPUS REGULATIONS

A speed of 10 mph on campus must be strictly observed.

Smoking is prohibited in all buildings at Imperial Valley College.

All nondistrict, self-propelled and/or any motor driven means of movement, other than wheelchairs, are prohibited from using campus sidewalks and playing courts.

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 six or more 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 enrolled in 12 or more units and who has received grades of W's, I's, and NC's in 50 percent or more of those units, will be placed on Lack-of-Progress Probation. A student on Lack-of-Progress Probation shall be removed from probation when the percentage of units in W's, I's, and NC's has dropped below 50 percent overall.

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 PROCESS

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 Nondiscrimination.

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

Lack-of-Progress Dismissal

Evaluation for Lack-of-Progress Dismissal occurs at the end of both the Fall semester and the Spring semester when a student has previously been placed on Lack-of-Progress Probation, and has 50% or more of recorded enrollment of "W", "I", or "NC" in the last three consecutive semesters of enrollment. The dismissed student will not be allowed to enroll during the next semester (the exception being a student who is dismissed for the Fall semester but has registered for the Spring semester. That student will be allowed to continue classes for the Spring semester, at the end of which the student will be reevaluated for Dismissal). The dismissed student will not be allowed to enroll for the next semester (except by special approval upon petition to the Admissions, Registration and Petition's Committee).

ELIGIBILITY AND CERTIFICATION OF VETERAN STUDENT APPLICANTS

Imperial Valley College (IVC) is an accredited institution of postsecondary education. It has the approval to offer eligible veterans and their dependents military service connected benefit programs leading to an Associate Degree or transfer to a four-year institution. The Veterans Assistant, located in the Counseling Center, provides guidance and assistance to veterans and their eligible dependents in establishing their eligibility for student educational benefits.

The educational assistance program provided to eligible veterans and/or their dependents, is largely dependent on when the veteran served on active duty. The Department of Veterans Affairs (DVA) administers several educational assistance programs for which basic eligibility may vary from one to another. Generally, only the DVA can determine an applicant's eligibility for educational assistance. In some instances, the specific military branch of service makes the eligibility determination.

The final responsibility for monitoring the process of qualifying for educational benefits rests with the individual applicant. Each applicant must read, understand, and comply with the many rules, regulations, and procedures that influence the benefit process. **FAILURE TO TAKE THE PROPER CLASSES CAN RESULT IN THE REDUCTION OR TERMINATION OF BENEFITS.**

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

Evaluation for Scholastic Dismissal occurs at the end of both the Fall semester and the Spring semester when a student has previously been placed on Scholastic Probation, and has a cumulative grade point average of 1.75 or less the last three consecutive semesters of enrollment. The student will be notified by letter as soon as possible after the semester in which the dismissal evaluation occurs. The dismissed student will not be allowed to enroll during the next semester (the exception being a student who is dismissed for the Fall semester but has registered for the Spring semester. That student will be allowed to continue classes for the Spring semester, at the end of which the student will be reevaluated for Dismissal. The dismissed student will not be allowed to enroll for the next semester (except by special approval upon petition to the Admissions, Registration and Petition's Committee).

All persons receiving educational benefits must personally contact the Veterans Assistant's Office after enrollment every semester to continue their benefits. In addition, a Student Educational Plan (SEP) must be on file by the end of the first semester. This plan must be developed and reviewed by an academic counselor. The purpose of the SEP is to help you list all prerequisites and courses required for your degree, including general education and proficiency courses. The DVA will not approve payment for any additional courses that are not in compliance with its educational assistance programs.

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.

Veteran/Dependent Student Lack-of-Scholastic Progress

Students will not be certified for enrollment if placed on Scholastic or Lack-of-Progress Dismissal status. If you have previously been placed on Scholastic Probation and have a cumulative grade point average of less than 2.0 in the last two consecutive semesters of enrollment and are eligible for certification of Veteran Benefits, you 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 50% or more enrollment grades of "W", "I", or "NC" recorded in the last two consecutive semesters of enrollment will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

Disabled Veterans

Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should visit the DVA Regional Office, 2022 Camino del Rio North, San Diego, CA 92108 to determine their eligibility for disabled status.

DVA Service Connected Disability Benefits Programs

Veterans with disabilities are encouraged to investigate services offered through Disabled Students Programs and Services.

Veterans' Dependents - War Orphans

Students who are children or widows of veterans who died as a result of military service or are dependents of veterans who were totally disabled as a result of war service (or peacetime military service since September 16, 1940) may be eligible for assistance from the Veterans Administration or the state of California. Inquiries regarding these benefits should be made through the DVA Regional Office at 2022 Camino del Rio North, San Diego, CA 92108.

Student's Liability

The veteran/dependent student assumes full liability for any overpayment of veterans educational allowance benefits.

Tutorial Services

Tutorial services are available to all veterans who meet established VA criteria. Veterans with disabilities are encouraged to investigate services offered through Disabled Students Programs and Services.

Transcripts

All official transcripts of prior college work and military schools must be on file in the Records Office by the end of the first semester of attendance at this college. Certification for benefits for the second semester will be withheld if transcripts are not received. See the Veterans Assistant for necessary forms.

Units Required for Entitlement of Benefits

The following number of units are required each semester to qualify eligible students for educational and training allowances:

12 units or more	full allowance
9 - 11.5 units	three-fourths allowance
6 - 8.5 units	one-half allowance
2 - 5.5 units	one-fourth allowance*

Short-term courses are computed proportionately for payment purposes.

*Chapters 32 and 106 only.

Repeated Classes

By district policy, the veteran is eligible to repeat courses in which a "D" grade has been received; however, the course may be certified for benefits only if a grade of "C" or better is earned towards a degree or other necessary prerequisites are met.

Summer Sessions

Veteran benefits are also available for the summer sessions. Contact the Veterans Assistant for more information.

Withdrawal/Change of Classes

Veterans are required to notify the campus Veterans Assistant's Office when they stop attending class, withdraw from the college or add or drop a class. Such changes should be reported immediately after filing an official withdrawal or an add/drop card in the Admissions Office. Failure to comply with this regulation will be grounds for decertification.

EXERCISE SCIENCE, WELLNESS AND SPORT

Since the College strongly believes in the efficacy of health education for all despite age, sex, or physical condition, a class is available and appropriate to the physical performance level of each student.

Exemptions may be granted for:

- 1. Physical condition (medical excuse required)

Upon petitioning for graduation, a student must show a minimum proficiency in the following:

- 1. Successful completion of PE 25 plus one elective PE activity unit (3 units required)

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.

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 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: Administration
- A.S. Banking: General Operations
- A.A. Behavioral Science
- A.S. Business Office Tech.: Accounting Technician
- A.A.,A.S. Business Office Tech.: Administrative Assistant
- A.S. Business Office Tech.: Office Technician
- A.S. Business Supervision
- A.A.,A.S. Business Transfer
- A.A.,A.S. Computer Information Systems
- A.S. Correctional Science
- A.A.,A.S. Early Childhood Education
- A.A.,A.S. Early Childhood Education Infant/Toddler
- A.A.,A.S. Emergency Medical Services
- A.A. English
- A.A.,A.S. Environmental Technology
- A.S. Fire Technology
- A.A. French
- A.A.,A.S. General Major
- A.A.,A.S. General Science
- A.S. Graphic Arts
- A.A.,A.S. Human Relations
- A.A. Humanities
- 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 (Vocational)
- A.A. Patient Services Administration
- A.S. Physical Education
- A.A.,A.S. Physical Science
- A.S. Pre-Engineering
- A.A.,A.S. Psychology
- A.A. Real Estate
- A.S. Recreation

- A.A. Rehabilitation Technician for the Physically Limited
- A.A.,A.S. Small Business Management
- A.A.,A.S. Social Science
- A.A. Spanish: Native
- A.A. Spanish: Non-Native
- A.S. Water Treatment Technology
- A.S. Welding Technology

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

- A. Sixty (60) degree applicable units
- B. Grade point average of 2.0 or better for all degree applicable college work.
- C. Forty-five (45) degree applicable units in residence or the last fifteen (15) degree applicable units at IVC.

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. History 17A and History 17B
2. Pol S 1 and Pol S 2
3. History 17A and Pol S 1
4. History 17B and Pol S 2
5. Socsci 52 (Nontransferable; AA/AS degree only)

B. Health Education: Health Education 1 or Health Education 3 (Veterans only)

NOTE: This requirement is waived for students who have completed ADN or LVN Majors. Veterans and active duty military personnel may be granted two units of college credit to fulfill the Health Education Requirement if military service has been continuous for at least six months. Copies of the DD-214 or DD-295 forms covering all periods of military service must be on file in the Veterans Office to officially request Health Education credit.

C. Physical Education 25 (2 units) and One (1) Physical Education Activity Course (1 unit)

NOTE: Veterans and active duty military personnel may be granted two units of college credit to fulfill the elective

Physical Education activity requirement if military service has been continuous for at least six months. Copies of DD-214 or DD-295 forms covering all periods of military service must be on file in the Veterans Office to officially request PE credit.

IV. STATE COMPETENCY REQUIREMENTS

- A. **Math Competency:** Score of 35 or higher on the Elementary Algebra Test or Math X with a grade of "C" or better or a higher level Math with a grade of "C" or better. NOTE: The Elementary Algebra Test is NOT the placement examination.
- B. **Reading Competency:** Score of 64 or higher on the Degrees of Reading Power (DRP) or English 12B with grade of "C" or better or English 11 with a grade of "C" or better.

V. GENERAL EDUCATION

A minimum of eighteen (18) units is required. To include a minimum of six (6) units in Area A (three [3] units for each part); a minimum of three (3) units from Area B; a minimum of three (3) units from Area C; and, a minimum of three (3) units from Area D. In area E, three (3) units are to be selected from any of the four areas (A, B, C & D) as determined by the student's option.

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

A. LANGUAGE AND RATIONALITY Units

1. English Composition (3 units required) (with a grade of "C" or better)

- Engl 1A Reading & Composition 3
- OR
- Engl 2B Basic English Composition 3

2. Communication & Analytical Thinking (3 units required)

- CIS 1 Intro. to Information Systems 3
- CIS 10 Programming in Cobol 3
- CIS 12 Programming in Basic 3
- Engl 11 Reading IV: Anal & Crit Reading 3.5
- Engl 50 Advanced Composition 3
- Engl 52 Introduction to Linguistics 3
- Engl 53AB Creative Writing 3
- Engl 55 Intro. to Tech & Report Writing 3
- Jrn 1 Introduction to Journalism 3
- Math A Intermediate Algebra 3
- Math 2 Advanced Algebra & Trigonometry 5
- Math 3A Analytic Geometry & Calculus 5
- Math 10A Math for Elem. School Teachers 3
- Math 12 Intro Statistics w/ Applications 3
- Math 15 Intro Calculus w/ Applications 4
- Math 47 Programming in Fortran 3
- Math 58 Computer Programming in PASCAL 3
- Phil 10 Logic 3
- Spch 1 Oral Communication 3
- Spch 10 Argumentation and Debate 3

B. NATURAL SCIENCE (3 units required)

- Ag 5 Man and His Environ (same as Env S 5) 3
- Ag 14 Entomology 3
- Ag 40 Soils 3
- Anat 6 Anat & Physiology for Health Occ 3
- Anat 8 Human Anatomy 4
- Anat 10 Human Anatomy & Physiology 5
- Anth 1 Physical Anthropology 3
- Astr 21 Principles of Astronomy 3
- Biol 3 Principles of Biological Science 4
- Biol 21 General Microbiology 5
- Chem 1A General Inorganic Chemistry 5
- Chem 2A Introduction to Chemistry 4
- Env S 5 Man and His Environ (same as Ag 5) 3
- Env T 100 Intro to Environmental Technology 4
- Geog 1 Physical Geography 3
- N Sci 51 Survey of the Earth Sciences 3
- Phys 4A General Physics 5
- Phys 10 Intro to Physics for Health Professions 5
- Physio 1 Human Physiology 4
- Psych 2 Biological Psychology 3
- Zool 1A General Zoology 4

C. HUMANITIES (3 units required)

- Art 3A History & Appreciation of Art 3
- Art 3B History & Appreciation of Art 3
- Art 4 History & Appreciation of Modern Art 3
- Art 5 Women Artists 3
- Dram 1 Introduction to Theatre 3
- DSPS 10 American Sign Language 1 4
- DSPS 11 American Sign Language 2 4
- DSPS 12 American Sign Language 3 3
- Engl 1B Introduction to Literature 3
- Engl 41 Survey of American Literature 3
- Engl 42A Survey of World Literature 3
- Engl 42B Survey of World Literature 3
- Engl 43A Survey of English Literature 3
- Engl 43B Survey of English Literature 3
- Engl 46A+ The Mexican American in Literature (same as Span 28A) 3
- Engl 46B+ The Mexican American in Literature (same as Span 28B) 3
- Engl 47 Intro. to the Bible as Literature 3
- Engl 54 Intro. to Film History & Criticism 3
- Fren 1 Elementary French 5
- Fren 1A Elementary French 2.5
- Fren 1B Elementary French 2.5
- Fren 2 Elementary French 5
- Fren 2A Elementary French 2.5
- Fren 2B Elementary French 2.5
- Fren 3 Intermediate French 4
- Fren 4 Intermediate French 4
- Fren 5 Inter French Reading & Writing 3
- Fren 10 Intermediate Conversational French 3
- Fren 11 Intermediate Conversational French 3
- Germ 1 Elementary German 4
- Germ 1A Elementary German 2
- Germ 1B Elementary German 2
- Germ 2 Elementary German 4
- Hist 4A History of Western Civilization 3
- Hist 4B History of Western Civilization 3

- Hum 1A The Humanities & Western Culture 3
- Hum 1B The Humanities in Western Culture 3
- Hum 25 Introduction to The Humanities 3
- Hum 26 The Humanities 3
- Jpn 1A Elementary Japanese 3
- Jpn 1B Elementary Japanese 3
- Mus 7 Introduction to Music Foundations 3
- Mus 17ABCD Chamber Singers 1
- Mus 18ABCD Chamber Orchestra 1
- Mus 20A History & Literature of Music 3
- Mus 20B History & Literature of Music 3
- Mus 27ABCD Concert Band 1
- Mus 28ABCD College-Community Chorus 1
- Mus 29ABCD Estudiantina 1
- Mus 30 Intro. to Music Lit & Listening 3
- Mus 31 Intro. to 20th Century Music 3
- Mus 33ABCD Symphony Orchestra 1
- Mus 64ABCD College-Community Band 1
- Phil 1A Introduction to Philosophy 3
- Phil 1B Introduction to Philosophy 3
- Phil 11 Ethics 3
- Phil 25 Religions of the Modern World 3
- Span 1 Elementary Spanish 5
- Span 1A Elementary Spanish 2.5
- Span 1B Elementary Spanish 2.5
- Span 2 Elementary Spanish 5
- Span 2A Elementary Spanish 2.5
- Span 2B Elementary Spanish 2.5
- Span 3 Intermediate Spanish 5
- Span 4 Intermediate Spanish 5
- Span 5A Beg. Conver. Spanish & Culture 2.5
- Span 5B Beg. Conver. Spanish & Culture 2.5
- Span 20A Bilingual Spanish 5
- Span 20B Bilingual Spanish 5
- Span 23 Bilingual Oral Spanish 3
- Span 25 Intro. to Spanish American Literature 3
- Span 28A+ The Mexican American in Literature (same as Engl 46A) 3
- Span 28B+ The Mexican American in Literature (same as Engl 46B) 3
- Span 42+ Intro. to Mexican American Studies 3

+ Ethnic Studies Course

D. SOCIAL AND BEHAVIORAL SCIENCES (3 units required)

- ADS 9 Introduction to Counseling (same as Psych 9) 3
- ADS 50 Human Svcs in a Changing Society (same as Soc 50) 3
- Ag 30 Food & Fiber in a Changing World 3
- Anth 2 Cultural Anthropology 3
- Anth 3A Intro to Archaeological Site Survey 3
- Anth 3B Intro to Archaeological Excavations 3
- Anth 4 California Indians 3
- Anth 6 Indians of North America 3
- Anth 8 Indians of the Southwest 3
- DSPS 1 Understanding Exceptional Students (same as ECE 27 or Psych 27) 3
- ECE 20 Developmental Psych of Children (same as Psych 20) 3

ECE 21	Early Childhood Socialization: Children, Family and Community	3
ECE 22	Adv Developmental Psychology and Observation (same as Psych 22)	3
ECE 27	Understanding Exceptional Students (same as DSPS 1 or Psych 27)	3
ECE 29	Infant/Toddler Development	3
Econ 1	Principles of Economics	3
Econ 2	Principles of Economics	3
Geog 2	Cultural Geography	3
Geog 3	Economic Geography	3
Hist 30	Mexican and the Amer Southwest	3
Hist 33	History of Imperial Valley	3
Hist 35	Oral History	3
Hist 45A	Comp History of the Americas	3
Hist 45B	Comp History of the Americas	3
Hist 50A	Early World History	3
Hist 50B	Modern World History	3
Pol S 3	Comparative Politics	3
Pol S 14	Intro. to International Relations	3
Psych 1A	Introduction to Psychology	3
Psych 1B	Learning	3
Psych 3	Psychology of Adjustment	3
Psych 4	Psychology of Human Sexuality	3
Psych 5	Psychology of Effective Behavior	3
Psych 9	Introduction to Counseling (same as ADS 9)	3
Psych 14	Abnormal Psychology	3
Psych 16	The Psych of Inter Relationships	3
Psych 17	Social Psychology (same as Soc 17)	3
Psych 20	Developmental Psych of Children (same as ECE 20)	3
Psych 22	Adv Developmental Psychology and Observation (same as ECE 22)	3
Psych 27	Understanding Exceptional Students (same as DSPS 1 or ECE 27)	3
Psych 30	Psychology of Adolescence	3
Psych 35	Developmental Psychology: Conception to Death	3
Soc 1	Introductory Sociology	3
Soc 2	Contemporary Social Problems	3
Soc 17	Social Psych (same as Psych 17)	3
Soc 33	Marriage and the Family	3
Soc 50	Human Svcs in a Changing Society (same as ADS 50)	3

E. ELECTIVE (3 units required)

In Area E, three (3) units are to be selected from among the four areas (A, B, C and D) identified above as determined by the student's option.

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.

CERTIFICATION OF CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH REQUIREMENTS:

A. ENGLISH COMMUNICATION & CRITICAL THINKING (9 semester or 12 quarter units)

1. **Oral Communication (1 course required)**
Spch 1 (3)

2. Written Communication (1 course required)

Engl 1A	(3)		
3. Critical Thinking (1 course required)			
Engl 11	(3.5)	Phil 10	(3)
Engl 50	(3)	Spch 10	(3)

B. PHYSICAL UNIVERSE AND ITS LIFE FORMS

(9 sem or 12 qtr units with at least one lab course marked with an L)

1. Physical Science (1 course required)

Ag/Env S 5	(3)	Chem 12A (L)	(5)
Ag 40 (L)	(3)	Chem 12B (L)	(4)
Astr 21	(3)	Geog 1	(3)
Chem 1A (L)	(5)	Phys 4A (L)	(5)
Chem 1B (L)	(5)	Phys 4B (L)	(5)
Chem 2A (L)	(4)	Phys 4C (L)	(5)
Chem 5 (L)	(4)	Phys 10 (L)	(4)

2. Life Science (1 course required)

Ag 14 (L)	(3)	Biol 21 (L)	(5)
Anat 8 (L)	(4)	Physio 1 (L)	(4)
Anat 10 (L)	(5)	Psych 2	(3)
Anth 1	(3)	Zool 1A (L)	(4)
Biol 3 (L)	(4)	Zool 1B (L)	(4)

3. Math/Quantitative Reasoning (1 course required)

Math 2	(5)	Math 6	(3)
Math 3A	(5)	Math 10A	(3)
Math 3B	(5)	Math 10B	(3)
Math 4	(5)	Math 12	(4)
Math 5	(3)	Math 15	(3)

C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE

(9 sem or 12 qtr units) 3 courses must be completed with at least 1 course from the Arts category and 1 course from the Humanities category.

Arts Category

Art 3A	(3)	Mus 7	(3)
Art 3B	(3)	Mus 20A	(3)
Art 4	(3)	Mus 20B	(3)
Art 5	(3)	Mus 30	(3)
		Mus 31	(3)

Humanities Category

DSPS 10	(4)	Hist 4A	(3)
DSPS 11	(4)	Hist 4B	(3)
DSPS 12	(3)	Hist 50A*	(3)
Engl 1B	(3)	Hist 50B*	(3)
Engl 41	(3)	Hum 1A	(3)
Engl 42A	(3)	Hum 1B	(3)
Engl 42B	(3)	Hum 21/PE 63	(3)
Engl 43A	(3)	Hum 25	(3)
Engl 43B	(3)	Hum 26	(3)
Engl 46A/Span 28A	(3)	JPN 1A	(3)
Engl 46B/Span 28B	(3)	JPN 1B	(3)
Engl 47	(3)	Phil 1A	(3)
Fren 1	(5)	Phil 1B	(3)
Fren 1A	(2.5)	Phil 11	(3)
Fren 1B	(2.5)	Phil 25	(3)
Fren 2	(5)	Span 1	(5)

Fren 2A	(2.5)	Span 1A	(2.5)
Fren 2B	(2.5)	Span 1B	(2.5)
Fren 3	(4)	Span 2	(5)
Fren 4	(4)	Span 2A	(2.5)
Fren 5	(3)	Span 2B	(2.5)
Fren 10	(3)	Span 3	(5)
Fren 11	(3)	Span 4	(5)
Germ 1	(4)	Span 20A	(5)
Germ 1A	(2)	Span 20B	(5)
Germ 1B	(2)	Span 23	(3)
Germ 2	(4)	Span 25	(3)
		Span 42	(3)

D. SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS (9 sem or 12 qtr units)

1. **American Institutions (6 units required - choose one sequence)** Completion of one of these sequences meets the U.S. History, Constitution and American Ideals requirement as per E. O. 405.
 - a. Hist 17A and 17B (3-3)
 - b. Pol S 1 and 2 (3-3)
 - c. Hist 17A and Pol S 1 (3-3)
 - d. Hist 17B and Pol S 2 (3-3)

2. Select one course from a subject area not completed in Section D, Part 1.

AJ 21	(3)	Hist 45A	(3)
AJ 26	(3)	Hist 45B	(3)
Ag 30	(3)	Hist 50A*	(3)
Anth 2	(3)	Hist 50B*	(3)
Anth 4	(3)	Pol S 3	(3)
Anth 6	(3)	Pol S 14	(3)
Anth 8	(3)	Psych 1A	(3)
ECE 20/Psych 20	(3)	Psych 1B	(3)
Econ 1	(3)	Psych 3	(3)
Econ 2	(3)	Psych 17/Soc 17	(3)
Geog 2	(3)	Soc 1	(3)
Geog 3	(3)	Soc 2	(3)
Hist 30	(3)	Soc 10	(3)

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 sem or 4 qtr units)

HE 1	(3)	Psych 16	(3)
H Rel 8	(3)	Psych 35	(3)
Psych 4	(3)	Soc 33	(3)

*Indicates course may only be counted in one area.

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.

**INTERSEGMENTAL GENERAL EDUCATION
TRANSFER CURRICULUM (IGETC)**

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students may use to fulfill lower-division general education requirements in either the California State University or University of California system. Completion of the IGETC is not a requirement for admission to CSU or UC, nor is it the only way to fulfill lower-division GE requirements. *The IGETC is recommended for students who have not made a final decision about transferring to a particular CSU or UC campus.* Students may be better served by following the CSU GE requirements or those of the UC campus to which they plan to transfer.

Students pursuing majors which require extensive lower-division major preparation may not find the IGETC option to be advantageous. There are other limitations. All courses used for IGETC must be passed with a **minimum grade C**. (C minus is not acceptable.) A *credit* or *pass* is acceptable providing either is equivalent to a grade C or better.

Please make a counseling appointment to determine the most appropriate general education program for you.

Certification: All GE requirements must be completed before IGETC can be certified. Certification must take place *prior* to transfer to UC and/or CSU. The Admissions Office will complete the certification. To request certification, the student should file a request at the Registrar's Office. As a general rule, the IGETC can be certified for California community college transfers who have also completed transfer units at a CSU, UC, or independent college *provided that the student has completed most of the transfer units at one or more California community colleges.*

Restrictions: A student who has been registered at a UC campus and wishes to return to the same UC campus is *NOT* eligible for IGETC. This restriction does not apply to students who have taken UC summer session or Extension classes only.

1. ENGLISH COMMUNICATION

CSU 3 courses required, 1 course from group A, 1 course from group B and 1 course from group C.

UC 2 courses required, 1 course from group A and 1 course from group B.

A. English Composition - 3 semester/4-5 quarter units.

Engl 1A (3)

B. Critical Thinking/English Composition - 3 semester/4-5 quarter units.

Engl 50 (3)

C. Oral Communication - 3 semester/4-5 quarter units. (CSU ONLY).

Spch 1** (3)

Spch 10 (3)

2. MATHEMATICAL CONCEPTS/QUANTITATIVE REASONING - 3 semester/4-5 quarter units.

Math 2**	(5)	Math 5	(3)
Math 3A**	(5)	Math 6	(3)
Math 3B	(5)	Math 12	(3)
Math 4	(5)	Math 15**	(4)

3. ARTS and HUMANITIES - 9 semester/12-15 quarter units.
At least 3 courses with at least 1 from the Arts and 1 from the Humanities.

ART COURSES

Anth 16A	(3)	Mus 9A	(3)
Anth 16B	(3)	Mus 9B	(3)
Art 3A	(3)	Mus 9C	(3)
Art 3B	(3)	Mus 9D	(3)
Art 4	(3)	Mus 20A	(3)
Art 5	(3)	Mus 20B	(3)
Mus 7**	(3)	Mus 30	(3)
		Mus 31	(3)

HUMANITIES COURSES

Engl 1B	(3)	Hist 30*	(3)
Engl 41	(3)	Hist 45A*	(3)
Engl 42A	(3)	Hist 45B*	(3)
Engl 42B	(3)	Hist 50A*	(3)
Engl 43A	(3)	Hist 50B*	(3)
Engl 43B	(3)	Hum 1A	(3)
Engl 46A/Span 28A	(3)	Hum 1B	(3)
Engl 46B/Span 28B	(3)	Hum 25	(3)
Engl 47	(3)	Hum 26	(3)
Engl 52	(3)	Phil 1A	(3)
Fren 2**	(5)	Phil 1B	(3)
Fren 2A-2B+** (2.5-2.5)		Phil 11	(3)
Fren 3	(4)	Phil 25	(3)
Fren 4	(4)	Span 2**	(5)
Fren 5	(3)	Span 2A-2B+** (2.5-2.5)	
Fren 10	(3)	Span 3**	(5)
Fren 11	(3)	Span 4**	(5)
Germ 2	(4)	Span 20A**	(5)
Hist 4A*	(3)	Span 20B**	(5)
Hist 4B*	(3)	Span 25	(3)
		Span 42	(3)

4. SOCIAL & BEHAVIORAL SCIENCES - 9 semester/12-15 quarter units. At least 3 courses from at least 2 disciplines.

Anth 2	(3)	Hist 50A*	(3)
Anth 4	(3)	Hist 50B*	(3)
Anth 6	(3)	Pol S 1*	(3)
Anth 8	(3)	Pol S 2*	(3)
ECE 20/Psych 20**	(3)	Pol S 3	(3)
Econ 1	(3)	Pol S 14	(3)
Econ 2	(3)	Psych 1A	(3)
Geog 1*	(3)	Psych 1B	(3)
Geog 2	(3)	Psych 2*	(3)
Geog 3	(3)	Psych 3	(3)
Hist 4A*	(3)	Psych 4	(3)
Hist 4B*	(3)	Psych 14	(3)

Hist 17A*	(3)	Psych 17/Soc 17	(3)
Hist 17B*	(3)	Psych 30**	(3)
Hist 30*	(3)	Psych 35**	(3)
Hist 45A*	(3)	Soc 1	(3)
Hist 45B*	(3)	Soc 2	(3)
		Soc 10	(3)

5. PHYSICAL and BIOLOGICAL SCIENCES
7-9 semester/9-12 quarter units. 2 courses, 1 Physical Science course and 1 Biological Science course; at least 1 course must include a laboratory (L).

PHYSICAL SCIENCE COURSES

Astr 21	(3)	Chem 12B (L)	(4)
Chem 1A (L)	(5)	Geog 1*	(3)
Chem 1B (L)	(5)	Phys 4A** (L)	(5)
Chem 2A** (L)	(4)	Phys 4B** (L)	(5)
Chem 5 (L)	(4)	Phys 4C** (L)	(5)
Chem 12A (L)	(4)		

BIOLOGICAL SCIENCE COURSES

Ag 14 (L)	(3)	Biol 21 (L)	(5)
Anat 8** (L)	(4)	Physio 1** (L)	(4)
Anat 10** (L)	(5)	Psych 2*	(3)
Anth 1	(3)	Zool 1A (L)	(4)
Biol 3** (L)	(4)	Zool 1B (L)	(4)

6. LANGUAGE OTHER THAN ENGLISH (UC Requirement Only)

Complete 2 years of the same foreign language in high school with a grade of C or better **OR** earn a score of 3 or higher in the College Board Advanced Placement exams in languages other than English **OR** earn a satisfactory score on the SAT II: Subject Test in languages other than English, (see a counselor for specific courses) **OR** complete with C grades or better, two years of formal schooling at the sixth grade level or higher in an institution where the language of instruction is not English **OR** complete 4-5 units from the courses below.

Fren 1**	(5)	JPN 1A-1B+**	(3-3)
Fren 1A-1B+** (2.5-2.5)		Span 1**	(5)
Germ 1**	(4)	Span 1A-1B+** (2.5-2.5)	
Germ 1A-1B+** (2-2)			

Validated by a more advanced course (course can also count in Area 3)

7. CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS

(Not part of IGETC; may be completed prior to transfer) Courses used to meet this requirement may **NOT** be used to satisfy requirements for IGETC. 6 units, choose 1 sequence from list below.

- Hist 17A-17B* (3-3)
- Pol S 1-Pol S 2* (3-3)
- Hist 17A-Pol S 1* (3-3)
- Hist 17B-Pol S 2* (3-3)

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

**Indicates that transfer credit may be limited by either UC or CSU or both. Please consult a counselor for additional information.

+Both courses must be taken to receive IGETC credit.

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:

- Complete all courses listed for a particular certificate.
- Achieve a "C" grade average (2.0 GPA) for all courses used to complete the certificate.
- 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 Business Management
- Agricultural Engineering Technology
- Alcohol and Drug Studies
- Field Archaeology
- Automotive Body Repair and Painting
- Automotive Technology
- Banking: Administration
- Banking: General Operations
- Basic Computer Skills
- Business Office Technologies: Accounting Technician
- Business Office Technologies: Administrative Assistant

- Business Office Technologies: Office Technician
- Business Supervision
- Computer Information Systems
- Correctional Science
- Crop Science
- Early Childhood Education
- Early Childhood Education Infant/Toddler
- Early Childhood Education Family Child Care
- Electronics
- Emergency Medical Technician I
- Emergency Medical Technician II
- Emergency Medical Technician-Paramedic
- Environmental Technology
- Fire Technology
- Graphic Arts - Multi Media
- Graphic Arts - Printing
- Health Assistant
- Home Health Aide
- Human Relations
- Legal Assistant
- Library Technician
- Marketing-Sales Technology
- Medical Assistant
- Medical Office Assistant
- Medical Transcription Specialist
- Nutrition Management - Dietary Manager
- Nutrition Management - School Food Services Manager
- Patient Services Administration Specialist
- Pharmacy Technician
- Real Estate
- Recreation
- Rehabilitation Technician for the Physically Limited
- Small Business Management
- Vocational Nursing
- Waste Water Technology
- Water Treatment Technology
- Welding Technology

TIPOS DE CURSOS Y PROGRAMAS

Para que el colegio del Valle Imperial pueda lograr su meta de servir a todo estudiante que desea una educación, una variedad de cursos están a la disposición del estudiante. Algunos de los cursos pueden ofrecer al estudiante destrezas para obtener un trabajo. Otros cursos ofrecen educación general, la cual ayuda a todo estudiante a vivir vidas productivas dentro de una sociedad compleja como la nuestra. Además, otros tipos de cursos proveen el conocimiento básico para que el estudiante continúe sus estudios en instituciones superiores de cuatro años.

Un estudiante puede cursar los primeros dos años de estudio universitario en el colegio, tomando clases de educación general. Así, el estudiante tiene la oportunidad de iniciar sus estudios superiores

mientras vive cerca de su hogar. Esta oportunidad no sólo permite que el estudiante ahorre dinero si no también ofrece al estudiante una transición de la preparatoria a un recinto de estudios de dos años y posteriormente a una institución de cuatro años. La atmósfera amigable y colegial presenta la oportunidad a cada estudiante para que se familiarice con sus maestros y participe en el programa de asesoramiento académico; estas invaluables oportunidades están disponibles para el estudiante, oportunidades que tal vez no estén disponibles en otras instituciones debido al alto índice de población estudiantil. El estudiante no sólo recibe asistencia personal de calidad, si no que también tiene mayores oportunidades de liderazgo en asuntos estudiantiles.

El programa de asesoramiento académico, asiste en la determinación y recomendación de las clases en las cuales se inscribirá el estudiante. Esto permite al estudiante fijarse metas académicas en una forma sistemática e incluir cursos de estudio que más le beneficien.

Muchas de las necesidades del estudiante que busca empleo, pueden satisfacerse al terminar su segundo año de estudio en el colegio por medio de una variedad de cursos vocacionales que ofrece el colegio.

El colegio también ofrece un programa completo y organizado en educación general para el estudiante que sólo desea cursos preparatorios para ingresar a una institución de estudios superiores de cuatro años.

El programa de estudio en el colegio también incluye cursos de estudio para personas adultas que no pudieron terminar la preparatoria y que demuestren la habilidad para tomar y aprobar los cursos que ofrece el colegio. El éxito que estas personas obtengan en tales cursos determinará si la persona seguirá tomando cursos en el futuro.

Existen cinco programas diseñados para los siguientes grupos de estudiantes: estudiantes que sólo pueden tomar clases de noche; estudiantes que no pueden asistir al colegio tiempo completo; estudiantes que deseen coordinar su programa de estudio con algún trabajo en el colegio; estudiantes sobresalientes del onceavo o doceavo año de preparatoria que deseen cursar clases especiales a nivel de colegio; y por último a los estudiantes que tengan alguna incapacidad física.

1. El Turno Vespertino de Clases en el Colegio

El turno vespertino de clases en el colegio, se compone de cursos regulares. Estos cursos ofrecen la oportunidad para que el estudiante adquiera un diploma/título (Associate in Arts Degree or Associate in Science Degree), también el estudiante puede tomar cursos preparatorios para ingresar a una universidad/colegio, o mejorar cualquier deficiencia académica que haya tenido en la preparatoria, o simplemente tomar clases que le interesen.

Un programa de estudio de turno vespertino toma más tiempo que un programa de estudio matutino, el estudiante podrá terminarlo en menos tiempo si sigue un programa de estudio adecuado y planeado conjuntamente con un asesor académico.

2. Colegio Externo

El programa del Colegio Externo ofrece a los residentes del Condado Imperial acceso conveniente y práctico a cursos del colegio. Estos cursos se ofrecen a través de toda la comunidad en 98 localidades en el condado. La mayoría de los centros ofrecen clases de turno matutino y vespertino. La facultad docente del colegio externo es de media jornada. El colegio externo también cuenta con personal administrativo y dos asesores académicos.

La meta del Colegio Externo es de ofrecer un programa de estudio extenso, flexible, y de calidad a las 14 comunidades que se encuentran en el Distrito del Colegio Imperial. Estas clases ayudan a minorar el problema de aislamiento, que afecta a un gran número de residentes del Valle Imperial. Las clases se ofrecen de una forma constante y sistemática durante todo el año. Se ofrecen clases en las siguientes áreas de estudio: Técnico Médico de Emergencias, Bienes y Raíces, Operaciones de Microcomputadoras, Español, y clases de Inglés. También se ofrecen clases de introducción en el campo de Tecnologías en Salud, Administración de Justicia, y Ciencia de Extinción de Incendios.

Los programas innovativos incluyen proyectos de capacitación costeados por el Concilio del Sector Privado para una variedad de agencias del Condado. Diferentes agencias, iglesias, distritos escolares y la Universidad de San Diego-en el Valle Imperial facilitan el uso de sus instalaciones para llevar a cabo tal capacitación.

3. El Programa de Trabajo y Estudio

El programa de trabajo es coordinado entre el Colegio de la Comunidad del Valle Imperial y los empresarios públicos o privados de la comunidad. El colegio provee la organización y la coordinación de los salones de clases y el personal. Las agencias o empresarios que emplean a los estudiantes ofrecen las localidades donde puedan trabajar y capacitarse. Las unidades que obtengan pueden utilizarse para reunir algunos de los requisitos para su diploma de graduación.

4. El Estudiante de Preparatoria (High School) que Asiste al Colegio

Los estudiantes de las preparatorias locales que asisten al colegio bajo un programa vocacional o académico tienen un papel de espectador en actividades estudiantiles y extracurriculares. Si el estudiante desea puede solicitar asesoramiento académico en el colegio, pero se recomienda que haga un esfuerzo por pedir la ayuda de un asesor académico en su propia escuela.

El estudiante tiene que solicitar la autorización debida para asistir al colegio y así recibir calificación. El estudiante de preparatoria tendrá que asistir a dicha institución por lo menos medio día.

Admisión de Estudiantes del Onceavo y Doceavo año de Preparatoria

El presidente de cualquier colegio comunitario tiene la autoridad de admitir al colegio a un estudiantes de preparatoria de medio tiempo del onceavo o doceavo año. El estudiante tiene que ser recomendado por

el director de la preparatoria a la cuál asiste. El director de la preparatoria puede recomendar a un estudiante de medio tiempo de acuerdo a los estatutos y reglamentos adoptados por la mesa directiva de su distrito escolar. Un director de una preparatoria no podrá recomendar a más del 15% de su total de estudiantes en el onceavo y doceavo año que estén inscritos en dicha escuela.

La asistencia autorizada del estudiante en el colegio como estudiante especial de medio tiempo será de acuerdo a ésta sección y deberá recibir calificación por los cursos que terminó en el colegio comunitario de igual manera como si estuviera inscrito regularmente, a menos que el estudiante haya hecho un acuerdo con los dos distritos escolares para que sea la preparatoria la que reciba la calificación por los cursos que tomó en el colegio.

Cada estudiante de preparatoria en esta categoría tendrá que asistir a la preparatoria medio tiempo. (E.C. 76001)

Admisión del alumno (que ha terminado el onceavo año) a clases de verano: Otorgación de calificación por asistir a estas clases

El presidente de cualquier colegio comunitario esta autorizado para admitir a las clases de verano a estudiante que han terminado el onceavo año de preparatoria y que sean recomendados por el director de la preparatoria a la cuál están asistiendo. El director de la preparatoria puede recomendar a estudiantes de acuerdo con las estipulaciones y reglamentos establecidos por la mesa directiva del distrito escolar. El director de la preparatoria no podrá recomendar a más del 5% de sus estudiantes.

El tiempo en el cual los estudiantes asistieron a clases de verano, los días que estuvieron presentes, serán acreditados a el colegio y no a la preparatoria y esto se hará de acuerdo al Código Ed. 76002.

5. Programas y Servicios Para Estudiantes Incapacitados (DSP&S)

Los Programas y los Servicios a los Estudiantes Incapacitados esta diseñado para proveer servicios de apoyo a estudiantes que tienen alguna incapacidad física, problemas de aprendizaje y problemas de salud. El programa ofrece exámenes de diagnóstico y evaluación, inscripción preferencial, tutores académicos, clases de educación física, estacionamiento preferencial, y asistencia de enfermería.

6. El Programa Pre-escolar del Colegio del Valle Imperial

La escuela pre-escolar está abierta cinco días de la semana de las 7:45 a.m. a las 3:45 p.m., de acuerdo con el calendario del colegio. Los servicios de cuidado infantil se ofrecen para niños de edad pre-escolar de 2 a 5 años de edad, cuyos padres son estudiantes del Colegio del Valle Imperial.

TITULOS/DIPLOMAS

La mesa directiva del colegio, por recomendación del presidente y la facultad del colegio, está autorizada de acuerdo con el Artículo 12, Sección 102, del State Administrative Code, Title 5, para conferir el

título/diploma de Associate in Arts (A.A.) y el Associate in Science (A.S.). Las condiciones que deben cumplirse para la entrega de un título/diploma están delineados en la sección de requisitos de graduación.

Un título/diploma o certificado se otorga a un estudiante que a llenado los requisitos de un programa de estudio organizado de dos años, ya sea en algún tipo de ocupación vocacional técnica o de clases preparatorias para seguir sus estudios en una universidad de cuatro años. El estudiante que desee transferirse a una institución superior de cuatro años tendrá que satisfacer los cursos, unidades, y requisitos de calificaciones que requiera la universidad a la cual desea asistir.

DISTINCION ACADEMICA

Graduación con Honores

El reconocimiento "Con Distinción" es otorgado a el estudiante, que en el curso de sus estudios en el colegio a obtenido un promedio de calificaciones de 3.5 o mejor en clases aplicables para el título.

El reconocimiento "Con Honores" es otorgado a el estudiante que obtiene un promedio de calificaciones de 3.0 en clases aplicables para el título.

Lista de Distinciones del Presidente del Colegio

El presidente del colegio da un reconocimiento especial a todo alumno que recibió durante el semestre previó un promedio de 3.0 o mejor en calificaciones que se obtuvieron al terminar 12 o más unidades.

Alpha Gamma Sigma

Membresia Inicial: Una persona puede obtener membresia inicial si la person:

1. A terminado 12 unidades por semestre durante tres semestres.
2. Un promedio de calificaciones cumulativas de 3.25. Ninguna calificación adquirida antes de dos año de solicitar membresia inicial debera utilizarse.

Para Continuar con la Membresia: Un nuevo miembro podra obtener y continuar con la membresia por medio de:

1. Haber obtenido el semestre previó un promedio de calificación no menos de 3.25 en cursos de nivel avanzado o
2. Haber mantenido un promedio acumulativo de 3.25 o mejor en cursos de nivel avanzados.

Miembros vigentes recibirán un semestre de concesión por cada semestre de membresia continua. Si el promedio de calificaciones de los miembros vigentes es menos de 3.25, pero se mantiene mas alto de 2.5 (ya sea por semestre o cumulativo), puede solicitar un semestre más de concesión para continuar su membresia en el semestre en el cual el promedio recibido se aplique. No podra haber dos periodos consecutivos de concesión académica.

Miembro Permanente: Cualquier persona que a terminado por los menos 60 unidades de cursos de colegio avanzados con un mínimo de 30 unidades terminadas en el colegio comunitario que solicite membresia permanente y que reúna uno de los siguientes requisitos:

1. Una persona que ha mantenido un promedio acumulativo de 3.5 o mejor en todas las clases avanzadas.
2. Cualquier miembro vigente que ha mantenido un promedio cumulativo de 3.25 o mejor en todos los cursos avanzados en el colegio y a continuado como miembro del AGS, Inc., por dos semestres, mínimo.

Cursos terminados dos años antes de la solicitud para membresia permanente, ya sea en un colegio comunitario u otra institución de estudios superiores, no podrán impedirle a ninguna persona llegar a ser un miembro permanente.

PROGRAMA DE ASISTENCIA FINANCIERA

El Colegio del Valle Imperial tiene la convicción de que cualquier estudiante que tiene la capacidad de beneficiarse de una enseñanza no se le debe negar una educación por falta de recursos económicos.

Cada año hay varios tipos de ayuda disponible para estudiantes con necesidades económicas. Esta asistencia es ofrecida por el distrito del colegio, el estado, el gobierno federal, grupos cívicos, y ciudadanos. Si desea más información sobre asistencia financiera favor de comunicarse con la Oficina de Asistencia Financiera ubicada en el Centro de Asesoramiento.

GASTOS

Los cobros y cuota de inscripción se tienen que pagar cuando usted se inscribe. Su inscripción en los cursos **NO SE FINALIZARA** hasta que la oficina de Inscripción halla recibido el total del pago.

Cuotas

Cuota de Inscripción (Propensa a cambiar)	\$12.00 por unidad
Cuota por el permiso de estacionamiento	
Primer vehículo (después de las ultimas inscripciones)	\$15.00 por vehiculo \$20.00 por vehiculo
Vehiculo Adicional	\$15.00 por vehiculo

NOTA: Los estudiantes que estén inscritos en clases que no se están llevando acabo en el colegio no tienen que pagar por el permiso de estacionamiento.

Explicación de Cuotas

La Legislación del Estado de California, por orden del Gobernador, requiere que todo colegio comunitario en California cobre inscripción a todo estudiante por cada semestre que se inscribe. La Legislación también a provisto asistencia financiera a estudiantes de bajos recursos que no puedan costear sus estudios y que califiquen para estos servicios de acuerdo a las Guías Estatales. Si desea información en cuanto ayuda financiera para costear sus estudios puede obtenerla en la Oficina de Asistencia Financiera.

La cuota de estacionamiento provee fondos para gastos administrativos y de operación para el mantenimiento del estacionamiento y facilidades de transportación.

Cuota de Matricula

Estudiantes no residentes del estado o extranjeros tienen que pagar la cuota de matrícula de \$121.00 dólares por unidad mas las cuotas de pago citadas.

El colegio aceptará los pagos de estudiantes no residentes o extranjeros en efectivo, giros postales Western Union, cheques de viajero, o cheques de banco. Los cheques personales no se aceptan. Los pagos de estudiantes no residentes o extranjeros deberán hacerse sin retraso.

Otros Gastos/Cuotas

Habra un cobro de \$10.00 por cada cheque que sea devuelto al colegio por falta de fondos.

POLIZA DE REEMBOLSO

Al terminar el proceso de la forma de reembolsos, el reembolso se dará bajo las siguientes condiciones:

1. Un error en algún pago o cuota de matrícula
2. El pago o cuota de matrícula de una clase descontinuada

La solicitud de reembolso tendrá que llenarse y entregarse antes de que se cierre la inscripción para poder recibir el reembolso de lo siguiente:

1. Pago de inscripción
2. Pago de estacionamiento
3. Cuota de matrícula

PERMISO DE ESTACIONAMIENTO

TODOS los vehículos estacionados en las áreas de estacionamiento del colegio deberán tener un permiso de estacionamiento vigente. Si va a traer un vehículo al colegio, favor de llenar la forma de registración adjunta a el paquete de inscripción.

ACREDITACION

El colegio esta oficialmente acreditado por Accrediting Commission of Junior Colleges, Western Association of Schools and Colleges, American Welding Society, State Department of Education, y Commission on Peace Officers Standards and Training. La Universidad de California, y otros colegios y universidades aceptan las unidades obtenidas en este colegio.

SERVICIOS DE ASESORAMIENTO ACADEMICO

Es la intención del Colegio ofrecer a todos los estudiantes información pertinente la cual necesitarán en el formulamiento de sus metas y objetivos, y asistirles en aprovechar al máximo sus potenciales y entrenamientos. El asesoramiento académico se ofrece por asesores profesionales, con habilidades y entrenamiento en areas académicas,

vocacionales, y asesoramiento personal. El Centro de Asesoramiento está abierto de 8:00 a.m. a 8:00 p.m. de Lunes a Jueves, y de 8:00 a.m. a 5:00 p.m. los Viernes durante el año escolar. Un Centro de Carreras se encuentra localizado en el Centro de Asesoramiento. El Centro de Carreras provee extensa información vocacional y de carreras.

Aún cuando los asesores académicos ayudan a los estudiantes en el planeamiento de sus metas académicas a largo plazo, la responsabilidad de llenar los requisitos para graduación o los requisitos para transferirse a otra universidad o colegio tiene que ser asumida por cada estudiante. En el Centro de Asesoramiento los alumnos tienen acceso a una biblioteca de referencias y catálogos (Career Center) de diferentes colegios y universidades.

ACTIVIDADES ESTUDIANTILES

Las actividades de los estudiantes están reglamentadas por la Asociación Estudiantil del Colegio.

Los estudiantes que les interese tratar con el público encontrarán una oportunidad de desarrollar esta habilidad en clubs y eventos sociales durante el año. Los estudiantes que estén interesados en la música, periodismo, o administración de los asuntos estudiantiles, encontrarán la oportunidad para participar en estas actividades.

LIBRERIA Y CENTRO COLEGIAL

La librería del colegio es mantenida por el distrito mediante un acuerdo de arrendamiento con una compañía privada. En la librería del colegio el estudiante puede encontrar libros de texto y útiles escolares. En el edificio del Centro Colegial se encuentra una cafetería la cuál ofrece al estudiante comida y refrescos.

ATLETISMO

Competencia intercolegial se lleva acabo en diferentes deportes. El Colegio participa en competencias de la Conferencia de la Costa del Pacífico. Esta conferencia incluye a los colegios de Grossmont, MiraCosta, Palomar, San Diego City, San Diego Mesa, y Southwestern.

CENTRO DE APRENDIZAJE

Tutoría está disponible para todos los estudiantes que estén registrados en el colegio del Valle Imperial. El centro de tutores está localizada en la biblioteca (Spencer Library Media Center). El centro de aprendizaje ofrece una variedad de programas de tutores que proporcionan asistencia reparable, asi como también programas de enriquecimiento para dirigir al estudiante a una mejor manera de estudiar, como tomar notas y como prepararse para tomar un exámen. Estas sesiones son basadas sobre las reglas de el programa de cada individuo y podrían ser en la forma de tutoría individual o en grupos. Dependiendo en el horario, tutoría de introducirse también está disponible.

Además, se ofrecen servicios bilíngues para estudiantes que hablen poco Inglés y desean ayuda académica en la interpretación de sus cursos. Grupos de conversación se ofrecen para aquellas personas que hablan poco Inglés para que practiquen conversando y así extiendan y enriquezcan su vocabulario.

OFICINA DE ASESORAMIENTO DE SU NIVEL ACADÉMICO

El colegio requiere que todo estudiante que planea inscribirse en una clase de lectura, escritura, o matemáticas, tome los exámenes de ubicación para determinar su nivel académico en dichas áreas, y así poder ubicarlos en las clases apropiadas.

PROCESO DE MATRICULACION

Matriculación es un proceso que promueve y sostiene los esfuerzos de estudiantes de colegios comunitarios para lograr sus metas educacionales mediante un programa coordinado de instrucción y el uso apropiado de programas y servicios. Inscripción en el colegio constituye un acuerdo en el cual el colegio es responsable de lo siguiente:

- * Asistir al estudiante en lograr éxito en sus estudios.
- * Asistir al estudiante a tomar buenas decisiones basándose en información correcta.
- * Ofrecer servicios y recursos para seleccionar las clases apropiadas que vayan de acuerdo a la carrera del estudiante.
- * Proporcionar al estudiante la oportunidad de desarrollar un plan de estudio.

El estudiante es responsable de lo siguiente:

- * Seleccionar una carrera después del semestre en el cual se cursaron 15 unidades.
- * Inscribirse en clases.
- * Asistir a clases.
- * Tomar sus estudios en serio.
- * Consultar con un asesor académico para desarrollar un plan de estudio.
- * Solicitar servicios adicionales cuando sea necesario.
- * Lograr su meta educacional.

Si el estudiante no cumple con sus responsabilidades, el colegio puede suspender los servicios prestados al estudiante. El colegio no puede suspender ningún servicio al cual el estudiante tiene derecho bajo cualquier otra provisión de la ley y el estudiante tiene el derecho de apelar cualquier regulación de matriculación.

REGLAMENTOS

ADMISION

La admisión al colegio está reglamentada por las leyes del Estado y dichos reglamentos suplementarios son prescritos por la mesa directiva. El estudiante que se inscribe en ocho o más unidades en cualquier semestre o al ver aprobado ocho unidades o más, se le requiere que (1) se asegure tener una copia oficial de su registro de calificaciones de la preparatoria o de otra institución de estudio superiores en la Oficina de Inscripción; (2) tomar los exámenes de ubicación.

A todo estudiante se le admite bajo una de las siguientes clasificaciones:

1. Graduado de preparatoria (High School) o su equivalencia (General Educational Development o California High School Proficiency Examination).
2. No-graduado de preparatoria que tenga 18 años de edad.
3. Estudiante de preparatoria recomendado por el director de la escuela para tomar de una a nueve unidades de clases. (Tiene que entregar documentación de que está inscrito en la preparatoria.) Participación en actividades extra-curriculares deben confinarse a la preparatoria. Estos estudiantes tendrán que asistir a la preparatoria (High School) medio tiempo.
4. Estudiantes que se transfieren de colegios y entreguen registros de calificaciones oficiales (preparatoria y colegios) se les dará preferencia.
5. Estudiantes extranjeros o de otros estados se les puede aceptar para inscripción, pero se les cobrará cuotas de matrícula. Para más informes acerca de esta cuota comunicarse con la Oficina de Inscripción.

REGISTRO DE CALIFICACIONES DEL ESTUDIANTE

El colegio da gratuitamente los primeros dos registros de calificaciones al estudiante. Habrá un cobro de \$2.00 dólares por cada registro adicional. Se suspenderá un pedido de registro si el estudiante debe alguna cuota. Registros de calificaciones por medio de fax cuestan \$12.00 cada uno y no se consideran oficiales.

REGISTROS DE CALIFICACIONES EXTRANJEROS

El Colegio del Valle Imperial no evalúa registros de calificaciones de extranjeros. Un estudiante inscrito en el Colegio puede pedir una forma en la Oficina de Admisión para que su registro de calificaciones sea evaluado por:

International Educational Research Foundation, Inc.
P.O. Box 66940
Los Angeles, CA 90066

Por petición estudiantil, el Colegio del Valle Imperial puede aceptar cursos de bajo nivel educativo que sean recomendados por I.E.R.F. cuando sea apropiado.

ACTA DE PRIVACIDAD Y DERECHOS EDUCATIVOS DE LA FAMILIA

El Acta de Privacidad y Derechos Educativos de La Familia (FERPA) otorga derechos a los estudiantes con respecto a sus expedientes académicos. Ellos son:

1. El derecho de inspección y revisión del expediente académico dentro de los 45 días de la fecha en que el Colegio recibe la solicitud para iniciar acceso.
Los estudiantes deben de enviar al Decano de Admisiones un escrito que identifique el expediente(s) que ellos deseen inspeccionar. El Decano de Admisiones hará los arreglos necesarios para el acceso y notificará a los estudiantes del tiempo y lugar donde los expedientes deben ser inspeccionados. Si el expediente académico no es mantenido por el oficial del Colegio a quien se envió la solicitud, este oficial deberá avisar al estudiante quien es el oficial a quien debe dirigirse la solicitud.
2. El derecho de solicitar enmienda a las expedientes académicos que el estudiante cree que están equivocados o extraviados.

Los estudiantes pueden solicitar al Colegio la enmienda del expediente académico que ellos considerarán que están equivocados o extraviados. Ellos deben escribir a oficial del Colegio responsable del expediente, claramente identificar la parte del expediente que ellos quieren cambiar y especificar por que esto esta equivocado o extraviado.

Si el Colegio decide no enmendar el expediente solicitado por el estudiante, el Colegio notificará al estudiante de la decisión y avisará al estudiante de su derecho para tener una audiencia relacionada con la solicitud de enmienda.

Información adicional respecto al procedimiento de la audiencia será proporcionada al estudiante cuando le notifiquen su derecho de audiencia.

3. El derecho de consentimiento para divulgar información personal contenida en el expediente académico del estudiante, excepto para extender lo que FERPA autoriza divulgar sin consentimiento.

Una excepción que permite a los oficiales escolares divulgar sin consentimiento, es divulgar con legítimo interés académico. Un oficial escolar es una persona empleada por el Colegio en una posición administrativa, supervisión, académica, investigación, personal de apoyo, (incluyendo la unidad de personal de reforzamiento de la ley y el personal de salud); una persona o compañía con la cual el Colegio ha contratado (como un abogado, auditor o agente de colección); una persona sirviendo en la Mesa Directiva Escolar; o un estudiante sirviendo a un Comité oficial, tal como los comités de disciplina y de quejas; o un oficial invitado de otra escuela en desarrollo de su trabajo.

Un oficial escolar que tiene legítimo interés académico si el oficial necesita revisar un expediente académico para cumplir su responsabilidad profesional Bajo solicitud, el colegio divulgará el expediente académico sin consentimiento de oficiales de otra escuela en la cual un estudiante busca o intenta inscribirse.

4. El derecho de queja con el Departamento de Educación de Estados Unidos, relacionado con fallas del Colegio del Valle Imperial para conformarse con los requerimientos de FERPA. El nombre y domicilio de la oficina que administra FERPA es:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, D.C. 20202-4806

La siguiente información estará disponible en las oficinas de Admisiones y de Consejeros para cada uno de los estudiantes inscritos: nombre, domicilio, teléfono, fecha y lugar de nacimiento, materias y unidades en las cuales el estudiante se inscribió, fecha de asistencia, matrícula y fecha de terminación/baja, actividades y deportes que participan, campo de estudio, peso y estatura de los atletas, lo más reciente de las escuelas que asistieron, y las calificaciones y certificados otorgados. Cualquier estudiante que no desee que su nombre sea incluido en la lista, debe llenar una solicitud requiriendo que se borre de la lista antes de la apertura del termino escolar.

Para información adicional o una copia de la ley, contacte la oficina de Registro en el edificio Administrativo.

PLAN DE ACCIÓN DE NO-DISCRIMINACION

El Distrito adoptó un Plan de Acción de No-Discriminación en 1973. El plan fué revisado en 1979, 1981, 1985, y 1990. La adopción y

desarrollo del plan demostró el esfuerzo del distrito de ejercer la apegación al plan de no-discriminación e igualdad en oportunidades de empleo. El plan esta a disposición en la Biblioteca Spencer, Oficina del Superintendente, y en la Oficina del Representante de Acción de No-Discriminación.

ACTA DE NO-DISCRIMINACION

El colegio no discrimina en la admisión ni al proporcionar programas y actividades por motivo de nacionalidad, color, religión, edad, estado civil, origen, sexo, o incapacidad física del individuo.

(Los estudiantes que están calificados para entrar en el programa de educación vocacional no pueden ser excluidos debido a su limitado ingles.)

El encargado de llevar a cabo la apegación de la Sección 504 de la Acta de Rehabilitación de 1973 (Section 504 of the Rehabilitation Act of 1974) es el Sr. Melvin Wendrick, P.O. Box 158, Imperial, CA 92251, (760) 352-8320, Ext. 312, TTY (760) 355-4174. La representante del Título IX en el colegio es la Sra. Jan Magno, P.O. Box 158, Imperial, CA 92251, (760) 352-8320, Ext. 257.

REQUISITOS DE RESIDENCIA LEGAL

Bajo el Código de Educación, un estudiante tiene que pagar por la instrucción que recibe a menos que justifique su residencia como estudiante, o que reúna los requisitos de cierto programa especial.

Toda persona inscrita o que este solicitando admisión a un colegio comunitario, con el propósito expreso de ser admitido o matriculado es clasificado como "residente" o "no-residente".

El estudiante clasificado como "residente" será admitido sin tener que pagar la cuota de matrícula de un "no-residente". El estudiante clasificado como "no-residente" tendrá que pagar la cuota de matrícula asignada por la mesa directiva.

1. Un "residente" es una persona que ha residido legalmente en California por lo menos un año y un día antes de matricularse.
2. Un "no-residente" es una persona que no ha residido legalmente en California por más de un año y un día antes de matricularse.

La "Fecha de Determinación de Residencia" tendrá que ser el mismo día que precede al primer día de clases ya sea en el semestre o al terminar las clases de verano.

La póliza de residencia requiere que el estudiante radique físicamente en California con el propósito de establecerse permanentemente.

Para determinar el lugar de residencia del estudiante, se hace referencia a lo siguiente:

1. Cualquier persona que esté casada o de 18 años de edad o mayor, y sin ninguna imposibilidad legal para establecer residencia.
2. Solo puede admitirse un lugar de residencia.
3. La residencia puede cambiarse por medio de un acto de unión o intento.

4. La residencia de un padre con el cual un menor no casado vive se considera la residencia del menor soltero. Cuando el menor no vive con ninguno de los dos padres, se considerará el último lugar de residencia en el cual el joven tuvo con sus padres. El joven puede establecer su propia residencia cuando los padres han fallecido y no se le asigna a algún tutor legal.
5. El menor no podrá cambiar su residencia si uno de sus padres aún vive, o por un oficio legal de su tutor, o por el derecho adoptivo por haber sido abandonado por sus padres, a menos que el joven califique para mantenerse a sí mismo.

Se puede pasar por alto alguno de los puntos de determinación de residencia ya citados. Si el estudiante por otra parte es clasificado como "no-residente", pero si cumple con una de las siguientes excepciones, se puede permitir la clasificación de "residente" hasta que obtenga la clasificación. Las excepciones son:

1. Menores que permanecen en California después que sus padres se han mudado del estado, siempre y cuando los padres hayan sido residentes de California antes de la fecha de clasificación de residencia.
2. Menores que se mantienen a sí mismos y han vivido en California por un año antes del semestre, se les permitirá la clasificación de residente.
3. El estudiante que aún no es adulto por más de un año antes de la fecha de determinación de residencia, puede agregar el tiempo de residencia antes de cumplir los 18 años de edad a el tiempo de residencia después que cumpla los 18 años de edad para obtener los requisitos de residencia.
4. A partir del 1ro de Enero de 1995, todo estudiante que sea miembro de la fuerza militar de los Estados Unidos asignado a el estado de California en facción activa, excepto aquellos que fueron asignados a el estado de California con el propósito de obtener una educación, a estas personas no se les obligará pagar la cuota de no-residente, el estudiante deberá estar en facción activa militar en la fecha determinada de residente. Los dependientes de un miembro de la fuerza militar no se les otorgará la excepción de las cuotas de no-residente. Un dependiente de un no-residente de la fuerza militar tiene derecho a un año de excepción "hasta que él o ella halla vivido en el estado por el tiempo mínimo necesario para establecer residencia permanente."
5. El extranjero adulto que no sea excluido de establecer su domicilio en los Estados Unidos por el Acta de Emigración y Nacionalidad puede ser elegible para establecer residencia si reúne los requisitos de presencia física y el intento de hacer su hogar en California. El extranjero que tenga las siguientes clasificaciones puede establecer residencia utilizando las mismas reglas que se utilizan para evaluar a ciudadanos de los Estados Unidos:
 - a. Visa de Estudios (Career Diplomat Visa)
 - b. Visa Fiancé (Fiancé Visa)

6. Un estudiante que tenga una credencial autorizada para brindar sus servicios profesionales a una escuela pública y que está empleado en una posición certificada por el distrito del colegio de la comunidad se le dará clasificación de residente.
7. A un estudiante que sea un aprendiz dentro de los reglamentos estipulados en la Sección 3077 del Código de Trabajo, tiene el derecho de ser clasificado como residente.
8. Un estudiante que es empleado de tiempo completo de una Institución de estudios superiores en California, o que sus padres o esposo/a sea un empleado de tiempo completo, tiene el derecho de ser clasificado como residente si la institución de matriculación lo permite.
9. Un estudiante puede ser clasificado como residente si vive con sus padres y si sus padres se sostienen con ingresos agrícolas, o son empleados por el estado de California u otros estados y han desempeñado tal trabajo en este estado por lo menos dos meses dentro del año; los padres viven dentro de los límites del distrito del colegio; el padre reclama al estudiante como dependiente en los impuestos estatales y federales.
10. Un estudiante que trabaje en agricultura para el estado de California dos meses al año durante los últimos dos años podrá clasificarse como residente.

Ningún factor es decisivo; sin embargo, la institución tiene el derecho de verificar la residencia legal del estudiante por medio de los siguientes documentos; licencia de manejo, recibo de luz, recibo de registración para votar, recibo de arrendamiento, contrato de renta, o recibo de renta con el nombre, domicilio y lugar de residencia, tarjeta de una biblioteca, documentación de impuestos federales o estatales, una cuenta de pago corriente o de crédito, o una chequera.

Es la responsabilidad del estudiante demostrar que está viviendo en California y que tiene el intento de establecer residencia en California.

El estudiante que no conteste todas las preguntas en el Cuestionario de Residencia o en el Cuestionario Suplementario de Residencia, se le puede clasificar como no-residente.

LISTA DE LIMITACIONES DE ESTUDIO

Un programa de estudios normal equivale de 12 a 18 unidades. Por lo menos se tendrán que tomar de 15 a 16 unidades para poder graduarse en un período de dos años o cuatro semestres.

El máximo de unidades que puede tomar un estudiante es de 18, incluyendo un curso de educación física. Hay excepciones en cuanto al número de unidades que un estudiante puede tomar siempre y cuando la administración (a través de una petición) otorgue un permiso especial debido a que tienen pruebas que el estudiante ha demostrado que ha sobresalido en sus estudios académicos.

Un estudiante que está inscrito en cualquier otra escuela o colegio (esto incluye cursos por correspondencia o estudios independientes) tendrán que reportar tal inscripción a la Oficina de Inscripción. No se podrá exceder el número de 18 unidades por semestre.

CLASES DE CORTA DURACION

Los procedimientos de inscripción para clases de corta duración son igual a las clases regulares. Sin embargo, a continuación se presenta una lista de puntos acerca de estas clases que se tienen que tomar en cuenta:

1. Los estudiantes pueden inscribirse en clases de corta duración hasta un-quinto de la duración del curso.
2. El último día para retirarse de una clase con una "W" es de tres- quintos de la duración del curso.
3. Se pueden reembolsar las cuotas de pago hasta un-quinto de la duración del curso.
4. Se registrarán las unidades en el último semestre que terminen las clases. Por ejemplo, si la clase empieza durante el semestre de otoño y continua hasta el semestre de primavera, las unidades y calificaciones se registrarán en el semestre de primavera.

CAMBIOS EN LOS HORARIOS DE CLASES

Al inscribirse en cursos, se espera que el horario de clases que entregue el estudiante sea exacto; y que no se hagan cambios al archivar la inscripción. Si se tiene que hacer un cambio, el estudiante puede agregar clases durante el tiempo designado al principio de cada semestre. Los cambios pueden hacerse por medio de llenar una forma para agregar clases (add card) y la debida aprobación del maestro. Esta forma se entregará en la Oficina de Inscripción.

SISTEMA DE CALIFICACIONES PARA BECAS

Las calificaciones se basan en la calidad de trabajo que esté logrando el estudiante al terminar la clase que se esté tomando. Las calificaciones que indican el logro académico del estudiante se entregan cuando termina cada semestre.

Un promedio de 2.0 (C) o mejor tendrá que obtenerse en las clases.

1. Calificaciones
 - A Excelente
 - B Mejor que el Promedio Medio
 - C Promedio Medio
 - D Bajo Promedio
 - F Reprobado
 - I Clase No Terminada (Incomplete)

Se puede acordar un contrato de incompleto para TRABAJO NO TERMINADO, indicando las razones de salud u otra razón de fuerza mayor por las cuales no se terminó la clase.

Una indicación de Incompleta (I), que no se termine al finalizar las sexta semana del siguiente semestre, se convertirá automáticamente en una calificación. La calificación que se de se utilizará para obtener el promedio de las calificaciones.

2. Grado de Crédito Solamente (Credit Grade)

Ciertos cursos designados por la división apropiada pueden tomarse para obtener calificación de crédito solamente. Los estudiantes que desean la calificación de "Cr" deberán notificarle al maestro dentro de la sexta semana del semestre:

- a. La calificación de "Cr" refleja una calificación de "C" o mas alto.
- b. La calificación de "NC" indica la clase incompleta.
- c. Calificaciones de "Cr" se permiten en la especialización del estudiante en el Colegio del Valle Imperial con la autorización del departamento.
- d. Los estudiantes que soliciten una calificación de "Cr" deberán apegarse al mismo criterio y reglas del estudiante que va a recibir una calificación.
- e. Un máximo de 16 unidades pueden tomarse como "Cr" y pueden utilizarse para el título.
- f. Una calificación de "Cr" satisface el requisito que se debe tomar de antemano para la secuencia de una clase.

3. Dejar Una Clase (Withdrawal Grade)

Un estudiante puede dejar cualquier clase en el colegio con una calificación de "W" al finalizar la semana número 14 o menos del 75% del semestre, por medio de llevar y entregar una forma de abandono de clases (drop card) en la Oficina de Inscripción. Después de la semana número 14 o menos del 75% del semestre, el estudiante puede dejar una clase pero recibirá una calificación.

Cualquier instructor puede dar de baja de una clase a un estudiante durante las primeras 14 semanas o menos del 75% del semestre, por faltas excesivas a clase o por razones de disciplina.

Se asignarán las siguientes calificaciones por dejar una clase de acuerdo a la siguiente lista:

Primer 75% de la clase	Calificación de "W"
Ultimo 25% de la clase	Otra calificación en lugar de "W"

Todas las calificaciones de "W" son oficialmente procesadas por la Oficina de Inscripción. El maestro puede entregar formas de abandono de clase con o sin la firma del estudiante durante las primeras 14 semanas o menos del 75% del semestre. Durante las primeras 14 semanas o menos del 75% del semestre, los estudiantes tendrán la oportunidad de entregar formas de abandono de clases. Si el estudiante entrega una forma de abandono de clases será procesada con la firma o sin la firma del maestro. El maestro sera informado de la solicitud de abandono de clases del estudiante.

En casos de fuerza mayor al estudiante se le permitirá retirarse de una clase después del último día de la semana número 14 o menos del 75% del semestre entregando una petición después de haberlo consultado con su maestro.

Casos de fuerza mayor deberán ser verificados por el estudiante como tales, por ejemplo, un accidente o enfermedad seria, o la asignación del estudiante a otro lugar por orden militar.

4. Inscripción en Curso Preparatorio (Proficiency Enrollment)

Una vez que el estudiante a terminado un curso preparatorio con una calificación aceptable, no podrá tomar un curso preparatorio mas bajo del que ya tomó en la misma área. Por ejemplo: Un estudiante no debe inscribirse en Inglés 2B después de haber aprobado Inglés 1A. (Esto no aplica a cursos de repaso vocacionales.)

5. Cómo Repetir una Clase (Repeated Classes)

Procedimiento para repetir una clase:

a. El estudiante que desee repetir una clase debido a que obtuvo una D o F de calificación tendrá que llenar una Forma de Repetición de Clase (Notice of Repeated Class Card). Esta forma se entregará a la Oficina de Inscripción antes de que se termine la clase que se quiere repetir.

La Oficina de Inscripción procesará la Forma de Petición Para Repetir la Clase y aprobará la petición del estudiante para que la calificación, unidades, y los puntos de la clase original no se utilicen para calcular el promedio de calificaciones.

b. Bajo circunstancias especiales, un estudiante puede repetir un curso en el cual obtuvo una calificación de una C o mas alto. La repetición de este curso es permitido por medio del proceso de Petición. Las calificaciones que se obtengan de clases repetidas no podrán utilizarse para calcular de nuevo el promedio de calificaciones previamente obtenidas.

6. Puntuaje de Calificaciones (Grade Points)

Puntuaje de calificaciones, unidades por semestre, se asignan de la siguiente forma:

- A - 4 puntos por unidad
- B - 3 puntos por unidad
- C - 2 puntos por unidad
- D - 1 punto por unidad
- F - 0 puntos por unidad
- Cr - 0 puntos por unidad; las unidades no se contarán contra el estudiante
- NC - 0 puntos por unidad; las unidades no se contarán contra el estudiante
- I - 0 puntos por unidad; las unidades no se contarán contra el estudiante
- W - 0 puntos por unidad; las unidades no se contarán contra el estudiante

El promedio de calificaciones es calculado por medio de dividir el total de puntos obtenidos por el total de unidades que tomó menos los puntos por crédito. Así que, en cualquier semestre, si las calificaciones obtenidas son un total de 28 y el total de unidades que se tomó menos los créditos es equivalente a 14, el promedio es de 2.0.

7. Créditos por Medio de Tomar un Exámen (Credit by Examination)

Un estudiante inscrito puede hacer petición para tomar un exámen en lugar de tomar la clase entre la sexta y decima cuarta semana de cada semestre. Un máximo de 25 unidades se pueden utilizar para graduación utilizando este proceso. No se utilizaran más de 15 unidades por semestre. El costo para tomar cada exámen será de \$20.00 dólares por unidad mas \$10.00 dólares de costos administrativos. La forma de petición para créditos por medio de un exámen puede obtenerse en la Oficina de Inscripción.

8. Crédito por Medio de Tomar Exámenes de Ubicación Avanzada (Advanced Placement Examinations)

El colegio otorga crédito para el título (A.A. o A.S.) a estudiantes que terminen exitosamente exámenes del "Advanced Placement Program of The College Board". A estudiantes que presenten calificaciones de 3 puntos o mejor el colegio les otorgará crédito.

Estudiantes de preparatoria (High School) que planeen participar en este programa deberán hacer los arreglos necesarios con sus escuelas, y deberán indicar en el momento que tomen el exámen que desean que sus calificaciones sean enviadas al Colegio del Valle Imperial. Para obtener crédito y ubicación avanzada, el estudiante debe comunicarse a la Oficina de Inscripción o consultar a un asesor académico en el Colegio del Valle Imperial.

9. Credito Otorgado por medio de Programas y Cursos de Ocupación Regional

Poliza:

El Colegio del Valle Imperial otorga credito para el título (A.A. o A.S.) al completar cursos específicos del Program de Ocupación Regional (ROP) y cursos de la preparatoria que se han articulado con cursos del Colegio del Valle Imperial. El colegio otorgara credito solo si:

1. El curso de ROP ha sido terminado con calificación de "B" o mejor.
2. El instructor de ROP ha recomendado al estudiante.
3. El curso de nivel más avanzado es terminado en el Colegio del Valle Imperial con una minima calificación de "C" para cursos de Tecnologia de Negocios o de Enfermería y una calificación minima de "B" en cursos de Administración de Justicia.

Estudiantes que deseen participar en este programa deben de seguir este procedimiento:

Procedimiento:

1. El estudiante debe de estar matriculado en el Colegio del Valle Imperial.
2. El estudiante debe de presentar una solicitud al Colegio del Valle Imperial con el Certificado oficial de ROP que incluya la calificación del curso y la recomendación del maestro.

CALIFICACIONES PARA EL SEMESTRE

Al finalizar el semestre la Oficina de Inscripción enviará al estudiante su boleta de calificaciones.

CONDUCTA DEL ESTUDIANTE

Se entiende de antemano que una vez que ingresa el estudiante al colegio está enterado de los Reglamentos de Conducta para los Estudiantes.

NORMAS DE CONDUCTA ESTUDIANTIL

El propósito del Colegio del Valle Imperial es el de proporcionar a los estudiantes de esta comunidad con programas de instrucción de educación universitaria. El Colegio se enfoca en cultivar sabiduría, la búsqueda a la verdad, y la expansión, de ideas. Investigación gratuita y la libertad de expresión son indispensables para alcanzar estas metas. Como miembros de la comunidad del Colegio, los estudiantes son alentados a desarrollar la capacidad de opinar críticamente y de emplear una búsqueda basada en la honestidad. Los estudiantes del Colegio del Valle Imperial pueden contar justamente con el profesorado y administración para proporcionarles un ambiente en el cual tengan la libertad de aprender. Esto requiere de condiciones apropiadas y de oportunidades en el salón de clase. Como miembros de la comunidad del Colegio, los estudiantes deberan de ser alentados a desarrollar una opinion crítica y de ejercitar sus derechos de investigación y expresión de manera responsable y sin violencia.

Los estudiantes deberan de asumirse a la obligación de conducirse de manera compatible con la función educacional. Los estudiantes deberan de observar el reglamento del Colegio y deberan de abstenerse a actuar de manera que interfiera con la enseñanza y administración de éste o que interfiera irracionalmente con los derechos de otros estudiantes. Mala conducta ocurrida en el terreno del Colegio o en un evento en el cual estudiantes y organizaciones estudiantiles esten presentes, es propensa a las siguientes acciones disciplinarias, pero no limitadas a las siguientes:

- (1) Desobediencia mal intencionada hacia oficiales del Colegio desenvolviendo sus deberes.
- (2) Violación al reglamento del Colegio; incluyendo al de organizaciones estudiantiles, el uso de propiedad del Colegio, o del lugar, tiempo y modo de expresión pública o de distribución de material.
- (3) Falta a la honradez como por ejemplo, engaño o fraude y por proporcionar falsa información al Colegio.
- (4) Fumar intencionalmente en lugares donde no es permitido.
- (5) Traspasar o usar propiedad del Colegio sin permiso.
- (6) Falcificación, alteración, o mal uso de documentos, archivos o identificación del Colegio.
- (7) Interrupción declases, administración, procedimientos diciplinarios o actividades autorizada del Colegio.
- (8) Robo de o daño a propiedad del Colegio, o a algun miembro de éste incluyendo visitante.

3. Después que el curso del nivel más avanzado es terminado en el Colegio del Valle Imperial con la calificación requerida, el estudiante debe solicitar credito por el curso articulado. Un asesor académico debe de firmar la solicitud y entregar una copia del certificado de ROP con el registro de calificaciones del Colegio del Valle Imperial. Para obtener una lista de cursos articulados con el Programa de Ocupación Regional consulte con un asesor académico o en la oficina de educación vocacional (Voc Ed).

10. Ubicación Avanzada en el Programa de Enfermería

El estudiante que ha tomado clases de enfermería puede ser elegible para inscripción de preferencia en el programa de estudios de enfermería. Puede revalidar materias de enfermería que ha tomado durante los pasados cinco años. Las clases en educación general serán evaluadas individualmente. La evaluación de la experiencia y clases que ha tomado el estudiante serán analizadas individualmente por el personal del Departamento de Enfermería. Para obtener más detalles, comunicarse con el Departamento de Enfermería.

11. Crédito Otorgado a Militares

El manual "A Guide to the Evaluation of Educational Experiences in the Armed Services, American Council on Education", se utiliza para evaluar el crédito para los militares.

a. Al presentar la forma DD214 (mínimo de 180 días de participación activa que incluye entrenamiento básico) al Representante Asistente de Veteranos del Ejército, el veterano puede obtener automáticamente 4 unidades de crédito por entrenamiento básico del servicio militar de los Estados Unidos de Norteamérica, 2 unidades de educación física y dos unidades en educación de la salud.

b. Se considerará crédito adicional por medio de una petición y documentación apropiada.

c. El total de créditos militares no tendrá que exceder 16 unidades.

12. Crédito Obtenido en Cursos Universitarios

Créditos obtenidos en cursos universitarios no podrán usar se para obtener un título (A.A. o A.S.). La única excepción es si el curso universitario se ofrece a nivel de colegio comunitario.

13. Renovación Académica (Academic Renewal)

Esta es una póliza que excluye calificaciones bajas sin tener el estudiante que repetir clases. Un estudiante puede hacer una petición de Renovación Académica después de un período de cinco años y después de haber cursado 12 unidades con un promedio de 2.0 o más alto.

Calificaciones de D's, F's o un semestre completo pueden ser excluidas. Un máximo de dos semestres o 30 unidades pueden ser excluidas. Se tiene que consultar a un asesor académico para hacer una petición de Renovación Académica. Una vez que se a finalizado este proceso, las clases o calificaciones que han sido excluidas no podrán volver a reinstalarse.

- (9) Conducta obscena, desordenada e indecente.
- (10) Asalto o amenaza directa hacia un miembro del Colegio o visitante.
- (11) Fabricar ilícitamente, distribuir, dispensar, posesión o uso de substancias restringidas y posesión, uso o distribución de alcohol.
- (12) Posesión durante estancia en el Colegio o actividad de éste de cualquier instrumento o cualquier arma como bombas de fuego, daga o arma de fuego (armada o sin armar) como pistola, revolver o rifle, cualquier clase de cuchillo filoso o que tenga una hoja de más de cinco pulgadas de larga, cualquier navaja de más de dos pulgadas, o cualquier palo de metal que pueda ser utilizado para dañar cualquier parte del cuerpo.
- (13) Cometer cualquier crimen dentro o fuera de la propiedad. Si el crimen cometido fuera de la propiedad del Colegio fue de tal magnitud que el Colegio necesita imponer sanciones además de esas impuestas por la ley para protección de otros estudiantes o para la seguridad del proceso académico.

Violación a este reglamento será sujeto a las acciones disciplinarias consiguientes.

- (1) Advertencia.
- (2) Reprimenda.
- (3) Acción disciplinaria.
- (4) Reparación, reembolso por daño a propiedad.
- (5) Suspensión o deposición por instructor.
- (6) Expulsión.

Las polizas completas de Normas de Conducta del Estudiante, Acción Disciplinaria, y Procesos están localizadas en el Manual para el Profesorado y Líderes Estudiantiles en la oficina de Student Life.

REGLAMENTOS DEL COLEGIO

Velocidad de 10 m.p.h. en la escuela será estrictamente enforzada.

Esta prohibido fumar en todos los edificios del colegio.

Vehículos impulsados por si mismos o de motor, que no pertenescan al distrito, con la excepción de sillas de ruedas, no son permitidos en las aceras y canchas de juego.

PERIODO DE PRUEBA ACADEMICA

El Período de Prueba Académica (Academic Probation) es un sistema que se utiliza para identificar el progreso del estudiante que está experimentado alguna dificultad en progresar en su programa de estudio, y a la misma vez ofrece asistencia a el estudiante para reevaluar objetivos académicos y asesoría para que logre sus metas académicas.

El estudiante que este bajo período de prueba académica será identificado lo más pronto posible al finalizar cada semestre y será referido al Centro de Asesoramiento Académico (Counseling Center).

Hay dos clases de Período de Prueba Académica:

Prueba Escolastica

Cualquier estudiante que termine más de seis unidades en determinado semestre y obtenga un promedio menor de 2.0 se le pondrá bajo Prueba Escolástica (Scholastic Probation). El estudiante permanecerá bajo Prueba Escolástica hasta que obtenga un promedio de 2.0 o mejor.

Bajo Prueba por Falta de Progreso

Al final de cada semestre, cualquier estudiante que se halla inscrito en 12 unidades o más y que halla obtenido calificaciones de W's, I's y NC's en el 50 por ciento o más de esas unidades, será puesto bajo-prueba por falta de progreso (Lack-of-progress-probation). Un estudiante que está bajo-prueba por falta de progreso, no será removido de esa prueba hasta que el porcentaje de unidades en W's, I's, y NC's ya terminadas sean de un 50 por ciento o más de la inscripción registrada del estudiante.

ESTADO PROVISIONAL

Un estudiante nuevo que esta inscrito en más de seis unidades y que está en una de las siguientes categorías será admitido bajo estado provisional:

- 1. El promedio de calificaciones en la preparatoria (High School) fué menos de un 2.0, se excluye solamente educación física y ciencia militar.

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

- 2. Si el estudiante no es un graduado de preparatoria.

El estudiante en estado provisional tendrá que planear con un asesor académico, un programa de estudios al nivel de su habilidad. Es recomendable que el estudiante tenga conferencias periodicas con el asesor para así regularizar su programa de estudios de acuerdo a su aptitud y logros académicos.

El estado provisional se termina cuando el estudiante a terminado exitosamente 12 unidades de trabajo académico.

PETICIONES Y PROCESO DE AUDIENCIAS

El estudiante que ya no asiste o que aún está asistiendo al colegio tiene el derecho de buscar y recibir respuestas a cualquier pregunta relacionada a su programa de estudios de acuerdo con la filosofía educativa del Distrito del Colegio Comunitario del Valle Imperial.

Proceso Para Hacer Una Petición

El proceso de petición se utiliza para obtener una excepción a alguna de las reglas o requisitos del colegio.

Procedimiento Para Hacer La Petición

El estudiante utilizará una forma de petición (disponibles en la Oficina de Inscripción) después de ser revisada, se le informará sobre la resolución tomada. Si el estudiante no está satisfecho con la resolución que se tomó, puede hacer otra petición, esta vez ante un comité.

Proceso Para Una Audiencia

Hay tres áreas establecidas de las cuales se requiere que un estudiante u organización siga reglas establecidas para pedir una audiencia. Estas son:

- 1. Reglamentos de la Conducta del Estudiante
- 2. Acceso a los Archivos de los Estudiantes y Procedimientos de Demanda
- 3. Póliza de Procedimiento de Agravio en Asuntos de Imparcialidad

Procedimientos Para Una Audiencia

A un estudiante u organización se le solicita que escriba un resumen de los puntos o preguntas que desea discutir y entregarlas al Oficial de Inscripciones, quién es la persona designada para coordinar el procedimiento de audiencia.

ASISTENCIA Y RETIRO DE CLASE AUTOMATICAMENTE

Un estudiante que no asista al primer día de clases será automáticamente dado de baja de la clase. Si el estudiante desea ser readmitido a la clase, su estado como estudiante será igual a cualquier otro estudiante que desee inscribirse en la clase.

Se espera asistencia regular de parte de todos los estudiantes inscritos en las clases. A los maestros se les pide que tomen en consideración la asistencia del alumno para determinar la calificación que recibirá el estudiante. Al estudiante se le puede excluir de las clases durante cualquier semestre cuando las ausencias después de haberse cerrado la inscripción, excede el número de horas de la cual la clase se reúne por semana. Además, el maestro tiene la autoridad de expulsar a un estudiante que esté perturbando la clase.

Tres tardanzas de parte del estudiante son consideradas una falta. Ausencias oficialmente aprobadas debido a que el estudiante tiene que representar al colegio en conferencias, concursos y viajes de excursión no se contarán como falta.

RETIRARSE DE UNA CLASE VOLUNTARIAMENTE

Un estudiante que se ve obligado a darse de baja del colegio por circunstancias de fuerza mayor tendrá que comunicarse con la Oficina de Inscripción (Registration Office) para seguir los procedimientos apropiados. (Ver "Calificaciones de Retiro de Clases")

EXPULSION ACADEMICA

Este es un sistema de interrupción forzosa de asistencia al colegio en casos en que el estudiante no es capaz de progresar en programas académicos dentro de los recursos disponibles en el colegio.

Estudiantes son sujetos a los dos siguientes tipos de expulsión académica:

Expulsión Escolastica

La evaluación para Expulsión Escolástica ocurre a fines del semestre de otoño al igual que el semestre de primavera cuando el estudiante ha sido previamente puesto bajo Prueba Escolástica, y tiene un promedio total 1.75 puntos o menos en los últimos tres semestres consecutivos de inscripción. El estudiante sera notificado por carta tan pronto sea posible despues del semestre en el cual la evaluación de expulsión ocurra. Al estudiante que sea expulsado no se le permitira que se inscriba durante el siguiente semestre (la excepción sera el estudiante que fué expulsado el semestre de otoño pero que se inscribió para el semestre de primavera. A tal estudiante se le permitira que continúe en las clases durante el semestre de primavera, al termino del cual sera evaluado de nuevo para Expulsión). Al estudiante expulsado no se le permitira que inscriba para el proximo semestre (excepto con permiso especial después de haber hecho una petición al comité de Admissions, Registration, and Petition's).

Expulsión por Falta de Progreso

La evaluación para expulsión por Falta de Progreso ocurre a fines del semestre de otoño al igual que el semestre de primavera cuando el estudiante ha sido puesto previamente bajo prueba por falta de progreso, y tiene un 50% o más de inscripción acumulada de "W", "I", o "NC" en los últimos tres semestres consecutivos de inscripción. Al estudiante que sea expulsado no se le permitira que se inscriba durante el siguiente semestre (la excepción sera el estudiante que fue expulsado el semestre de otoño pero que se inscribió para el semestre de primavera. A tal estudiante se le permitira que continúe en las clases durante el semestre de primavera, al termino del cual sera evaluado de nuevo para Expulsión). Al estudiante expulsado no se le permitira que se inscriba para el proximo semestre (excepto con permiso especial después de haber hecho una petición al comité de Admissions, Registration, and Petition's).

ELIGIBILIDAD Y CERTIFICACION DE INSCRIPCION PARA VETERANOS DEL EJERCITO

El Colegio del Valle Imperial es una institución reconocida de educación post-secundaria. Tiene la autorización para ofrecer a veteranos elegibles y sus dependientes programas de beneficios relacionados con su servicio militar que puede conducir a un título (A.A. o A.S.) o a transferencia a una universidad de cuatro años. El asistente de veteranos, localizado en el centro de Asesoramiento, ofrece orientación y asistencia a veteranos y sus dependientes elegibles a establecer su elegibilidad para sus beneficios educativos.

Para obtener información más detallada sobre la poliza y reglamentos de Beneficios Veteranos consulte con un asesor académico.

EDUCACION FISICA Y DEPORTES

Como el colegio cree fuertemente en la eficacia de la educación física para la salud de todas las edades, sexo, o condición física, una clase esta disponible y apropiada para el cumplimiento físico y al nivel de cada estudiante.

Excepciones pueden ser concedidas para:

- 1. Incapacidad física (se requiere una nota médica)

Al tiempo de pedir una petición para graduación, el estudiante deberá de presentar una habilidad mínima en lo siguiente:

1. Un término próspero de la clase de PE 25 más aparte una clase electiva de PE en la unidad de actividad (3 unidades requeridas).

Todo estudiante que está inscrito en una clase de educación física tendrá que vestirse apropiadamente. El vestuario apropiado incluye tenis, pantalón corto, pantalones de entrenamiento, camiseta u otros artículos similares para actividad rigurosa.

CAMBIOS EN EL CATALOGO

Cualquier reglamento adoptado por la administración del Colegio del Valle Imperial tendrá la misma validez que cualquier reglamento impreso en el catálogo y deberá anteceder, con una notificación pública, la decisión que se halla tenido sobre el tema, esto aparecerá en el catálogo o en boletines oficiales del colegio.

REQUISITOS DE GRADUACION

Associate Degrees

Llenándose los siguientes requisitos, los estudiantes del colegio recibirán el diploma de Associate in Arts o Associate in Science, dependiendo en su área de especialización. El estudiante es responsable de entregar la solicitud de graduación. La solicitud deberá entregarse en la Oficina de Inscripción a no más tardar la cuarta semana

de cada semestre y la primera semana de la sesión de verano. La solicitud se entregará junto con \$10.00 dólares los cuales no serán reembolsados una vez pagados.

Un título (Associate Degree) adicional puede obtenerse si el estudiante termina los cursos apropiados y obtiene las unidades necesarias para el título adicional. Los cursos terminados para un título pueden utilizarse en otras especializaciones según se soliciten. Si el estudiante interrumpe sus estudios este será responsable por los requisitos adicionales o clases para el título de acuerdo a como está delineado en el catálogo más reciente del colegio.

Los requisitos de graduación son estipulados por el estado y el colegio. Estos requisitos de educación general son diseñados para desarrollar el potencial académico de cada estudiante, ampliar sus oportunidades, y contribuir a la realización intelectual del individuo.

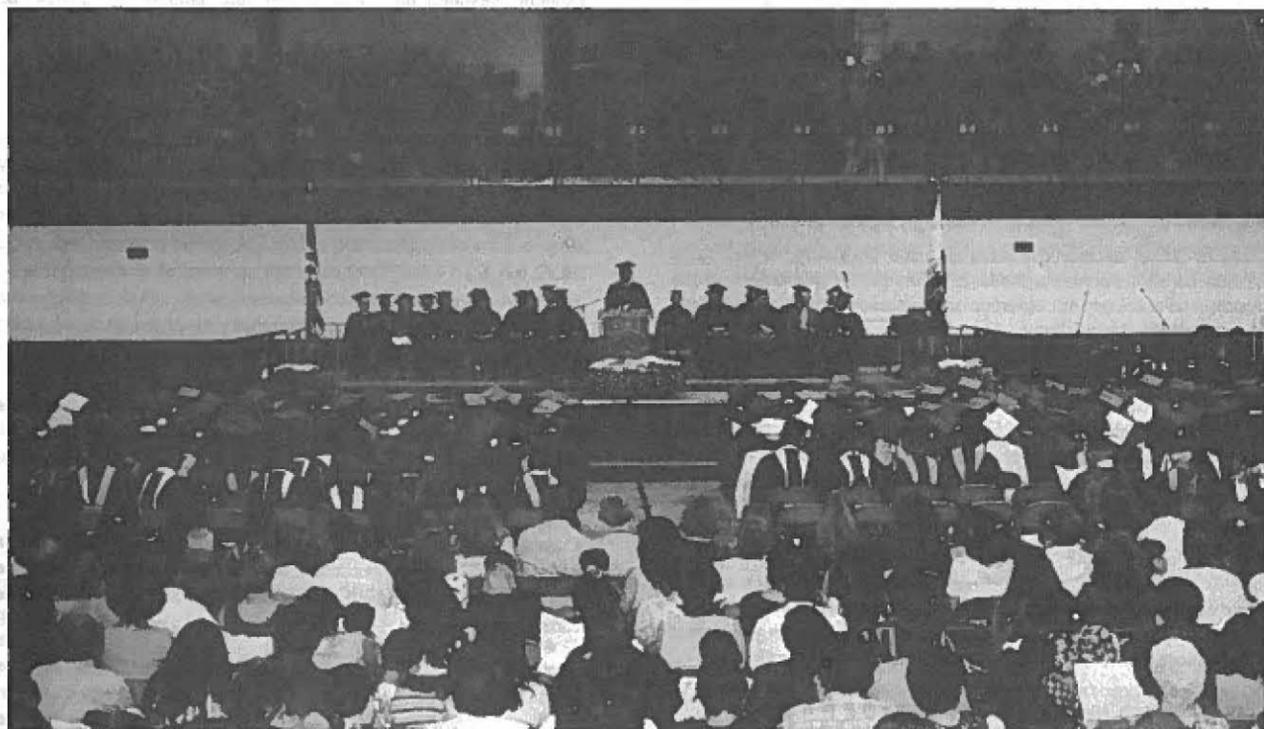
Para obtener una lista de especializaciones y los requisitos necesarios para el título (A.A. o A.S.) consulte con un asesor académico.

CALIFICACION POR CURSOS TOMADOS POR CORRESPONDENCIA Y CURSOS DE EXTENSION

Un estudiante puede hacer una petición para poder utilizar para graduación un máximo de seis (6) unidades de cursos tomados por correspondencia o cursos de extensión. Estos cursos tienen que satisfacer los siguientes requisitos:

1. Estos cursos se deben haber tomado en un colegio o universidad.
2. Estos cursos tienen que ser designados como preparatorios por parte del colegio o universidad.

Es responsabilidad del estudiante entregar los comprobantes necesarios de los requisitos antes mencionados.



REQUISITOS PARA TRANSFERIRSE

Estudiantes que tengan planeado ingresar a una Universidad Estatal de California, Universidad de California, o colegios y universidades privadas deben de reunir los siguientes requisitos:

1. Terminar los cursos apropiados que requiere el colegio o universidad.
2. Terminar los requisitos de cursos preparatorios en su especialización.

Estos requisitos varían según las instituciones de estudios superiores. Se recomienda consultar el catálogo de la universidad a la cual piensan transferirse para poder planear sus clases de acuerdo a los requisitos de esa institución. Puede obtener más información en el Centro de Asesoramiento.

Las clases transferibles a las Universidades Estatales de California y a las Universidades de California están designadas en el catálogo con CSU y UC después de la descripción de el contenido de la clase. Se recomienda a todo estudiante consultar a un asesor sobre cuáles cursos reúnen los requisitos de sus objetivos educacionales.

Estudiantes que planeen transferirse a una Universidad Estatal de California pueden solicitar que el colegio certifique que han terminado sus clases de educación general. Estudiantes deben de terminar 39 unidades de educación general seleccionando clases en cinco áreas: Inglés y pensamiento analítico; el universo físico y sus formas de vida; arte, literatura, filosofía, y lenguas extranjeras; instituciones sociales, políticas y económicas; comprensión y autodesarrollo. Al certificar el colegio que un estudiante a terminado sus clases de educación general, al transferirse a una Universidad Estatal el estudiante no tiene que tomar más clases de educación general de nivel preparatorio.

Las clases específicas de Educación General del sistema de la Universidad Estatal de California (CSU) pueden ser obtenidas con un asesor académico.

Unidades Transferibles

Las Universidades Estatales y de la Universidad de California aceptan un máximo de 70 unidades de colegios comunitarios. Solo 70 unidades pueden ser usadas para satisfacer requisitos hacia el título de licenciatura. Varios colegios y universidades privadas también aceptan 70 unidades de clases de nivel preparatorio cursadas en colegios comunitarios. Ninguna de las universidades aceptan que clases de nivel preparatorio sean utilizadas para satisfacer requisitos de clases de nivel avanzado.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Estudiantes interesados en IGETC tendrán que consultar a un asesor académico para recibir más información.

CURRICULUM OCUPACIONAL

El Colegio del Valle Imperial a desarrollado programas de carreras que reflejan las oportunidades de empleo en nuestra región. Comites de apoyo proporcionan ayuda al colegio para poder asegurar que los estudiantes reciban la mejor educación y oportunidades de empleos después de su graduación del colegio.

Al desarrollar el estudiante su programa de especialización, el estudiante deberá planear en satisfacer los requisitos para un título de Associate Degree (A.A. o A.S.). Se recomienda que el estudiante planee un programa extenso de estudio incluyendo cursos de educación general.

Es de suma importancia que el estudiante consulte a un asesor académico durante su primer semestre para preparar un programa de estudio que muestre una secuencia apropiada de cursos. La responsabilidad en la selección final de los cursos apropiados es de estudiante.

CERTIFICADOS

Certificados Ocupacionales son otorgados a estudiantes que han logrado un nivel de habilidad en una área vocacional específica. Programas de certificados se ofrecen en algunas áreas vocacionales para las cuáles el colegio también ofrece títulos. Para que un estudiante pueda recibir un certificado, el estudiante tiene que:

1. Terminar todas las clases requeridas para un certificado.
2. Lograr calificación de un promedio de "C" (2.0 GPA) en cada curso que se utilize para poder obtener un certificado.
3. Entregar una solicitud para recibir un certificado en la Oficina de Inscripción antes de la cuarta semana de cada semestre y la primera semana de la sesión de verano.

Estudiantes interesados en una lista de certificados pueden consultar a un asesor académico.

CURSOS DE INSTRUCCION

En la siguiente lista de cursos, el número de unidades se indica entre paréntesis después del número del curso.

Para hacer posible que se ofrezca un mayor número de clases para los estudiantes del Valle Imperial, muchos de los cursos en áreas especializadas se ofrecen en forma alterna. El estudiante debe considerar esto cuando hace planes de estudio a largo plazo.

Los números de las clases seguidos por una secuencia AB indican que la clase se puede tomar más de una vez, y se cubrirá el mismo material, para así obtener destreza en la materia. Los números de clase que tienen secuencia de una A o B con una descripción de curso diferente indican que nuevo material será presentado durante la clase.

Las descripciones de cursos seguidos por una anotación de (CSU, UC) indican que la clase es transferible a ese sistema universitario, o en algunos casos a los dos sistemas.

El estudiante deberá comunicarse con su asesor para determinar cuáles clases aplican a su carrera.

PREREQUISITO, COREQUISITO, CONSULTAS EN LA PREPARACION RECOMENDADA Y LIMITACIONES PARA INSCRIBIRSE

Para obtener información detallada sobre la poliza de prerequisitos consulte con un asesor académico.

SESION DE VERANO

El calendario de la sesión de verano y requisitos de admisión se pueden encontrar en el boletín de Clases de Verano el cuál se publica durante el semestre de primavera.

CALIFORNIA ARTICULATION NUMBER (CAN)

California Articulation Number (CAN) identifica cursos transferibles, de bajo nivel, y de introducción (preparatorios) que se enseñan en colegios comunitarios en cada disciplina académica. El sistema CAN asegura que los cursos en cierto colegio sean aceptados en otro colegio que participa en el sistema CAN. Por ejemplo: CAN Econ 2 en un colegio será aceptado en otro colegio como CAN Econ 2.

Para obtener una lista de cursos designados como CAN consulte a un asesor académico.

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.

PREREQUISITE, COREQUISITE, ADVISORIES ON RECOMMENDED PREPARATION AND LIMITATIONS ON ENROLLMENT

The Imperial Community College District has adopted a policy in order to provide for the establishing, reviewing and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The board recognizes that, if these prerequisites, corequisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the board has sought to establish a policy that fosters the appropriate balance between these two concerns. (See Board Resolution 10665 for the complete policy)

Definitions:

Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Corequisite means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Advisory on Recommended Preparation means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Limitations on Enrollment means a condition of enrollment which may include the following:

- a. Auditions or tryouts for courses which include public performance and intercollegiate competition, such as a band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics.
- b. Demonstrations of skill or knowledge for enrollment in an honors course or an honors section of a course.
- c. The creation of blocks of 2 or more courses in which enrollment is limited in order to create a cohort of students.

Imperial Valley College does not establish prerequisites in communication or computational skills that apply to all courses across the curriculum. Basic skills prerequisites and corequisites are offered in sufficient numbers to accommodate students or the requirement is waived. Any prerequisite may be challenged by a student using the following process:

CHALLENGE PROCESS

Any student who does not meet the prerequisite or corequisite or who is not permitted to enroll in a class due to a limitation on enrollment, may file a student petition to challenge the requirements. The grounds for challenge as specified in Section 55210 (f) of Title 5 include the following:

- 1. The prerequisite or corequisite has not been established in accordance with the district policy.
- 2. The prerequisite or corequisite is in violation of Title 5.
- 3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- 4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
- 5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite has not been made reasonably available.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. Where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

Students who wish to challenge a prerequisite or corequisite or any limitations on enrollment should:

- 1. Submit a student petition which spells out the grounds for challenge along with any evidence in support of the challenge, to the appropriate Division Chairperson. The student shall be allowed to remain in class or, if the student is not enrolled in the class but space is available at the time the challenge is filed, the college shall reserve a seat for the student until the challenge is resolved.
- 2. The Division Chairperson will review the petition and resolve the challenge in no more than 5 working days. If the challenge is upheld, or the college fails to resolve the challenge within the 5 day period, the student will be allowed to remain in the course. If no space was available in the course when the challenge was filed, the student shall be permitted to enroll for the subsequent term.
- 3. If the challenge is denied by the Division Chairperson, the student may appeal that decision to the Petitions Committee.
- 4. Upon resolution of the challenge, the Division Chairperson shall forward the student petition and all attachments to the Dean of Admissions for institutional approval and filing in the student's permanent record.

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. 10665).

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.

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 AG6	AG 20	CAN GEOG 4	GEOG 2
CAN AJ20	AJ 21	CAN GOVT 2	POL S 2
CAN ANTH2	ANTH 1	CAN H EC 2	NUTR 2
CAN ANTH4	ANTH 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 ART 6	ART 23A	CAN HIST 10	HIST 17B
CAN ART 8	ART 20A	CAN MATH4	MATH 10A
CAN ART 10	ART 21A	CAN MATH 16	MATH 2
CAN ART 14	ART 22A	CAN MATH 18	MATH 3A
CAN ART 16	ART 22B	CAN MATH 20	MATH 3B
CAN BIOL 10	ANAT 8	CAN MATH 22	MATH 4
CAN BIOL 12	PHYSIO 1	CAN MATH 24	MATH 5
CAN BIOL 14	BIOL 21	CAN MATH 26	MATH 6
CAN BUS 2	BUS 1A	CAN MATH 34	MATH 15
CAN BUS 4	BUS 1B	CAN PHIL 2	PHIL 1A
CAN BUS 8	BUS 5	CAN PHIL 4	PHIL 11
CAN CHEM 2	CHEM 1A	CAN PHIL 6	PHIL 10
CAN CHEM 4	CHEM 1B	CAN PHYS 2	PHYS 10
CAN CHEM 6	CHEM 2A	CAN PHYS 8	PHYS 4A
CAN CHEM 12	CHEM 5	CAN PHYS 12	PHYS 4B
CAN CSCI 12	MATH 58	CAN PHYS 14	PHYS 4C
CAN ECON 2	ECON 1	CAN PSY 2	PSYCH 1A
CAN ECON 4	ECON 2	CAN PSY 10	PSYCH 2
CAN ENGL 2	ENGL 1A	CAN SOC 2	SOC 1
CAN ENGL 4	ENGL 1B	CAN SOC 4	SOC 2
CAN ENGL 6	ENGL 53AB	CAN SPAN 2	SPAN 1
CAN ENGL 8	ENGL 43A	CAN SPAN 4	SPAN 2
CAN ENGL 10	ENGL 43B	CAN SPAN 8	SPAN 3
CAN ENGL 14	ENGL 41	CAN SPAN 10	SPAN 4
CAN FREN 2	FREN 1	CAN SPCH 4	SPCH 1
CAN FREN 4	FREN 2	CAN SPCH 6	SPCH 10
CAN FREN 10	FREN 4	CAN STAT 2	MATH 12
CAN GEOG 2	GEOG 1		

ADMINISTRATION OF JUSTICE**Credit for Administration of Justice Coursework**

POLICY: Students who have successfully completed a certified Basic Academy Program in Law Enforcement or corrections within the last three years, may petition for Imperial Valley College coursework credit or waiver within the Administration of Justice curricula. Credit may be given upon documentation of Academy completion and Division Chair approval.

PROCEDURE: To obtain IVC credit for completing a certified Basic Academy program in Law Enforcement, the student should contact the Registrar's Office to petition for credit or waiver. At the time of submission of the petition the student must be enrolled.

The following certified training academies meet the course requirements listed below:

U.S. BORDER PATROL ACADEMY

AJ 28 3.0 Units Police Community Relations

CALIFORNIA HIGHWAY PATROL ACADEMY

AJ 33 3.0 Units Traffic Control & Vehicle Code

AJ 41 3.5 Units Arrest & Firearms, Reserve Officer Module A

CALIFORNIA P.O.S.T. BASIC ACADEMY

AJ 21 3.0 Units Intro to Administration of Justice

AJ 41 3.5 Units Arrest & Firearms, Reserve Officer Module A

CALIFORNIA DEPARTMENT OF CORRECTIONS ACADEMY, AT GALT

(San Joaquin Delta College Affiliation)

AJ 41 3.5 Units Arrest & Firearms, Reserve Officer Module A

AJ 21 (3) (CAN AJ 2)
INTRODUCTION TO THE ADMINISTRATION OF JUSTICE

3 Hrs. Lec.

The course will cover the philosophy of Administration of Justice in America and identify its various subsystems. It will examine the roles and role expectations of criminal justice agents and their interrelationship in society. The concepts of crime causations, punishment and rehabilitation are introduced. This basic course provides a better understanding of the criminal justice system and orients the student to career opportunities. Ethics, education and training for professionalism in the system are discussed. (CSU, UC)

AJ 23 (3)
CONCEPTS OF CRIMINAL LAW

3 Hrs. Lec.

The course covers the historical development of law and constitutional provisions; definitions and the classification 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 are presented. Crimes against persons, property, government and organized crime are discussed. (Same as CSI 23) (CSU, UC)

AJ 25 (3)
LEGAL ASPECTS OF EVIDENCE

3 Hrs. Lec.

Recommended Preparation: AJ 21 & 23. 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)

AJ 26 (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)

AJ 28 (3)
POLICE COMMUNITY RELATIONS

3 Hrs. Lec.

Through interaction and study, the student will become aware of the relationship and role expectations among the various agencies and the public. Emphasis will be placed upon professional image and the development of positive relationships between members in the criminal justice system and the public. Concepts of human relations as they apply to administration of justice issues, future trends, and training will be discussed. (CSU, UC)

AJ 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 Soc 30) (CSU)

AJ 32 (3)
POLICE FIELD OPERATIONS

3 Hrs. Lec.

Recommended Preparation: Engl 2B/Engl 12B. The development, function and techniques of patrol; observation skills; development, traffic and preliminary investigative duties, handling complaints and requests for service, public and community relations and basic crime prevention. The mechanics of field interviews, search and arrests, notetaking and police report essentials. Familiarization with basic police equipment and handling of community crime incidents. (CSU)

AJ 33 (3)
TRAFFIC CONTROL AND VEHICLE CODE

3 Hrs. Lec.

The study of traffic control and Vehicle Code problems. This course is designed to familiarize the student with the California Vehicle Code and interpret the various sections, thereby gaining and demonstrating the working knowledge of the Code. The student will demonstrate proper traffic control procedures as it relates to the Vehicle Code. (CSU)

AJ 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)

AJ 36 (3)
TRAFFIC ACCIDENT INVESTIGATION AND REPORTING

3 Hrs. Lec.

Recommended Preparation: Engl 2B/Engl 12B. This course is designed to provide the student with the basic knowledge required to investigate, interview, and complete a traffic accident report. Emphasis on investigation, interrogation, and report writing that is required by law enforcement officers in the course of their duties. (CSU)

AJ 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)

AJ 38 (3)
WILDLIFE LAW ENFORCEMENT

3 Hrs. Lec.

This course is designed to provide the students with the basic knowledge necessary to understand the importance of wildlife law enforcement as an essential tool of wildlife management in the perpetuating, protecting, and managing of fish, wildlife, and other natural resources. (CSU)

AJ 39 (3)
REPORT WRITING

3 Hrs. Lec.

Recommended Preparation: Engl 2B/Engl 12B recommended. Introductory report writing class designed for both Administration of Justice and Correctional Science students. The course will provide instruction in gathering, organizing and preparing various reports. Students will practice interviewing, note taking and report writing techniques for communicating facts, informations and ideas effectively in a simple, clear and objective manner, for use in the criminal justice system. (Same as CSI 22) (CSU)

AJ 40 (.5-3)
ADVANCED OFFICERS COURSE

1 Hr. Lec.

Corequisite: Current employment as a law enforcement officer. This course is designed to permit law enforcement personnel to be trained and/or study relevant topics within the field of Administration of Justice. (May be repeated for additional credit with new content.) (CSU)

RESERVE OFFICER PROGRAM

Imperial Valley College offers an extended format Peace Officer Reserve program. Students entering the program have three options on the career ladder.

Module A Upon successful completion the student is eligible to be hired for limited employment. The officer cannot provide general law enforcement services. The officer may be uniformed and armed but cannot be placed in jeopardy of harm or exposed to an environment where personal injury is likely. The officer may work alone if the specific task can be performed without injury.

Module B Upon successful completion the student is eligible to be hired as a fully powered peace officer while on duty. He or she must be in the immediate area of a regular police officer who possesses a P.O.S.T. Basic Certificate (or higher). The officer may work alone during "special assignments" as long as the activity is not general law enforcement in nature.

Module C Students who successfully complete the program will be granted a certificate from the Administration of Justice Department. The Imperial Valley College Reserve Officer Program is approved by the Administration of Justice Advisory Committee and fully accredited by the California Peace Officers Standards and Training Commission.

Admission to the Program

Students entering the program must be at least 18 years old, have applied for U.S. citizenship by completion of the class, have no felony convictions and be in good physical condition.

An application, oral interview and physical fitness test are part of the Module B/C curricula.

Successful completion of Engl 2B and Engl 12B is strongly recommended.

The Program is sequential and Module A is the required and beginning course. A grade of C or better is required to successfully complete the course.

Progression Policies

After successful completion of Reserve Officer Module A, the student may take Reserve Officer Module B. After successful completion of Reserve Officer Module B, the student may take Reserve Officer Module C. The student has the option to take the intensive one semester course, combining Module C and Module B. Sequence waivers must be approved by the P.O.S.T. Program Director prior to enrolling in the course.

The student must complete each Module with a grade of C or better to receive credit and/or continue to the next Module. Reserve Officer Program courses may be repeated one time. If the student is unsuccessful the second time, he/she must contact the P.O.S.T. Program Director who will evaluate the student's academic situation and vocational goals with the student, and develop a plan of remediation.

All Reserve Officer Program classes require some Saturday meetings. Students are expected to schedule accordingly as attendance and grades are strictly monitored.

AJ 41 (3.5)
ARREST AND FIREARMS, RESERVE OFFICER
MODULE A
3.6 Hrs. Lec.

Prerequisite: No felony convictions, able to successfully participate in physical requirements of class, and U.S. citizen or have filed for U.S. citizenship. Recommended Preparation: Engl 2B. Designed to satisfy Reserve Officer Module A, training standards set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.) 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 and care of firearms; mandatory for all peace officers who do not possess a basic certificate awarded by P.O.S.T. Supply fee may be charged. (CSU)

AJ 42 (2.2)
ARREST
2.2 Hrs. Lec.

Prerequisite: No felony convictions and have completed P.O.S.T. prerequisites. Recommended Preparation: Engl 2B. Designed to satisfy training standards set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.). Includes professional orientation, discretionary decision making, law, laws of arrest, laws of evidence, search and seizure, preliminary investigation overview, communication, community relations and arrest and control techniques. (CSU)

AJ 43 (5)
RESERVE OFFICER MODULE B
5.1 Hrs. Lec.

Prerequisite: AJ 41, no felony convictions, valid California driver's license, and P.O.S.T. examinations. Recommended Preparation: Engl 2B. Designed to satisfy Reserve Officer Module B training standards as set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.). Includes professionalism, law, communication, vehicle operations, force and weaponry, patrol procedures, traffic, custody, physical fitness and defensive tactics. (Nontransferable, AA/AS degree only)

AJ 44 (4)
RESERVE OFFICER MODULE C
4 Hrs. Lec.

Prerequisite: AJ 41, AJ 43, no felony convictions, valid California driver's license, and P.O.S.T. examinations. Recommended Preparation: Engl 2B. Designed to satisfy Reserve Officer Module C training standards as set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.). Includes professional orientation, police-community relations, laws, laws of evidence, patrol procedures, traffic and criminal investigation. A basic overview course in condensed version designed to prepare a student to be accepted by a law enforcement agency as a Reserve Officer. (Nontransferable, AA/AS degree only)

AJ 45 (9)
PEACE OFFICER RESERVE MODULE B/C
9 Hrs. Lec.

Recommended Preparation: Engl 2A/Engl 12A, PE 16AD or PE 25AD and be in good physical condition. Prerequisite: AJ 41, no felony convictions, and a valid California driver's license. An intensive course designed to prepare the student for placement as a Reserve within a law enforcement agency. The course combines Module B and Module C (AJ 43/AJ 44) and complies with P.O.S.T. requirements. (Nontransferable, AA/AS degree only)

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)

AGET 33A (4)
FARM POWER
3 Hrs. Lec. 6 Hrs. Lab.
 (Same as Auto T 51) (CSU)

AGET 33B (4)
FARM POWER
3 Hrs. Lec. 6 Hrs. Lab.

Recommended Preparation: Aget 33A or 2 years of high school auto mechanics. (Same as Auto T 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 T 57) (CSU)

AGET 37 (3)
SMALL GASOLINE ENGINES
2 Hrs. Lec. 2 Hrs. Lab.
 (Same as Auto T 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 75 (3)
BASIC SHOP SKILLS
3 Hrs. Lec.
 (Same as Auto T/Weld 75) (Nontransferable, AA/AS degree only)

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.

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. (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. (Nontransferable, AA/AS degree only)

AG 20 (3) (CAN AG 6)
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.

Recommended Preparation: Ag 20. 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, UC)

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)
AG BUSINESS MANAGEMENT
3 Hrs. Lec.
 (Same as Bus 3) (CSU)

AG 26 (3)
AGRICULTURAL BUSINESS ORGANIZATION AND
MANAGEMENT
3 Hrs. Lec.

Recommended Preparation: 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)

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.

Recommended Preparation: Ag 40. 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.**

Recommended Preparation: 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.**

Recommended Preparation: 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.**

Recommended Preparation: Ag 40. 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 irrigated 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)**INTEGRATED PEST MANAGEMENT****3 Hrs. Lec.**

Identification of pests (arthropods, rodents, and plant diseases) and beneficial (arthropods and diseases) in the crop system. Methods of reducing damage to acceptable levels with biological, chemical and cultural controls. Laws and safety requirements for using spray equipment and pesticides in California. (CSU)

ALCOHOL AND DRUG STUDIES**ADS 9 (3)****INTRODUCTION TO COUNSELING****3 Hrs. Lec.**

(Same as Psych 9) (CSU)

ADS 10 (3)**SOCIOLOGY OF MINORITY GROUPS****3 Hrs. Lec.**

(Same as Soc 10) (CSU, UC)

ADS 11A (3)**PRACTICUM****1 Hr. Lec. 6 Hrs. Lab. field experience per week**

(Same as H Rel/Psych 11A) (CSU)

ADS 11B (3)**PRACTICUM****1 Hr. Lec. 6 Hrs. Lab. field experience per week**

(Same as H Rel/Psych 11B) (CSU)

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

(Same as Psych/Soc 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 Soc 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 recovery, and resources. (CSU)

ADS 52 (3)**PSYCHOLOGICAL 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/Psych 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/Psych 9. 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)

AMERICAN SIGN LANGUAGE

DSPS 10 (4)
AMERICAN SIGN LANGUAGE 1
5 Hrs. Lec.

An introduction to American Sign Language and Signed English designed to provide basic communication skill and increased awareness of the psychology of an individual with a severe hearing impairment. This course will include definitions of hearing loss, history of deaf education and culture, communication issues, and legal rights, as well as emphasizing vocabulary development, syntax and idiomatic expressions used by the "typical" deaf adult. (CSU, UC)

DSPS 11 (4)
AMERICAN SIGN LANGUAGE 2
5 Hrs. Lec.

Recommended Preparation: DSPTS 10. Sign language vocabulary enrichment and fingerspelling drill to increase speed, accuracy and rhythm in expressive and receptive ability. Emphasis will be placed upon clarity of performance and appropriateness of vocabulary. Ethics, certification, role, and procedures of professional interpreting will be examined. Provides introductory sign-to-voice and voice-to-sign interpreting practice. (CSU, UC)

DSPS 12 (3)
AMERICAN SIGN LANGUAGE 3
3 Hrs. Lec.

Recommended Preparation: DSPTS 11. Continues development of interpreting/transliterating skills. Students will have directed practice in interpreting in a variety of communication situations. Techniques of facial expression, body movement, and spatialization as it relates to American Sign Language will be studied. (CSU, UC)

DSPS 13 (3)
AMERICAN SIGN LANGUAGE 4
3 Hrs. Lec.

Recommended Preparation: DSPTS 12. The course is a continuation of the American Sign Language Skills and fluency developed in DSPTS 12. The course increases or strengthens students' expressive and receptive vocabulary competency; however, the major focus of the course continues to be on the expansion of students' skills in the idiomatic usage of conversational ASL, awareness of ASL grammar, usage and syntax, and facility in expressive sign language at the intermediate level. The course also continues to introduce students to the experience of sign language interpreting the development of specialized or technical sign vocabulary. (CSU)

DSPS 14 (3)
AMERICAN SIGN LANGUAGE 5
3 Hrs. Lec.

Recommended Preparation: DSPTS 13. DSPTS 14 continues, at the intermediate level, the development of the American Sign Language proficiency students acquired in DSPTS 13. Students continue to expand their awareness of ASL conventions, grammar, and vocabulary, including a continued review of topical signs and idioms. Students develop a greater competency in their receptive understanding of extended ASL discourse and in their expression of extended ASL discourse and in their expression of extended ideas, concepts and stories in ASL. Their expressive competency in discussion of ideas includes an expression of their understanding of Deaf culture. Students continue the growth of their technical awareness of Deaf culture and ASL linguistics. (CSU)

DSPS 16A (3)
INTERPRETING AMERICAN
SIGN LANGUAGE 1
3 Hrs. Lec.

Recommended Preparation: DSPTS 14. DSPTS 16A focuses students' sign language facility on the development of English to ASL interpreting skills. The primary focus of the training is on interpreting in educational and consumer settings, along with continued development of idiomatic sign skills. Students are presented and are asked to discuss in the target language the primary elements of the code of ethics. Students continue the intense review of Deaf culture and ASL linguistics started in DSPTS 14. (CSU)

DSPS 16B (3)
INTERPRETING AMERICAN
SIGN LANGUAGE 2
3 Hrs. Lec.

Recommended Preparation: DSPTS 16A. DSPTS 16B focuses students' sign language facility on the development of English to ASL interpreting skills. The primary focus of the training is on interpreting in medical, legal, mental health and other specialized settings, along with continued development of related idiomatic and vocabulary sign skills. Students are presented and are asked to discuss in the target language the case studies related to the interpreter code of ethics. (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. (Nontransferable, AA/AS degree only)

ANAT 8 (4) (CAN BIOL 10)
HUMAN ANATOMY
2 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: High school biology with a grade of C or better or Zool 1A or Biol 3. Systems of the human body and their inter-relationships. (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. 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

ANTH 1 (3) (CAN ANTH 2)
PHYSICAL ANTHROPOLOGY
3 Hrs. Lec.

The process and cause 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)

ANTH 2 (3) (CAN ANTH 4)
CULTURAL ANTHROPOLOGY
3 Hrs. Lec.

A study of culture and its relationships to biology and to natural environment. Stresses the origin and evolution of culture, and the part that culture assumed in human biological maintenance. Examines types of social organizations and economic systems, religions and arts. (CSU, UC)

ANTH 3A (3)
INTRODUCTION TO ARCHAEOLOGICAL SITE
SURVEYING
2 Hrs. Lec. 5 Hrs. Lab.

Historical development of archaeology and the importance of site surveying; archaeological theory - Middle Range Theory; methods in site surveying; types of sites; laboratory preparation; use and care of field equipment. (CSU)

ANTH 3B (3)
INTRODUCTION TO ARCHAEOLOGICAL EXCAVATIONS
2 Hrs. Lec. 5 Hrs. Lab.

Recommended Preparation: Anth 3A & Anth 3C. Determine a site to be excavated; laws pertaining to excavations; laying out a site with alidade and rod; testing; pit versus trench excavations; stratigraphy; record keeping; screening and collecting; photography; preparation of laboratory and museum materials; pollen, soils, and C 14 tests. (CSU)

ANTH 3C (3)
ADVANCED ARCHAEOLOGICAL SURVEY
2 Hrs. Lec. 5 Hrs. Lab.

Recommended Preparation: Anth 3A. Conduct independent surveys, or lead small survey crew; devise research designs; write reports from field notes, maps, photographs and prior records; conduct record and literature searches and catalogue specimens. (CSU)

ANTH 3D (3)
ADVANCED ARCHAEOLOGICAL EXCAVATIONS
2 Hrs. Lec. 5 Hrs. Lab.

Recommended Preparation: Anth 3B. Design a field excavation project; select proper equipment; organize a field crew. Conduct record and literature searches; micromapping the project area; pit or trench technique; conduct the dig; screening, selecting, and bagging artifacts and natural samples. Laboratory analysis and curation; photography; dating; report writing are included. (CSU)

ANTH 4 (3)
CALIFORNIA INDIANS
3 Hrs. Lec.

The geography of California; tribal and linguistic regions; Native economy and diverse economic areas; Sacramento and San Joaquin Valleys; the Delta; transverse ranges; foothill country; Coast Range, Peninsular Ranges, and Sierra Nevada; the deserts. Influence of environment on cultural developments; influences of Western civilization on Native life. (CSU, UC)

ANTH 6 (3)
INDIANS OF NORTH AMERICA
3 Hrs. Lec.

Early migration across Beringia to the New World; demography and ecology of the Amerindian cultures in Alaska, Canada and the United States. Effect of European contact; reactionary movements today. (CSU, UC)

ANTH 8 (3)
INDIANS OF THE SOUTHWEST
3 Hrs. Lec.

Geography and ecology of the Southwest; Early man migrations; Desert culture; growing influence of Mesoamerica; development of Anasazi, Hohokam and Mogollon cultures. Classic civilizations and engineering feats. Decline and the origins of Zuni, Hopi, Navajo, and Apache cultures. (CSU, UC)

ANTH 16A (3)
PREHISTORIC CERAMICS
1 Hr. Lec. 2 Hrs. Lab.

Traces of origins and developments of ceramics in the Old and New Worlds. Emphasis on the materials, techniques and ceramic products of the Southern California Indians, especially the Lower Colorado River groups. (CSU, UC)

ANTH 16B (3)
ADVANCED PREHISTORIC CERAMICS
1 Hr. Lec. 2 Hrs. Lab.

Recommended Preparation: Anth 16A. Advanced study of prehistoric pottery composition and forms; various firing techniques using pit construction; decorative motifs used by the Yuman and Shoshone cultures. (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 5 (3)
WOMEN ARTISTS
3 Hrs. Lec.

A survey of the great Women Artists of history from the Ancient World through the Twentieth Century. Some of the artists to be discussed are: Elizabetta Sirani, Judith Leyster, Elizabeth Vigée LeBrun, Mary Cassatt, Kathe Kollwitz, Frida Kahlo, Georgia O'Keeffe, Helen Frankenthaler. The course will also address the special issues and problems concerning the study of women artists, past and present. (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)

**ART 18B (3)
WATERCOLOR PAINTING**
2 Hrs. Lec. 4 Hrs. Lab.

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)

**ART 20A (3) (CAN ART 8)
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)

**ART 20B (3)
DRAWING**
2 Hrs. Lec. 4 Hrs. Lab.

A continuation of Art 20A. (CSU, UC)

**ART 20C (3)
DRAWING**
2 Hrs. Lec. 4 Hrs. Lab.

A continuation of Art 20B with a focus on developing drawing as a terminal medium. (CSU, UC)

**ART 20D (3)
DRAWING**
2 Hrs. Lec. 4 Hrs. Lab.

A continuation of Art 20C with a focus on advanced techniques to develop drawing as a terminal medium. (CSU, UC)

**ART 21A (3) (CAN ART 10)
PAINTING**
2 Hrs. Lec. 4 Hrs. Lab.

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)

**ART 21B (3)
PAINTING**
2 Hrs. Lec. 4 Hrs. Lab.

A continuation of 21A. (CSU, UC)

**ART 21C (3)
PAINTING**
2 Hrs. Lec. 4 Hrs. Lab.

A continuation of Art 21B. Advanced studio problems in painting. (CSU, UC)

**ART 21D (3)
PAINTING**
2 Hrs. Lec. 4 Hrs. Lab.

A continuation of Art 21C. Advanced studio problems in painting. (CSU, UC)

**ART 22A (3) (CAN ART 14)
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)

**ART 22B (3) (CAN ART 16)
DESIGN**
2 Hrs. Lec. 3 Hrs. Lab.

Intermediate studies of elements and principles of art with emphasis on three-dimensional design theory. (CSU, UC)

**ART 23A (3) (CAN ART 6)
CERAMICS**
2 Hrs. Lec. 4 Hrs. Lab.

An introduction to ceramics; basic methods of forming, decorating, glazing and firing. (CSU, UC)

**ART 23B (3)
CERAMICS**
2 Hrs. Lec. 4 Hrs. Lab.

A continuation of Art 23A with emphasis on the potter's wheel. (CSU, UC)

**ART 23C (3)
CERAMICS**
2 Hrs. Lec. 4 Hrs. Lab.

A continuation of Art 23B with special emphasis on glaze formulating and decorating techniques. (CSU, UC)

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

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)

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

A continuation of Art 25A. Art 25B includes exploration of painting techniques using varied media. (CSU, UC)

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

A continuation of Art 25B with a focus on developing a personal figure style in drawing. (CSU, UC)

**ART 25D (3)
LIFEDRAWING**
1 Hr. Lec. 5 Hrs. Lab.

A continuation of Art 25C with a focus on developing a personal figure style in drawing. (CSU, UC)

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

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)

**ART 30A (3)
BEGINNING SCULPTURE**
2 Hrs. Lec. 4 Hrs. Lab.

An introduction to materials, methods, and techniques with an emphasis on development of ideas and personal expression in three dimensions. Materials include clay, plasters, cement, woods, plastic and metal. (CSU, UC)

**ART 30B (3)
INTERMEDIATE SCULPTURE**
2 Hrs. Lec. 4 Hrs. Lab.

Expansion of Art 30A with emphasis on discovering the medium that best relates to the students' individual expression. (CSU, UC)

**ART 33ABCD (3-3-3-3)
GALLERY DISPLAY**
1 Hr. Lec. 4 Hrs. Lab.

Theories, techniques and practices of art gallery exhibition including experience in care and preservation of art and seeing an exhibition from beginning to end; methods of locating shows, booking shows, communicating with artists, unpacking and returning exhibitions. (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)

**ART 41 (3)
ART FUNDAMENTALS FOR EDUCATORS**
4 Hrs. Lec. 1 Hr. Lab.

The philosophical and practical concerns of teaching art to students. Designed for those already in the teaching profession as well as for those who are planning a career in the teaching profession. (CSU)

**ART 50A (3)
ADVERTISING/GRAPHIC DESIGN**
3 Hrs. Lec. 3 Hrs. Lab.

Visual communication in the fields of advertising and graphic design. The development of creative design solutions as related to the printed formats of ads, billboards, trademarks, paperback covers and record covers. (CSU)

**ART 50B (3)
ADVERTISING/GRAPHIC DESIGN**
2 Hrs. Lec. 4 Hrs. Lab.

Continuing studies in the theories, techniques and practices of visual communication. Emphasis on advanced techniques and preparations of art for television commercials, books, package design, annual reports and corporate identity programs. (CSU)

**ART 50C (3)
ADVERTISING/GRAPHIC DESIGN**
2 Hrs. Lec. 4 Hrs. Lab.

Emphasis on advanced techniques and individualized studies relative to the preparation of a portfolio for use in admittance to a university or professional school or in seeking employment. (CSU)

ASTRONOMY

**ASTR 21 (3)
PRINCIPLES OF ASTRONOMY**
3 Hrs. Lec.

Recommended Preparation: Math X. An introduction to the principles of astronomy including physical evolution, tools of the astronomer, the sky, the solar system, the stars, the galaxies, and the universe. (CSU, UC)

AUTOMOTIVE BODY AND PAINT

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

Recommended Preparation: Weld 31. The study of body repair and spot painting. Covers the use of modern tools and equipment and procedures for handling typical body-paint jobs. (CSU)

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

Prerequisite: Auto 70. Covers auto body repairing and repainting. Use of modern tools and equipment, step-by-step procedures for handling typical jobs. (CSU)

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

Prerequisite: Auto 71. Recommended Preparation: Weld 30. Covers major collision repair including extensive frame and undercarriage damage, using modern equipment with step-by-step procedures. (CSU)

**AUTO 73 (3)
AUTO BODY-CUSTOM REFINISHING AND SHOP MAN-
AGEMENT**
1 Hr. Lec. 4 Hrs. Lab.

Prerequisite: Auto 71 or Auto 72. Auto Body techniques and applied shop practices for advanced students who wish to refine technical skills prior to obtaining employment in the industry. (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 course is passed with a "C" grade or better.

AUTO T 51 (4)
ENGINE TECHNOLOGY
2 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 T 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 T 53 (4)
BRAKES AND SUSPENSION
2 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 T 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 T 55 (4)
AUTOMOTIVE MACHINE SHOP
2 Hrs. Lec. 6 Hrs. Lab.

Recommended Preparation: Auto T 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 T 56 (3)
DIAGNOSTICS
2 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: Auto T 54. Corequisite: Auto T 60. Trouble shooting the various components of the automobile using various test instruments. To include the study and servicing of various automotive smog devices. (CSU)

AUTO T 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 T 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 T 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 T 60 (3)
ELECTRICAL, STARTING, CHARGING, IGNITION AND RELATED ELECTRICAL SYSTEMS
2 Hrs. Lec. 3 Hrs. Lab.

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

AUTO T 61A (4)
AUTOMATIC TRANSMISSIONS
2 Hrs. Lec. 6 Hrs. Lab.

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

AUTO T 61B (4)
ADVANCED AUTOMATIC TRANSMISSIONS
2 Hrs. Lec. 6 Hrs. Lab.

Prerequisite: Auto T 61A. 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 T 62 (3)
AUTOMOTIVE ELECTRONICS
2 Hrs. Lec. 3 Hrs. Lab.

Recommended Prerequisites: Auto T 60 and Auto T 64. This course is designed for technicians or students, certified or not, who want to service the automotive electronic circuitry. The course provides a solid core of electronics based on microprocessor technology. Students will diagnose the various systems that include: Engine computer control, transmission computer control, suspension, anti-lock brake systems, and various automotive instrumentations. (Nontransferable, AA/AS degree only)

AUTO T 63 (3)
AUTOMOTIVE ELECTRONICS FUEL INJECTION
2 Hrs. Lec. 3 Hrs. Lab.

Recommended Prerequisite: Auto T 54. This course covers the fundamentals of current electronic fuel injection systems, including throttle body-injection, port fuel injection and central port fuel injection systems. The course also covers system and component operation and diagnosis of the fuel management system. In addition, course includes student evaluation by hands-on practice of service procedures, component location, and testing on board diagnostic computer systems. (Nontransferable, AA/AS degree only)

AUTO T 64 (1.5)
COMPUTER COMMAND CONTROL FUNCTIONS
1 Hr. Lec. 1.5 Hrs. Lab.

Prerequisites: Auto T 54 and Auto T 60 or previous working experience. This course provides advanced instruction in diagnosis and shop practices in computer command control fundamentals. It includes operation and servicing of fuel management sensors and computers and review of basic electrical/ignition systems. Emphasis will be on eliminating incorrect diagnosis through practice using the scanner diagnostic tools and procedures. (Nontransferable, AA/AS degree only)

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

Recommended Preparation: Auto T 65. 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 T 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/Weld 75) (Nontransferable, AA/AS degree only)

AUTO T 80 (3)
TUNE-UP SERVICING THE DIESEL ENGINE
2 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: Auto T 51. This course covers the principles of tune-up and the procedures for servicing the diesel engine. Practical emphasis is placed on proper disassembling, diagnosis calibrating, and testing different types of pumps and injectors. Models from GMC light trucks, Ford trucks, Chrysler trucks, import automobiles, and light tractors will be examined. Proper shop procedures will be followed on servicing, testing the fuel system, checking and analyzing cylinder compression, checking exhaust smoke and testing diesel engine electrical circuits. (CSU)

AUTO T 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. Auto Tech applied shop practices is for advanced students who wish to refine technical skills prior to obtaining employment in the industry. (CSU)

BIOLOGY

BIOL 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. (CSU) (UC credit limited. See a counselor.)

BIOL 21 (5) (CAN BIOL 14)
GENERAL MICROBIOLOGY
3 Hrs. Lec. 6 Hrs. Lab.

Prerequisites: One year each of high school chemistry and biology or one semester each at the college level. 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)

BIOL 22 (4)
MICROBIOLOGY FOR ADVANCED PLACEMENT OF NURSING STUDENTS
2 Hrs. Lec. 6 Hrs. Lab.

Prerequisites: One year of high school chemistry and biology or one semester each at the college level. 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 Biol 21. Basic techniques for culturing, staining, and identifying bacteria. (Nontransferable, nondegree applicable)

BUSINESS

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

Recommended preparation: Math X or equivalent. Theory and practice of accounting applicable to recording and reporting of business transactions for proprietorships, partnerships, and corporations as they relate to external use. Includes the study of asset, liability and equity accounts; revenue and expense recognition; inventory accounting; stockholder equity, earnings, and dividends; long-term bonds and investments; and statements of cash flows. (CSU, UC)

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

Prerequisite: Bus 1A. Selection and analysis of accounting information for internal use by managers. Using financial information for planning and control purposes. (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. Class activities include participation in team-building concepts. (CSU, UC)

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

Recommended Preparation: Bus 2. A study of management theories and processes as they apply in the contemporary business world. The course is based on the application of the four functions of management -- planning, organizing, leading, and controlling -- in the effective achievement of organizational objectives. Management activities are practiced in organizational situations using case studies, simulations, and class projects. (Same as AG 25) (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 5 (3) (CAN BUS 8)
BUSINESS AND THE LEGAL ENVIRONMENT
3 Hrs. Lec.

An introduction to the legal environment of business. The following topics are covered: sources of the law, judicial systems, administrative law and governmental regulation, crimes and torts, protection of intellectual property, contracts, commercial paper, agency, labor law, legal forms of business organization, securities regulation, consumer and environmental law, warranties and product liability, bankruptcy, real property law and international law. Collaborative learning and the team approach are used in doing legal research, reading and understanding court opinions and writing briefs of cases. (CSU, UC)

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

A study of supervisory management concepts that include definition of supervision and management, description of supervisory management functions and a supervisor's role in managing organizational resources, staffing, methods of performance appraisal, problem-solving and decision-making techniques, motivation, conflict resolution, compensation, leadership, communication, health and safety, training and development, labor relations, discipline, and how to cope with change. (CSU)

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

Study of Human Relations as they apply to management. Topics covered include model of organizational behavior, social systems and organizational culture, communications management, motivation, performance appraisal, employee attitudes and their effects, leadership and supervision, nature of participation, interpersonal dynamics, management of change, organizational development ethics, social responsibility, labor relations, equal employment opportunity, stress and counseling. Collaborative learning, team-building approaches are employed to enhance interpersonal skills. (CSU)

BUS 8 (2)
HUMAN RESOURCES MANAGEMENT
2 Hrs. Lec.

This course describes the critical issues facing human resource management professionals now and in the future and how to effectively deal with them. The critical areas of human resource management are to include personnel planning; staffing; appraising and compensating employees; employee training and development; career planning and career management programs; quality of work life and productivity; occupational safety and health; and employee rights and unionization are discussed. Case studies and experimental exercises are used to enhance the learning environment. (CSU)

BUS 10 (3)
PRACTICAL ACCOUNTING
3 Hrs. Lec.

This basic course will teach students to journalize and post transactions common to a service type business and teach them the end of the fiscal period functions on the accrual basis. (Nontransferable, AA/AS degree only)

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. (Nontransferable, AA/AS degree only)

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

A practical approach to the study of salesmanship. Topics covered include an overview of personal selling and classification of sales jobs, the sales environment, the sales personality, the sales process, and other subject areas important to sales work such as understanding the firm and building good customer relationships. (CSU)

BUS 16 (3)
SMALL BUSINESS MANAGEMENT
3 Hrs. Lec.

Course provides the basic tools and perspective necessary to understand small business management. It explores ways of entering small business; describes the process for starting a new business venture; explains the personal appraisal checklist for going into small business; explains market assessment, market research, site selection, and factors that affect business operations as it relates to small business; describes small business planning, organizing, staffing, and controlling; and explains the basics of production management and quality control. (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 (3)
BEGINNING KEYBOARDING
2 Hrs. Lec. 3 Hrs. Lab.

Designed to teach the fundamental skills and knowledge of keyboarding. The student is introduced to the basic concepts of keyboarding production. (CSU)

BUS 23 (3)
MACHINE CALCULATION
2 Hrs. Lec. 2 Hrs. Lab.

Recommended Preparation: Math 51. 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 25AB (3-3)
KEYBOARDING: SPEED AND ACCURACY
2 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: Ability to keyboard 20 net words per minute. An individualized diagnostic, prescriptive method of developing accuracy and speed. Emphasis is placed on development of keyboarding speed and accuracy ratings between 20-90 net words per minute. (CSU)

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

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. (Nontransferable, nondegree applicable)

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

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. (Nontransferable, nondegree applicable)

BUS 29A (3)
WORD PROCESSING 1
2 Hrs. Lec. 2 Hrs. Lab.

Recommended Preparation: Ability to keyboard 20 net words per minute. The course is designed to teach students to use word processing software on the microcomputer and to develop office technology skills. (CSU)

BUS 29B (3)
WORD PROCESSING 2
2 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: Skills acquired in Bus 29A. The course is designed to bring students to a production level required in today's office environment. Emphasis will be placed on producing business letters, reports, tables, and forms on the microcomputer. (CSU)

BUS 30 (3)
TECHNOLOGY FOR THE MODERN OFFICE
2 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: Skills acquired in Bus 29A. The course is designed to develop a basic knowledge of computer skills needed in the modern business office. The course will cover current word processing software, spreadsheet creation, database development, Internet, and presentation graphics through the windows environment of a personal computer. In the course, graphics will be incorporated into documents with the use of a scanner and clip art. After completing the class, the student will have a working knowledge of the windows environment and a foundation for using a variety of applications for the personal computer. (CSU)

BUS 31AC (3-3-3)
SHORTHAND THEORY-SPEEDBUILDING
2 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: Word processing skills. A basic course in Gregg Shorthand. Theory and dictation practice. Designed for the needs of professional secretaries. (CSU)

BUS 32 (1)
OFFICE TRANSCRIPTION
2 Hrs. Lab.

Recommended Preparation: Bus 29A. This course is designed to teach students to develop office technology skills using machine transcription equipment. (Nontransferable, AA/AS degree only)

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

Prerequisite: Completion of 12 units in Bus and CIS courses. "Finishing" course which covers all business skills and stresses those competencies required of the office worker in today's business environment. (CSU)

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

Recommended Preparation: Eng 2A and concurrent enrollment in Bus 41. 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. Satisfies part of the graduation requirement in the area of office technology. (Nontransferable, AA/AS degree only)

BUS 41 (3)
ESSENTIALS IN BUSINESS CORRESPONDENCE
3 Hrs. Lec.

Recommended Preparation: Completion or concurrent enrollment in Bus 40 and word processing skills. 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. (Nontransferable, AA/AS degree only)

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

Recommended Preparation: Engl 2B and word processing skills. This course will teach the principles of effective communication applied to business letters, memos, and analytical reports. It includes the organization, writing, and presentation of business documents and incorporates the basic principles of speaking effectively for business. (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 44 (1-2)
BUSINESS COMMUNICATION SKILLS
1-2 Hrs. Lec.

Designed to upgrade business communication skills needed in today's high-tech business office. Emphasis on creating written assignments with clear, concise business vocabulary, appropriate grammar, and standard formats. (Nontransferable, AA/AS degree only)

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

The course is designed to develop speed and accuracy in the use of the computer keyboard. The student will learn basic operations of a computer including using alphabetic, numeric and symbol keys as well as the numeric keypad. The course will also include the basic commands needed to format documents. (CSU)

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. (Nontransferable, nondegree applicable)

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.

Course of study that covers the following topics: Real Estate Industry, Elements and Relationships of Real Estate Agency, Organization of Real Estate Office, Prospecting Methods and Listings Development, Basic Selling and Advertising Techniques, Preparation and Content of Real Estate Purchase Contract, Escrow and Title Insurance, Elements of Real Estate Financing, Sources of Funds, Taxation, Appraisal and Valuation, Property Management and Leasing, Real Estate Investment, and Specialized Transactions. (CSU)

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

Recommended Preparation: Bus 90 or employment in the real estate field as a licensee. A practical study of California Real Estate Law that includes: classes and elements of real property, laws of fixtures, land titles estates, and other interests in real property, methods of ownership of real property, acquisition and transfer of real property, land descriptions, contracts for the sale of land. Liens, restrictions on the use of property, leases, rights, duties and responsibilities for real estate brokers, consummation of transactions, probate proceedings, and rights and duties of adjoining owners. (CSU)

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

Recommended Preparation: Bus 90 or employment in the real estate field as a licensee. A practical study of Real Estate Finance that includes: Mortgage Money Market, Mathematics of Real Estate Finance, Financial Statement Analysis, Legal Aspects of Real Estate Finance, Loan Applications, Appraisal, Financing Institutions, Construction Financing, Tax Ramifications, Financing of Shopping Centers, Office Buildings, and Alternative to Mortgage Financing. (CSU)

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

Recommended Preparation: Bus 90 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 95 (3)
REAL ESTATE ECONOMICS
3 Hrs. Lec.

Recommended Preparation: Bus 90, Bus 91, Bus 92A, Bus 93 and Bus 94A. 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)

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

Recommended Preparation: High school algebra and chemistry and/or Chem 2A. Basic principles and calculations of chemistry with emphasis on stoichiometry and dimensional analysis applied to various problem types. Fundamental principles and theory of atomic and molecular structure as related to type of bonding and molecular geometry. Study of kinetic molecular theory and the first law of thermodynamics, periodic relationships of elements, physical states of matter, solution chemistry, oxidation-reduction, introductory kinetics, and equilibrium studies are also investigated. The laboratory is an introduction to classical experimentation and how it applies to lecture topics as well as certain instrumental studies. (CSU, UC)

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

Prerequisite: Chem 1A. Detailed study of the 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 and biochemical reactions. Laboratory exercises related to electrochemical studies and qualitative analysis. (CSU, UC)

CHEM 2A (4) (CAN CHEM 6)
INTRODUCTION TO CHEMISTRY
3 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: High school algebra or equivalent. Elementary principles of general and inorganic chemistry with an introduction to organic and bio-chemistry. Previous science background is not required. This course is recommended for students who need only a one-semester general chemistry course, and also for students entering paramedical and allied health fields. This course will satisfy the prerequisite for Chemistry 1A. (CSU) (UC credit limited. See a counselor.)

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

Recommended Preparation: Chem 1B. Theory and practice of volumetric, gravimetric and electrochemical methods of analysis with an introduction to instrumental techniques of analysis. (CSU, UC)

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

Recommended Preparation: Chem 1A. A study of various reaction mechanisms as they pertain to both aliphatic and aromatic compounds. Stereochemical properties of compounds are investigated and related to structure. This course is intended for students majoring in chemistry, pre-medical and biology majors. (CSU, UC)

CHEM 12B (4)
ORGANIC CHEMISTRY
3 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: Chem 12A. A continuation of Chem 12A with emphasis on aromaticity and electrophilic substitution, the mechanisms involved in the preparation and reactions of alcohols, amines, carbonyls, carboxylates, condensation reactions involving carbanions, acyl halides and biologically important compounds. (CSU, UC)

COMPUTER INFORMATION SYSTEMS**CIS 1 (3)**
INTRODUCTION TO INFORMATION SYSTEMS
3 Hrs. Lec.

An introductory course designed to teach the basic understanding of computer information systems, to survey computer hardware and software, to give the student hands-on experience on common business applications. (CSU) (UC credit limited. See a counselor.)

CIS 3 (3)
INTRODUCTION TO TELECOMMUNICATIONS
3 Hrs. Lec.

Recommended Preparation: CIS 1. The course involves a comprehensive overview of the field of computer communications. This course is designed to provide students with the conceptual background necessary to understand computer communications as well as practical skills using communications software. (CSU)

CIS 10 (3)
PROGRAMMING IN COBOL
3 Hrs. Lec.

Recommended Preparation: CIS 1. A beginning course in programming in COBOL to prepare programmers and students of closely related occupations for employment in business and industry. The course covers program design and logic, program development, and provides hands-on experience in realistic business application programming. (CSU, UC)

CIS 12 (3)
PROGRAMMING IN BASIC
3 Hrs. Lec.

Recommended Preparation: CIS 1. A practical course covering the fundamentals of BASIC programming language as adapted to a variety of different applications. (CSU, UC)

CIS 15 (3)
PROGRAMMING IN C
3 Hrs. Lec.

Recommended Preparation: Knowledge of a computer programming language. A course in programming using C. Syntax of the language will be emphasized; and operating systems, comparative programming languages, data structures, graphics, numerical analysis, programming methodology, and scientific and business applications will also be covered. (CSU, UC)

CIS 21AC (1-1-1)
COMPUTER APPLICATIONS LAB
2 Hrs. Lab.

Recommended Preparation: Concurrent enrollment 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)

MICROCOMPUTER ACCOUNTING

2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: Bus 1A or Bus 10. Recommended Preparation: CIS 1. A practical course in which students will have an opportunity to utilize computerized financial software that is currently being used in the business field. A "case study" will be completed by the students which will help them to gain microcomputer skills. (CSU)

**CIS 23 (1)
COMPUTER LITERACY**

1 Hr. Lec.

A course designed for students with little or no experience with computers. The course includes a review of computer terminology, system components, and software applications typically used on a microcomputer system. In a hands-on environment, the student will learn basic operating system and user interface commands, basic features in a word processing program, and basic concepts for use of Internet resources. (CSU)

**CIS 26 (1)
WINDOWS OPERATING SYSTEM: WINDOWS 95**

1 Hr. Lec.

Designed to familiarize computer users with the Windows operating system environment that controls the computer. This course covers commands and menus used by Windows to do proper file management, customize the desktop interface, and use the Window accessories. (CSU)

**CIS 31A (1)
WORD PROCESSING: WORDPERFECT FOR WINDOWS**

1 Hr. Lec.

Hands-on practice with WordPerfect word processing software using a windows environment. The course is designed for beginners and will focus on document creation including multipage documents; basic editing and text enhancement; line and page formatting; cut, copy and paste; spell check and thesaurus. (CSU)

**CIS 31B (1)
WORD PROCESSING: WORDPERFECT FOR WINDOWS**

1 Hr. Lec.

Hands-on practice with WordPerfect word processing software using a windows environment. The course is a continuation of CIS 31A, Word Processing: WordPerfect for Windows, and will focus on editing and formatting features including multiple windows and documents, managing files, tables, columns, merge, labels, sort and graphics. (CSU)

**CIS 37A (1)
SPREADSHEET: EXCEL**

1 Hr. Lec.

A beginning course in the creation and use of spreadsheet applications including templates, spreadsheets, and beginning graphic presentation. (CSU)

**CIS 37B (1)
SPREADSHEET: EXCEL**

1 Hr. Lec.

A sequence to the CIS 37A course. This course develops expertise in worksheet applications, teaches use of graphic presentations, develops data base use and includes macros. (CSU)

**CIS 41A (1)
DATA BASE: ACCESS**

1 Hr. Lec.

A course designed to present the basic data base concepts. The student will become acquainted with a windows-based business data base application and its implementation. (CSU)

CORRECTIONALSCIENCE

**CSI 21 (3)
INTRODUCTION TO CORRECTIONS**

3 Hrs. Lec.

Recommended Preparation: Engl 2B/12B. A study and survey of the history, philosophy and trends of adult and juvenile corrections processes. The relationship between corrections and other components of the judicial system will be examined. (CSU)

**CSI 22 (3)
REPORT WRITING**

3 Hrs. Lec.

(Same as AJ 39) (CSU)

**CSI 23 (3)
CONCEPTS OF CRIMINAL LAW**

3 Hrs. Lec.

(Same as AJ 23) (CSU, UC)

**CSI 24 (3)
CORRECTIONAL INTERVIEWING AND COUNSELING**

3 Hrs. Lec.

An overview of the techniques available to practitioners in Corrections in counseling and interviewing. The student will learn the use of appropriate techniques and theories in confidence building which may be used by the correctional employee in client interviews and counseling. A basic course for students planning to enter or already employed within the Correctional Science field. (CSU)

**CSI 25 (3)
CONTROL AND SUPERVISION OF INMATES**

3 Hrs. Lec.

An overview of supervision of inmates in the local, state and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Introduces inmate subculture, violence and effects of crowding on inmates and staff, addresses coping techniques for correctional officers in a hostile prison environment while discussing causes and effects of abusive tactics. (CSU)

**CSI 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)

DISABLED STUDENT PROGRAMS AND SERVICES

**DSPS 1 (3)
UNDERSTANDING EXCEPTIONAL STUDENTS**

2 Hrs. Lec. 2 Hrs. Lab.

Recommended Preparation: Psych 20/ECE 20 or Psych 1A. A psychoeducational approach to the study of exceptional students including physical, mental, emotional, sensory, speech, and learning disabilities. Designed for parents, as well as for teachers and paraprofessionals working with exceptional students. Surveys the entire exceptional spectrum from gifted to retarded through observation, participation and lecture. Students will learn how to develop teaching strategies for all the exceptions. (Same as ECE 27/ Psych 27) (CSU)

**DSPS 2AB (2-2)
PRACTICUM EXPERIENCE TO WORK WITH THE PHYSICALLY LIMITED PERSON**

1 Hr. Lec. 3 Hrs. Lab.

Recommended Preparation: DSPS 1 and Psych 1A or Psych 5. A course designed to extend the experience of Rehabilitation Technician majors who wish to explore a specific area of contact with physically limited individuals. Experience may be gained on the college campus or in the field with deaf, blind, or orthopedically handicapped individuals. This course may be repeated to provide experience in a second area. Course may be taken for credit or letter grade. (CSU)

**DSPS 3 (1-6)
SURVEY OF CAMPUS LIFE FOR THE PHYSICALLY LIMITED**

1-6 Hrs. Lec.

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. (CSU)

**DSPS 4AB (2-2)
LIVING WITH A HEARING LOSS**

3 Hrs. Lec.

A course designed to help reduce the communication barriers often present when a person has a hearing loss. The nature of each loss, the use of hearing aids, factors influencing lipreading ability, and the problems arising from living with a hearing loss will be discussed. The course is designed specially for the mature person who has an acquired hearing loss. (Nontransferable, nondegree applicable)

**DSPS 6ABCD (1-4, 1-4, 1-4, 1-4)
PERSONAL AND SOCIAL ADJUSTMENT FOR THE PHYSICALLY LIMITED**

1-4 Hrs. Lec.

This course is designed to help the physically limited students who have difficulty in adjusting to the educational complexities encountered in college level classes because of deficiencies in their educational backgrounds. (Nontransferable, nondegree applicable)

**DSPS 7ABCD (1-4, 1-4, 1-4, 1-4)
ACADEMIC SUPPORT SERVICES**

2-8 Hrs. Lab.

This course is designed to provide academic support services to the physically limited and adaptive learning students who are taking classes in the area of natural science and math; behavioral and social science area; humanities, fine arts and foreign language area; English and speech area; and vocational-occupational area. In addition, the course is designed to assist students in developing their basic skills. (Nontransferable, nondegree applicable)

**DSPS 8ABCD (1-4, 1-4, 1-4, 1-4)
COUNSELING AND GUIDANCE SUPPORT SERVICES**

2-8 Hrs. Lab.

This course is designed to provide counseling and guidance support services to physically limited and adaptive learning students by means of diagnostic testing, assistance with vocational education classes, assessment of individualized progress, and personal, academic, and vocational counseling. Students are transitioned into college through assistance with registration, financial aid, career planning, and ultimately into employment and/or baccalaureate programs. (Nontransferable, nondegree applicable)

**DSPS 10 (4)
AMERICAN SIGN LANGUAGE 1**

5 Hrs. Lec.

An introduction to American Sign Language and Signed English designed to provide basic communication skill and increased awareness of the psychology of an individual with a severe hearing impairment. This course will include definitions of hearing loss, history of deaf education and culture, communication issues, and legal rights, as well as emphasizing vocabulary development, syntax and idiomatic expressions used by the "typical" deaf adult. (CSU, UC)

**DSPS 11 (4)
AMERICAN SIGN LANGUAGE 2**

5 Hrs. Lec.

Recommended Preparation: DSPS 10. Sign language vocabulary enrichment and fingerspelling drill to increase speed, accuracy and rhythm in expressive and receptive ability. Emphasis will be placed upon clarity of performance and appropriateness of vocabulary. Ethics, certification, role, and procedures of professional interpreting will be examined. Provides introductory sign-to-voice and voice-to-sign interpreting practice. (CSU, UC)

**DSPS 12 (3)
AMERICAN SIGN LANGUAGE 3**

3 Hrs. Lec.

Recommended Preparation: DSPS 11. Continues development of interpreting/transliterating skills. Students will have directed practice in interpreting in a variety of communication situations. Techniques of facial expression, body movement, and spatialization as it relates to American Sign Language will be studied. (CSU, UC)

**DSPS 13 (3)
AMERICAN SIGN LANGUAGE 4**

3 Hrs. Lec.

Recommended Preparation: DSPS 12. The course is a continuation of the American Sign Language Skills and fluency developed in DSPS 12. The course increases or strengthens students' expressive and receptive vocabulary competency; however, the major focus of the course continues to be on the expansion of students' skills in the idiomatic usage of conversational ASL, awareness of ASL grammar, usage and syntax, and facility in expressive sign language at the intermediate level. The course also continues to introduce students to the experience of sign language interpreting the development of specialized or technical sign vocabulary. (CSU)

**DSPS 15A (4)
READING AND SPELLING FOR STUDENTS WITH
LEARNING DIFFERENCES
4 Hrs. Lec. 1 Hr. Lab.**

Prerequisite: Need for basic instruction based on placement tests and individual interview. This course will teach adults with learning differences to read and to spell phonetically regular words in the context of written sentences with an emphasis on one- and two-syllable words having only short vowels, 40 sight words, and the spelling rule dealing with doubling the final consonant in one-syllable words. (Nontransferable, nondegree applicable)

**DSPS 15B (4)
READING AND SPELLING FOR STUDENTS WITH
LEARNING DIFFERENCES
4 Hrs. Lec. 1 Hr. Lab.**

This course is a continuation of DSPTS 15A with an emphasis on one-syllable words with a silent final e, words with diagraphs, 50 sight words, two-syllable words with short vowels and vowel-consonant-e syllables, and two-syllable words with the first syllable open and the second syllable having a short vowel or vowel-consonant-e. (Nontransferable, nondegree applicable)

**DSPTS 15C (4)
READING AND SPELLING FOR STUDENTS WITH
LEARNING DIFFERENCES
4 Hrs. Lec. 1 Hr. Lab.**

This course is a continuation of DSPTS 15B with an emphasis on various sounds of consonants, diphthongs, and various suffixes. (Nontransferable, nondegree applicable)

**DSPTS 15D (4)
READING AND SPELLING FOR STUDENTS WITH
LEARNING DIFFERENCES
4 Hrs. Lec. 1 Hr. Lab.**

This course is a continuation of DSPTS 15C with an emphasis on contractions, silent consonants, various spellings of vowel and consonant sounds, and spelling rules dealing with adding suffixes to any word. (Nontransferable, nondegree applicable)

**DSPTS 16A (3)
INTERPRETING AMERICAN
SIGN LANGUAGE 1
3 Hrs. Lec.**

Recommended Preparation: DSPTS 14. DSPTS 16A focuses students' sign language facility on the development of English to ASL interpreting skills. The primary focus of the training is on interpreting in educational and consumer settings, along with continued development of idiomatic sign skills. Students are presented and are asked to discuss in the target language the primary elements of the code of ethics. Students continue the intense review of Deaf culture and ASL linguistics started in DSPTS 14. (CSU)

**DSPTS 16B (3)
INTERPRETING AMERICAN
SIGN LANGUAGE 2
3 Hrs. Lec.**

Recommended Preparation: DSPTS 16A. DSPTS 16B focuses students' sign language facility on the development of English to ASL interpreting skills. The primary focus of the training is on interpreting in medical, legal, mental health and other specialized settings, along with continued development of related idiomatic and vocabulary sign skills. Students are presented and are asked to discuss in the target language the case studies related to the interpreter code of ethics. (CSU)

**DSPTS 23ABCD (2-2-2-2)
TACTILE ART FOR THE PHYSICALLY LIMITED
4 Hrs. Lab.**

This course is designed to enrich the aesthetic experience of the physically limited. Students will explore various art medias and methods. (Nontransferable, nondegree applicable)

**DSPTS 24ABCD (1-1-1-1)
GENERAL AND APPLIED MUSIC FOR THE VISUALLY
HANDICAPPED
2 Hrs. Lab.**

A course to provide experience with general music in terms of listening skills, elements, basic structure and style. Application of skills involving sensitivity to rhythm, pitch, sound and structure of music with individual and group participation in singing and in rhythmic accompaniment. Course designed for the visually handicapped. (Nontransferable, nondegree applicable)

**DSPTS 27ABCD (2-2-2-2)
CURRENT ISSUES
2 Hrs. Lec.**

This course develops a set of skills that will improve the ability to comprehend, analyze and apply conversational techniques to current issues. (Nontransferable, nondegree applicable)

**DSPTS 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)

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

Recommended Preparation: DSPTS 33. 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)

**DSPTS 35 (.5)
COMPUTER ACCESS EVALUATION
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 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. (Nontransferable, nondegree applicable)

**DSPTS 36 (1)
ADAPTED KEYBOARDING
2 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. This course is designed to teach keyboarding basics to disabled students who must use adaptive learning technologies for successful access to computer hardware and software used for other mainstream basic skills support courses. (Nontransferable, nondegree applicable)

**DSPTS 37 (1)
COMPUTER ACCESS I
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. DSPTS 36 is required if a student does not have adequate typing skills. 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 PC's which are used for other basic skills support courses. (Nontransferable, nondegree applicable)

**DSPTS 38 (2)
COMPUTER ACCESS II
1 Hr. Lec. 2 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. 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. This will allow them to use PC's in other basic skills support courses. (Nontransferable, nondegree applicable)

**DSPTS 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. (Nontransferable, nondegree applicable)

**DSPTS 40 (3)
INTRODUCTION TO RESIDENTIAL SERVICES
SPECIALIST
3 Hrs. Lec.**

An investigation of the characteristics of the developmentally disabled population. Basic philosophical and legal issues, history of treatment, current approaches, and state licensing requirements and regulations will be covered. Designed for persons involved in residential care for the developmentally disabled. (Nontransferable, AA/AS degree only)

**DSPTS 41 (3)
TECHNIQUES FOR RESIDENTIAL SERVICES
SPECIALIST
3 Hrs. Lec.**

Application of theories to practical skills and knowledge needed by persons involved in residential care for the developmentally disabled. Includes behavior management techniques, health and developmental needs, program planning and implementation and techniques for developing social adaptation and other life skills. Designed for persons involved in residential care for the developmentally disabled. (Nontransferable, AA/AS degree only)

**DSPTS 50A (3)
MATH FOR STUDENTS WITH LEARNING DIFFERENCES
3 Hrs. Lec.**

This course will teach adults with Learning Differences to understand the number system used in the United States and to solve problems involving addition and subtraction of whole numbers. Emphasis will be placed on reading and writing whole numbers of all amounts, writing words for whole numbers, demonstrating an understanding of place value, and using addition and subtraction of whole numbers to solve simple, everyday-type problems. (Nontransferable, nondegree applicable)

**DSPTS 50B (3)
MATH FOR STUDENTS WITH LEARNING DIFFERENCES
3 Hrs. Lec.**

Recommended Preparation: DSPTS 50A. This course will teach adults with Learning Differences to solve problems involving multiplication of whole numbers and division of whole numbers. (Nontransferable, nondegree applicable)

**DSPTS 50C (3)
MATH FOR STUDENTS WITH LEARNING DIFFERENCES
3 Hrs. Lec.**

Recommended Preparation: DSPTS 50B. This course will teach adults with Learning Differences to solve problems involving addition, subtraction, multiplication, and division of fractions. (Nontransferable, nondegree applicable)

**DSPTS 50D (3)
MATH FOR STUDENTS WITH LEARNING DIFFERENCES
3 Hrs. Lec.**

Recommended Preparation: DSPTS 50C. This course will teach adults with Learning Differences to solve problems involving decimals and percents. (Nontransferable, nondegree applicable)

DRAMATIC ART

**DRAM 1 (3)
INTRODUCTION TO THEATRE
3 Hrs. Lec.**

An introduction to the art of theatre to include the nature of theatrical presentation, elements of dramatic structure, and the contributions of the playwright, actor, director, designer, technician, and audience. (CSU)

**DRAM 20 (3)
FUNDAMENTALS OF ACTING
3 Hrs. Lec.**

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 materials to an audience. (CSU, UC)

**DRAMA 21AB (3-3)
FUNDAMENTALS OF ACTING**
2 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: DRAM 20. A continuation of DRAM 20 with further emphasis on fundamental acting skills. Laboratory hours to be arranged. Maximum credit six units. (CSU, UC)

**DRAM 22ABCD (1-1-1-1)
REHEARSAL AND PERFORMANCE**
3 Hrs. Lab.

Enrollment contingent upon participation in campus major dramatic production. Maximum credit 1 unit per semester for four semesters. Hours to be arranged. (CSU, UC)

EARLY CHILDHOOD EDUCATION

**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.

Study of the child in the family and community in relation to social, cultural, economic, ethnic, and geographical influences on his/her growth and development. Community resources as they relate to the education, health, welfare, recreational and other activities of the child. (CSU)

**ECE 22 (3)
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. (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 multicultural experiences for preschools is studied and applied in the preschool setting. (CSU)

**ECE 25 (3)
FIELD EXPERIENCE**

1.5 Hrs. Lec. 10 Hrs. Field Experience

Prerequisites: ECE/Psych 20, ECE 21, 22 and 23. 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 curriculum and appropriate practices for young children in a supervised setting. (CSU)

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

This course is a study of the developmental tasks of parenting. It includes family dynamics, parenting skills, adjustment to new roles and family structures, values clarification and family communication. It is designed for parents, prospective parents and child care providers. (CSU)

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

(Same as DSPS 1, Psych 27) (CSU)

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

Prerequisites: ECE/Psych 20, ECE 21, 22, 23, 24 and 25. This course incorporates basic management principles for preschools including curriculum development and implementation, personnel management, facility maintenance, budgeting, parent involvement, community relations, program evaluation and professional ethics. (CSU)

**ECE 29 (3)
INFANT/TODDLER DEVELOPMENT**
3 Hrs. Lec.

This course will cover the fundamental principles of prenatal and infant development from conception to age two as determined by heredity, society and human interaction. Prenatal development and the birth process are emphasized. Observations will be done on a neonate, infant and toddler. (CSU)

**ECE 30 (3)
INFANT/TODDLER CURRICULUM**
3 Hrs. Lec.

This course will prepare students to develop and implement an infant and/or toddler curriculum including the design of a developmentally appropriate learning environment. It will examine the methods currently in practice and study teacher competencies necessary for working with infants/toddlers. Students must put in 5 Hrs. Lab. TBA for the semester. (CSU)

**ECE 31A (2)
HEALTH, SAFETY & NUTRITION FOR TEACHERS OF
YOUNG CHILDREN**
2 Hrs. Lec.

Health and safety needs for young children in group care. County and State mandates for health and safety. Basic nutrition for children including nutritional needs and food service in group care. (CSU)

**ECE 31B (1)
FIRST AID AND CPR FOR TEACHERS OF YOUNG
CHILDREN**

1 Hr. Lec.

First Aid, CPR Module B: American Red Cross or American Heart Association certification in infant, child and adult CPR and First Aid. (Same as HT 17) (CSU)

**ECE 32 (3)
MULTILINGUAL AND MULTICULTURAL CURRICULUM
FOR YOUNG CHILDREN**
3 Hrs. Lec.

General introduction to life styles, values, and socioeconomic conditions of children from multilingual and multicultural families with special emphasis on ways in which these factors affect the teaching and learning process. Students are introduced to strategies, materials and resources designed to help them enhance the multilingual and multicultural experience of the children. (CSU)

**ECE 33 (3)
ADVANCED MANAGEMENT FUNCTIONS FOR THE
OPERATION OF AN EARLY CHILDHOOD CENTER**
2 Hrs. Lec. 3 Hrs. Lab.

Prerequisites: ECE/Psych 20, 21, 22 and 23, 24, 25. This course is designed for those who plan to be directors in any child care center, both public and private, in the state of California. Principles and practices of program planning, budgeting and personnel administration for agencies servicing children and families. (CSU)

**ECE 34 (3)
ADULT SUPERVISION IN EARLY
CHILDHOOD PROGRAMS**
3 Hrs. Lec.

A study of the methods and principles of adult supervision in an early childhood setting from a developmental perspective. Topics covered include competence in personnel management, effective interpersonal communication, how adults learn, team building. (CSU)

**ECE 35 (1)
FAMILY CHILD CARE
MANAGEMENT**
3 Hrs. Lec.

Instruction in operating home based childcare as a successful business. Topics covered include bookkeeping, tax laws, licensing requirements, management skills, scheduling and policies. (Nontransferable, AA/AS degree only)

**ECE 36 (1)
FAMILY CHILD CARE PROVIDER
AND PARENT RELATIONS**
3 Hrs. Lec.

A study of appropriate provider and parent communication techniques and strategies. Includes problem-solving, decision making, conflict resolution, methods for increasing parent involvement and participation in child's care and education. (Nontransferable, AA/AS degree only)

ECE 37 (1)

**FAMILY CHILD CARE
LICENSING AND RESOURCES**
3 Hrs. Lec.

A study of California Child Care requirements, funding possibilities and community resources. (Nontransferable, AA/AS degree only)

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 macro-analysis in gross domestic product, money and banking, international business, and economic stabilization. (CSU, UC)

**ECON 2 (3) (CAN ECON 4)
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 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

**ELECT 1 (3)
BASIC ELECTRICITY**
2 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: Math 51. 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

**ELTRN 1A (4)
BASIC ELECTRICITY AND ELECTRONICS**
3 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: Math X. An introduction to the study of electricity and electronics. Basic theories of the physical phenomena involved in circuitry-related devices and measurement instruments. (CSU)

ELTRN 1B (4)
ELECTRONICS
3 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: ELTRN 1A. A continuation of ELTRN 1A. Topics will include: semiconductor devices, amplifiers and solid state components. (CSU)

ELTRN 2A (3)
ADVANCED ELECTRONICS
2 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: ELTRN 1B. Advanced concepts in electronics. Topics will include: additional devices included in circuits, instrumentation, various system designs, successive "generations". (CSU)

ELTRN 2B (3)
ADVANCED ELECTRONICS
2 Hrs. Lec. 3 Hrs. Lab.

Recommended Preparation: ELTRN 2A. A continuation of ELTRN 2A. The advanced study of applied digital electronic systems such as those found in computing, audiovisual and other electromechanical equipment. (CSU)

EMERGENCY MEDICAL TECHNICIAN**EMT 1 (6.5)**
EMERGENCY MEDICAL TECHNICIAN 1
5.5 Hrs. Lec. 1 Hr. Lab.

A course designed for individuals who will come in contact with victims of illness or injury primarily in an emergency, pre-hospital environment. This course would be of value to all emergency service personnel, including ambulance personnel, law enforcement, fire services, hospital emergency department, and other rescue personnel. Topics will include roles and responsibilities, evaluation and treatment of illness and injury. Procedures for dealing with life-threatening emergencies are presented. Hazardous materials training and semi-automatic defibrillation training are included. This course is approved by the Imperial County Emergency Medical Services Agency and is within the training guidelines of California Code of Regulations and the California Fire Service Training and Education Systems (CFSTES). Successful completion will result in eligibility for certification as an EMT-1 and EMT-D. Successful completion will also result in a Hazardous Materials-First Responder Awareness Level Certificate from California Specialty Training Institute (CSTI) through the Office of Emergency Services (OES). This is one of six courses required for an associate degree in Fire Technology and one of six courses toward eligibility for a Fire Fighter I certificate. (Same as FIRE 105) (CSU)

EMT 1D (.5)
EMERGENCY MEDICAL TECHNICIAN 1 -
DEFIBRILLATION
.5 Hr. Lec.

Prerequisites: Must possess a current EMT 1 certification, be eligible for EMT 1 certification, or be currently enrolled in an EMT 1 course that is approved by the Imperial County Emergency Medical Services Agency. A course developed to train the EMT 1 in the skill of proper use of a semi-automatic defibrillator on those persons that fall victim to cardiac arrest and demonstrate a cardiac monitor pattern of ventricular fibrillation or ventricular tachycardia. This course will teach the EMT 1 how and when to use the semi-automatic defibrillator in any given field situation that meets the criteria set forth in the California Code of Regulations and in the Imperial County Emergency Medical Services Policies and Procedures. (CSU)

EMT 1R (2)
EMERGENCY MEDICAL TECHNICIAN 1 - REFRESHER
2 Hrs. Lec.

Prerequisites: Current EMT 1 certification or have possessed an EMT 1 certification within the past 4 years. A course designed to fulfill the California EMT 1 refresher course requirements. This course will review basic life support topics and procedures to include cardiopulmonary resuscitation training. Topics specific to Imperial County will be presented, as well as, changes in policies and procedures. Updated and new materials will be included. Successful completion of this course will satisfy continuing education requirements for the EMT 1 and will enable the EMT 1 to be eligible for recertification in the state of California. This course is approved by the Imperial County Emergency Medical Services Agency and is within the training guidelines of the California Code of Regulations and the California Fire Service Training and Education Systems (CFSTES). (Same as FIRE 105 R) (CSU)

EMT 2A (7)
EMERGENCY MEDICAL TECHNICIAN 2A
6 Hrs. Lec. 3 Hrs. Lab.

Prerequisites: Have a valid California Emergency Medical Technician 1 (1A, 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 pre-hospital setting using all the basic life support skills learned in EMT 1A, 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 2B (5)
EMERGENCY MEDICAL TECHNICIAN 2B
3 Hrs. Lec. 18 Hrs. Lab.

Prerequisite: Successful completion of EMT 2A. This course is a continuation of EMT 2A. It is designed to teach professional public safety personnel limited advanced life support skills not covered in EMT 2A. 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. (CSU)

EMT 10R (.5)
EMERGENCY MEDICAL TECHNICIAN - FIRST
RESPONDER, REFRESHER
.5 Hr. Lec.

A course for First Responders who 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 health care professionals trained at a higher level and with a more advanced license or certification. This course is primarily for firefighters and law enforcement personnel and satisfies requirements under Title 22, Division 9, Section 1.5 of the California Code of Regulations, requiring regularly employed public safety personnel to be retrained to administer first aid, including CPR, a minimum of every 3 years. Topics reviewed will include components of the local EMS system, roles and responsibilities of first responders, including legal aspects and anatomy and physiology. Students will review vital and diagnostic signs and determination of extent of injuries. Procedures for dealing with life threatening emergencies will be reviewed, as they pertain to the first responder, including CPR and control of hemorrhage. Other medical and environmental emergencies will be reviewed, along with childbirth, disorders specific to infants and children, and communicable diseases. A competency based pre-test will be given, as well as a final post-test. (Nontransferable, nondegree applicable)

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC**EMT-P C1 (3)**
EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
CLINICAL 1
7 Hrs. Lec. 5.3 Hrs. Lab.

Prerequisites: Successful completion of EMT-P D1 and EMT-P D2. May enter EMT-P C1 up to 1 year after completion of EMT-P D1 and EMT-P D2 with EMS Training Coordinator and EMS Training Medical Director approval. Recommendation of the EMT Training Coordinator and EMT Training Medical Director. This course is the first phase of the clinical training of the paramedic program. This portion of training enables the student to put all didactic and skills training together within the hospital setting. The student will be able to perform total patient assessment and care, using state and county guidelines for the paramedic. Instruction and supervised practice at the paramedic level will be performed in the critical care unit, the emergency dept., the OB unit, the newborn nursery, the pediatric unit, the lab, and the operating room. The hospital practice shall not be limited to the development of practical skills alone, but shall include knowledge and techniques regarding patient evaluations, pathophysiology of medical and surgical conditions, development of patient rapport, and care for and understanding of the patient's illness. Students must be aware of the intensity of the course that requires dedication to successfully complete this phase of clinical training. (CSU)

EMT-P C2 (3)
EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
CLINICAL 2
4.7 Hrs. Lab.

Prerequisites: Successful completion EMT-P D1, EMT-P D2 & EMT-P C1. Applicant may petition for exemption from this course providing: Applicant is currently certified as an EMT 2 with a minimum of 1 year experience. Applicant demonstrates completion of an EMT 2 program with training and training hours equivalent to IVC's EMT 2 program. Applicant completes all other paramedic training program application requirements. Applicant passes EMT 2 proficiency exam with 80%. This is the 4th segment of the

Emergency Medical Technician Paramedic Program. It is designed to enhance the paramedic intern's skill performance, patient assessment skills, medication administration ability, and overall administration of advanced life support treatment in the clinical hospital setting. It enables the paramedic student to put all advanced didactic and skills training together in the clinical setting. The student will be able to perform total patient assessment and care using state and county protocols, in the controlled, hospital setting. Students must be aware of the continued intensity of the course that requires dedication and motivation to complete this clinical experience. (CSU)

EMT-P D1 (8)
EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
DIDACTIC 1
7 Hrs. Lec. 2.2 Hrs. Lab.

Prerequisites: Current certification as an EMT 1, EMT 2 or certification within previous 12 months or current RN license. High school graduate or successful completion of GED. One year field experience as an EMT 1 or 1 year as ER RN. Successful completion of application process. Acceptance into program by EMT Training Coordinator and EMT Training Medical Director. Pass, by pre-established score on English & math proficiency exam. Current CPR certification. Pass EMT proficiency with score of 80% or better. This course is the first phase of training to instruct professional public safety personnel in the skill of the administration of pre-hospital advanced life support. The course will teach the student roles & responsibilities, the EMS system, medical-legalities, EMS communication, rescue techniques, hazardous materials management, mass casualty & stress of the EMS provider. This course will cover medical terminology, patient assessment, airway & ventilation, shock, pathophysiology, signs/symptoms, paramedic treatments including skills available to the paramedic. Obstetrical/Gynecological emergencies will be included. Behavioral emergencies & how the ALS provider can deal with them are included. All skills/equipment available for the paramedic for the above will be included. The course is an intensive one, requiring the student's total dedication for successful completion of the course. The student must realize that more than usual study and TBA requirements must be met throughout the program. (CSU)

EMT-P D2 (8)
EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
DIDACTIC 2
7 Hrs. Lec. 2.2 Hrs. Lab.

Prerequisites: Successful completion of EMT-P D1. Successful completion of all other requirements for entrance into the paramedic program. Approval of IVC's EMS Training Coordinator & IVC's EMS Training Medical Director. This course is designed to allow progression of the paramedic student in advanced didactic & skills training, and progression towards eligibility to become certified as a paramedic in the state of California. This course will teach the student to understand all aspects of medical emergencies, including respiratory, cardiovascular, endocrine, & nervous system emergencies. Acute abdomen, genitourinary, & reproductive system emergencies, as well as, anaphylaxis, toxicology, alcoholism & drug abuse, infectious diseases, environmental injuries & geriatric emergencies will be included. Emergency care of the pediatric patient will be covered. Anatomy & physiology, pathophysiology, signs/symptoms & pre-hospital advanced life support, paramedic treatment will be included. The paramedic student must realize that more than usual study requirements must be met for successful completion of this course. (CSU)

ENGLISH

**EMT-P F1 (9.5)
EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
FIELD 1****15.8 Hrs. Lab.**

Prerequisites: Successful completion of EMT-P D1, EMT-P D2, EMT-P C1 & EMT-P C2. May enter EMT-P F1 up to 1 year after completion of EMT-P D1, EMT-P D2, EMT-P C1 & EMT-P C2. Recommendation of the EMS Training Coordinator and EMS Training Medical Director. This course is the first phase of the field training of the paramedic program. This portion of training enables the student to put all didactic and skills training, as well as, the clinical experience, together, for benefit in the pre-hospital setting. The field internship is a period of supervised experience on an intensive care vehicle which provides the student with a progression of increasing patient care responsibilities which proceeds from observation to working as a team member. The student will be under the direct supervision and observation of a nurse with pre-hospital ALS experience or of an EMT-Paramedic approved by the EMS Authority. After progressing through record keeping and participation in actual patient care, the student shall ultimately function as the patient care leader. Students must be aware of the intensity of the course that requires dedication to successfully complete this phase of field training. In addition to scheduled field time, the student must complete 30 advanced life support contacts as defined in the California Code of Regulations, Title 22, Division 9. (CSU)

**EMT-P F2 (8)
EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
FIELD 2****13.3 Hrs. Lab.**

Prerequisites: Successful completion of EMT-P D1, EMT-P D2, EMT-P C1, EMT-P C2, and EMT-P F1. Applicant may petition for exemption from this course providing: Applicant is currently certified as an EMT 2 with a minimum of 1 year experience. Applicant demonstrates completion of an EMT 2 program with training and training hours equivalent to IVC's EMT 2 program. Applicant completes all other paramedic training program requirements. Applicant has approval of program coordinator and medical director. Applicant successfully completes EMT 2 proficiency exam. This course is the last segment for Advanced Life Support Paramedic training. This course is designed to enhance the student's overall performance as an advanced life support provider in the pre-hospital setting. The student is now able to practice, in the pre-hospital environment, using all training acquired through previous segments of his/her training program. Performing under a paramedic preceptor, the student will function as a paramedic, using all assessment skills, communication skills, use of advanced life support equipment, medications and procedures. The student will learn how to incorporate all learned knowledge of advanced life support pre-hospital care to administer optimum patient care in the field. Students must be aware of the intensity of this segment. It requires dedication to successfully complete all of this field training. Students must complete a minimum of 10 advanced life support contacts as defined in the California Code of Regulations, Title 22, Division 9. (CSU)

New Students

New students are expected to complete the assessment process in reading and writing, culminating in the required counseling interview. Placement recommendations for enrollment in reading and writing classes will be made at the time of the counseling interview.

Continuing Students

When enrolled in a reading, writing, or ESL course, students must earn a grade of "C" or higher in order to advance to the next course level in the sequence.

**ENGL 1A (3) (CAN ENGL 2)
READING AND COMPOSITION
3 Hrs. Lec.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 2B. 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)

**ENGL 1B (3) (CAN ENGL 4)
INTRODUCTION TO LITERATURE
3 Hrs. Lec.**

Prerequisite: Engl 1A with a grade of "C" or better. Introduction to the study of poetry, fiction and drama, with further practice in writing. It is recommended that the student take Engl 1A before Engl 1B. (CSU, UC)

**ENGL 2A (3)
BASIC ENGLISH COMPOSITION
3 Hrs. Lec.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 3B. Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for Engl 2B. Provides developmental instruction approaching the college level in paragraph and short essay writing. The course follows in sequence from Engl 3B and is taught simultaneously with Engl 2B. (Nontransferable, nondegree applicable)

**ENGL 2B (3)
BASIC ENGLISH COMPOSITION
3 Hrs. Lec.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 2A. Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for Engl 1A. The course seeks to improve the student's mastery of the short essay at the college level. The course follows in sequence from Engl 3B and is taught simultaneously with Engl 2A. (CSU)

**ENGL 3A (3)
WRITING FUNDAMENTALS
3 Hrs. Lec.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 4B. Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for Engl 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 Engl 4B. Taught simultaneously with Engl 3B. (Nontransferable, nondegree applicable)

**ENGL 3B (3)
WRITING FUNDAMENTALS
3 Hrs. Lec.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 3A. Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for Engl 2A. A review of grammar and punctuation as well as instruction for writing paragraphs with clear topic sentences. Designed for the student needing to review basic writing skills. The course follows in sequence from Engl 4B. Taught simultaneously with Engl 3A. (Nontransferable, nondegree applicable)

**ENGL 4A (4)
ADVANCED GRAMMAR AND COMPOSITION FOR
BILINGUALS
4 Hrs. Lec. 1 Hr. Lab.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 5. Advanced grammar and composition are emphasized. Satisfactory completion of this course qualifies the student for enrollment in Engl 4B. (Nontransferable, nondegree applicable)

**ENGL 4B (3)
THE WRITING PROCESS FOR BILINGUALS
3 Hrs. Lec.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 4A. The Writing Process for Bilinguals would be based on small-group and individual instruction using 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. (Nontransferable, nondegree applicable)

**ENGL 5 (4)
INTERMEDIATE GRAMMAR AND COMPOSITION FOR
ESL
4 Hrs. Lec. 1 Hr. Lab.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 6. Concurrent enrollment in Engl 25 and Engl 35 is strongly recommended. Engl 5 is an intermediate course which takes the student from simple present and past tense usage to more complicated grammatical structures. Basic skills for simple compositions in English are also taught. (Nontransferable, nondegree applicable)

**ENGL 5A (2)
INTERMEDIATE GRAMMAR AND COMPOSITION FOR
ESL
2 Hrs. Lec. 1/2 Hr. Lab.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 6B. Concurrent enrollment in Engl 25 and Engl 35 is strongly recommended. The course covers the first half semester's work of Engl 5 and is offered for the convenience of night students who cannot attend class more than one night per week. This course, together with Engl 5B, is equivalent to Engl 5. Not open to students who have completed Engl 5. (Nontransferable, nondegree applicable)

**ENGL 5B (2)
INTERMEDIATE GRAMMAR AND COMPOSITION FOR
ESL
2 Hrs. Lec. 1/2 Hr. Lab.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 5A. Concurrent enrollment in Engl 25 and Engl 35 is strongly recommended. This course covers the second half semester's work of Engl 5 and is offered for the convenience of night students who cannot attend class more than one night per week. Satisfactory completion of Engl 5A and 5B is equivalent to Engl 5 and qualifies the student to enroll in Engl 4 or Engl 4A. Not open to students who have completed Engl 5. (Nontransferable, nondegree applicable)

**ENGL 6 (4)
BEGINNING GRAMMAR AND COMPOSITION FOR ESL
4 Hrs. Lec. 1 Hr. Lab.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 7. Concurrent enrollment in Engl 26 and Engl 36 is strongly recommended. 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, simple sentence writing, and paragraph writing. (Nontransferable, nondegree applicable)

**ENGL 6A (2)
BEGINNING GRAMMAR AND COMPOSITION FOR ESL
2 Hrs. Lec. 1/2 Hr. Lab.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 7. Concurrent enrollment in Engl 26 and Engl 36 is strongly recommended. This course covers the first half semester's work of Engl 6 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 Engl 6B, is equivalent to Engl 6. Not open to students who have completed Engl 6. (Nontransferable, nondegree applicable)

**ENGL 6B (2)
BEGINNING GRAMMAR AND COMPOSITION FOR ESL
2 Hrs. Lec. 1/2 Hr. Lab.**

Recommended Preparation: Appropriate placement recommendation or completion of Engl 6A. Concurrent enrollment in Engl 26 and Engl 36 is strongly recommended. This course covers the second half semester's work of Engl 6 and is offered for the convenience of night students who cannot attend class more than one night per week. Satisfactory completion of Engl 6A and 6B is the equivalent to Engl 6 and qualifies the student to enroll in Engl 5A. Not open to students who have completed Engl 6. (Nontransferable, nondegree applicable)

**ENGL 7 (4)
BASIC ESL/CIVICS
4 Hrs. Lec. 1 Hr. Lab.**

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 Engl 6. (Nontransferable, nondegree applicable)

ENGL 11 (3.5)
READING IV: ANALYTICAL AND CRITICAL READING
3 Hrs. Lec. *1 Hr. Lab.

Recommended Preparation: Appropriate placement recommendation or completion of Engl 12B and Engl 1A. 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. (CSU)

*Participation in instructor assigned reading lab activities is a required part of the course.

ENGL 12A (3.5)
READING III: INTERMEDIATE DEVELOPMENT
3 Hrs. Lec. *1 Hr. Lab.

Recommended Preparation: Appropriate placement recommendation or completion of Engl 13B. A course at the upper intermediate reading level designed to refine those skills designated in Engl 13A/13B. Includes additional instruction in study skills, outlining, previewing, summarizing, and critical reading. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 12B (3.5)
READING III: INTERMEDIATE DEVELOPMENT
3 Hrs. Lec. *1 Hr. Lab.

Recommended Preparation: Appropriate placement recommendation or completion of Engl 12A. This course aims to build reading efficiency to college level to ensure reading competency for graduation from IVC and/or successful completion of transfer level courses. Course work includes practice in whole chapter note-taking, vocabulary building, study reading, informed reading of literature, and reinforcement of critical thinking skills. (Nontransferable, AA/AS degree only)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 13A (3.5)
READING II: BASIC DEVELOPMENT
3 Hrs. Lec. *1 Hr. Lab.

Recommended Preparation: Appropriate placement recommendation or completion of Engl 14B. 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. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 13B (3.5)
READING II: BASIC DEVELOPMENT
3 Hrs. Lec. *1 Hr. Lab.

Recommended Preparation: Appropriate placement recommendation or completion of Engl 13A. 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. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 14A (3.5)
READING I: DEVELOPMENT FOR BILINGUALS
3 Hrs. Lec. *1 Hr. Lab.

Recommended Preparation: Appropriate placement recommendation or advancement in the ESL curriculum indicating readiness for the monolingual curriculum. 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. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 14B (3.5)
READING I: DEVELOPMENT FOR BILINGUALS
3 Hrs. Lec. *1 Hr. Lab.

Recommended Preparation: Appropriate placement recommendation or completion of Engl 14A. 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. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 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. (Nontransferable, nondegree applicable)

ENGL 24 (3)
ADVANCED VOCABULARY BUILDING AND SPELLING FOR ESL
3 Hrs. Lec.

Recommended Preparation: Engl 25 & Engl 5. 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. (Nontransferable, nondegree applicable)

ENGL 25 (3)
INTERMEDIATE VOCABULARY BUILDING AND SPELLING FOR ESL
3 Hrs. Lec.

Recommended Preparation: Concurrent enrollment in Engl 5. 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. (Nontransferable, nondegree applicable)

ENGL 26 (3)
BEGINNING VOCABULARY BUILDING AND SPELLING FOR ESL
3 Hrs. Lec.

Recommended Preparation: Concurrent enrollment in Engl 6. 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. (Nontransferable, nondegree applicable)

ENGL 32 (3)
ADVANCED PUBLIC SPEAKING FOR BILINGUALS
3 Hrs. Lec.

Recommended Preparation: Engl 33. This course is designed to bring Engl 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 Engl 2AB and Engl 12AB. May be taken as a preparation, but not as a substitute, for Speech 1. (Nontransferable, nondegree applicable)

ENGL 33 (3)
BASIC PUBLIC SPEAKING FOR BILINGUALS
3 Hrs. Lec.

Recommended Preparation: Engl 34. 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 Speech 1.) (Nontransferable, nondegree applicable)

ENGL 34 (3)
ADVANCED ORAL ENGLISH FOR ESL
3 Hrs. Lec.

Recommended Preparation: Concurrent enrollment in Engl 4. 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. (Nontransferable, nondegree applicable)

ENGL 35 (3)
INTERMEDIATE ORAL ENGLISH FOR ESL
3 Hrs. Lec.

Recommended Preparation: Concurrent enrollment in Engl 5. 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. (Nontransferable, nondegree applicable)

ENGL 36 (3)
BEGINNING ORAL ENGLISH FOR ESL
3 Hrs. Lec.

Recommended Preparation: Concurrent enrollment in Engl 6. 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. (Nontransferable, nondegree applicable)

ENGL 41 (3) (CAN ENGL 14)
SURVEY OF AMERICAN LITERATURE
3 Hrs. Lec.

Prerequisite: Engl 1A, with a grade of "C" or better. Recommended Preparation: Engl 1B. A study of the works of major American writers. (CSU, UC)

ENGL 42A (3)
SURVEY OF WORLD LITERATURE
3 Hrs. Lec.

Prerequisite: Engl 1A, with a grade of "C" or better. Recommended Preparation: Engl 1B. 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)

ENGL 42B (3)
SURVEY OF WORLD LITERATURE
3 Hrs. Lec.

Prerequisite: Engl 1A, with a grade of "C" or better. Recommended Preparation: Engl 1B. 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 Engl 42A. (CSU, UC)

ENGL 43A (3) (CAN ENGL 8)
SURVEY OF ENGLISH LITERATURE
3 Hrs. Lec.

Prerequisite: Engl 1A, with a grade of "C" or better. Recommended Preparation: Engl 1B. 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)

ENGL 43B (3) (CAN ENGL 10)
SURVEY OF ENGLISH LITERATURE
3 Hrs. Lec.

Prerequisite: Engl 1A, with a grade of "C" or better. Recommended Preparation: Engl 1B. 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 Engl 43A. (CSU, UC)

ENGL 46A (3)
THE MEXICAN AMERICAN IN LITERATURE
3 Hrs. Lec.

Recommended Preparation: Eligibility for Engl 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)

ENGL 46B (3)
THE MEXICAN AMERICAN IN LITERATURE
3 Hrs. Lec.

Recommended Preparation: Eligibility for Engl 1A. A continuation of Engl 46A with emphasis on contemporary Mexican American writers. Conducted in English. Engl 46B may be taken before Engl 46A. (Same as Span 28B) (CSU, UC)

ENGL 47 (3)
INTRODUCTION TO THE BIBLE AS LITERATURE
3 Hrs. Lec.

Prerequisite: Engl 1A, with a grade of "C" or better. Recommended Preparation: Engl 2B or Engl 1A. A study of literature and history of the Bible. (CSU, UC)

ENGL 50 (3)
ADVANCED COMPOSITION
3 Hrs. Lec.

Prerequisite: Engl 1A With a grade of "C" or better. Emphasizes critical thinking in reading and writing beyond that achieved in Engl 1A. Written argumentation will focus on deduction and induction, an understanding of the fallacies of language and thought, the application of valid evidence, and refutation. (CSU, UC)

ENGL 50H (1)
ADVANCED COMPOSITION - HONORS
1 Hr. Lec.

Recommended Preparation: Engl 1A with a grade of B or better. Corequisite: Engl 50. A roundtable seminar, this course will emphasize reasoned evaluation and "strong sense" critical thinking. Through analytic reading, writing for critical analysis and clarification of like values, and roundtable discussion, students will evaluate the ideas and values assumptions of fifteen great thinkers in relation to their own ideas and values assumptions, as well as to those of other thinkers. (CSU, UC)

ENGL 52 (3)
INTRODUCTION TO LINGUISTICS
3 Hrs. Lec.

Recommended Preparation: Engl 2B or Engl 1A. 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)

ENGL 53AB (3-3) (CAN ENGL 6)
CREATIVE WRITING
3 Hrs. Lec.

Prerequisite: Engl 1A with a grade of "C" or better. Recommended Preparation: Engl 1B. 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)

ENGL 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. (CSU, UC)

ENGL 55 (3)
INTRODUCTION TO TECHNICAL AND REPORT WRITING
3 Hrs. Lec.

Recommended Preparation: Engl 2B or Engl 1A. Practical experience in writing various kinds of technical reports, descriptions, proposals, and evaluations. Writing assignments will be tailored to the interests of individual students. (CSU)

ENGL 59 (3)
GRAMMAR AND USAGE REVIEW
3 Hrs. Lec.

Recommended Preparation: Eligibility for Engl 2A. 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. (Nontransferable, nondegree applicable)

ENGL 60ABC (1-1-1)
LANGUAGE LABORATORY
2 Hrs. Lab.

Corequisite: Enrollment in ESL classes. 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. (Nontransferable, nondegree applicable)

ENGL 61ABCD (1-1-1-1)
INDIVIDUALIZED WRITING SKILLS
2 Hrs. Lab.

Recommended Preparation: Eligibility for Engl 4A, Engl 14A, or higher. This is a course designed to provide supplemental work for students in regular writing classes or for independent study. A certificated instructor diagnoses writing deficiencies and prescribes remediation. Individual assignments are given for improving problem areas in grammar, usage, rhetorical skills, and to eliminate non-English 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. (Nontransferable, nondegree applicable)

ENGL 62ABCD (1-1-1-1)
INDIVIDUALIZED READING SKILLS
2 Hrs. Lab.

Recommended Preparation: Eligibility for Engl 4A, Engl 14A, or higher. Students wishing to improve their reading skills independently may enroll in this one unit, individualized course. The lab instructor provides assignments leading to improvement in vocabulary skills, comprehension skills, and computer-assisted reading speed improvement. (Nontransferable, nondegree applicable)

ENGL 63AB (1-1)
SPELLING
1 Hr. Lec.

Diagnosis of specific spelling problems and prescription of remedies; investigation of the basic spelling rules. (Nontransferable, nondegree applicable)

ENGL 64 (1)
LIBRARY RESOURCES AND RESEARCH PAPER
1 Hr. Lec.

Recommended Preparation: Eligibility for Engl 2A/12A. Use of library facilities, especially the card catalog, reference books, indexes to periodicals, and computer databases as a basis for research in any field. Techniques of preparation for a research paper with a bibliography are included. Discussion of various style guides will take place. Students may use this course to assist them in writing a research (term) paper for other courses. Helpful to an 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 an area(s) of interest. (CSU, UC)

ENVIRONMENTAL SCIENCE

ENV S 5 (3)
MAN AND HIS ENVIRONMENT
3 Hrs. Lec.
(Same as Ag 5) (CSU, UC)

ENVIRONMENTAL TECHNOLOGY

ENV T 100 (4)
INTRODUCTION TO ENVIRONMENTAL TECHNOLOGY
4 Hrs. Lec.

Recommended Preparation: Engl 12B and Engl 2B level. General overview of the environmental technology area, including the history of past and current sources of pollution leading to current technologies. Management systems, source control and methodologies designed to protect the human community are presented. The regulatory framework, where to find and how to read these regulations will be addressed. Career opportunities in the areas of the handling and management of hazardous substances and worker safety will be discussed. (CSU)

ENV T 103 (3)
HAZARDOUS WASTE GENERATION/REDUCTION/TREATMENT
3 Hrs. Lec.

The study of industrial process and their generation of waste streams in selected industries to include: electroplating, metal finishing and printed circuit board production, oil refining and chemical production, geothermal, general manufacturing, commercial printing and graphic reproduction, agriculture, construction, mining and consumer services. The course centers on various raw materials used in industry, examining the changes that occur as they move through industrial processing and the material balance concept of inventory. The fiscal and ethical importance of waste minimization/treatment is stressed, and integrated with pollution prevention and environmentally conscious practices. (CSU)

ENV T 105 (3)
HAZARDOUS MATERIALS MANAGEMENT APPLICATION
2 Hrs. Lec. 2 Hrs. Lab.

Recommended Preparation: Engl 12B and Engl 2B, Env T 100 & Env T 103. This course examines requirements of federal, state, and local laws and regulations relating to hazardous materials disclosure. It will cover: California and Federal OSHA Hazard Communications standards, Emergency Planning and Community Right to Know Laws, Safe Drinking Water and Toxic Enforcement Act,

transportation and underground tank regulations will be addressed. Air and water quality issues will be examined with emphasis on applications of laws, regulations and procedures including identification of toxic air and water pollutants; new source review and permitting; and general planning and reporting functions. (CSU)

ENV T 107 (3)
HAZARDOUS WASTE MANAGEMENT APPLICATION
2 Hrs. Lec. 2 Hrs. Lab.

Recommended Preparation: Env T 100 & Env T 103. This course will include a study of the requirements and applications of Federal, State and local laws and regulations relating to Hazardous Waste Management. Emphasis applicable to industry including proper labeling, packaging, discarding and manifesting of Hazardous wastes; storage requirements; permitting and general planning and reporting functions. It will also include a study of the requirements and applications of environmental sampling, methodology, equipment recognition and maintenance, calibration procedures, basic analytical techniques and data interpretation. Selecting and working with analytical service laboratories, development and use of sampling plans and performance of basic tests using typical field equipment will also be covered. (CSU)

ENV T 109 (3)
HEALTH EFFECTS OF HAZARDOUS MATERIALS
3 Hrs. Lec.

Recommended Preparation: Env T 100, Biol 3, Chem 1A. This is a semester course that includes the basics of toxicology and will cover the health effects produced by exposure to chemical hazards. The course is an overview of toxicology including environmental and physiological processes, sources of exposure to toxins, and patterns of acute and chronic health effects. The second major focus will address the basic study of industrial hygiene regulations and standards, sources of information concerning harmful agents, use of personal protective equipment, exposure guidelines and limits, monitoring and control of harmful agents in the workplace and risk evaluation. Emphasis will be placed on ethical responsibilities of people handling hazardous materials and the proper safety attitude. (CSU)

ENV T 113AB (5)
SAFETY AND EMERGENCY RESPONSE
4 Hrs. Lec. 2 Hrs. Lab.

This course includes all of the content of: Env T 113A Hazardous Materials Awareness & Safety, Env T 113B Spill Control & Emergency Response. This course is designed to provide students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics include: hazard analysis, contingency planning, housekeeping and safety practices including proper use and selection of PPE, site control and evaluation, handling drums and containers, field sampling and monitoring, proper use of instruments, incident response planning, emergency response including field exercises in the use of PAPP (Powered Air Purifying Respirator) and SCBA (Self Controlled Breathing Apparatus), and an understanding of the ICS system and satisfies the requirements for generalized employee training under OSHA (1910.120). Successful completion of this course includes a certificate of completion from the California Specialty Training Institute (CSTI) through the Office of Emergency Services (OES) at the First Responder Operational Level (FRO). (CSU)

**ENV T 113A (3)
SAFETY AND EMERGENCY RESPONSE,
FUNDAMENTALS OF HAZARDOUS MATERIALS
FOR THE FIRST RESPONDER
3 Hrs. Lec.**

Recommended Preparation: Env T 100, Env T 103. This course covers the fundamental health and safety aspects of working with hazardous materials. It present valid information for awareness and understanding responses to hazardous materials emergencies. Included is information regarding legal requirements, compliance with regulations, health effects, treatment, agency protocols and responsibilities, emergency procedures, and incident command functions. Anyone who may discover or respond to a Haz-Mat incident (i.e., fire, law, health, transportation, public works, private industry) must have this level of training. Successful completion of this course includes a certificate of completion from the California Specialty Training Institute (CSTI) through the Office of Emergency Services (OES) at the First Responder Operational level (FRO). (Same as FIRE 120) (CSU)

**ENV T 113B (2)
SAFETY AND EMERGENCY RESPONSE,
SPILL CONTROL AND EMERGENCY RESPONSE
1 Hr. Lec. 2 Hrs. Lab.**

Recommended Preparation: Env T 100, Env T 113A. Study of procedures for safety and emergency response to chemical spills in industrial and field setting. The focus is on various spill control schemes, containment, mitigation procedures, development and implementation of a personal protective program pursuant to OSHA standards. (CSU)

FIRE TECHNOLOGY

Students who have successfully completed the following courses through 1) National Fire Academy (NFA) or 2) the California Department of Forestry (CDF) may request equivalent credit from California Fire Service Training and Education System (CFSTES) and petition for IVC course work credit within the Fire Technology curricula.

PROCEDURE: To obtain IVC credit for completing an equivalent course in Fire Technology, the student should contact a counselor for assistance with the preparation and filing of a petition for credit with the Registrar's Office.

NFA COURSE	CFSTES EQUIV	IVC EQUIV
Command & Control of Initial Operations	Fire Command 1A	FIRE 220A
Fire Arson Invest	Fire Invest 1A & 1B	FIRE 201A & FIRE 201B
Fire Preven Spec I	Fire Preven 1A & 1B	FIRE 204A & FIRE 201B
Fire Serv Instr Meth	Fire Instruct 1A & 1B	FIRE 210A & FIRE 210B
CDF COURSE	CFSTES EQUIV	IVC EQUIV
Basic Fire Fighter	Fire Fighter I	FIRE 105, 110, 111, 112, 113, 114
Fire Invest I or IA	Fire Invest 1A	FIRE 201A
Fire Invest II or IB	Fire Invest 1B	FIRE 201B

Students who have other previous education/training in course material from the following courses may petition for IVC course work credit within the Fire Technology curricula. Credit may be given upon presentation of documentation of successful completion and Division Chair approval:

- FIRE 100 Fire Protection Organization
- FIRE 101 Fire Prevention Technology
- FIRE 102 Fire Protection Equipment and Systems
- FIRE 103 Building Construction for Fire Protection
- FIRE 104 Fire Behavior and Combustion

Students who have other previous education/training in course material, other than those listed, may petition for IVC course work credit within the Fire Technology curricula. Credit may be given upon presentation of documentation of successful completion and Division Chair approval.

**FIRE 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. (Nontransferable, AA/AS degree only)

**FIRE 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 basic concepts of Incident Command. (Nontransferable, nondegree applicable)

**FIRE 64 (3)
FUNDAMENTALS OF FIRE SERVICE OPERATIONS
3 Hrs. Lec.**

Recommended Preparation: Completion of or concurrent enrollment in FIRE 100. Provides the student with the fundamentals of fire department organization, management, and resources, and the use of those resources to control various emergencies. (CSU)

**FIRE 88 (1)
AUTO EXTRICATION
1 Hr. Lec.**

This course provides students with the information and skills necessary to operate within the procedures and systems utilized during an automobile extrication. Subjects covered include: auto extrication sizeup; types of incidents; safety precautions; ICS for auto extrication; types of hand and power tools; removing windows; opening doors; removing roofs; pulling steering wheels; moving foot pedals; raising dashboards; pulling seats; stabilization of vehicles; and simulated rescues of trapped victims. (CSU)

**FIRE 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 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. (CSU)

**FIRE 100 (3)
FIRE PROTECTION ORGANIZATION
3 Hrs. Lec.**

This course provides an introduction to fire protection; career opportunities in fire protection; fire loss analysis; organization and function of public and private fire protection services; fire department as a part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and an introduction to fire strategy and tactics. This is one of six CORE courses required for an associate degree in Fire Technology. (CSU)

**FIRE 101 (3)
FIRE PREVENTION TECHNOLOGY
3 Hrs. Lec.**

Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education, detection and suppression systems. This is one of six CORE courses required for an associate degree in Fire Technology. (CSU)

**FIRE 102 (3)
FIRE PROTECTION EQUIPMENT AND SYSTEMS
3 Hrs. Lec.**

Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. This is one of six CORE courses required for an associate degree in Fire Technology. (CSU)

**FIRE 103 (3)
BUILDING CONSTRUCTION FOR FIRE PROTECTION
3 Hrs. Lec.**

Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course is the study of the components of building that relates to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial, and industrial occupancies. This is one of six CORE courses required for an associate degree in Fire Technology. (CSU)

**FIRE 104 (3)
FIRE BEHAVIOR AND COMBUSTION
3 Hrs. Lec.**

Prerequisite: FIRE 100, concurrent enrollment or equivalent. This course provides theory and fundamentals of how and why fires start, spread, and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques will be covered. This is one of six CORE courses required for an associate degree in Fire Technology. (CSU)

**FIRE 105 (6.5)
EMERGENCY MEDICAL TECHNICIAN
5.5 Hrs. Lec. 1 Hr. Lab.
(Same as EMT 1) (CSU)**

**FIRE 105R (2)
EMERGENCY MEDICAL TECHNICIAN I - REFRESHER
2 Hrs. Lec.
(Same as EMT 1R) (CSU)**

**FIRE 106 (1)
FIRST AID/CPR - PUBLIC SAFETY FIRST RESPONDER
1 Hr. Lec. .3 Hrs. Lab.**

A course for individuals who must provide first aid and/or CPR prior to the arrival/availability of pre-hospital care personnel with advanced training and certification/licensure. This course is primarily for fire department and law enforcement personnel. It satisfies the minimum requirements for this type of personnel as outlined in the California Code of Regulations, approved by the California Emergency Medical Services Authority. Upon successful completion of this course, the participant will receive a completion certificate from IVC and a CPR course completion card through the American Heart Association. (CSU)

**FIRE 110 (3)
INTRODUCTION TO FIRE FIGHTER
3 Hrs. Lec.**

Introduction into basic fire technology. Course will introduce fire service organization and responsibilities. Fire behavior, extinguishing theory, protection and safety will be presented. Fire equipment such as self-contained breathing apparatus, portable extinguishers, rope, knots, and hitches will be included. Course

material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is the first of a six part program that will satisfy course requirements for California State Fire Fighter I certification. (CSU)

**FIRE 111 (2.5)
STREAMS, NOZZLES, HOSE AND APPLIANCES
2 Hrs. Lec. .5 Hr. Lab.**

Prerequisite: FIRE 110. A course to continue with training in basic fire technology. Fire streams and nozzles, fire hose and appliance will be presented. Manipulative skills will be included. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part two of a six part program that will satisfy course requirements for California State Fire Fighter I certificate requirements. (CSU)

FIRE 112 (2.5)
GROUND LADDERS, FORCIBLE ENTRY AND RESCUE
 2 Hrs. Lec. .5 Hr. Lab.

Prerequisite: FIRE 110. A continuation of basic Fire Fighter I training. Ground ladders, forcible entry, and rescue techniques will be presented. Manipulative performance testing will be included. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part three of a six part program that will satisfy course requirements for California State Fire Fighter I certification requirements. (CSU)

FIRE 113 (2)
VENTILATION AND FIRE CONTROL
 2 Hrs. Lec.

Prerequisite: FIRE 110. A continuation of basic Fire Fighter I training. Ventilation and fire control techniques will be presented. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part four of a six part program that will satisfy course requirements for California State Fire Fighter I certification requirements. (CSU)

FIRE 114 (3.5)
FIRE FIGHTER I - ADVANCED
 2.5 Hrs. Lec. 1 Hr. Lab.

Prerequisite: FIRE 110. A more advanced portion of basic Fire Fighter I training. Topics to be presented include: salvage and overall, fire protection water supplies, fire protection systems, fire prevention and investigation, hazardous materials, fire alarm communications, and vehicle extrication overview. Course material is within the guidelines of training for Fire Fighter I certification as specified by the California Fire Service Training and Education System (CFSTES) of the office of the State Fire Marshal. This is part five of a six part program that will satisfy course requirements for California State Fire Fighter certification requirements. (CSU)

FIRE 116 (2)
FIRE HYDRAULICS
 2 Hrs. Lec.

This course involves the study of Calculations required to assure adequate water pressures and volumes at fire department operations. Besides calculation emphasis, the course will cover hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculations of hydraulic problems, the pressure of fluids, fire pump operations and design, hose line construction and capability, water supply problems, and the capabilities of a community water supply. (CSU)

FIRE 120 (3)
FUNDAMENTALS OF HAZARDOUS MATERIALS FOR FIRST RESPONDER
 3 Hrs. Lec.
 (Same as Env T 113A) (CSU)

FIRE 200A (2)
DRIVER/OPERATOR - DRIVING
 2 Hrs. Lec.

This course is designed to meet the technical and driving requirements as established by the State Fire Marshal for fire emergency vehicles. Course will include a study of driver responsibilities, vehicle laws, emergency response procedures, apparatus and equipment inspection and maintenance procedures, maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. Successful completion of this course will satisfy one of the requirements to be eligible to apply for certification as a Fire Apparatus Driver/Operator through CFSTES. (CSU)

FIRE 200B (2)
DRIVER/OPERATOR - PUMPING
 2 Hrs. Lec.

Prerequisite: Completion of 12 units in Fire Technology at the 100 level or current affiliation with a fire agency. This course is designed to meet the technical and practical requirements for using fire department pumpers as established by the State Fire Marshal. Includes the study of types and design of fire pumps, principles of pumping, review of applied math, hydraulic laws, methods for performing basic field hydraulics, application of mental hydraulics calculations and operations of pumps under fire ground conditions. Successful completion of this course will satisfy one of the requirements to be eligible to apply for certification as a Fire Apparatus Driver/Operator through CFSTES. (CSU)

FIRE 201A (2)
FIRE INVESTIGATION 1A
 2 Hrs. Lec.

Prerequisite: Completion of 12 units in Fire Technology at the 100 level of current affiliation with a fire agency. An introduction into fire investigation. This intense course will include principles of determining cause, recognizing and preserving evidence, interviewing witnesses and suspects, arrests and detention procedures, point of origin determination, motives of the fire setter, and report writing. Successful completion will satisfy one of the State Fire Marshal's training requirements for certification as a Fire Investigator I. (CSU)

FIRE 201B (2)
FIRE INVESTIGATION 1B
 2 Hrs. Lec.

Prerequisite: FIRE 201A. This course provides the participant with information to achieve a deeper understanding of fire investigation. The course builds on Fire Investigation 1A and adds topics of discussion including the juvenile fire setter, in-depth report writing, evidence collection and preservation procedures. Successful completion will satisfy one of the State Fire Marshal's training requirements for certificates as a Fire Investigator I. (CSU)

FIRE 204A (2)
FIRE PREVENTION 1A
 2 Hrs. Lec.

Prerequisite: Completion of 12 units in Fire Technology at the 100 level or current affiliation with a fire agency. This course is the study of fire prevention. Course will include introduction to organization and function of fire prevention inspections, surveying and mapping procedures and recognition of fire and life hazards. Material presented will focus on code use, improvements, enforcement and fire cause, considerations of various flammable materials, properties of plastics, and portable and fixed fire protection equipment. Successful completion fulfills one of the fire prevention requirements for California State Officer Certification. (CSU)

FIRE 204B (2)
FIRE PREVENTION 1B
 2 Hrs. Lec.

Prerequisite: FIRE 204A. This course is a continuation of the study of fire prevention. Topics include a continuation of fire and life hazards, engineering a solution of hazards, enforcing the solution, and public relations as affected by fire prevention. Other focuses include building construction, flame spread classification, fire doors, exiting standards, calculations of occupant load, smoke proof enclosures, sprinkler system design, electrical hazards, fire alarm and detection systems and devices. Successful completion of this course and FIRE 204A fulfills the fire prevention requirements for California State Officer Certification. (CSU)

FIRE 210A (2)
FIRE INSTRUCTOR 1A
 2 Hrs. Lec.

Prerequisite: Completion 12 units in Fire Technology at the 100 level or current affiliation with a fire agency. This course is designed to provide fire and other service personnel with the instructional terms and concepts associated with vocational education. It will provide a variety of methods and techniques for training their subordinates in accordance with the latest concepts in vocational education. Preparation techniques will be presented on how to select, develop, organize, and utilize instructional materials appropriate for teaching manipulative lessons. An opportunity to apply major principles of learning through teaching demonstrations will be provided. Successful completion of this course will satisfy one of the requirements to become a State Fire Training Registered Fire Instructor. (CSU)

FIRE 210B (2)
FIRE INSTRUCTOR 1B
 2 Hrs. Lec.

Prerequisite: FIRE 210A. This course is designed as a continuation of Fire Instructor 1A. The course will continue to present various methods and techniques for training/teaching utilizing the latest concepts in vocational education. Opportunities to apply major principles of learning through practice teaching demonstrations will be given. Material and information will be given to assist the participant to prepare for Fire Officer Certification and Fire Instructor I requirements within the state of California. Successful completion of this course will satisfy one of the requirements to become a State Fire Training Registered Fire Instructor. (CSU)

FIRE 220A (2)
FIRE COMMAND 1A
 2 Hrs. Lec.

Prerequisite: Completion of 12 units of Fire Technology at the 100 level or current affiliation with a fire agency. A course designed for the initial response, "first in" officer at emergency scenes. This officer may be a company officer, senior engineer, captain, lieutenant, or acting officer. This course provides the Fire Company Officer with information and experience in command and control techniques at the scene of an emergency. The topics emphasize managerial and decision-making skills required for command. The managerial concepts of this course are applicable to all types and sizes of incidents. The course emphasis is centered on structural fire fighting. This course will satisfy one of the prerequisites for Fire Command 2B presented through the State Fire Academy. (CSU)

FIRE 220B (2)
FIRE COMMAND 1B
 2 Hrs. Lec.

Prerequisite: FIRE 220A. A course designed for the initial response company officer involved in hazardous materials incidents. Involves hazardous materials simulations, notification of other agencies, protective actions for firefighters, and containment techniques. This course will satisfy one of the prerequisites for Fire Command 2B presented through the State Fire Academy. (CSU)

FRENCH

High School Foreign language courses may be used for the purpose of placement in the 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. 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 five units of repeated foreign language work. Students with high school language credit 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 the third semester of the college level course.

FREN 1 (5) (CAN FREN 2)
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)

FREN 1A (2.5)
ELEMENTARY FRENCH
 2.5 Hrs. Lec.

This course is one-half the content of the regular Fren 1 course. Completion of Fren 1A and 1B will be the equivalent of Fren 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.)

FREN 1B (2.5)
ELEMENTARY FRENCH
 2.5 Hrs. Lec.

Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

FREN 2 (5) (CAN FREN 4)
ELEMENTARY FRENCH
 5 Hrs. Lec.

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)

**FREN 2A (2.5)
ELEMENTARY FRENCH**
2.5 Hrs. Lec.

This course is one-half the content of the regular Fren 2 course. Completion of Fren 2A and 2B will be the equivalent of Fren 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.)

**FREN 2B (2.5)
ELEMENTARY FRENCH**
2.5 Hrs. Lec.

A continuation of Fren 2A. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

**FREN 2H (1)
FRENCH HONORS**
1 Hr. Lec.

Corequisite: Current enrollment in Fren 2. This course will give the student the opportunity to apply and expand his or her French language skills through the reading, analysis, and subsequent discussion of French films and literary texts. Students will learn to state opinions and offer supporting arguments in written form as well as in roundtable discussions. (CSU, UC)

**FREN 3 (4)
INTERMEDIATE FRENCH**
4 Hrs. Lec.

An intermediate course offering review and expansion of grammar and vocabulary learned in Fren 1 and Fren 2. Emphasis on communication and application of knowledge in highly functional life situations. Students must plan for one hour per week of required language laboratory practice by individual study arrangement. (CSU, UC)

**FREN 4 (4)
INTERMEDIATE FRENCH**
4 Hrs. Lec.

Continuation of Fren 3. An intermediate course emphasizing communication and application of knowledge in highly functional life situations. Students must plan for one hour per week of required language laboratory practice by individual study arrangement. (CSU, UC)

**FREN 5 (3)
INTERMEDIATE FRENCH READING AND WRITING**
3 Hrs. Lec.

Intensive reading and vocabulary development based on cultural and literary materials, including critical analysis and summaries. (CSU, UC)

**FREN 10 (3)
INTERMEDIATE CONVERSATIONAL FRENCH**
3 Hrs. Lec.

Recommended Preparation: Concurrent enrollment in Fren 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)

**FREN 11 (3)
INTERMEDIATE CONVERSATIONAL FRENCH**
3 Hrs. Lec.

Recommended Preparation: Concurrent enrollment in Fren 4. Continuation of Fren 10. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU)

**FREN 60ABC (1-1-1)
LANGUAGE LABORATORY**
2 Hrs. Lab.

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. (Nontransferable, AA/AS degree only)

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)

(CAN GEOG 2)

**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)

(CAN GEOG 4)

**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)

GERMAN

High School Foreign language courses may be used for the purpose 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. 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 five units of repeated foreign language work. Students with high school language credit are strongly advised to see the instructor before enrolling.

**GERM 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)

**GERM 1A (2)
ELEMENTARY GERMAN**
2 Hrs. Lec. 1/2 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 Germ 1. Completion of Germ 1A and Germ 1B is the equivalent of Germ 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.)

**GERM 1B (2)
ELEMENTARY GERMAN**
2 Hrs. Lec. 1/2 Hr. Lab.

Continuation of Germ 1A. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

**GERM 2 (4)
ELEMENTARY GERMAN**
4 Hrs. Lec. 1 Hr. Lab.

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)

GRAPHIC ARTS

**GRAPH 10 (2)
GRAPHIC COMMUNICATION I**
1 Hr. Lec. 3 Hrs. Lab.

Recommended Preparation: Art 22A. 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)

**GRAPH 11 (3)
GRAPHIC COMMUNICATION II**
2 Hrs. Lec. 1 Hr. Lab.

Prerequisite: GRAPH 10. A continuation in the preparation of art and the 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)

**GRAPH 12 (3)
COMPOSITION, LAYOUT AND PASTE-UP**
2 Hrs. Lec. 3 Hrs. Lab.

Prerequisite: GRAPH 10. A course designed to cover basic methods of composition as it applies to the printing industry, including copysetting, proofreading and pasteup 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)

**GRAPH 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 must print simple offset work, color work and close-register. This course will also offer instruction in the theory of offset press troubleshooting, including standard trouble-shooting procedures. (CSU)

**GRAPH 21 (3)
OFFSET PRINTING II**
2 Hrs. Lec. 2 Hrs. Lab.

Prerequisite: GRAPH 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)

**GRAPH 22 (3)
PHOTOGRAPHY AND PLATE MAKING**
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)

**GRAPH 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 trouble-shooting, 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)

**GRAPH 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, and a health examination. 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 (5)
HEALTH ASSISTANT
3 Hrs. Lec. 6 Hrs. Lab.**

Recommended Preparation: Engl 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. (Nontransferable, AA/AS degree only)

**HA 16 (1.5)
HOME HEALTH AIDE
1 Hr. Lec. 1.5 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. (Nontransferable, AA/AS degree only)

**HA 17 (5)
HOME HEALTH AIDE
4 Hrs. Lec. 3 Hrs. Lab.**

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. (Nontransferable, AA/AS degree only)

**HA 18 (4.5)
ADMINISTRATIVE MEDICAL ASSISTANT I
4.5 Hrs. Lec.**

Prerequisite: HT3. Courses of study designed to prepare for entry-level positions in clinics and doctors' offices. Medical-legal aspects, history of medicine, interpersonal communications confidentiality, reception environment, appointment control, records management, professionalism and telephone communications are emphasized. (Nontransferable, AA/AS degree only)

**HA 19 (4.5)
ADMINISTRATIVE MEDICAL ASSISTANT II
4.5 Hrs. Lec.**

Prerequisite: HA 18. This course is designed to prepare students to operate office management equipment, prepare the patients' medical records, understand medical care expenses, credit arrangements, bookkeeping procedures, collection on overdue accounts, health insurance, billing, banking, general management. (Nontransferable, AA/AS degree only)

**HA 20 (3.5)
SPECIMEN COLLECTION AND
LABORATORY PROCEDURES
3 Hrs. Lec. 1.5 Hrs. Lab.**

Prerequisite: HA 19. This course is designed to prepare students to comply with OSHA regulations, lab safety, bio-hazard awareness, usage of the microscope and other laboratory equipment, obtainment of capillary and venous blood samples, bacterial smears and cultures, urine, sputum and stool specimens. (Nontransferable, AA/AS degree only)

**HA 21 (3.5)
EXAM ROOM PROCEDURES
3 Hrs. Lec. 1.5 Hrs. Lab.**

Prerequisite: HA 20. This course is designed to prepare students in preparing patients for various types of exams, procedures of the eyes and ears, positioning and draping, assisting physician, language of charting by use of abbreviations and symbols, instrument identification and usage, aseptic technique, diagnostic tests and procedures, EKG, minor surgical procedures, medical emergencies, CPR-health care provider level. (Nontransferable, AA/AS degree only)

**HA 22 (3.5)
PHARMACOLOGY AND ADMINISTRATION OF
MEDICATION
3 Hrs. Lec. 1.5 Hrs. Lab.**

Prerequisite: HA 21. This course is designed to prepare students to understand medical-legal/ethical aspects, drug classifications, medical math, usage of PDR, abbreviations and symbols, writing prescriptions, charting, pharmacy calls, storing medications, methods of administering medications: orally, sublingual, topically, vaginally, and rectally. Conversion of orders to milligrams for injection, handling of and safety in using the syringe and needle, choosing correct size, identifying correct site for injection, injection technique of intradermal, subcutaneous and intramuscular (deep and Z-track), anaphylactic reaction, con-siderations of drug action and interactions. (Nontransferable, AA/AS degree only)

**HA 23 (4)
CLINICAL EXTERNSHIP
12 Hrs. Lab.**

Prerequisite: HA 22. This course is designed to enable students to put all didactic information and skills together in the work setting of clinic or doctor offices. The medical assistant student is placed at a medical office, clinic, or HMO where he/she will gain hands-on experience performing Medical Assistant duties. Students are required to be available days to attend the externship. The externship hours are similar to the schedules normally available in industry. (Nontransferable, AA/AS degree only)

**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)

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. (Nontransferable, AA/AS degree only)

**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. (CSU)

**HT 4 (3)
MEDICAL TRANSCRIPTION
2 Hrs. Lec. 2 Hrs. Lab.**

Prerequisites: HT 3/Bus 80. Ability to type 40 words per minute. 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. (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. Course of study designed to prepare students to use memory typewriters, word processors, microcomputer processors, input/output equipment (CRTs, 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. (CSU)

**HT 6 (3)
MEDICAL INSURANCE
3 Hrs. Lec.**

Prerequisites: HT 3/Bus 80. Ability to type 40 words per minute. Health care facilities are dependent upon third party payers for financial solvency. Medical billing guidelines are rapidly changing as are complex issues which health care facilities must concern themselves with daily. The purpose of this course is to provide students with the practice and skill necessary so that billing office personnel can promptly and accurately submit insurance claims to a variety of carriers. (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. (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. (CSU)

HT 11 (3)
ADVANCED MEDICAL TRANSCRIPTION
 2 Hrs. Lec. 2 Hrs. Lab.
 Prerequisites: HT 4/Bus 81 and Anat 6. 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. (CSU)

HT 12 (6)
PHARMACY TECHNICIAN I
 5 Hrs. Lec. 3 Hrs. Lab.
 Prerequisites: Math X, HT 3/Bus 80, and Anat 6. The Pharmacy Technician I 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
 5 Hrs. Lec. 3 Hrs. Lab.
 Prerequisite: HT 12. The Pharmacy Technician II 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)

HT 17 (1)
FIRST AID AND CPR FOR TEACHERS OF YOUNG CHILDREN
 1 Hr. Lec.
 (Same as ECE 31B) (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 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 Pol S 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 Pol S 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 35 (3)
ORAL HISTORY
 3 Hrs. Lec.
 Through tape-recorded interviews and written documentation, oral history will preserve the past as accurately and completely as possible. Course will emphasize Imperial Valley history and development. (CSU)

HIST 45A (3)
COMPARATIVE HISTORY OF THE AMERICAS
 3 Hrs. Lec.
 Hist 45A and Hist 45B form a comparative history of the western hemisphere from ancient American history to the present, focusing on relationships between Europeans, American Indians, and African-American cultures, institutions, and traditions. Hist 45A deals with pre-Colombian American civilizations, European exploration, and the creation of nations. (CSU, UC)

HIST 45B (3)
COMPARATIVE HISTORY OF THE AMERICAS
 3 Hrs. Lec.
 Hist 45A and Hist 45B form a comparative history of the western hemisphere from ancient American history to the present, focusing on relationships between Europeans, American Indians, and African-American cultures, institutions, and traditions. Hist 45B compares the nations and cultures of the Americas from independence to the present. (CSU, UC)

HIST 50A (3)
EARLY WORLD HISTORY
 3 Hrs. Lec.
 Early World History defines and explains the interconnections of the diverse ancient civilizations that grew in Mesopotamia, Egypt, China, India, the classic West Africa, America and Oceania. A cultural overview to early modern times is included. This course meets the general education requirement for IVC and the California State University System. (CSU, UC)

HIST 50B (3)
MODERN WORLD HISTORY
 3 Hrs. Lec.
 Modern World History deals with the background and development of global society from early modern times to the present. The course emphasizes cultural, social, imperial, and industrial interconnections between western and non-western societies. This course meets the general education requirement for IVC and the California State University System. (CSU, UC)

HONORS

HRS 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.

HRS 21 (1-2)
HUMANITIES DIVISION HONORS PROGRAM
 1-2 Hrs. Lec.
 (CSU) (UC credit limited. See a counselor.)

HRS 22 (1-2)
BUSINESS DIVISION HONORS PROGRAM
 1-2 Hrs. Lec.
 (Nontransferable, AA/AS degree only)

HRS 23 (1-2)
SOCIAL SCIENCE DIVISION HONORS PROGRAM
 1-2 Hrs. Lec.
 (CSU) (UC credit limited. See a counselor.)

HRS 25 (1-2)
AUTOMOTIVE-AGRICULTURAL TECHNOLOGY DIVISION HONORS PROGRAM
 1-2 Hrs. Lec.
 (Nontransferable, AA/AS degree only)

HRS 26 (1-2)
ENGLISH DIVISION HONORS PROGRAM
 1-2 Hrs. Lec.
 (CSU) (UC credit limited. See a counselor.)

HRS 27 (1-2)
SCIENCE DIVISION HONORS PROGRAM
 1-2 Hrs. Lec.
 (CSU) (UC credit limited. See a counselor.)

HRS 28 (1-2)
MATHEMATICS-ENGINEERING DIVISION HONORS PROGRAM
 1-2 Hrs. Lec.
 (CSU) (UC credit limited. See a counselor.)

HRS 29 (1-2)
HEALTH, PHYSICAL EDUCATION AND RECREATION DIVISION HONORS PROGRAM
 1-2 Hrs. Lec.
 (Nontransferable, AA/AS degree only)

HRS 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. (CSU)

HUMANITIES

HUM 1A (3)
THE HUMANITIES IN WESTERN CULTURE
 3 Hrs. Lec.
 An examination of the Humanities in Western Culture from the Prehistoric through the Medieval periods. The course will focus on the art, architecture, literature, music, philosophy, and theology of these periods. (CSU, UC)

HUM 1B (3)
THE HUMANITIES IN CULTURE
 3 Hrs. Lec.
 An examination of the Humanities in Western Culture from the Renaissance through the Modern periods. The course will focus on the art, architecture, literature, music, philosophy, and theology of these periods. (CSU, UC)

HUM 21 (3)
THE HISTORY AND APPRECIATION OF DANCE
 3 Hrs. Lec.
 (Same as PE 63) (CSU, UC)

HUM 25 (3)
INTRODUCTION TO THE HUMANITIES
 3 Hrs. Lec.
 An exploratory course designed to introduce students to the major disciplines in the Humanities: art, architecture, literature, music, and dance. Examination of humanistic values and how they are reflected in the arts of world cultures. (CSU, UC)

**HUM 26 (3)
THE HUMANITIES
3 Hrs. Lec.**

An advanced course dealing extensively in music, dance, drama, film, visual arts and architecture. Humanistic and interdisciplinary approach to study of creative expression. Requirements include diverse readings, papers and creative projects. Format includes discussions, lectures, and films. (CSU, UC)

HUMAN RELATIONS

The Human Relations curriculum with an Associate in 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.

**H REL 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. (CSU)

**H REL 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)

**H REL 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)

**H REL 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)

**H REL 11A (3)
PRACTICUM
1 Hr. Lec. 6 Hrs. Lab. field experience per week**

Recommended Preparation: ADS/Psych 9, Psych 1A or Soc 1. A course designed to provide opportunity for the student in Psychology, Human Relations, or Alcohol and Drug Studies to gain experience under supervised conditions such as those involving mental health, child development, youth corrections, welfare, homes for the neglected, homes for the aged, youth recreation, rehabilitation, centers for people with physical limitations, and educational settings. Students will be supervised by qualified instructional staff and professionally trained personnel. (Same as ADS/Psych 11A) (CSU)

**H REL 11B (3)
PRACTICUM
1 Hr. Lec. 6 Hrs. Lab. field experience per week**

Prerequisite: H Rel/ADS/Psych 11A. A continuation of H Rel/ADS/Psych 11A with emphasis in gaining further experience in the same institution or agency or a different institution or agency. (Same as ADS/Psych 11B) (CSU)

**H REL 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. (Nontransferable, AA/AS degree only)

**H REL 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. (Nontransferable, AA/AS degree only)

**H REL 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. (Nontransferable, AA/AS degree only)

**H REL 63B (.5)
STUDENT EDUCATIONAL PLAN
.5 Hr. Lec.**

An optional course to be taken after the successful completion of H Rel 63A. This course expands on the foundation of information provided in H Rel 63A by assisting each student to compile an individual needs analysis based in part on the student profile questionnaire completed in H Rel 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. (Nontransferable, AA/AS degree only)

**H REL 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. (Nontransferable, AA/AS degree only)

INDIVIDUAL STUDIES

**INDST 40-46 and 80-86
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 41-44 are (UC). Courses numbered 40, 45 and 46 are (CSU). Courses numbered 80-86 are (Nontransferable, nondegree applicable).

**INDST 40 or 80 (1-3)
VOCATIONAL EDUCATION
Hours by Arrangement**

**INDST 41 or 81 (1-3)
HUMANITIES
Hours by Arrangement**

**INDST 42 or 82 (1-3)
ENGLISH
Hours by Arrangement**

**INDST 43 or 83 (1-3)
NATURAL SCIENCE
Hours by Arrangement**

**INDST 44 or 84 (1-3)
SOCIAL SCIENCE
Hours by Arrangement**

**INDS 45 or 85 (1-3)
BUSINESS
Hours by Arrangement**

**INDST 46 or 86 (1-3)
HEALTH, PHYSICAL EDUCATION AND RECREATION
Hours by Arrangement**

**INDST 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. (Nontransferable, nondegree applicable)

**INDST 49ABCD (.5-2, .5-2, .5-2, .5-2)
INDIVIDUAL STUDIES/NURSING LEARNING CENTER
1.5-6 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. (Nontransferable, nondegree applicable)

**INDST 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 from the classroom or those available in the Learning Center or Library. (Nontransferable, nondegree applicable)

JAPANESE

High School Foreign language courses may be used for the purpose 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. 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 five units of repeated foreign language work. Students with high school language credit are strongly advised to see the instructor before enrolling.

LEGAL ASSISTANT

ELEMENTARY JAPANESE

3 Hrs. Lec. 1 Hr. Lab.
An introductory course to current Japanese, stressing the basic skills of listening comprehension, speaking, writing and reading. Essentials of grammar and pronunciation. Introduction to Japanese culture and civilization. Students must plan for one additional hour and individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

**JPN 1B (3)
ELEMENTARY JAPANESE**

3 Hrs. Lec. 1 Hr. Lab.
Prerequisite: JPN 1A. A continuation of JPN 1A stressing the further development of the four basic skills, grammar, pronunciation, and cultural awareness. Students must plan for one additional hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

JOURNALISM

**JRN 1 (3)
INTRODUCTION TO JOURNALISM**

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2B or Engl 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)

**JRN 2ABC (4-4-4)
NEWSPAPER PRODUCTION**

3 Hrs. Lec. 2 Hrs. Lab.
Recommended Preparation: Jrn 1. 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 10ABC (3)
CAREER JOURNALISM**

3 Hrs. Lec. 2 Hrs. Lab.
The course focuses on the newspaper as a vehicle for communication. Students study the basic components of print journalism including types of articles, writing styles, interview techniques and ethics. The student will prepare varied news stories with speed and accuracy and analyze news sources. Interviewing techniques will be applied to specific reporting situations covering campus and community functions. The student will prepare these articles for publication in the Imperial Valley Press. (CSU)

**LEGAL 21 (3)
RESEARCH AND CRIMINAL LAW**

3 Hrs. Lec.
This course consists of two modules. The first is Legal Research and the second is Criminal Law. The Legal Research Module covers the traditional and basic methods of legal research, sources of applicable statutory law and case law information to include the use of Shepard's Citations, Lexis and Westlaw computerized legal search systems. The Criminal Law Module covers definitions, description and discussion of crimes, criminal liability, defenses, Pre-Trial Motions, Pre-Trial Discovery, Witnesses, and Post-Trial Proceedings. (CSU)

**LEGAL 22 (3)
CIVIL PROCEDURES AND FAMILY LAW**

3 Hrs. Lec.
Course consists of two Modules. The first is Civil Procedure and the second is Family Law. The Civil Procedure Module covers theory, concept, rules, types of Evidence, proving Prima Facie Cases, rules governing witness testimony, federal and state court systems, procedure for the removal of State Court Actions for transfer to the Federal Court System, initiation of Federal and State Court Actions, remedies available under Law and Equity, Alternative Dispute Resolution Methods, drafting and filing Complaints, Answers, Counterclaims, Pre-Trial Motions, and In-Court Trial Procedures. The Family Law Module covers Elements of Marriage under the Law, Common Law marriage, relationships that can exist when one party enters into an invalid marriage, antenuptial agreements, dissolution of marriage, child-support rights, division of Community Property in Community and Non-Community Property States, and the Uniform Child custody Jurisdiction Act. (CSU)

**LEGAL 23 (3)
CIVIL DISCOVERY AND TORTS**

3 Hrs. Lec.
This course consists of two Modules. The first is Civil Discovery and the second is Torts. The Civil Discovery Module discusses the purpose of Discovery, Devises used in Discovery, Scope of Discovery, Deposition Process, Categories of Information that can be obtained via Interrogatories, drafting Interrogatories, addressing objections, handling answers to Interrogatories, and how Discovery Rights can be enforced. The second Module covers Categories of Torts, Definition of words, phrases, and terms related to Tort Law, the elements of Negligence, Tort Actions is survival and wrongful death, causes of action of Product Liability, Defenses that can be raised in Product liability Cases, Warranties, Intentional Torts, Torts connected with Land, Business Torts, Doctrine of strict Liability, and Privilege, Immunity, and Consent in Reference to Tort Liability. (CSU)

**LEGAL 24 (3)
CORPORATIONS AND BANKRUPTCY**

3 Hrs. Lec.
Course consists of two Modules. The first is Corporations and the second is Bankruptcy. The Corporations Module covers the characteristics, classification, advantages and disadvantages of Corporations, the statutes related to Close Corporations, nature of Sub-Chapter S Corporations, purpose of a Professional Corporation, legal process of incorporation, the various classes of corporate stock. Also discussed are partnership, syndicates, and joint ventures, procedures for forming a partnership, limited partnership, nature and advantages and disadvantages of a Limited Liability Company. The Bankruptcy Module covers the nature and purpose of Bankruptcy, basic differences between Federal Bankruptcy and State Debtor-Creditor Law, Bankruptcy Statutes, various chapters of the Bankruptcy Code, general forms of Bankruptcy relief, duties of the Bankruptcy Trustee in keeping with the various chapters. Also covered are the initiation, filing and technical aspects of voluntary bankruptcy, initiation and technical aspects of an involuntary bankruptcy under Chapter 7 and 11, exempt property, setoffs, fraudulent transfers, property transfers after filing bankruptcy, the effect of Bankruptcy on unsecured claims leases, executory contracts, obligations that are discharged by bankruptcy, Chapter 11 and 13 Bankruptcy proceedings and Bankruptcy documentation. (CSU)

**LEGAL 25 (3)
REAL ESTATE LAW FOR LEGAL ASSISTANTS**

3 Hrs. Lec.
Course consists of one Module. It covers origins of Property Law, source fo Law, definitions of technical terms in reference to Law, court actions that are available under Law and Equity, Federal and State Court Systems, definition of terms in reference to Property, Property Rights, components that are part of land, classification of Estates, elements of Real Estate Contracts, Role and compensation of Real Estate Brokers, technical aspects of a Real Estate Purchase Contract and Receipt for Deposit, Agency Law, methods of acquisition and transfer of title to Real Property, types and forms of Deeds, purpose and use of Escrows, duties and responsibilities of Escrow Agents, creation and types of Liens, Homesteads, purpose of Title Insurance, Restrictions placed on land use, technical description of land, investment regulation affecting real property, Easements, Enroachments, Nuisances, and the technical aspects of leases. (CSU)

**LEGAL 26 (3)
WILLS, TRUSTS, PROBATE
AND ESTATE ADMINISTRATION**

3 Hrs. Lec.
Course covers definition of technical terms used in probate, trusts and estate administration, sources of law relating to wills, trusts, and estate administration, types and forms of property and property ownership, the specific duties of probate Legal Assistant, rules and general patterns of succession under the UPC, the effect of prior transactions on intestate succession, process for determining validity of wills and the basic requirements of a valid will, various types of wills authorized by Law, papers and other evidences that are components of a will, preparation and execution of a formal attested will, revocation of wills, disposition of property under will, methods for settling a decedent's estate, informal estate proceedings under the UPC, specific tasks performed by a legal Assistant in formal estate administration, procedures for payment of decedent's debts and claims, special proceedings in probate, preparation and filing of tax returns,

procedural requirements of formal accountings, role of Legal Assistant in the distribution of testate estates, nature and administration of trusts, guardianships, and conservator ships, and the professional responsibilities of a Probate Legal Assistant. (CSU)

LIBRARY TECHNICIAN

**LIBRY 51 (3)
INTRODUCTION TO LIBRARY SERVICE**

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2A and Engl 12A and CIS 23 or familiarity with the use of a personal computer. An introduction to all types of libraries and their organization. This course is designed for students interested in employment as library technicians. Basic philosophy, policies, terminology, procedures, tools, techniques, and services and current trends in today's library will be covered. (CSU)

**LIBRY 52 (3)
LIBRARY TECHNICAL SERVICES**

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2A and Engl 12A and completion of LIBRY 51. An introduction to the various tasks in the technical services area of a library, including the acquisition and processing of new library materials, cataloging and classification of materials, and the impact of computers and networking on technical services. (Nontransferable, AA/AS degree only)

**LIBRY 53 (3)
LIBRARY PUBLIC SERVICES**

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2A and Engl 12A and completion of LIBRY 51. This course covers the role and philosophy of public services in a library environment. Topics will include the public service function in different types of libraries, computers and the library, library instruction, interlibrary loan, circulation services, reserve services, special collections, serials services, government information, public relations, and security issues. (Nontransferable, AA/AS degree only)

**LIBRY 54 (3)
INTRODUCTION TO MEDIA SERVICES**

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2A and Engl 12A and completion of LIBRY 51. This course will cover the provision and utilization of media services in the library setting. Included will be the history and philosophy of media services, operation of various types of media equipment, scheduling, tracking, troubleshooting and the minor repair of media equipment. Acquisition of rental material will also be covered. (Nontransferable, AA/AS degree only)

**LIBRY 56 (3)
INFORMATION AND REFERENCE SERVICES**

3 Hrs. Lec.
Recommended Preparation: Eligibility for Engl 2A and Engl 12A and completion of LIBRY 51. This course will cover the range of information and reference services offered in libraries. Topics will include the reference interview, bibliographic control, organization of information, search strategies, electronic reference services, trends in reference, library instruction, staff training and development, evaluation of reference services, organization and management of reference and information services, various types of reference materials and a philosophy of service. (Nontransferable, AA/AS degree only)

MATHEMATICS

New Students

New students are expected to complete the assessment process in math, culminating in the required counseling interview. Placement recommendations for enrollment in math classes will be made at the time of the counseling interview.

Continuing Students

When enrolled in a math course, students must earn a grade of "C" or higher in order to advance to the next course level in the sequence.

**MATH A (3)
INTERMEDIATE ALGEBRA**

3 Hrs. Lec.
Recommended Preparation: Appropriate placement recommendation or Math X with a grade of "C" or higher. 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. (Nontransferable, AA/AS degree only)

**MATH X (3)
BEGINNING ALGEBRA**

3 Hrs. Lec.
Recommended Preparation: Appropriate placement recommendation or Math 51 with a grade of "C" or higher. A one-semester course which covers the material generally included in a full year high school algebra course. (Nontransferable, AA/AS degree only)

SPECIAL NOTE: Mathematics courses 51, X, 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) (CAN MATH 16)
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, exponential, logarithmic, and trigonometric functions, the complex numbers, theory of equations, and systems of equations. (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 credit limited. See a counselor.)

**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 5 (3) (CAN MATH 24)
ELEMENTARY DIFFERENTIAL EQUATIONS**

3 Hrs. Lec.
Prerequisite: Math 3B. First order differential equations with applications. Linear differential equations of higher order. Applications of second order differential equations, differential equations with variable coefficients, Laplace transforms. (CSU, UC)

**MATH 6 (3) (CAN MATH 26)
INTRODUCTION TO LINEAR ALGEBRA WITH APPLICATIONS**

3 Hrs. Lec.
Prerequisite: Math 3A. A first course in linear algebra intended for students majoring in mathematics, the physical sciences, engineering or business. Topics included are: systems of linear equations, matrices and determinants, vector spaces, linear transformations, eigenvalues and eigenvectors, and selected applications. (CSU, UC)

**MATH 10A (3) (CAN MATH 4)
MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS**

3 Hrs. Lec.
Prerequisite: Math A. 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. (CSU) (UC credit limited. See a counselor.)

**MATH 10B (3)
MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS**

3 Hrs. Lec.
Prerequisite: Math A. Recommended for students who are working towards a teaching credential in elementary education. Topics discussed are decimals and percents, geometry, geometric constructions, rotations, translations, measurements and problem solving. **Math 10B may be taken before Math 10A.** (CSU) (UC credit limited. See a counselor)

**MATH 12 (3) (CAN STAT 2)
INTRODUCTORY STATISTICS WITH APPLICATIONS**

3 Hrs. Lec.
Prerequisite: Math A. Recommended Preparation: Engl 1A or Engl 11. 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, ANOVA, linear regression and Chi-square analysis. (CSU, UC)

**MATH 15 (4) (CAN MATH 34)
INTRODUCTORY CALCULUS WITH APPLICATIONS**

4 Hrs. Lec.
Prerequisite: Math A. 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. (CSU) (UC credit limited. See a counselor.)

**MATH 47 (3)
PROGRAMMING IN FORTRAN**

3 Hrs. Lec.
Recommended Preparation: Math A. A practical course covering the fundamentals of Fortran Programming Language as adapted to a variety of different applications. (CSU, UC)

**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. (Nontransferable, nondegree applicable)

**MATH 58 (3) (CAN CSCI 12)
COMPUTER PROGRAMMING IN PASCAL**

3 Hrs. Lec.
Recommended Preparation: Math A. Introduction to machine data organization. Design and analysis of algorithms, flowcharts and complete programs. Emphasis will be placed on the structured aspects of programming. (CSU, UC)

**MATH 60 (1)
MATHLAB**

2 Hrs. Lab.
Corequisite: DSPS 50, Math 51 or Math X. Designed for the student needing additional help and/or personal instruction. (Nontransferable, nondegree applicable)

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 credit limited. See a counselor.)

**MUS 8A (2)
BEGINNING MUSICIANSHIP**

2 Hrs. Lec.
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.
Continuation of Mus 8A. (CSU, UC)

**MUS 8C (2)
INTERMEDIATE MUSICIANSHIP**

2 Hrs. Lec.
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.
A continuation of Mus 8C. (CSU, UC)

**MUS 9A (3)
BEGINNING HARMONY**

3 Hrs. Lec.
Sight-singing, dictation and keyboard harmony. Traditional diatonic harmony, four-voice writing, analysis. (CSU, UC)

**MUS 9B (3)
BEGINNING HARMONY**

3 Hrs. Lec.
A continuation of Mus 9A. (CSU, UC)

**MUS 9C (3)
INTERMEDIATE HARMONY**

3 Hrs. Lec.
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.
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)

**MUS 10B (1)
BEGINNING GROUP PIANO II**

1 Hr. Lec. 2 Hrs. Lab.
A continuation of Mus 10A. (CSU, UC)

**MUS 11A (1)
INTERMEDIATE GROUP PIANO I**

1 Hr. Lec. 2 Hrs. Lab.
A course structured for those students who have attained the performance skill competencies required in Beginning Group Piano. (CSU, UC)

**MUS 11B (1)
INTERMEDIATE GROUP PIANO II**

1 Hr. Lec. 2 Hrs. Lab.
A continuation of Mus 11A. (CSU, UC)

**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 transportation. (CSU, UC)

**MUS 13 (1)
INTERMEDIATE CLASS GUITAR**

1 Hr. Lec. 2 Hrs. Lab.
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)

**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)

**MUS 15B (1)
BEGINNING CLASS VOICE**

1 Hr. Lec. 2 Hrs. Lab.
A continuation of Mus 15A. (CSU, UC)

**MUS 16 (1)
INTERMEDIATE CLASS VOICE**

1 Hr. Lec. 2 Hrs. Lab.
A continuation of Mus 15B. (CSU, UC)

**MUS 17ABCD (1-1-1-1)
CHAMBERSINGERS**

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)

**MUS 18ABCD (1-1-1-1)
CHAMBER ORCHESTRA**

2 Hrs. Lec. 1 Hr. Lab.
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)

**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)

**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)

**MUS 25ABCD (1-1-1-1)
STAGE BAND**

2 Hrs. Lec. 1 Hr. Lab.
A performance ensemble specializing in the literature of the stage and jazz band tradition. 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)

**MUS 26ABCD (1-1-1-1)
REHEARSAL AND PERFORMANCE**

3 Hrs. Lab.
Enrollment contingent upon participation in campus major musical production. Maximum credit, 1 unit per semester for four semesters. Hours to be arranged. (CSU, UC)

**MUS 27ABCD (1-1-1-1)
CONCERT BAND**

2 Hrs. Lec. 1 Hr. Lab.
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)

**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)

**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)

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
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)

**MUS 33ABCD (1-1-1-1)
SYMPHONY ORCHESTRA**

2 Hrs. Lec. 1 Hr. Lab.
The study and performance of literature for full symphony orchestra in a wide variety of styles. Performances in local communities and on campus are required. (CSU, UC)

**MUS 34ABCD (1-1-1-1)
PEP BAND**

4 Hrs. Lab.
This course will provide music students with an understanding of the ways music fills symbolic and ceremonial needs of society together with procedures and processes appropriate to maintaining music organizations focused upon meeting those needs. (CSU)

**MUS 64ABCD (1-1-1-1)
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)

NATURAL SCIENCE**N 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 Astr 1. (Nontransferable, AA/AS degree only)

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 Semester I, II and III of the nursing curriculum as outlined on pages 132 and 133 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 131 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 in 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 Engl 1A.
4. A minimum GPA 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.

Licensed Vocational Nurses who have completed the Imperial Valley College Nursing Program may, after one year of employment as an LVN, complete the general requirements for Registered Nurse and then enroll in the fourth semester nursing classes. Specific details regarding transition from Vocational Nurse status to Registered Nurse status are available in the Nursing Office.

Progression Policies

1 - The required nursing and general education courses outlined on pages 131 - 133 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 those pages 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. Psych 1A & Psych 35 taken more than ten years ago must be repeated.

4 - Nursing courses may be repeated one time. If a student is unsuccessful a second time, he/she must reapply to the program.

All Nursing (NURS) classes except NURS 2C & NURS 3C are nine-week classes. NURS 2C & NURS 3C are semester classes. In addition, students are expected to schedule skills laboratory practice time.

**NURS 1A (R) (4)
INTRODUCTION TO PATIENT CARE I
2 Hrs. Lec. 6 Hrs. Lab.**

Prerequisites: HT 3, 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)

**NURS 1A (V) (4)
INTRODUCTION TO PATIENT CARE I
2 Hrs. Lec. 6 Hrs. Lab.**

Prerequisites: HT 3, 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)

**NURS 1B (R) (4)
INTRODUCTION TO PATIENT CARE II
2 Hrs. Lec. 6 Hrs. Lab.**

Prerequisite: NURS 1A(R), NURS 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 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)

**NURS 1B (V) (4)
INTRODUCTION TO PATIENT CARE II
2 Hrs. Lec. 6 Hrs. Lab.**

Prerequisite: NURS 1A(V), NURS 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)

**NURS 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 NURS 1B (R). (CSU)

**NURS 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 Nursing 1B (V). (CSU)

**NURS 2A (R) (5.5)
THE MATERNITY CYCLE
2.5 Hrs. Lec. 9 Hrs. Lab.**

Prerequisite: NURS 1B (R), NURS 3C (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)

**NURS 2A (V) (5.5)
THE MATERNITY CYCLE
2.5 Hrs. Lec. 9 Hrs. Lab.**

Prerequisite: NURS 1B (V), NURS 3C (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)

**NURS 2B (R) (5.5)
COMMON HEALTH PROBLEMS I
2.5 Hrs. Lec. 9 Hrs. Lab.**

Prerequisite: NURS 2A (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 respiratory, reproductive and special senses 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)

**NURS 2B (V) (5.5)
COMMON HEALTH PROBLEMS I
2.5 Hrs. Lec. 9 Hrs. Lab.**

Prerequisite: NURS 2A (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 respiratory, reproductive and special senses 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)

**NURS 2C (R) (2)
PHARMACOLOGY II
2 Hrs. Lec.**

Prerequisite: NURS 1B (R), NURS 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)

**NURS 2C (V) (2)
PHARMACOLOGY II
2 Hrs. Lec.**

Prerequisite: NURS 1B (V), NURS 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)

**NURS 3A (R) (6.5)
COMMON HEALTH PROBLEMS II
2.5 Hrs. Lec. 12 Hrs. Lab.**

Prerequisite: NURS 2A (R), NURS 2C (R), and NURS 2B (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, cardiovascular, 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)

**NURS 3A (V) (6.5)
COMMON HEALTH PROBLEMS II
2.5 Hrs. Lec. 12 Hrs. Lab.**

Prerequisite: NURS 2A (V), NURS 2C (V), and NURS 2B (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, cardiovascular, 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)

**NURS 3B (R) (6.5)
COMMON HEALTH PROBLEMS III
2.5 Hrs. Lec. 12 Hrs. Lab.**

Prerequisite: NURS 2A (R), NURS 2C (R), NURS 2B (R), and NURS 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 neurological, integumentary, 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)

**NURS 3B (V) (6.5)
COMMON HEALTH PROBLEMS III
2.5 Hrs. Lec. 12 Hrs. Lab.**

Prerequisite: NURS 2A (V), NURS 2C (V), NURS 2B (V), and 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 Nursing 3B. The concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The patho-physiology, treatment, and nursing management of common dis-orders involving the neurological, integumentary, 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)

**NURS 3C (R) (2.5)
PATIENT CARE MANAGEMENT AND CRITICAL THINKING
2.5 Hr. Lec.**

Prerequisite: Admissions to the nursing program or permission of the instructor. To be taken concurrent with NURS 1A (R). An overview of the leadership and management process as it relates to management of patient care is presented. Clinical application is integrated into NURS 3A (R), NURS 3B (R) and all subsequent nursing courses. (CSU)

**NURS 3C (V) (2.5)
PATIENT CARE MANAGEMENT AND CRITICAL THINKING
2.5 Hr. Lec.**

Prerequisite: Admissions to the nursing program or permission of the instructor. To be taken concurrent with NURS 1A (V). An overview of the leadership and management process as it relates to management of patient care is presented. Clinical application is integrated into NURS 3A (V), NURS 3B (V) and all subsequent nursing courses. (CSU)

**NURS 4A (R) (3.5)
COMMON HEALTH PROBLEMS IV
2 Hrs. Lec. 4.5 Hrs. Lab.**

Prerequisite: NURS 3A (R), NURS 3B (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)

**NURS 4B (R) (5.5)
ADVANCED NURSING
2 Hrs. Lec. 10.5 Hrs. Lab.**

Prerequisite: NURS 4A (R), NURS 4C (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)

**NURS 4C (R) (1)
NURSING TRENDS
1 Hr. Lec.**

Prerequisite: NURS 3A (R), NURS 3B (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 NURS 4B. Upon successful completion of NURS 4B and NURS 4C, the student is eligible to write the examination for Registered Nurse. (CSU)

**NURS 5 (1-3)
NURSING: TRANSITION COURSE
1-3 Hrs. Lec.**

Prerequisite: Completion of advanced placement requirements or permission of the 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)

**NURS 6 (1)
NURSING: TRANSITION COURSE
1 Hr. Lec.**

Prerequisite: Completion of advanced placement requirements and admission to the Nursing Program. This course is designed to prepare the health assistant to obtain advanced placement into the vocational nursing program. Course content includes the nursing process and nursing care plans. A skills laboratory component is included. (Nontransferable, AA/AS degree only)

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 know-ledge and maintain their competency. (Same as HA/VN 37) (CSU)

**RN 38 (3)
HOME HEALTH NURSING
1.5 Hrs. Lec. 4.5 Hrs. Lab.**

Prerequisite: ADN graduate or licensed RN. Addresses opportunities and challenges in home care through didactic and clinical experiences. Topics include current issues of reimbursements and regulations, roles and responsibilities of the home health nurse, documentation, quality assurance, interpersonal aspects, risk management and future trends in home health nursing. (CSU)

**RN 40 (2)
INTRAVENOUS THERAPY TECHNIQUE
2 Hrs. Lec.**

Prerequisite: Permission of the instructor. A course of instruction in intravenous therapy which includes fluid solutions of electrolytes, nutrients, vitamins, blood and blood products. (Same as VN 40) (CSU)

**RN 41 (3)
PHYSICAL ASSESSMENT SKILLS
3 Hrs. Lec.**

Prerequisite: Permission of the instructor. Class is limited to fifteen (15) students. This course is designed to delineate assessment parameters and variations common to the adult patient. Students will be given the opportunity to learn how to make rapid, accurate patient assessments. They will identify and discuss common findings, observe assessment techniques and do return demonstrations. Individuals who wish to improve their physical assessment skills are the focus of this course. (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 HA/RN 37) (CSU)**

**VN 40 (2)
INTRAVENOUS THERAPY TECHNIQUE
2 Hrs. Lec.
(Same as RN 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

**NUTR 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)

**NUTR 2 (3) (CAN H EC 2)
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)

**NUTR 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. (Nontransferable, AA/AS degree only)

NUTR 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. (Nontransferable, AA/AS degree only)

NUTR 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)

NUTR 6A (3)
FIELD EXPERIENCE-DIETARY MANAGER**1 Hr. Lec. 4 Hrs. Lab.**

Prerequisites: NUTR 1, 2, 3, and 4. Permission of the instructor. Supervised field experience in a dietary on-the-job setting at a health care facility. (Nontransferable, AA/AS degree only)

NUTR 6B (3)
FIELD EXPERIENCE-SCHOOL FOOD SERVICES MANAGER**1 Hr. Lec. 4 Hrs. Lab.**

Prerequisites: NUTR 1, 2, 3, and 4. Permission of the instructor. Supervised field experience in a dietary on-the-job setting at a school food facility. (Nontransferable, AA/AS degree only)

NUTR 7 (3)
INTRODUCTION TO HOSPITALITY INDUSTRY**2 Hrs. Lec. 2 Hrs. Lab.**

Prerequisites: 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)

NUTR 8 (3)
MENU PLANNING AND PURCHASING**3 Hrs. Lec.**

Prerequisites: 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. (Nontransferable, AA/AS degree only)

PHILOSOPHY**PHIL 1A (3)** (CAN PHIL 2)
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) (CAN PHIL 4)
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**PHOT 5AB (3)**
PHOTOGRAPHY**2 Hrs. Lec. 2 Hrs. Lab. TBA**

The basic theory, techniques, and skills of photography. An in-depth study of the camera, black and white film processing, printing, lighting techniques, presentation, and exhibition. Emphasis is placed on control of universally used processes, tools and materials with self-determination in choice of subject matter. (For the assignments the students will provide an adjustable camera, film, paper and basic processing equipment.) (CSU)

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 6ABCD (2-2-2-2)
LIFEGUARD TRAINING/ADVANCED LIFESAVING**1.5 Hrs. Lec. 1.5 Hrs. Lab.**

Prerequisites: Swim 500 yards continuously using each of the following strokes for a minimum of at least 50 yards each: crawl, breast stroke, elementary back stroke, and side stroke. Surface dive to a minimum depth of 9 feet and bring a 10 lb. weight up to the surface. Surface dive to a minimum depth of 5 feet and swim a minimum of 15 yards under water. Advanced swimming and survival skills and techniques of Lifeguard Training and Advanced Lifesaving. This course meets the aquatic skills required for the American Red Cross Lifeguard Training and Advanced Lifesaving courses. (CSU) (UC credit limited. See a counselor.)

PE 7ABCD (2-2-2-2)
WATER SAFETY INSTRUCTOR TRAINING**1 Hr. Lec. 2 Hrs. Lab.**

Prerequisite: Lifeguard Training Certificate and/or Advance Lifesaving for the W.S.I. Certificate. A course designed to acquaint the student with the basic principles of being an aquatic instructor in the areas of infant and preschool children, progressive swimming course in the following levels: A. Beginners; B. Advanced Beginners; C. Intermediate; D. Swimmers; E. Advanced Swimmers as well as the methods for teaching Basic Water Safety in addition to Emergency Water Safety. (CSU) (UC credit limited. See a counselor.)

PE 8ABCD (1-1-1-1)
WEIGHT TRAINING, WOMEN**2 Hrs. Lab.**

A course designed to present the basic fundamentals of weight training such as the weight apparatus, proper lifting techniques and basic knowledge of specific muscle groups. Equips the students with a variety 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 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 13AB (1)
ADVANCED TENNIS, COED**2 Hrs. Lab.**

Recommended Preparation: PE 12AD. 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)
ADVANCED VOLLEYBALL, COED
2 Hrs. Lab.

Recommended Preparation: Completion of four semesters of PE 11AD and demonstrate competency in advanced skills. Continuation of PE 11AD. More advanced volleyball skills. More emphasis on tournament play and advanced strategy. More emphasis will be placed on spiking and blocking. (CSU) (UC credit limited. See a counselor.)

PE 15ABCD (1-1-1-1)
ADVANCED PHYSICAL FITNESS, COED
2 Hrs. Lab.

Recommended Preparation: Completion of four semesters of PE 17AD and/or PE 3AD. Advanced instruction in weight training and body building practice and techniques. Emphasis placed on maximum development with more time devoted to individual programs of proper exercise and nutrition. (CSU) (UC credit limited. See a counselor.)

PE 16ABCD (1-1-1-1)
LIFETIME FITNESS
2 Hrs. Lab.

This course is designed to equip students with the ability to engage in a lifetime fitness program. The course will focus on five areas: cardiovascular endurance, weight control, strength, flexibility, and relaxation. (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 19ABCD (1-1-1-1)
ADVANCED GOLF, COED
2 Hrs. Lab.

Recommended Preparation: PE 18AD. Advanced training in strokes with irons, woods, and putters; includes rules of the game and emphasis on strategies and tournament play. (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.

Recommended Preparation: Prior competitive background. 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 25A (2)
LIFETIME EXERCISE SCIENCE
1 Hr. Lec. 2 Hrs. Lab.

This course is designed to emphasize a comprehensive understanding of the entire scope of the fitness for life process. The student will be equipped to assess their present fitness status; with the ability to write a personalized fitness program; and engage in that fitness program. The course will focus on five areas: cardiovascular endurance, weight control, strength, flexibility, and relaxation. (CSU, UC)

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 27ABCD (1-1-1-1)
STEP AEROBICS, COED
2 Hrs. Lab.

Step aerobics involves stepping up and down from a 4 to 12 inch bench, while performing various upper body movements to the accompaniment of music. This course is a simple introduction to basic steps, leading to simple patterns of step choreography. Offers cardiovascular conditioning and strength training. (CSU) (UC credit limited. See a counselor.)

PE 28ABCD (2-2-2-2)
DANCE THEATER, COED
3 Hrs. Lab. 1 Hr. by arrangement

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)

PE 29ABCD (1-1-1-1)
JAZZ DANCE, COED
2 Hrs. Lab.

A study of syncopated movement. (CSU, UC)

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.
10 Hrs. Lab.

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. 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.
10 Hrs. Lab.

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. 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 35 AD (1.5)
IN SEASON CONDITIONING FOR ATHLETES
3 Hrs. Lab.

This course is designed to help athletes maintain top physical condition throughout the competitive season. Emphasis will be placed on sustaining high levels of speed, cardiovascular endurance, strength, and flexibility. A wide variety and combination of activities will be utilized to help athletes avoid injuries and perform at optimum levels. (CSU)

PE 36 AD (1.5)
PRE-SEASON CONDITIONING FOR ATHLETES
3 Hrs. Lab.

This course is designed to prepare athletes for the competitive season. Emphasis will be placed on the development of speed, cardiovascular endurance, strength, and flexibility. A wide variety and combination of activities will be utilized to help athletes to workout with sport specific exercise programs. (CSU)

PE 38AB (2-2)
INTERCOLLEGIATE TENNIS AND P.E.
10 Hrs. Lab.

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Open to both men and women. (CSU) (UC credit limited. See a counselor.)

PE 40ABCD (2-2-2-2)
SYNCHRONIZED SWIMMING
4 Hrs. Lab.

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.
10 Hrs. Lab.

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.
10 Hrs. Lab.

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. 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.
10 Hrs. Lab.

Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. 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 44ABCD (1-1-1-1)**SELF-DEFENSE**
2 Hrs. Lab.

A study of the art of self-defense through boxing, wrestling and elements of martial arts as it relates to self-defense. (CSU) (UC credit limited. See a counselor.)

**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.**

Recommended Preparation: 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 54AB (2)
THEORY OF VOLLEYBALL
2 Hrs. Lec.**

This course is recommended for physical education majors, recreation majors, and potential coaches. History of the game, rules, coaching techniques, offensive and defensive strategies, practice organization, and possible future trends in volleyball will be offered. (CSU) (UC credit limited. See a counselor.)

**PE 55AB (2)
THEORY OF SOFTBALL
2 Hrs. Lec.**

This course is recommended for physical education majors, recreation majors, and potential coaches. History of the game, rules, coaching techniques, practice organization, strategies and theories, and possible future trends in softball will be offered. (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.**

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)

**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 women. (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.)

**PE 63 (3)
THE HISTORY AND APPRECIATION OF DANCE
3 Hrs. Lec.**

Foundations of dance in western civilization. Dance as art, therapy, ritual and social discourse. Analysis of dance in film, video, and live performance. Appreciation for artistic intent, technique and style. (Same as Hum 21) (CSU, UC)

PHYSICS

**PHYS 4A (5) (CAN PHYS 8)
GENERAL PHYSICS
3 Hrs. Lec. 4 Hrs. Lab.**
Prerequisite: Credit for or concurrent enrollment in Math 3A. This course is designed to give an understanding of the fundamental principles of physics in the area of mechanics. (CSU, UC)

**PHYS 4B (5) (CAN PHYS 12)
GENERAL 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 areas of electricity, magnetism, atomic, and nuclear physics. (CSU, UC)

**PHYS 4C (5) (CAN PHYS 14)
GENERAL 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 areas of waves, heat, light, relativity, quantum mechanics and atomic physics. (CSU, UC)

**PHYS 10 (4) (CAN PHYS 2)
INTRODUCTION TO PHYSICS FOR HEALTH PROFESSIONS
3 Hrs. Lec. 3 Hrs. Lab.**
Elementary mechanics, fluids, sound, electricity, and optics. For students requiring physics for health professions. Does not apply toward a major in general science or physical science. (CSU)

PHYSIOLOGY

**PHYSIO 1 (4) (CAN BIOL 12)
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. 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.

**PIPE 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. (Nontransferable, nondegree applicable)

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. (Nontransferable, nondegree applicable)

POLITICAL SCIENCE

**POL S 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 Pol S 2 or Hist 17A will meet graduation requirements in American Institutions. (CSU, UC)

**POL S 2 (3) (CAN GOVT 2)
AMERICAN GOVERNMENT AND POLITICS
3 Hrs. Lec.**

The origin, development and operation of local, state and national political institutions within the United States emphasizing the contemporary functions of the American political system. This course and either Pol S 1 or Hist 17B will meet graduation requirements in American Institutions. May be taken before Pol S 1. (CSU, UC)

**POL S 3 (3)
COMPARATIVE POLITICS
3 Hrs. Lec.**

Recommended Preparation: Pol S 1 or Pol S 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)

**POL S 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)

PSYCHOLOGY

PSYCH 1A (3) (CAN PSY 2)
INTRODUCTION TO PSYCHOLOGY
3 Hrs. Lec.

Recommended Preparation: Twelfth grade reading level highly recommended. An introduction to the study of human behavior and cognition. Includes consideration of many of the major topics in psychology including, but not limited to, the biology of behavior, learning, human development, sleep and consciousness, personality, mental disorders and therapy, and social processes. (CSU, UC)

PSYCH 1B (3)
LEARNING
3 Hrs. Lec.

Recommended preparation: Successful completion of Psych 1A strongly recommended and the twelfth grade reading level highly recommended. This course will explore the role of learning in the adaptation 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 1H (1)
INTRODUCTION TO PSYCHOLOGY - HONORS
1 Hr. Lec.

Prerequisite: Current test grades of B or better in Psych 1A. Corequisite: Concurrent enrollment in Psych 1A. This course involves supervised research in the field of psychology. The research may be library research on a topic approved by the instructor, or it may be done in a laboratory or field situation. The experiment or survey must be presented in an organized and formal manner as explained by the instructor. The research paper is to be in addition to any written work required in Psych 1A. (CSU, UC)

PSYCH 2 (3) (CAN PSY 10)
BIOLOGICAL PSYCHOLOGY
3 Hrs. Lec.

Recommended Preparation: Successful completion of Psych 1A strongly recommended and twelfth grade reading level highly recommended. An exploration of the biological basis of human behavior. The development, structure and functions of the nervous system is thoroughly examined to provide insight into its complex relationship with human behavior, thought, and feelings. The history of neuroscience and methods of scientific inquiry are reviewed. (CSU, UC)

PSYCH 3 (3)
PSYCHOLOGY OF ADJUSTMENT
3 Hrs. Lec.

Recommended Preparation: Twelfth grade reading level strongly recommended. A study of the development of effective behaviors. Focuses on individual behavior such as self-control, stress and emotional reactions; self-image, motivation, self-deception, lifespan development and the major psychological theories, which address these behaviors. Effective group behaviors including interpersonal relationships, marriage, sex, and society are also examined. (CSU)

PSYCH 4 (3)
PSYCHOLOGY OF HUMAN SEXUALITY
3 Hrs. Lec.

A study of the psychology of Human Sexuality. Includes anatomy and physiology of sexual functions, sexual dysfunctions, sexually transmitted diseases, infertility, contemporary sexual attitudes and behaviors, sexual deviations, and controversies and implications for the individual and the society. (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 experimental approach, including emphasis upon effective behavioral alternatives in parenting, interpersonal relations, values clarification, methods for successful study, and the art of taking responsibility for one's own life. (CSU)

PSYCH 6 (3)
CURRENT ISSUES IN PSYCHOLOGY
3 Hrs. Lec.

Recommended Preparation: Psych 1A and Engl 12B. 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, UC)

PSYCH 9 (3)
INTRODUCTION TO COUNSELING
3 Hrs. Lec.

A study of the theory, process, and practice of interviewing and counseling in community service and other counseling situations. The course is designed to assist the student to gain knowledge and develop skills in order to help a client or interviewee in counseling situations. Theories of counseling and basic helping skills will be presented, demonstrated, and practiced. (Same as ADS 9) (CSU)

PSYCH 11A (3)
PRACTICUM
1 Hr. Lec. 6 Hrs. Lab. field experience per week
(Same as ADS/H REL 11A) (CSU)**PSYCH 11B (3)**
PRACTICUM
1 Hr. Lec. 6 Hrs. Lab. field experience per week
(Same as ADS/H REL 11B) (CSU)**PSYCH 14 (3)**
ABNORMAL PSYCHOLOGY
3 Hrs. Lec.

Recommended Preparation: Twelfth grade reading level highly recommended, Psych 1A, Psych 2 and Psych 3 recommended. Covers the major categories of mental disorders listed in the latest version of the *Diagnostic and Statistical Manual of Mental Disorders (DSM)*. Draws upon important contributions from various disciplines and theoretical stances. Case studies and research-based explanations are examined. Controversial topics related to mental disorder are explored. (CSU, UC)

PSYCH 15 (3)
SOCIAL AND PSYCHOLOGICAL DYNAMICS OF DRUG USE
3 Hrs. Lec.

Recommended Preparation: Psych 1A, Psych 1B, Soc 1 or Soc 17. This course views drug use behavior from a sociological and psychological perspective. It includes an analysis of factors contributing to drug use; societal influence (peer group and the family), and personal psychodynamics and development. It encompasses illegal drug use as well as legal drug use, particularly of alcohol. Potential solutions and preventive methods which could be of practical value to parents and various professional and semi-professional workers will be addressed. (Same as ADS/Soc 15) (CSU)

PSYCH 16 (3)
THE PSYCHOLOGY OF INTERPERSONAL RELATIONSHIPS
3 Hrs. Lec.

An exploration of the dynamics of interpersonal relationships. Starting, developing, understanding, and improving one's relationships with self and others will be the focus of this course. Topics will include love, jealousy, acceptance, listening skills, communication skills, perception of self and others, and self-disclosure. The course involves lecture, discussion, and experiential techniques. (CSU)

PSYCH 17 (3)
SOCIAL PSYCHOLOGY
3 Hrs. Lec.

The study of how personality and behavior are influenced by the social environment. The conceptual and research focus is on the relationship between the individual and society. This course includes such topics as: self-concept and social identity, group behavior and group membership. (Same as Soc 17) (CSU, UC)

PSYCH 18 (3)
RESEARCH METHODS IN PSYCHOLOGY
3 Hrs. Lec.

Recommended Preparation: Successful completion of Psych 1A strongly recommended. This course introduces students to psychological research reports, as well as methods and critical analysis techniques that may be applied to diverse research studies and issues. (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 22 (3)
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. (CSU)

PSYCH 27 (3)
UNDERSTANDING EXCEPTIONAL STUDENTS
2 Hrs. Lec. 2 Hrs. Lab.
(Same as ECE 27/DSPS 1) (CSU)**PSYCH 30 (3)**
PSYCHOLOGY OF ADOLESCENCE
3 Hrs. Lec.

A study of human development from pre-adolescence through early and later adolescence to young adulthood. The course includes practical aspects of dealing with adolescent influences, settings and problem areas. (CSU) (UC credit limited. See a counselor.)

PSYCH 35 (3)
DEVELOPMENTAL PSYCHOLOGY: CONCEPTION TO DEATH
3 Hrs. Lec.

A study of human development from conception to death, including conception, prenatal development, infancy, toddlerhood, preschool years, middle childhood, adolescence, early adulthood, middle adulthood, later adulthood, and death. The course covers psychodynamic theories of development, current research, and major developmental tasks. (CSU) (UC credit limited. See a counselor.)

PSYCH 40 (3)
INTRODUCTION TO CRISIS COUNSELING
3 Hrs. Lec.

Recommended Preparation: 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 74ABCD (1-1-1-1)
RECREATION FOR SPECIAL GROUPS
2 Hrs. Lab.

Intensive therapeutic recreation for severely disabled persons in the community. Through repetitive instruction, the student will develop individual and group skills in recreational activities modified for their developmental disabilities. (Nontransferable, nondegree applicable)

SOCIALSCIENCE

SOCSI 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 Pol S 1, Pol S 2. (Nontransferable, AA/AS degree only)

SOCIOLOGY

SOC 1 (3) (CAN SOC 2)
INTRODUCTORY SOCIOLOGY
3 Hrs. Lec.

An introductory course to the study of society. Major ideas, concepts, and methods in the study of society to include culture, social structure, social stratification, deviance and social control, social change, and marriage in the family. (CSU, UC)

SOC 2 (3) (CAN SOC 4)
CONTEMPORARY SOCIAL PROBLEMS
3 Hrs. Lec.

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)

SOC 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, ageism, and ethnic and religious discrimination. (Same as ADS 10) (CSU, UC)

SOC 15 (3)
SOCIAL AND PSYCHOLOGICAL DYNAMICS OF DRUG USE
3 Hrs. Lec.

(Same as ADS/Psych 15) (CSU)

SOC 17 (3)
SOCIAL PSYCHOLOGY
3 Hrs. Lec.

(Same as Psych 17) (CSU, UC)

SOC 30 (3)
CRIMINOLOGY
3 Hrs. Lec.

(Same as AJ 30) (CSU)

SOC 33 (3)
MARRIAGE AND THE FAMILY
3 Hrs. Lec.

An introductory course to marriage and the family. Major ideas and concepts include: the history of love and marriage, myths and hidden realities, sex roles, singlehood and pairing, communication and conflict resolution, separation and divorce, remarriage. (CSU)

SOC 49 (3)
COMPUTERS AND SOCIETY
3 Hrs. Lec.

A general course designed to acquaint students with computers and their related social issues, such as: privacy, computer crime, the Internet, on line terrorism, and social change resulting from computer information systems. (CSU, UC)

SOC 50 (3)
HUMAN SERVICES IN A CHANGING SOCIETY
3 Hrs. Lec.

(Same as ADS 50) (CSU)

SPANISH

High School Foreign language courses may be used for the purpose of placement in the 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. 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 five units of repeated foreign language work. Students with high school language credit are strongly advised to see the instructor before enrolling.

Students who have recently studied Spanish for three years in high school are recommended to take the third semester of the college level course.

SPAN 1 (5) (CAN SPAN 2)
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.

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.

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) (CAN SPAN 4)
ELEMENTARY SPANISH
5 Hrs. Lec.

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.

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.

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) (CAN SPAN 8)
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) (CAN SPAN 10)
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.

A continuation of Span 5A. (CSU)

SPAN 20A (5)
BILINGUAL SPANISH
5 Hrs. Lec.

Prerequisite: 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.

Continuation of Span 20A. Emphasis on the conditional and the subjunctive forms. (CSU) (UC credit limited. See a counselor.)

SPAN 23 (3)
BILINGUAL ORAL SPANISH
3 Hrs. Lec.

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)

SPAN 25 (3)
INTRODUCTION TO SPANISH AMERICAN LITERATURE
3 Hrs. Lec.

Introductory survey of representative movements, authors, and works of Spanish American literature from the Spanish Discovery to the present. Course conducted in Spanish. (CSU, UC)

SPAN 26 (3)
INTRODUCTION TO TRANSLATION AND INTERPRETATION
2 Hrs. Lec. 2 Hrs. Lab.

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 Engl 46A) (CSU, UC)

SPAN 28B (3)
THE MEXICAN AMERICAN IN LITERATURE
3 Hrs. Lec.
(Same as Engl 46B) (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 60ABC (1-1-1)
LANGUAGE LABORATORY
2 Hrs. Lab.

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. (Nontransferable, AA/AS degree only)

SPECIAL STUDIES

SPEC 51-87

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 52-55 are (CSU) (UC credit limited. See a counselor.) Courses numbered 51, 56 and 57 are (CSU). Courses numbered 81-87 are (Nontransferable, nondegree applicable).

SPEC 51 or 81 (1-3)
VOCATIONAL EDUCATION
Hours by arrangement

SPEC 52 or 82 (1-3)
HUMANITIES
Hours by arrangement

SPEC 53 or 83 (1-3)
ENGLISH
Hours by arrangement

SPEC 54 or 84 (1-3)
NATURAL SCIENCE
Hours by arrangement

SPEC 55 or 85 (1-3)
SOCIAL SCIENCE
Hours by arrangement

SPEC 56 or 86 (1-3)
BUSINESS
Hours by arrangement

SPEC 57 or 87 (1-3)
HEALTH, PHYSICAL EDUCATION AND RECREATION
Hours by arrangement

SPECIAL STUDIES - NONCREDIT

SPEC 58
SUPERVISED TUTORING

An individualized course of study in any discipline using materials available in the Learning Center. (Nontransferable, nondegree applicable)

SPEECH

SPCH 1 (3) (CAN SPCH 4)
ORAL COMMUNICATION
3 Hrs. Lec.

Recommended Preparation: Engl 2B or higher. 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.)

SPCH 2AB (3)
PUBLIC SPEAKING
3 Hrs. Lec.

Recommended Preparation: SPCH 1. A continuation of SPCH 1 with particular emphasis on organization and delivery, and study in the areas of parliamentary procedure, debate, discussion, and oral reading. Maximum credit six units. (CSU) (UC credit limited. See a counselor.)

SPCH 10 (3) (CAN SPCH 6)
ARGUMENTATION AND DEBATE
3 Hrs. Lec.

An introduction to the problems of evidence and inference, with emphasis on the application of logic to rational discussion of social problems. (CSU, UC)

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, flouridation, softening, demineralization, handling and disposal of process wastes, instrumentation, maintenance, administration, drinking water regulations, and treatment plant math. (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 7 (3)
COMPUTATIONAL PROCEDURES FOR TREATMENT PLANT OPERATOR II
3 Hrs. Lec.

Prerequisite: WT 6. 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: mathematics pertaining to waste water collection; preliminary treatment; primary treatment; secondary treatment; trickling filters; secondary clarifiers, and activated sludge. (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)

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. 4 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. 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. 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: Weld 36B. 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 75 (3)
BASIC SHOP SKILLS
3 Hrs. Lec.**

(Same as Aget/Auto T 75) (Nontransferable, AA/AS degree only)

COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience is a program of on-the-job learning experiences for students placed in a job setting. It is an approved program with goals and activities formulated with industry under the direction of the College Work Experience Coordinator and instructors assigned to teach work experience.

Employers provide work locations (work stations) and on-the-job training which has educational value for the students. The college provides the instructional component, class facilities and personnel to coordinate the program. Sixteen units of work experience education may be allowed toward graduation with the Associate Degree.

There are two kinds of Work Experience as outlined.

Occupational Work Experience is a program for students who are in a vocational major or certificate program.

General Work Experience is a program for students in any major and need not be related to a vocational major.

Employment may be on or off campus; the student may or may not receive pay. The Cooperative Education Coordinator will assist the students in obtaining job placements.

OCCUPATIONAL COOPERATIVE WORK EXPERIENCE

The Occupational Cooperative Work Experience Program is designed to coordinate on-the-job training and classroom instruction. Supervised employment is related to the occupational goal of the individual student. Employment may be on or off campus; the student may or may not receive pay. The Cooperative Education Coordinator will assist students in obtaining jobs.

Student qualifications: In order to participate in cooperative work experience education, students shall meet the following requirements:

1. Be a legal indentured or certified apprentice.
OR
2. Complete no less than seven units (summer session, one course) including cooperative work experience education.
AND
3. Have approval of the Cooperative Work Experience Education Coordinator.
4. Have occupational or education goals to which, in the opinion of the Coordinator, the cooperative work experience will contribute.
5. Pursue a planned program of cooperative work experience education which, in the opinion of the Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during the previous employment.

A maximum of sixteen units may be earned in occupational cooperative work experience, not to exceed four units each semester.

GENERAL WORK EXPERIENCE

The General Cooperative Work Experience Education Program is designed to give job information and experience to those students employed in jobs not related to coursework in school. Employment may be on or off campus; the student may or may not receive pay. The Cooperative Education Coordinator will assist students in obtaining jobs.

Student qualifications: In order to participate in Cooperative Work Experience Education, students shall meet the following requirements:

1. Complete no less than seven units (summer session, one course) including Cooperative Work Experience Education.
2. Have approval of the Cooperative Work Experience Education Coordinator.
3. Have occupational or education goals to which, in the opinion of the Coordinator, the Cooperative Work Experience Education will contribute.

4. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during the previous employment.

A maximum of six units may be earned in general cooperative work experience, not to exceed three units each semester.

The number of units received each semester for on-the-job experience will be based on the total number of hours worked each semester or summer session as follows:

Paid Work

- 4.5 Hrs of Lab/week for 1 unit - 75 Hrs per semester or session
- 8.5 Hrs of Lab/week for 2 units - 150 Hrs per semester or session
- 12.5 Hrs of Lab/week for 3 units - 225 Hrs per semester or session
- 17.0 Hrs of Lab/week for 4 units - 300 Hrs per semester or session

Volunteer Work

- 3.5 Hrs of Lab/week for 1 unit - 60 Hrs per semester or session
- 7.0 Hrs of Lab/week for 2 units - 120 Hrs per semester or session
- 10.0 Hrs of Lab/week for 3 units - 180 Hrs per semester or session
- 13.5 Hrs of Lab/week for 4 units - 240 Hrs per semester or session

A maximum of six units may be earned in general work experience.

A maximum of sixteen units may be earned in occupational cooperative work experience, not to exceed four units each semester.

**WEGEN 80ABCD (1-1-1-1)
WORK EXPERIENCE COORDINATING CLASS
1 Hr. Lec.
(Same as WEOCC 80AD) (CSU)**

**WEGEN 81ABC (1-3, 1-3, 1-3)
GENERAL WORK EXPERIENCE (Parallel Plan)
Paid Work: 4.5-12.5 Hrs. Lab.
Volunteer Work: 3.5-10.0 Hrs. Lab.**

Corequisite: Must be taken in conjunction with WEGEN/WEOCC 80AD. A program of on-the-job learning experiences designed to assist the student in developing occupational effectiveness. Placement need not be related to a vocational or occupational major. One unit of credit is earned for each 60 hours of volunteer work or 75 hours of paid work, with a maximum of three units per semester. During each semester a student must complete a minimum of 7 units, including work experience. May be repeated a maximum of three times for a total of six units. (CSU)

**WEOCC 80ABCD (1-1-1-1)
WORK EXPERIENCE COORDINATING CLASS
1 Hr. Lec.**

Corequisite: Must be taken in conjunction with WEGEN 81AD OR WEOCC 82AD. A companion course related to WEGEN 81AC or WEOCC 82AD. A review of factors relating to or contributing to job success, including motivation, attitude, human relations, leadership, personal and group relationships and behavior. May be repeated for a total of four units. (Same as WEGEN 80AD) (CSU)

**WEOCC 82ABCD (1-4, 1-4, 1-4, 1-4)
OCCUPATIONAL WORK EXPERIENCE (Parallel Plan)
Paid Work: 4.5-17.0 Hrs. Lab.
Volunteer Work: 3.5-13.5 Hrs. Lab.**

Corequisite: Must be taken in conjunction with WEOCC/WEGEN 80AD. A program of on-the-job learning experiences in a job placement for students in vocational certificates and majors. May be repeated a maximum of four times for a total of 16 units. One unit of credit is earned for each 60 hours of volunteer work or 75 hours of paid work. To receive credit a student must complete a minimum of 7 units per semester including Work Experience. (CSU)

ZOOLOGY

**ZOOL 1A (4)
GENERAL ZOOLOGY
2 Hrs. Lec. 6 Hrs. Lab.**

Recommended Preparation: One year of a high school laboratory science. **Zool 1B may be taken before Zool 1A.** Introduction to basic principles of animal biology with reference to structure, functions, classification, heredity, and the environment of animals in general with special emphasis on the invertebrates. (CSU, UC)

**ZOOL 1B (4)
GENERAL ZOOLOGY
2 Hrs. Lec. 6 Hrs. Lab.**

Recommended Preparation: One year of a high school laboratory science. Introduction to comparative anatomy and physiology, development of vertebrate forms and their interrelationships. (CSU, UC)

ART
(MAJOR CODE: 0509)

Twenty-four units required for the major

I. Required courses for the major

Art 20A*	Drawing	3
Art 20B	Drawing	3
Art 22A	Design	3
Art 3A	History & Apprec of Art	3
Art 3B	History & Apprec of Art	3

II. Acceptable courses for the major (select a minimum of 9 units from the following courses)

Art 4	History & Apprec of Mod Art	3
Art 5	Women Artists	3
Art 18A	Watercolor Painting	3
Art 21A	Painting	3
Art 21B	Painting	3
Art 22B	Design	3
Art 23A	Ceramics	3
Art 23B	Ceramics	3
Art 25A	Life Drawing	3
Art 25B	Life Drawing	3
Art 30A	Beginning Sculpture	3
Art 33ABCD	Gallery Display	3
Art 41	Art Fund for Educators	3
Art 50A	Advertising/Graphic Design	3

*Should be taken first semester, if possible, to allow for sequence of Art 20B, Art 21AB, and Art 25AB.

AUTOMOTIVE TECHNOLOGY
(MAJOR CODE: 1001)

Thirty-three units required for the major

I. Required courses for the major

Auto T 51/		
Aget 33A	Engine Technology	4
Auto T 52	Manual Trans & Power Trains	3
Auto T 53	Brakes & Suspension	4
Auto T 54	Carb. Fuel Inject & Exhaust Systems	3
Auto T 56	Diagnostics	3
Auto T 58	Automotive Air-Conditioning	3
Auto T 60	Elec., Start., Chrg., Ignit., & Related Elec. Systems	3
Auto T 61A	Automatic Transmissions	4
Auto T 62	Automatic Electronics	3
Auto T 63	Automatic Electronics Fuel Injection	3

II. Recommended courses for the major (not required for the major)

Auto T 55/		
Aget 33B	Automotive Machine Shop	4
Auto T 59/		
Aget 37	Small Gasoline Engines	3
Auto T 61B	Adv Automatic Transmissions	4
Auto T 64	Computer Command Control Func	1.5
Auto T 65	Basic Machine Shop Technology	3
Weld 31	Basic Welding	5

BANKING: ADMINISTRATION
(MAJOR CODE: 0203)

Twenty-seven to twenty-eight units required for the major

I. Required courses for the major

Bus 1A	Prin of Financial Accounting	4
Bus 5	Bus & the Legal Environment	3
Bus 7	Human Relations in Mgmt	3
Bus 30	Technology for the Modern Office	3
Bus 42	Business Communications	3
CIS 1	Intro to Information Systems	3
Econ 1	Principles of Economics	3
WEOCC 80ABCD	Work Exper Coordinating Class	1
WEOCC 82ABCD	Occupational Work Experience	1

II. Acceptable courses for the major (select 1)

Bus 1B	Prin of Managerial Accounting	4
Bus 4	Principles of Marketing	3
Bus 14	Practical Salesmanship	3
Bus 29B	Word Processing 2	3
Bus 39	Office Procedures	3

III. Required skill level

Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level)

BANKING: GENERAL OPERATIONS
(MAJOR CODE: 0205)

Twenty-seven units required for the major

I. Required courses for the major

Bus 1A	Prin of Financial Accounting	4
Bus 5	Bus & the Legal Environment	3
Bus 23	Machine Calculation	3
Bus 29A	Word Processing 1	3
Bus 40	Grammar & Usage	3
Bus 41 OR	Essentials of Bus Correspondence (3)	3
Bus 42	Business Communications	3
CIS 1	Intro to Information Systems	3
WEOCC 80ABCD	Work Exper Coord Class	1
WEOCC 82ABCD	Occupational Work Experience	1

II. Acceptable courses for the major (select 1)

Bus 7	Human Relations in Management	3
Bus 14	Practical Salesmanship	3
Bus 39	Office Procedures	3
CIS 22	Microcomputer Accounting	3

III. Required skill level for the major

Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

BEHAVIORAL SCIENCE
(MAJOR CODE: 0889)

The requirement for a major in Behavioral Science may be satisfied by taking 18 units from the following list. Three units in each discipline are recommended. No more than 12 units may be taken in any discipline.

I. Required courses for the major

Anthropology		
Anth 1	Physical Anthropology	3
Anth 2	Cultural Anthropology	3
Psychology		
Psych 1A	Intro to Psychology	3
Psych 1B	Learning	3
Psych 2	Biological Psychology	3
Psych 3	Psychology of Adjustment	3
Psych 4	Psych of Human Sexuality	3
Psych 5	Psych of Effective Behavior	3
Psych 9/		
ADS 9	Intro to Counseling	3
ADS/H REL/Psych 11A or 11B	Practicum	3
Math 12	Introductory Statistics with Applications	3
Psych 14	Abnormal Psychology	3
Psych 16	The Psychology of Interpersonal Relationships	3
Psych 17/		
Soc 17	Social Psychology	3

Psych 18	Research Methods in Psychology	3
Psych 20/		
ECE 20	Develop Psych of Children	3
Psych 22/		
ECE 22	Adv Devel Psych & Observation	3
Psych 27/ECE 27/		
DSPS 1	Understanding Excep Students	3
Psych 30	Psychology of Adolescence	3
Psych 35	Develop Psych: Conception to Death	3

Sociology

Soc 1	Introductory Sociology	3
Soc 2	Contemp Social Problems	3
Soc 10/ADS 10	Sociology of Minority Groups	3
Soc 17/Psych 17	Social Psychology	3
Soc 30/AJ 30	Criminology	3
Soc 33	Marriage & the Family	3

II. Recommended as electives (do not fulfill major requirements)

Bio 3	Prin of Biological Science	4
Psych 6	Current Issues in Psychology	3
Psych 15/	Social & Psychological	
ADS 15/Soc 15	Dynamics of Drug Use	3
ECE 21	Early Child Social: Children, Family & Community	3
ECE 26	Principles of Parenting	3
Psych 40	Psych of Crisis Counseling	3
Soc 49	Computers & Society	3
Zool 1B	General Zoology	4

Transfer students planning to major in these disciplines should take the IVC General Major and complete requirements listed in the catalog of the school to which they anticipate transferring.

BUSINESS OFFICE TECHNOLOGIES: ACCOUNTING TECHNICIAN
(MAJOR CODE: 0206)

Twenty-nine to thirty units and skill level required for the major

I. Required courses for the major

Bus 1A**	Prin of Financial Accounting	4
Bus 23	Machine Calculation	3
Bus 24	Records Management	3
Bus 29A	Word Processing 1	3
CIS 1	Intro to Information Systems	3
CIS 22	Microcomputer Accounting	3
CIS 37A	Spreadsheet: Excel	1
CIS 37B	Spreadsheet: Excel	1
WEOCC 80ABCD*	Work Exper Coord Class	1
WEOCC 82ABCD*	Occupational Work Exper	1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

** It is recommended that Bus 10 be taken as preparation for Bus 1A.

II. Acceptable courses for the major (select two courses)

Bus 1B	Prin of Managerial Accounting	4
Bus 2	Intro to Business	3
Bus 10	Practical Accounting	3

III. Required skill level for the major

Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding . Speed & Accuracy, may be helpful in obtaining this speed level.)

**BUSINESS OFFICE TECHNOLOGIES:
ADMINISTRATIVE ASSISTANT
(MAJOR CODE: 0207)**

Thirty units and skill level required for the major

I. Required courses for the major

Bus 1A	Principles of Financial Accounting	4
Bus 5	Business and the Legal Environment	3
Bus 7	Human Relations in Management	3
Bus 23	Machine Calculation	3
Bus 29B	Word Processing 2	3
Bus 30	Technology for the Modern Office	3
Bus 32	Office Transcription	1
Bus 39	Office Procedures	3
Bus 42	Business Communications	3
CIS 1	Intro to Information Systems	3
WEOCC 80ABCD*	Work Exper Coord Class	1
WEOCC 82ABCD*	Occupational Work Exper	1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

II. Required skill level for the major

Keyboarding skill level 60 wpm. (Bus 25AB, Keyboarding . Speed & Accuracy may be helpful in obtaining this speed.. level.)

**BUSINESS OFFICE TECHNOLOGIES:
OFFICE TECHNICIAN
(MAJOR CODE: 0209)**

Twenty-nine units and skill level required for the major

I. Required courses for the major

Bus 23	Machine Calculation	3
Bus 24	Records Management	3
Bus 29A	Word Processing 1	3
Bus 29B	Word Processing 2	3
Bus 30	Technology for the Modern Office	3
Bus 32	Office Transcription	1
Bus 39	Office Procedures	3
Bus 40	Grammar & Usage	3
Bus 41 OR	Essentials in Bus Correspondence (3)	3
Bus 42	Business Communications	3
WEOCC 80ABCD*	Work Exper Coord Class	1
WEOCC 82ABCD*	Occupational Work Exper	1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

II. Acceptable courses for the major (select 3 units)

Bus 10	Practical Accounting	3
CIS 1	Intro to Information Systems	3

III. Required skill level for the major

Keyboarding skill level 50 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

**BUSINESS SUPERVISION
(MAJOR CODE: 0208)**

Twenty-two units required for the major

I. Required courses for the major

Bus 2	Intro to Business	3
Bus 3/Ag 25	Business Management	3
Bus 5	Bus & the Legal Environment	3
Bus 6	Mgmt Concepts of Supervision	3
Bus 7	Human Relations in Mgmt	3
Bus 41 OR	Essen in Bus Correspondence (3)	3
Bus 42	Business Communications	3
CIS 1 AND	Intro to Information Systems	3
CIS 21ABC	Computer Applications Lab	1

NOTE: A 1-unit course from EACH of the following subject areas may be substituted for CIS 1 and CIS 21ABC: Windows Operating Systems, Word Processing, Spreadsheet, Data Base

**BUSINESS TRANSFER
(MAJOR CODE: 0214)**

Twenty units required for the major

I. Required courses for the major

Bus 1A	Prin of Financial Accounting	4
Bus 1B	Prin of Managerial Accounting	4
Bus 5	Bus & the Legal Environment	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	Intro to Business	3
Math 15	Introductory Calculus with Applications	4
Bus 23	Machine Calculation	3
Math 12	Introductory Statistics with Applications	3
Bus 42	Business Communications	3
CIS 1	Intro to Information Systems	3
CIS 22	Microcomputer Accounting	3

**COMPUTER INFORMATION SYSTEMS
(MAJOR CODE: 0215)**

Twenty-three units required for the major

I. Required courses for the major (select a minimum of 20 units)

Bus 1A	Prin of Financial Accounting	4
CIS 1	Intro to Information Systems	3
CIS 10	Programming in COBOL	3
CIS 12	Programming in BASIC 3	3
CIS 21ABC	Computer Applications Lab	1
CIS 26	Windows Oper Sys: Windows 95	1
CIS 31B	Word Proc: WordPerfect for Windows	1
CIS 37B	Spreadsheet: Excel	1
CIS 41A	Data Base: Access	1
WEOCC 80ABCD*	Work Exper Coord Class	1
WEOCC 82ABCD*	Occupational Work Exper	1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the major.

II. Acceptable courses for the major (select a minimum of 3 units)

CIS 3	Intro to Telecommunications	3
CIS 15	Programming in C	3
CIS 22	Microcomputer Accounting	3

**CORRECTIONAL SCIENCE
(MAJOR CODE: 0104)**

Twenty-four units required for the major

I. Required courses for the major

CSI 21	Intro to Corrections	3
CSI 22/AJ 39	Report Writing for Administration of Justice	3
CSI 23/AJ 23	Concepts of Criminal Law	3
CSI 24	Correctional Interviewing & Counseling	3
CSI 25	Control & Supervision of Inmates	3

II. Acceptable courses for the major (9 units from the following courses)

AJ 21	Intro to Admin of Justice	3
AJ 28	Police Community Relations	3
AJ 34	Criminal Investigation	3
AJ 37	Juvenile Control	3
AJ 41	Arrest & Firearms, Reserve Officer Module A	3.5
CSI 31	Concepts of Probation & Parole	3

III. Recommended courses (do not fulfill major requirements).

Engl 1A, Psych 1A, Span (or other foreign language), CIS 1, PE 16ABCD or PE 25ABCD, Spch 1.

EARLY CHILDHOOD EDUCATION PROGRAMS

All courses taken for both ECE major programs must be completed with a grade of "C" or better. Early Childhood Education majors are eligible for a Child Development Permit as described in the degree program which includes 30 units in ECE, 16 units in General Education and completion of graduation requirements for the associate degree. Application for the Child Development Permit can be made through the credentialing office of Imperial County Office of Education through California Teacher Preparation and Licensing, State Department of Education.

**EARLY CHILDHOOD EDUCATION
(MAJOR CODE: 0105)**

Thirty units required for the major

I. Required courses for the major

ECE 20/Psych 20	Develop Psych of Children	3
ECE 21	Early Child Social: Children, Family & Community	3
ECE 22	Adv Develop Psych & Observ	3
ECE 23	Early Childhood Curriculum I	3
ECE 24	Early Childhood Curriculum II	3
ECE 25	Field Experience	3
ECE 26	Principles of Parenting	3
ECE 28	Admin & Supervision in ECE	3
ECE 31A	Health, Safety & Nutrition for Teachers of Young Children	2
ECE 31B/HT 17	First Aid & CPR for Teachers of Young Children	1

II. Acceptable courses for the major (select a minimum of 3 units)

ECE 27/DSPS 1	Understanding Excep. Students	3
ECE 29	Infant/Toddler Development	3
ECE 32	Multilingual & Multicultural Curriculum for Young Children	3
ECE 33	Adv management Functions for The Oper of an Early Child Ctr	3
ECE 34	Adult Supervision in Early Childhood Programs	3

**EARLY CHILDHOOD EDUCATION
INFANT/TODDLER
(MAJOR CODE: 0108)**

Thirty units required for the major

I. Required courses for the major

ECE 20/Psych 20	Develop Psych of Children	3
ECE 21	Early Child Social: Children, Family & Community	3
ECE 22	Adv Develop Psych & Observ	3
ECE 23	Early Childhood Curriculum I	3
ECE 25	Field Experience	3
ECE 26	Principles of Parenting	3
ECE 28	Admin & Supervision in ECE	3
ECE 29	Infant/Toddler Development	3
ECE 30	Infant/Toddler Curriculum	3
ECE 31A	Health, Safety & Nutrition for Teachers of Young Children	2
ECE 31B/HT 17	First Aid & CPR for Teachers of Young Children	1

II. Acceptable course for the major

II. Acceptable course for the major

ECE 34	Adult Supervision in Early Childhood Programs	3
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All courses used for ECE Infant/Toddler Major program must be completed with a grade of "C" or better.

**EMERGENCY MEDICAL SERVICES
(MAJOR CODE: 0410)**

Successful completion of application process. Acceptance into program by EMT Training Coordinator and EMT Training Medical Director. Contact Nursing Division for specifics.

Forty-five and one-half units required for the major

I. Required courses for the major

EMT-P D1	Emer Med Tech - Para Didactic 1	8
EMT-P D2	Emer Med Tech - Para Didactic 2	8
EMT-P C1	Emer Med Tech - Para Clinical 1	3
EMT-P C2	Emer Med Tech - Para Clinical 2	3
EMT-P F1	Emer Med Tech - Para Field 1	9.5
EMT-P F2	Emer Med Tech - Para Field 2	8
Bus 6	Management Concepts & Supv	3
Bus 7	Human Relations in Management	3

**ENGLISH
(MAJOR CODE: 0510)**

Eighteen units required for the major

I. Required courses for the major

Engl 1A	Reading & Composition	3
Engl 1B	Intro to Literature	3
Engl 42A-42B	Survey of World Literature (3-3)	
OR		
Engl 43A-43B	Survey of English Literature	3-3
Engl 50	Advanced Composition	3

II. Acceptable courses for the major (3 units from the following courses)

Engl 41	Survey of American Literature	3
Engl 42AB*	Survey of World Literature	3
Engl 43AB*	Survey of English Literature	3
Engl 46A	The Mexican American in Lit	3
Engl 46B	The Mexican American in Lit	3
Engl 47	Intro to the Bible as Literature	3
Engl 52	Intro to Linguistics	3
Engl 53AB	Creative Writing	3
Engl 54	Intro to Film Hist & Criticism	3

*Engl 42A or 42B or 43A or 43B if not used for required courses under I. above.

**ENVIRONMENTAL TECHNOLOGY
(MAJOR CODE: 0715)**

Thirty-one to forty units required for the major

I. Required courses for the major

Env T 100	Intro to Environmental Tech	4
Env T 103	Hazard Waste Generation/ Reduction Treatment	3
Env T 105	Hazard Materials Mgmt Appl	3
Env T 107	Hazard Waste Mgmt Appl	3
Env T 109	Health Effects of Hazard Materials	3
Env T 113	Safety & Emergency Response	5
OR		
Env T 113A/Fire 120	Safety & Emergency Response, Fundamentals of Hazard Materials for the First Responder (3)	
Env T 113B	Safety & Emergency Response Haz Mat Awareness & Safety (2)	
Biol 3*	Principles of Biological Science	4
Chem 1A	General Inorganic Chemistry	5
Chem 2A*	Introduction to Chemistry	4

*See a counselor if taken in high school

II. Five to six units selected from:

Bus 2	Introduction to Business	3
Bus 3/Ag 25	Business Management	3
Bus 5	Business & the Legal Environment	3
Bus 6	Management Concepts of Supv	3
Bus 7	Human Relations in Management	3
Bus 8	Human Resource Management	2
CIS 1	Intro to Information Systems	3
CIS 21ABC	Computer Applications Lab	1
CIS 31AB	Word Proc: WordPerfect for Windows	1
Spch 1	Oral Communication	3
Spch 2AB	Intermediate Public Speaking	3
Spch 10	Argumentation and Debate	3
WEOCC80AD	Work Exp Coord Class	1
WEOCC82AD	Occupational Work Exp	1

**FIRE TECHNOLOGY
(MAJOR CODE: 1003)**

Twenty-eight and one-half units required for the major

I. Required courses for the major

Fire 100	Fire Protection Organization	3
Fire 101	Fire Prevention Technology	3
Fire 102	Fire Protec Equip & Systems	3
Fire 103	Building Construction for Fire Protection	3
Fire 104	Fire Behavior and Combustion	3
Fire 105	Emergency Medical Technician I	6.5
CIS 1	Intro to Information Systems	3

II. Select 4 units from the following acceptable courses for the major:

AJ 39/CSI 22*	Report Writing for Admin of Just	3
Fire 110	Intro to Fire Technology	3
Fire 111	Streams, Nozzles, Hose & Appliance	2.5
Fire 112	Grnd Ladders/Forcible Entry/Rescue	2.5
Fire 113	Ventilation & Fire Control	2
Fire 114	Basic Fire Technology - Advanced	3.5
Fire 116	Fire Hydraulics	2
Fire 120/		
Env T 113A	Fund of Haz Mat - First Responder	3
Fire 200A**	Driver/Operator - Driver	2
Fire 200B**	Driver/Operator - Pumping	2
Fire 201A**	Fire Investigation 1A	2
Fire 201B**	Fire Investigation 1B	2
Fire 204A**	Fire Prevention 1A	2
Fire 204B**	Fire Prevention 1B	2
Fire 210A**	Fire Instructor Training 1A	2
Fire 210B**	Fire Instructor Training 1B	2
Fire 220A**	Fire Command 1A	2
Fire 220B**	Fire Command 1B	2

* Recommended

** 200 courses for personnel already employed in Fire Technology or for students who have completed at least 12 units at the 100 level.

**FRENCH
(MAJOR CODE: 0666)**

Twenty-one units required for the major

I. Required courses for the major

Fren 1*	Elementary French	5
Fren 2*	Elementary French	5
Fren 3	Intermediate French	4
Fren 4	Intermediate French	4

II. Acceptable courses for the major (select a minimum of one course from the following courses)

Fren 5	Inter French Read & Writ	3
Fren 10	Inter Conversational French	3
Fren 11	Inter Conversational French	3

*Completion of Fren 1A and Fren 1B is equivalent to Fren 1 and completion of Fren 2A and Fren 2B is equivalent to Fren 2.

**GENERAL MAJOR
(MAJOR CODE: 0222)**

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
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.

**GENERALSCIENCE
(MAJOR CODE: 0709)**

Successful completion of all courses offered in one subject field (Anatomy, Biology, Botany, Chemistry, 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
Biol 3	Prin of Biological Science	4
Biol 21	General Microbiology	5
Env S 5/Ag 5	Man & His Environment	3
Physio 1	Human Physiology	4
Zool 1A	General Zoology	4
Zool 1B	General Zoology	4

Physical Science

Anth 1	Physical Anthropology	3
Astr 21	Principles of Astronomy	3
Chem 1A	General Inorganic Chemistry	5
Chem 1B	General Inorganic Chemistry	5
Chem 5	Quantitative Analysis	4
Chem 12A	Organic Chemistry	5
Geog 1	Physical Geography	3
Math 2	Adv Algebra & Trigonometry	5
Math 3A	Analytic Geometry & Calculus	5
Math 3B	Analytic Geometry & Calculus	5
Math 4	Calculus & Differ Equations	5
Phys 4A	Principles of Physics	5
Phys 4B	Principles of Physics	5
Phys 4C	Principles of Physics	5

**GRAPHICARTS
(MAJOR CODE: 0200)**

Twenty-two units required for the major

I. Required courses for the major

Graph 10	Graphic Communication I	2
Graph 11	Graphic Communication II	3
Graph 12	Composition, Layout & Paste-Up	3
Graph 20	Offset Printing I	3
Graph 21	Offset Printing II	3
Graph 22	Photography & Platemaking	3
Graph 23	Bindery, Cutting & Distrib	2
Graph 30	Graphics Plant Operations & Management Fundamentals	3

**HUMANRELATIONS
(MAJOR CODE: 1106)**

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	Intro to Psychology	3
Psych 3	Psych of Adjustment	3
ADS 9/		
Psych 9	Intro to Counseling	3
ADS/H REL/ Psych		
11A or 11B	Practicum	3
Soc 1	Introductory 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.

Anth 2	Cultural Anthropology	3
Bus 6	Mgmt Concepts of Supervision	3
Bus 7	Human Relations in Mgmt	3

CIS 1	Intro to Information Systems	3
ECE 26	Principles of Parenting	3
H Rel 8	Personal & Career Development	3
Psych 1B	Learning	3
Psych 2	Biological Psychology	3
Psych 5	Psych of Effective Behavior	3
Math 12	Introductory Statistics with Applications	3
Psych 14	Abnormal Psychology	3
Psych 15/ADS 15/		
Soc 15	Social & Psychological Dynamics of Drug Use	3
Psych 16	The Psych of Interpersonal Relationships	3
Psych 17/		
Soc 17	Social Psychology	3
Psych 18	Research Methods in Psychology	3
Psych 20/		
ECE 20	Develop Psych of Children	3
Psych 30	Psychology of Adolescence	3
Psych 35	Developmental Psychology: Conception to Death	3
Psych 40	Intro to Crisis Counseling	3
Soc 2	Contemp Social Problems	3
Soc 10	Sociology of Minority Groups	3
Soc 33	Marriage & the Family	3

Strongly recommended that students who do not speak Spanish take a series of courses in Conversational Spanish.

**HUMANITIES
(MAJOR CODE: 1111)**

Twenty-four units required for the major

I. Three units required from the following:

Hum 1A	The Humanities in West Cult	3
Hum 1B	The Humanities in Culture	3
Hum 25	Intro to the Humanities	3
Hum 26	The Humanities	3

II. Must select six units from the following:

Art 3A	Hist & Appreciation of Art	3
Art 3B	Hist & Appreciation of Art	3
Art 4	Hist & Apprec of Mod Art	3
Art 5	Women Artists	3
Mus 20A	Hist & Lit of Music	3
Mus 20B	Hist & Lit of Music	3

III. Must select six units from the following:

Art 3A	Hist & Appreciation of Art	3
Art 3B	Hist & Appreciation of Art	3
Art 4	Hist & Apprec of Modern Art	3
Art 5	Women Artists	3
Art 20A	Drawing	3
Art 22A	Design	3
Art 23A	Ceramics	3
Art 25A	Life Drawing	3

**JOURNALISM
(0515)**

Twenty-one units required for the major

I. Required courses for the major

Jrn 1	Introduction to Journalism	3
Jrn 2ABC	Newspaper Production	3

II. Acceptable courses for the major (minimum of 6 units from the following courses)

Econ 1	Principles of Economics	3
Econ 2	Principles of Economics	3
Engl 1B	Intro to Literature	3
Soc 1	Introductory Sociology	3
Soc 2	Contemporary Social Problems	3
Pol S 1	Intro to Political Science	3
Pol S 2*	Amer Government & Politics	3
Bus 20	Beginning Keyboarding	3
Spch 1	Oral Communication	3
Engl 53AB	Creative Writing	3
Engl 54	Intro to Film Hist & Criticism	3

*If not used to satisfy the American Institutions requirement for graduation.

**LEGAL ASSISTANT
(MAJOR CODE: 0201)**

Twenty-one units required for the major

I. Required courses for the major

Bus 5	Bus & the Legal Environment	3
Legal 21	Research & Criminal Law	3
Legal 22	Civil Procedures & Family Law	3
Legal 23	Civil Discovery & Torts	3
Legal 24	Corporations & Bankruptcy	3
Legal 25	Real Estate Law for Legal Assistants	3
Legal 26	Wills-Trusts-Probate	3

**LIBERAL STUDIES
(MAJOR CODE: 0517)**

A Minimum of 55 Units Distributed as follows

The Liberal Studies Major, offered at Imperial Valley College pertains to requirements at San Diego State University only. The Liberal Studies Major is designed primarily for students who intend to teach at the elementary level. The goal of the program is to provide an educational experience which prepares liberally educated individuals who are capable of thinking critically, clearly and effectively, and those who are also interested in analyzing evidence, and appreciating the connections between different subjects. In addition to teaching, the individuals who complete the liberal studies major could find employment opportunities in a variety of careers if they so choose.

Art 33ABCD	Gallery Display	3
Art 40	Exploration of Paint Tech	2
Mus 7	Intro to Music Foundations	3
Mus 8A	Beginning Musicianship	2
Mus 9A	Beginning Harmony	3
Mus 17ABCD	Chamber Singers	1
Mus 18ABCD	Chamber Orchestra	1
Mus 19ABCD	Instrumental Ensemble	1
Mus 20A	Hist & Lit of Music	3
Mus 28ABCD	College-Community Chorus	1
Mus 30	Intro to Music Lit & Listening	3
Mus 31	Intro to 20th Century Music	3
Mus 33ABCD	Symphony Orchestra	1
Mus 64ABCD	Community Band	1
PE 28ABCD	Dance Theater, Coed	2
PE 63/Hum 21	The Hist & Apprec of Dance	3

IV. Must select three units from the following:

Hist 4A	Hist of West Civilization	3
Hist 4B	Hist of West Civilization	3
Phil 1A	Intro to Philosophy	3
Phil 1B	Intro to Philosophy	3
Phil 25	Religions of the Mod World	3

V. Must select six units from the following:

DSPS 10	American Sign Language 1	4
DSPS 11	American Sign Language 2	4
Dram 20	Fundamentals of Acting	3
Dram 22ABCD	Rehearsal & Performance	1
Engl 1B	Intro to Literature	3
Engl 42A	Survey of World Literature	3
Engl 42B	Survey of World Literature	3
Engl 46A	The Mexican American in Lit	3
Engl 53AB	Creative Writing	3
Fren 1	Elementary French	5
Fren 2	Elementary French	5
Jpn 1A	Elementary Japanese	3
Jpn 1B	Elementary Japanese	3
Mus 26ABCD	Rehearsal & Performance	1
Spch 1	Oral Communication	3
Spch 2AB	Intermediate Public Speaking	3
Spch 10	Argumentation & Debate	3
Span 1	Elementary Spanish	5
Span 2	Elementary Spanish	5
Span 20A	Bilingual Spanish	5
Span 20B	Bilingual Spanish	5

**INDIVIDUAL INTERDISCIPLINARY MAJOR
(MAJOR CODE: 0315)**

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.

Completion of the Liberal Studies major also fulfills General Education requirements for transfer to SDSU. Students who complete the Liberal Studies program do not have to satisfy subject matter competency by passing the Multiple Subject Assessment of Teachers (MSAT) examination. Additional requirements for the College of Education that relate to teaching credential programs, are listed in the catalog of the transfer university to which the student will be transferring. If you are planning to pursue the Liberal Studies major at another institution, be aware that requirements may vary. SEE A COUNSELOR.

I. PREPARATION FOR THE MAJOR (As it pertains to San Diego State University ONLY. For other institutions please see a Counselor.)

LANGUAGE AND LITERATURE

- 1. ENGL 1A Reading and Composition 3
- 2. ENGL 50 Advanced Composition 3
- 3. SPCH 1 Oral Communication 3
- 4. ENGL 1B Introduction to Literature 3
- or
- ENGL 42A Survey of World Literature 3
- or
- ENGL 42B Survey of World Literature 3

MATHEMATICS

- 5. MATH 10A Math for Elem School Teachers 3
(Grade of "C" or better required for entrance into SDSU Multiple Subject Credential Program)
- 6. MATH 10B Math for Elem School Teachers 3

SCIENCE

- 7. BIOL 3 Prin of Biological Science with Lab 4
- or
- ZOOL 1A General Zoology with Lab 4
- 8. ASTR 21 Elementary Astronomy 3
- or
- CHEM 2A Intro to Chemistry with Lab 4
- or
- GEOG 1 Physical Geography 3
- 9. LAB Laboratory requirement (required) from either category 7 or 8

SOCIAL SCIENCE AND HISTORY

- 10. ANTH 2 Cultural Anthropology 3
- or
- GEOG 2 Cultural Geography 3
- or
- SOC 1 Introduction to Sociology 3
- 11. HIST 4A History of Western Civilization 3
- or
- HIST 4B History of Western Civilization 3
- or
- HIST 50A Early World History 3
- or
- HIST 50B Modern World History 3

- 12. HIST 17A U.S. History (Recommended) 3
- and
- HIST 17B U.S. History (Recommended) 3
- or
- HIST 45A Comparative History of the Americas 3
- and
- HIST 45B Comparative History of the Americas 3
- or
- POL S 1 Introduction to Political Science 3
- and
- POL S 2 American Government and Politics 3
- or
- HIST 17A U.S. History 3
- and
- POL S 1 Introduction to Political Science 3
- or
- HIST 17B U.S. History 3
- and
- POL S 2 American Government and Politics 3

VISUAL AND PERFORMING ARTS AND HUMANITIES

- 13. MUS 7 Introduction to Music Foundations 3
(Grade of "C" or better required for entrance into SDSU Multiple Subject Credential Program)
- 14. ART 3A History and Appreciation of Art 3
- or
- ART 3B History and Appreciation of Art 3
- 15. PHIL 1A Introduction to Philosophy 3
- or
- PHIL 1B Introduction to Philosophy 3
- or
- PHIL 11 Ethics 3
- or
- PHIL 25 Religions of the Modern World 3

PHYSICAL EDUCATION

- 16. PE 61 PE in the Elementary School 3
(Grade of "C" or better required for entrance into SDSU Multiple Subject Credential Program)

HUMAN GROWTH AND DEVELOPMENT

- 17. PSYCH 1A Introduction to Psychology 3
- and
- PSYCH 35 Developmental Psychology 3

II. FOREIGN LANGUAGE REQUIREMENT

Competency (equivalent to that which is normally attained through three consecutive courses of college study) is required in one foreign language as part of the preparation for the major. Refer to SDSU Catalog section on "Graduation Requirements."

- FREN 3 Intermediate French 4
- or
- SPAN 3 Intermediate Spanish 5
- or
- SPAN 20A Bilingual Spanish 5
- or

Competency by: (1) Successfully completing the fourth-year level of high school courses in one foreign language; OR (2) Successfully completing a third-semester equivalent proficiency examination in one foreign language; OR (3) Graduating from high school (where English is not the major language of instruction) in a non-English speaking country; OR (4) Passing with a score of 3 or higher on a placement (AP) examination in French language, French literature, German language, German literature, Spanish language, Spanish literature; or passing with a score of 5 in Latin literature or Vergil. NOTE: Conversation courses may NOT be used in satisfying this requirement.

III. AREA OF SPECIALIZATION: An area of specialization will be required for students seeking the multiple subject credential to teach in the elementary schools. The area of specialization may also require selection of lower division prerequisites. Check the catalog of the transfer university and select the area that best meets your needs.

Chosen area of specialization: _____
Prerequisite(s): _____

LIFESCIENCE (MAJOR CODE: 0710)

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 & Physiology 5
- Biol 3 Prin of Biological Science 4
- Biol 21 General Microbiology 5
- Physio 1 Human Physiology 4
- Zool 1A General Zoology 4
- Zool 1B General Zoology 4
- Env S 5/Ag 5 Man & His Environment 3
- Anth 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 12A Organic Chemistry 5
- Chem 12B Organic Chemistry 4
- Chem 2A Introduction to Chemistry 4

MARKETING - SALES TECHNOLOGY (MAJOR CODE: 0211)

Twenty-one to twenty-three units required for the major

I. Required courses for the major

- Bus 2 Introduction to Business 3
- Bus 4 Principles of Marketing 3
- Bus 5 Bus & the Legal Environment 3
- Bus 14 Practical Salesmanship 3
- CIS 1 Intro to Information Systems 3

II. Acceptable courses for the major (6 units from the following courses)

- Bus 1A Prin of Financial Accounting 4
- Bus 1B Prin of Managerial Accounting 4
- Bus 3/Ag 25 Business Management 3
- Bus 7 Human Relations in Management 3
- Bus 10 Practical Accounting 3

MATHEMATICS (MAJOR CODE: 0602)

Twenty-seven units required for the major

I. Required courses for the major

- Math 3A Analytic Geometry & Calculus 5
- Math 3B Analytic Geometry & Calculus 5
- Math 4 Calculus & Differ Equations 5
- Math 5 Elem Differential Equations 3
- Math 6 Intro to Linear Algebra with Applications 3

II. Acceptable courses for the major (minimum of six units from the following courses)

- CIS 15 Programming in C 3
- Math 12 Introductory Statistics w/, Applications 3
- Math 47 Programming in Fortran 3
- Math 58 Computer Programming in Pascal 3
- Phys 4A Principles of Physics 5
- Phys 4B Principles of Physics 5
- Phys 4C Principles of Physics 5

MUSIC
(MAJOR CODE: 0516)

Twenty-nine units required for the major

I. Required courses 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 32ABCD	Applied Music	1

c. Performance Ensembles (minimum of 4 units from the following courses)

Mus 17ABCD	Chamber Singers	1
Mus 18ABCD	Chamber Orchestra	1
Mus 27ABCD	Concert Band	1
Mus 28ABCD	College-Community Chorus	1
Mus 33ABCD	Symphony Orchestra	1
Mus 34ABCD	Pep Band	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 19ABCD	Instrumental Ensemble	1
Mus 20A	History & Literature of Music	3
Mus 20B	History & Literature of Music	3
Mus 21ABCD	Brass, Woodwind & Percussion Methods	1
Mus 25ABCD	Stage Band	1
Mus 26ABCD	Rehearsal & Performance	1
Mus 29ABCD	Estudiantina	1
Mus 31	Intro to 20th Century Music	3
Mus 64ABCD	College-Community Band	1

NURSING
Associate Degree Nursing
(MAJOR CODE: 0402)

Forty-eight units of nursing required for the major. Thirty-one support course units required to complete the nursing program.

Pre-Admission Requirements

Engl 1A	Reading & Composition	3
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TOTAL 3

Pre-Clinical Requirements

HT 3	Medical Terminology	3
Psych 1A	Intro to Psychology	3
Anat 10	Human Anatomy & Physiology	5

TOTAL 11

First Semester

Psych 35	Develop Psych: Conception to Death	3
Biol 21	General Microbiology	5
NURS 1A (R)	Intro to Patient Care I	4
NURS 1B (R)	Intro to Patient Care II	4
NURS 1C (R)	Pharmacology I	1.5
NURS 3C (R)	Patient Care Mgmt & Crit Think	2.5

TOTAL 20

Second Semester

NURS 2A (R)	Maternity Cycle	5.5
NURS 2B (R)	Common Health Problems I	5.5
NURS 2C (R)	Pharmacology II	2

TOTAL 13

Third Semester

Humanities Elective		3
NURS 3A (R)	Common Health Problems II	6.5
NURS 3B (R)	Common Health Problems III	6.5

TOTAL 16

Fourth Semester

Spch 1	Oral Communication	3
	American Institutions Course	3
NURS 4A (R)	Common Health Problems IV	3.5
NURS 4B (R)	Advanced Nursing	5.5
NURS 4C (R)	Nursing Trends	1

TOTAL 16

Vocational Nursing
(MAJOR CODE: 0403)

Thirty-eight units of nursing required for the major. Fifteen support course units required to complete the vocational nursing program.

Pre-Admission Requirements

Eng 1A	Reading & Composition	3
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TOTAL 3

Pre-Clinical Requirements

HT 3	Medical Terminology	3
Psych 1A	Intro to Psychology	3
Anat 6	Anat & Physio for Health Occupations	3

TOTAL 9

First Semester

Psych 35	Develop Psych: Conception to Death	3
NURS 1A (V)	Intro to Patient Care I	4
NURS 1B (V)	Intro to Patient Care II	4
NURS 1C (V)	Pharmacology I	1.5
NURS 3C (V)	Patient Care Mgmt & Crit Think	2.5

TOTAL 15

Second Semester

NURS 2A (V)	Maternity Cycle	5.5
NURS 2B (V)	Common Health Problems I	5.5
NURS 2C (V)	Pharmacology II	2

TOTAL 13

Third Semester

NURS 3A (V)	Common Health Problems II	6.5
NURS 3B (V)	Common Health Problems III	6.5

TOTAL 13

Part-Time Program Sequence
Associate Degree Nursing

Forty-eight units of nursing required for the major. Thirty-one support course units required to complete the nursing program.

Pre-Admission Requirements

Engl 1A	Reading & Composition	3
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TOTAL 3

Pre-Clinical Requirements

HT 3	Medical Terminology	3
Psych 1A	Intro to Psychology	3
Anat 10	Human Anatomy & Physiology	5

TOTAL 11

First Semester

Psych 35	Develop Psych: Conception to Death	3
Biol 21	General Microbiology	5
NURS 1A (R)	Intro to Patient Care I	4
NURS 1B (R)	Intro to Patient Care II	4
NURS 1C (R)	Pharmacology I	1.5
NURS 3C (R)	Patient Care Mgmt & Crit Think	2.5

TOTAL 20

Second Semester

NURS 2A (R)	The Maternity Cycle	5.5
NURS 2B (R)	Common Health Problems I	5.5
NURS 2C (R)	Pharmacology II	2

TOTAL 13

Third Semester

Humanities Elective		3
NURS 3A (R)	Common Health Problems II	6.5
NURS 3B (R)	Common Health Problems III	6.5

TOTAL 16

Fourth Semester

Spch 1	Oral Communication	3
	American Institutions Course	3
NURS 4A (R)	Common Health Problems IV	3.5
NURS 4B (R)	Advanced Nursing	5.5
NURS 4C (R)	Nursing Trends	1

TOTAL 16

Part-Time Program Sequence
Vocational Nursing

Thirty-eight units required for the major. Fifteen support course units required to complete the nursing program.

Pre-Admission Requirements

Engl 1A	Reading & Composition	3
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TOTAL 3

Pre-Clinical Requirements

HT 3	Medical Terminology	3
Psych 1A	Intro to Psychology	3
Anat 6	Anatomy & Physiology for Health Occupations	3

TOTAL 9

First Semester

Psych 35	Develop Psych: Conception to Death	3
NURS 1A (V)	Intro to Patient Care I	4
NURS 1B (V)	Intro to Patient Care II	4
NURS 1C (V)	Pharmacology I	1.5
NURS 3C (V)	Patient Care Mgmt & Crit Think	2.5

TOTAL 15

Second Semester

NURS 2A (V)	The Maternity Cycle	5.5
NURS 2B (V)	Common Health Problems I	5.5
NURS 2C (V)	Pharmacology II	2

TOTAL 13

Third Semester

NURS 3A (V)	Common Health Problems II	6.5
NURS 3B (V)	Common Health Problems III	6.5

TOTAL 13

PATIENT SERVICES ADMINISTRATION
(MAJOR CODE: 0219)

Thirty-three units required for the major

I. Required courses for the major

Anat 6	Anat & Phys for Health Occupations	3
Bus 6	Mgmt Concepts & Supervision	3
Bus 10	Practical Accounting	3
CIS 1	Intro to Information Systems	3
CIS 22	Microcomputer Accounting	3
Bus 40	Grammar & Usage	3
HT 3	Medical Terminology	3
HT 4	Medical Transcription	3
HT 6	Medical Insurance	3
HT 7	Patient Administrative Services	3
HT 11	Advanced Transcription	3

II. Recommended courses for the major (not required)

Bus 7	Human Relations in Management	3
Bus 41 OR	Essen in Bus Correspondence (3)	
Bus 42	Business Communications	3

PHYSICAL EDUCATION
(MAJOR CODE: 0311)

Nineteen units required for the major

I. Required courses for the major

HE 1	Health Education	3
HE 2	First Aid	3
PE 6ABCD	Lifeguard Training/ Advanced Lifesaving	2
PE 50	Intro to Physical Education	2
PE 61	PE in the Elementary School	3

II. Select six (6) units from the following courses:

PE 3ABCD	Physical Fitness, Women	1
PE 4ABCD	Badminton, Coed	1
PE 5ABCD	Swimming, Coed	1
PE 7	Water Safety Instructor Train	2
PE 9ABCD	Adapted Physical Exer, Coed	1
PE 10ABCD	Team Sports	1
PE 11ABCD	Volleyball, Coed	1
PE 12ABCD	Tennis, Coed	1
PE 13AB	Advanced Tennis, Coed	1
PE 17ABCD	Physical Fitness, Men	1
PE 18ABCD	Golf, Coed	1
PE 20ABCD	Softball, Coed	1
PE 22ABCD	Racquet & Handball, Coed	1
PE 23ABCD	Basketball for Women	1
PE 24ABCD	Basketball for Men	1
PE 26ABCD	Modern Dance, Coed	1
PE 28ABCD	Dance Theater, Coed	2
PE 29ABCD	Jazz Dance, Coed	1
PE 30ABCD	Song & Cheer	2
PE 32ABCD	Intercollegiate Basketball & PE	2
PE 34AB	Intercollegiate Baseball & PE	2
PE 38AB	Intercollegiate Tennis & PE	2
PE 40ABCD	Synchronized Swimming	2
PE 41AB	Intercollegiate Volleyball & PE	2
PE 42AB	Intercollegiate Soccer & PE	2
PE 43AB	Intercollegiate Softball & PE	2
PE 44	Self-defense	1
PE 51	Structuring Intramurals	2
PE 52AB	Theory of Baseball	2
PE 53AB	Theory of Basketball, Coed	2
PE 56	Care & Preven of Athlet Injuries	2
PE 58	Psychology of Coaching	2
PE 59AB	Sports Officiating, Men	3
PE 60AB	Sports Officiating, Women	3
PE 62AB	PE for Special Olympics	3
Anat 8	Human Anatomy	4
Anat 10	Human Anatomy & Physiology	5

PHYSICAL SCIENCE
(MAJOR CODE: 0720)

Thirty-six units required for the major

I. Required courses for the major

Chem 1A	General Inorganic Chemistry	5
Chem 1B	General Inorganic Chemistry	5
Chem 12A	Organic Chemistry	5
Phys 4A	Principles of Physics	5
Phys 4B	Principles of Physics	5
Phys 4C	Principles of Physics	5

II. Acceptable courses for the major (select a minimum of 6 units from the following courses)

Astr 21	Principles of Astronomy	3
Chem 5	Quantitative Analysis	4
Chem 12B	Organic Chemistry	4
CIS 15	Programing in C	3
Env S 5/Ag 5	Man & His Environment	3
Geog 1	Physical Geography	3
Math 3A	Analytic Geometry & Calculus	5
Math 3B	Analytic Geometry & Calculus	5
Math 4	Calculus & Differ Equations	5
Math 5	Elem Differential Equations	3
Math 6	Intro to Linear Algebra with Applications	3
Math 47	Programming in FORTRAN	3
Math 58	Computer Programming in Pascal	3

PRE-ENGINEERING
(MAJOR CODE: 0604)

Forty-seven units required for the major

I. Required courses for the major

Chem 1A	General Inorganic Chemistry	5
Math 3A	Analytic Geometry & Calculus	5
Math 3B	Analytic Geometry & Calculus	5
Math 4	Calculus & Differ Equations	5
Phys 4A	Principles of Physics	5
Phys 4B	Principles of Physics	5
Phys 4C	Principles of Physics	5

II. *Acceptable courses for the major (select a minimum of 12 units)

Chem 1B	General Inorganic Chemistry	5
Chem 5	Quantitative Analysis	4
Chem 12A	Organic Chemistry	5
Chem 12B	Organic Chemistry	4
CIS 15	Programing in C	3
Math 5	Elem Differential Equations	3
Math 6	Intro to Linear Algebra with Applications	3
Math 12	Introductory Statistics with Applications	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.

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.

PSYCHOLOGY
(MAJOR CODE: 0103)

Twenty-one units required for the major

I. Required courses for the major

Psych 1A	Intro to Psychology	3
Psych 1B	Learning	3
Psych 2	Biological Psychology	3

Minimum of 12 units from any of the following courses

Psych 3	Psych of Adjustment	3
Psych 4	Psych of Human Sexuality	3
Psych 6	Current Issues in Psychology	3
Psych 9/		
ADS 9	Intro to Counseling	3
Psych 11A/H	Rel 11A/	
ADS 11A &		
11B	Practicum	3
Math 12	Introductory Statistics with Applications	3
Psych 14	Abnormal Psychology	3
Psych 15/	Social & Psychological Dynamics	
ADS 15/Soc 15	of Drug Use	3
Psych 16	The Psychology of Interpersonal Relationships	3
Psych 17/		
Soc 17	Social Psychology	3
Psych 18	Research Methods in Psychology	3
Psych 30	Psychology of Adolescence	3
Psych 35	Develop Psych: Conception to Death	3

REAL ESTATE
(MAJOR CODE: 0212)

Eighteen 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 93	Real Estate Finance	3
Bus 94A	Real Estate Appraisal	3
Bus 95	Real Estate Economics	3

RECREATION
(MAJOR CODE: 0312)

Eighteen units required for the major

I. Required courses for the major

Rec 70	Introduction to Leisure	3
Rec 71	Social Recreation	3
Rec 72	Outdoor Recreation	3
Rec 73	Recreation for Special Groups	4

(Two or 3 units to be selected from the following courses)

Art 22A	Design	3
PE 6ABCD	Lifeguard Training/Advanced Lifesaving	2
PE 59AB	Sports Officiating, Men	3
PE 60AB	Sports Officiating, Women	3
PE 61	PE in the Elementary School	3
PE 62AB	PE for Special Olympics	3

II. Acceptable courses for the major (2 or 3 units to be selected from the following courses)

PE 3ABCD	Physical Fitness, Women	1
PE 4ABCD	Badminton, Coed	1
PE 5ABCD	Swimming, Coed	1
PE 10ABCD	Team Sports	1
PE 11ABCD	Volleyball, Coed	1
PE 12ABCD	Tennis, Coed	1
PE 14ABCD	Adv Volleyball, Coed	1
PE 17ABCD	Physical Fitness, Men	1
PE 20ABCD	Softball, Coed	1
PE 23ABCD	Basketball for Women	1
PE 24ABCD	Basketball for Men	1
PE 29ABCD	Jazz Dance, Coed	1

REHABILITATION TECHNICIAN FOR THE PHYSICALLY LIMITED (MAJOR CODE: 1103)

Eighteen units required for the major

I. Required courses for the major

DSPS 1/Psych 27/		
ECE 27	Understanding Excep Students	3
DSPS 2A	Practicum Exper to Work with the Physically Limited Person	2
Psych 1A OR	Intro to Psychology (3)	
Psych 5	Psych of Effective Behavior	3

II. A minimum of 6 units must be taken from Section II

DSPS 10	American Sign Language 1	4
DSPS 11	American Sign Language 2	4
DSPS 12	American Sign Language 3	3
DSPS 13	American Sign Language 4	3
DSPS 14	American Sign Language 5	3
DSPS 16A	Interpreting Amer Sign Lang 1	3
DSPS 16B	Interpreting Amer Sing Lang 2	3
DSPS 33	Intro to Audiology	3
DSPS 34	Audiometry & Hearing Conserv	3
DSPS 40	Intro to Residen Svcs Splst	3
DSPS 41	Tech for Residen Svcs Splst	3
HA 15	Health Assistant	3

III. Additional units to complete the major may be utilized from the courses under Section III

PE 62AB	PE for Special Olympics	3
DSPS 2B	Practicum Exper to Work with the Physically Limited Person	2

Psych 3	Psych of Adjustment	3
Psych 9/ADS 9	Intro to Counseling	3
Psych 17/		
Soc 17	Social Psychology	3
ECE 20	Develop Psych of Children	3
Rec 73	Recreation for Special Groups	4
Soc 1	Introductory Sociology	3
Soc 2	Contemp Social Problems	3

SMALL BUSINESS MANAGEMENT (MAJOR CODE: 0225)

Twenty-six units required for the major

I. Required courses for the major

Bus 1A	Prin of Financial Accounting	4
Bus 2	Intro to Business	3
Bus 4	Principles of Marketing	3
Bus 5	Bus & the Legal Environment	3
Bus 6	Mgmt Concepts of Supervision	3
Bus 14	Practical Salesmanship	3
Bus 16	Small Business Management	3
CIS 1	Intro to Information Systems	3
CIS 21ABC	Computer Applications Lab	1

SOCIAL SCIENCE (MAJOR CODE: 0900)

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

Anth 1	Physical Anthropology	3
Anth 2	Cultural Anthropology	3
Anth 3A	Intro to Arch Site Surveying	3
Anth 3B	Intro to Arch Excavations	3
Anth 4	California Indians	3
Anth 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	Hist of Western Civilization	3
Hist 4B	Hist of Western Civilization	3
Hist 17A	United States History	3
Hist 17B	United States History	3
Hist 30	Mexico & the American Southwest	3
Hist 33	History of Imperial Valley	3
Hist 35	Oral History	3
Hist 45A	Comp History of the Americas	3
Hist 45B	Comp History of the Americas	3
Hist 50A	Early World History	3
Hist 50B	Modern World History	3

Philosophy

Phil 1A	Intro to Philosophy	3
Phil 1B	Intro to Philosophy	3
Phil 11	Ethics	3
Phil 25	Religions of the Mod World	3

Political Science

Pol S 1	Intro to Political Science	3
Pol S 2	American Govt & Politics	3
Pol S 3	Comparative Politics	3
Pol S 14	Intro to International Relations	3

Social Science

Socsi 52	Intro to American Government	3
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Sociology

Soc 1	Introductory Sociology	3
Soc 2	Contemp Social Problems	3
Soc 10/		
ADS 10	Sociology of Minority Groups	3
Soc 33	Marriage & the Family	3

SPANISH: NATIVE SPEAKER (MAJOR CODE: 0668)

Nineteen units required for the major

I. Required courses for the major

Span 20A	Bilingual Spanish	5
Span 20B	Bilingual Spanish	5
Span 23	Bilingual Oral Spanish	3
Span 25	Intro to Spanish American Lit	3

II. Acceptable courses for the major (select a minimum of 3 units from the following courses)

Span 26	Intro to Trans & Inter	3
Span 28A	The Mexican American in Lit	3
Span 28B	The Mexican American in Lit	3
Span 60ABC	Language Lab	1
Mus 29ABCD	Estudiantina	1

SPANISH: NON-NATIVE (MAJOR CODE: 0670)

Twenty units required for the major

I. Required courses for the major

Span 1*	Elementary Spanish	5
Span 2*	Elementary Spanish	5
Span 3	Intermediate Spanish	5

II. Acceptable courses for the major (select a minimum of 5 units from the following courses)

Span 4	Intermediate Spanish	5
Span 23	Bilingual Oral Spanish	3
Span 25	Intro to Spanish American Lit	3
Span 26	Intro to Trans & Inter	3

Span 28A	The Mexican American in Lit	3
Span 28B	The Mexican American in Lit	3
Span 60ABC	Language Lab	1
Mus 29ABCD	Estudiantina	1

*Completion of Span 1A and Span 1B is equivalent to Span 1 and completion of Span 2A and Span 2B is equivalent to Span 2.

WATER TREATMENT TECHNOLOGY (MAJOR CODE: 1008)

Twenty-two units required for the major

I. Required courses for the major

WT 1	Water Treat Plant Oper I	4
WT 2	Water Treat Plant Oper II	4
WT 6	Computational Procd for Treatment Plant Oper I	3
WT 7	Computational Procd for Treatment Plant Oper II	3
WT 9	Waste Water Treatment I	4
WT 10	Waste Water Treatment II	4

II. Recommended courses for the major

Bus 3/Ag 25	Business Management	3
Bus 6	Mgmt Concepts of Supervision	3
Bus 7	Human Relations in Management	3
Chem 1A	General Inorganic Chemistry	5
Chem 2A	Intro to Chemistry	4

WELDING TECHNOLOGY (MAJOR CODE: 1007)

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)	
Weld 31B	Arc Welding (3)	
Weld 36A	Advanced Welding	5
Weld 36B	Advanced Welding	5
Weld 36C	Adv Weld - Welder Certification & Blueprint Reading	5

CERTIFICATE PROGRAMS

ADMINISTRATION OF JUSTICE (CERTIFICATE CODE: 5220)

Twenty-one to 24.5 units required for the certificate

AJ 21	Intro to Admin of Justice	3
AJ 23/CSI 23	Concepts of Criminal Law	3
AJ 25	Legal Aspects of Evidence	3
AJ 26	Prin & Proceod of the Justice System	3
AJ 28	Police Community Relations	3
AJ 37	Juvenile Control	3
Engl 2B*	Basic English Composition	3
Engl 12B*	Reading III: Inter Develop	3.5
	(if required)	

*or demonstrated reading and writing competencies which meet graduation requirements

AGRICULTURAL BUSINESS MANAGEMENT (CERTIFICATE CODE: 5046)

Twenty-five units required for the certificate

Ag 15	Pesticide Safety	1
Ag 22	Intro to Agricultural Economics	3
Ag 25/Bus 3	Ag Business Management	3
Ag 26	Agricultural Bus Organization	3
Ag 27	Agri Sales & Service Management	3
Ag 30	Food & Fiber in a Chang World	3
Ag 40	Soils	3
CIS 1	Intro to Information Systems	3

Select one course from the following:

Ag 14	Entomology	3
Bus 4	Principles of Marketing	3
Bus 5	Bus & the Legal Environment	3
Bus 10	Practical Accounting	3

AGRICULTURAL ENGINEERING TECHNOLOGY (CERTIFICATE CODE: 5045)

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-six units required for the certificate

I. Required courses for the certificate

Aget 28	Power Equip Oper & Maint	4
Aget 34	Power Transmission Systems	4

Aget 35/ Auto T 57	Fluid Power	3
Aget 37/ Auto T 59	Small Gasoline Engines	3
Aget 39	Fundamentals of Diesel Power	4
Weld 31	Basic Welding	5

II. Acceptable courses for the certificate (3 units from the following)

Auto T 54	Carb., Fuel Inject. & Exhaust Systems	3
Auto T 58	Automotive Air-Conditioning	3
Auto T 60	Elec., Start., Charg., Ignit., & Related Elec. Systems	3
Auto T 65	Basic Machine Shop Tech	3

ALCOHOL AND DRUG STUDIES (CERTIFICATE CODE: 5145)

Twenty-seven units required for the certificate

I. Required courses for the certificate

ADS 9/ Psych 9	Intro to Counseling	3
ADS/H REL/Psych 11A or 11B	Practicum	3
ADS 15/ Soc 15/Psych 15	Social & Psychological Dynamics of Drug Use	3
ADS 50/Soc 50	Human Svcs in a Chang Society	3
ADS 51	Alcoholism: Intervention, Treatment & Recovery	3
ADS 52	Physiological Effects of Alcohol & Drugs	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 Approaches to Alcohol & Drug Abuse	3
ADS 55/Psych 55	Crisis Intervention & Referral Techniques	3
ADS 56	Program Management Techniques	3

Minimum of 3 units from any of the following

ADS 10/Soc 10	Sociology of Minority Groups	3
ADS 57ABCD	Current Issues in Drug Abuse	1-3

II. Recommended courses (do not fulfill certificate requirements)

Psych 3	Psychology of Adjustment	3
Psych 4	Psychology of Human Sexuality	3
Psych 16	The Psych of Interpersonal Relationships	3
Psych 30	Psychology of Adolescence	3
Psych 35	Develop Psych: Concep to Death	3
Soc 33	Marriage & the Family	3

FIELD ARCHAEOLOGY (CERTIFICATE CODE: 5000)

Twenty-four to twenty-five units and 100 hours of field work required for the certificate

Anth 1	Physical Anthropology	3
Anth 2	Cultural Anthropology	3
Anth 3A	Intro to Arch Site Survey	3
Anth 3B	Intro to Arch Excavations	3
Anth 3C	Adv Archaeological Survey	3
Anth 3D	Adv Arch Excavations	3
Anth 4	California Indians	3

Three units to be selected from the following courses

Biol 3	Prin of Biological Science	4
Geog 1	Physical Geography	3
Zool 1A	General Zoology	4
Zool 1B	General Zoology	4

AUTOMOTIVE BODY REPAIR AND PAINTING (CERTIFICATE CODE: 5010)

Twenty-seven units required for the certificate

Auto 70	Auto Body Repair & Painting	5
Auto 71	Adv Auto Body Repair & Paint	5
Auto 72	Auto & Light Truck Major Collision Repairing	5
Auto 73	Auto Body Custom Refinishing & Shop Management	3
Auto T 53	Brakes & Suspension	4
Weld 31	Basic Welding	5

The following courses may be substituted for any of the above required courses except Auto 70 & Auto 71:

Auto T 54	Carb., Fuel Injection, & Exhaust Systems	3
Auto T 58	Automotive Air-Conditioning	3

AUTOMOTIVE TECHNOLOGY (CERTIFICATE CODE: 5020)

Thirty-three 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 T 51/ Aget 33A	Engine Technology	4
Auto T 52	Manual Trans & Power Trains	3
Auto T 53	Brakes & Suspension	4
Auto T 54	Carb., Fuel Injection & Exhaust Systems	3
Auto T 56	Diagnostics	3
Auto T 58	Automotive Air-Conditioning	3
Auto T 60	Elec., Start., Charg., Ignit. & Related Elec. Systems	3
Auto T 61A	Automatic Transmissions	4
Auto T 62	Automatic Electronics	3
Auto T 63	Automatic Electronic Fuel Injection	3

II. Recommended courses for the certificate (do not fulfill requirements for the certificate)

Auto T 55/ Aget 33B	Automotive Machine Shop	4
Auto T 59/ Aget 37	Small Gasoline Engines	3
Auto T 61B	Adv Automatic Transmissions	4
Auto T 64	Computer Command Control Func	1.5
Auto T 65	Basic Machine Shop Tech	3
Weld 31	Basic Welding	5

&*Student must satisfy the Imperial Valley College mathematics competency requirements for the certificate.

BANKING: ADMINISTRATION (CERTIFICATE CODE: 5030)

Twenty-seven to twenty-eight units required for the certificate

I. Required courses for the certificate

Bus 1A	Prin of Financial Accounting	4
Bus 5	Bus & the Legal Environment	3
Bus 7	Human Relations in Management	3
Bus 30	Technology for the Modern Office	3
Bus 42	Business Communications	3
CIS 1	Intro to Information Systems	3
Econ 1	Principles of Economics	3
WEOCC 80ABCD	Work Exper Coord Class	1
WEOCC 82ABCD	Occupational Work Exper	1

II. Acceptable courses for the certificate (select 1)

Bus 1B	Prin of Managerial Accounting	4
Bus 4	Principles of Marketing	3
Bus 14	Practical Salesmanship	3
Bus 29B	Word Processing 2	3
Bus 39	Office Procedures	3

III. Required skill level

Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

BANKING: GENERAL OPERATIONS (CERTIFICATE CODE: 5072)

Twenty-seven units required for the certificate

I. Required courses for the certificate

Bus 1A	Prin of Financial Accounting	4
Bus 5	Bus & the Legal Environment	3
Bus 23	Machine Calculation	3
Bus 29A	Word Processing 1	3
Bus 40	Grammar & Usage	3
Bus 41 OR	Essentials of Bus Correspondence (3)	3
Bus 42	Business Communications	3
CIS 1	Intro to Information Systems	3
WEOCC 80ABCD	Work Exper Coord Class	1
WEOCC 82ABCD	Occupational Work Exper	1

II. Acceptable courses for the certificate (select 1)

Bus 7	Human Relations in Management	3
Bus 14	Practical Salesmanship	3
Bus 39	Office Procedures	3
CIS 22	Microcomputer Accounting	3

III. Required skill level

Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

This program is designed for bank tellers, utility clerks, and analysts.

**BASIC COMPUTER SKILLS
(CERTIFICATE CODE: 5087)**

Six units required for the certificate

Bus 29A	Word Processing 1	3
Bus 51	Microcomputer Keyboarding	1
CIS 23	Computer Literacy	1
CIS 37A	Spreadsheet Excel	1

All courses used for the Basic Computer Skills Certificate program must be completed with a grade of "C" or better.

**BUSINESS OFFICE TECHNOLOGIES:
ACCOUNTING TECHNICIAN
(CERTIFICATE CODE: 5058)**

Twenty-six units and skill level required for the certificate

I. Required courses for the certificate

Bus 1A**	Prin of Financial Accounting	4
Bus 2	Introduction to Business	3
Bus 23	Machine Calculation	3
Bus 24	Records Management	3
Bus 29A	Word Processing 1	3
CIS 1	Intro to Information Systems	3
CIS 22	Microcomputer Accounting	3
CIS 37A	Spreadsheet: Excel	1
CIS 37B	Spreadsheet: Excel	1
WEOCC 80ABCD*	Work Exper Coord Class	1
WEOCC 82ABCD*	Occupational Work Exper	1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.

**It is recommended that Bus 10 be taken as preparation for Bus 1A

II. Required skill level for the certificate

Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

**BUSINESS OFFICE TECHNOLOGIES:
ADMINISTRATIVE ASSISTANT
(CERTIFICATE CODE: 5057)**

Thirty units and skill level required for the certificate

I. Required courses for the certificate

Bus 1A	Principles of Financial Accounting	4
Bus 5	Business and the Legal Environment	3
Bus 7	Human Relations in Management	3
Bus 23	Machine Calculation	3
Bus 29B	Word Processing 2	3
Bus 30	Technology for the Modern Office	3
Bus 32	Office Transcriptions	1
Bus 39	Office Procedures	3
Bus 42	Business Communications	3
CIS 1	Intro to Information Systems	3
WEOCC 80ABCD*	Work Exper Coord Class	1
WEOCC 82ABCD*	Occupational Work Exper	1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.

II. Required skill level for the certificate

Keyboarding skill level 50 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

**BUSINESS OFFICE TECHNOLOGIES:
OFFICE TECHNICIAN
(CERTIFICATE CODE: 5054)**

Twenty-seven units and skill level required for the certificate

I. Required courses for the certificate

Bus 23	Machine Calculation	3
Bus 24	Records Management	3
Bus 29A	Word Processing 1	3
Bus 29B	Word Processing 2	3
Bus 30	Technology for the Modern Office	3
Bus 32	Office Transcription	1
Bus 39	Office Procedures	3
Bus 40	Grammar & Usage	3
Bus 41 OR	Essen in Bus Correspondence (3)	3
Bus 42	Business Communication	3
CIS 37A	Spreadsheet: Excel	1
WEOCC 80ABCD*	Work Exper Coord Class	1
WEOCC 82ABCD*	Occupational Work Exper	1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.

II. Required skill level for the certificate

Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

**BUSINESS SUPERVISION
(CERTIFICATE CODE: 5065)**

Twenty-two units required for the certificate

Bus 2	Intro to Business	3
Bus 3/Ag 25	Business Management	3
Bus 5	Bus & the Legal Environment	3
Bus 6	Mgmt Concepts of Supervision	3
Bus 7	Human Relations in Management	3
Bus 41 OR	Essen in Bus Correspondence (3)	3
Bus 42	Business Communications	3
CIS 1 AND	Intro to Information Systems	3
CIS 21ABC	Computer Applications Lab	1

NOTE: A 1 unit course from EACH of the following subject areas may be substituted for CIS 1 and CIS 21AC: Windows Operating Systems, Word Processing, Spreadsheet, Data Base

**COMPUTER INFORMATION SYSTEMS
(CERTIFICATE CODE: 5085)**

Twenty-two units required for the certificate

I. Required courses for the certificate

Bus 1A	Prin of Financial Accounting	4
CIS 1	Intro to Information Systems	3
CIS 10	Programming in COBOL	3
CIS 12	Programming in BASIC	3
CIS 21ABC	Computer Applications Lab	1
CIS 26	Windows Oper System: Windows 95	1
CIS 31B	Word Proc: WordPerfect for Windows	1
CIS 37B	Spreadsheet: Excel	1
CIS 41A	Data Base: Access	1
WEOCC 80ABCD*	Work Exper Coord Class	1
WEOCC 82ABCD*	Occupational Work Exper	1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.

II. Acceptable courses for the certificate (select a minimum of 2 units)

CIS 3	Intro to Telecommunications	3
CIS 15	Programming in C	3
CIS 22	Microcomputer Accounting	3
CIS 31A	Word Proc: WordPerfect for Windows	1
CIS 37A	Spreadsheet: Excel	1

**CORRECTIONAL SCIENCE
(CERTIFICATE CODE: 5222)**

Twenty-four units required for the certificate

I. Required courses for the certificate

CSI 21	Intro to Corrections	3
CSI 22/AJ 39	Report Writing for Admin of Justice	3
CSI 23/AJ 23	Concepts of Criminal Law	3
CSI 24	Correctional Interviewing & Counseling	3
CSI 25	Control & Supervision of Inmates	3

II. Acceptable courses for the certificate (9 units from the following courses)

AJ 21	Intro to Admin of Justice	3
AJ 28	Police Community Relations	3
AJ 34	Criminal Investigation	3
AJ 37	Juvenile Control	3
AJ 41	Arrest & Firearms, Reserve Officer, Module A	3.5
CSI 31	Concepts of Probation & Parole	3
Engl 1A*	Reading & Composition	3

*Or demonstrates reading or writing competencies which meet graduation requirements.

**CROPS SCIENCE
(CERTIFICATE CODE: 5048)**

Twenty-seven units required for the certificate

Ag 14	Entomology	3
Ag 15	Pesticide Safety	1
Ag 40	Soils	3
Ag 41	Fertilizers	3
Ag 42	Intro to Crop Science	4
Ag 43	Field & Cereal Crops	4
Ag 45	Vegetable Production	3
Ag 49	Weeds & Weed Control	3
Aget 28	Power Equip Oper & Maint	5
Ag 30	Food & Fiber in a Chang World	3
Ag 32	Irrigation & Drainage	3

**EARLY CHILDHOOD EDUCATION
(CERTIFICATE CODE: 5110)**

Eighteen units required for the certificate

ECE 20/ Psych 20	Develop Psych of Children	3
ECE 21	Early Childhood Social: Children, Family & Community	3
ECE 22	Adv Develop Psych & Observation	3
ECE 23	Early Childhood Curriculum I	3
ECE 25	Field Experience	3
ECE 31A	Health, Safety & Nutrition for Teachers of Young Children	2
ECE 31B/ HT 17	First Aid & CPR for Teachers of Young Children	1

Early Childhood Education certificate students can apply for the Emergency Children's Center Permit upon completion of the certificate. Students must achieve a minimum grade of "C" or better in each of the required courses. 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.

**EARLY CHILDHOOD EDUCATION
INFANT/TODDLER
(CERTIFICATE CODE: 5112)**

Twenty-one units required for the certificate

ECE 20/Psych 20	Develop Psych of Children	3
ECE 21	Early Childhood Social: Children, Family & Community	3
ECE 22	Adv Develop Psych & Observation	3
ECE 25	Field Experience	3
ECE 29	Infant/Toddler Development	3
ECE 30	Infant/Toddler Curriculum	3
ECE 31A	Health, Safety & Nutrition for Teachers of Young Children	2
ECE 31/B	First Aid & CPR for Teachers of Young Children	1
HT 17		

All courses used for the Early Childhood Education Infant/Toddler program must be completed with a grade of "C" or better.

**EARLY CHILDHOOD EDUCATION
FAMILY CHILD CARE
(CERTIFICATE CODE: 5114)**

Fifteen units required for the certificate.

ECE/Psych 20	Develop Psych of Children	3
ECE 21	Early Childhood Social: Children, Family & Community	3
ECE 23	Early Childhood Curriculum I	3
ECE 31A	Health, Safety & Nutrition for Teachers of Young Children	2
ECE 31B	First Aid & CPR for Teachers of Young Children	1
ECE 35	Family Child Care Business Mgmt.	1
ECE 36	Family Child Care Provider & Parent Relations	1
ECE 37	Family Child Care Licensing & Resources	1

**ELECTRONICS
(CERTIFICATE CODE: 5120)**

Fourteen units required for the certificate

Eltrn 1A	Basic Electricity & Electronics	4
Eltrn 1B	Electronics	4
Eltrn 2A	Adv Electronics	3
Eltrn 2B	Adv Electronics	3

**EMERGENCY MEDICAL TECHNICIAN I
(CERTIFICATE CODE: 5130)**

Six and one-half units required for the certificate

EMT 1	Emergency Medical Tech 1	6.5
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**EMERGENCY MEDICAL TECHNICIAN II
(CERTIFICATE CODE: 5131)**

Twelve units required for the certificate

EMT 2A	Emergency Medical Tech 2A	7
EMT 2B	Emergency Medical Tech 2B	5

**EMERGENCY MEDICAL TECHNICIAN
PARAMEDIC
(CERTIFICATE CODE: 5133)**

Successful completion of application process. Acceptance into program by EMT Training Coordinator and EMT Training Medical Director. Contact Nursing Division for specifics.

Thirty-eight and one-half units required for the certificate

EMT-P D1	EMT Paramedic - Didactic 1	8
EMT-P D2	EMT Paramedic - Didactic 2	8
EMT-P C1	EMT Paramedic - Clinical 1	3
EMT-P C2	EMT Paramedic - Clinical 2	2
EMT-P F1	EMT Paramedic - Field 1	9.5
EMT-P F2	EMT Paramedic - Field 2	8

**ENVIROMENAL TECHNOLOGY
(CERTIFICATE CODE: 5137)**

Thirty-one to forty units required for the certificate

I. Required Courses for the certificate

Env T 100	Intro to Environmental Tech	4
Env T 103	Hazard Waste Generation/Reduction Treatment	3
Env T 105	Hazard Materials Mgmt. Appl.	3
Env T 107	Hazard Waste Mgmt. Appl.	3
Env T 109	Health Effects of Hazard Materials	3
Env T 113	Safety & Emergency Response	5
Or		
Env T 113A/Fire 120	Safety & Emergency Response, Fundamentals of Hazard Materials For the First Responder	3
And		
Env T 113B	Safety & Emergency Response Haz Mat Awareness & Safety	2
Biol 3*	Principles of Biological Science	4
Chem 1A	General Inorganic Chemistry	5
Chem 2A*	Introduction to Chemistry	4

* See a counselor if taken in high school

II. Five to six units selected from:

Bus 2	Introduction to Business	3
Bus 3/Ag 25	Business Management	3
Bus 5	Business 7 the Legal Environment	3
Bus 6	Management Concepts of Supv	3
Bus 7	Human Relations in Management	3
Bus 8	Human Resource Management	2
CIS 1	Intro to Information Systems	3
CIS 21 ABC	Computer Applications Lab	1
CIS 31 AB	Work Proc: WordPerfect for Windows	1
Spch 2 AB	Intermediate Public Speaking	3
WEOCC 80		
ABCD	Work Exper Cood Class	1
WEOCC 82		
ABCD	Occupational Work Exper	1

**FIRE TECHNOLOGY
(CERTIFICATE CODE: 5140)**

Twenty-five and one-half units required for the certificate

I. Required courses for the certificate

FIRE 100	Fire Protection Organization	3
FIRE 101	Fire Prevention Technology	3
FIRE 102	Fire Protection Equipment & Systems	3
FIRE 103	Bldg Construction for Fire Protection	3
FIRE 104	Fire Behavior and Combustion	3
FIRE 105	Emergency Medical Technician 1	6.5

II. Select 4 units from the following acceptable courses for the certificate

AJ 39/CSI 22*	Report Writing for Admin of Justice	3
FIRE 110	Introduction to Fire Technology	3
FIRE 111	Streams, Nozzles, Hose & Appliance	2.5
FIRE 112	Grnd Ladders/Forcible Entry/Rescue	2.5
FIRE 113	Ventilation and Fire Control	2
FIRE 114	Basic Fire Technology - Advanced	3.5
FIRE 116	Fire Hydraulics	2
FIRE 120/		
Env T 113A	Fund of Haz Mat - First Responder	3
FIRE 200A**	Driver/Operator - Driver	2
FIRE 200B**	Driver/Operator - Pumping	2
FIRE 201A**	Fire Investigation 1A	2
FIRE 201B**	Fire Investigation 1B	2
FIRE 204A**	Fire Prevention 1A	2
FIRE 204B**	Fire Prevention 1B	2
FIRE 210A**	Fire Instructor - Training 1A	2
FIRE 210B**	Fire Instructor - Training 1B	2
FIRE 220A**	Fire Command 1A	2
FIRE 220B**	Fire Command 1B	2
CIS 1	Intro to Information Systems	3

*Recommended

**200 courses for personnel already employed in Fire Technology or for students who have completed at least 12 units at the 100 level.

**GRAPHIC ARTS - MULTI-MEDIA
(CERTIFICATE CODE: 5170)**

Eleven units required for the certificate

GRAPH 10	Graphic Communications I	2
GRAPH 11	Graphic Communications II	3
GRAPH 12	Composition, Layout & Paste-up	3
GRAPH 20	Offset Printing I (3)	
OR		
GRAPH 22	Photography & Platemaking	3

**GRAPHIC ARTS - PRINTING
(CERTIFICATE CODE: 5180)**

Eleven units required for the certificate

GRAPH 20	Offset Printing I	3
GRAPH 21	Offset Printing II	3
GRAPH 22	Photography & Platemaking	3
GRAPH 23	Bindery, Cutting & Distribution	2

**HEALTH ASSISTANT
(CERTIFICATE CODE: 5190)**

Five units required for the certificate

HA 15	Health Assistant	5
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**HOME HEALTH AIDE
(CERTIFICATE CODE: 5195)**

One and one-half units required for the certificate

HA 16	Home Health Aide	1.5
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**HUMAN RELATIONS
(CERTIFICATE CODE: 5210)**

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	Intro to Psychology	3
Psych 3	Psychology of Adjustment	3
Psych 9/		
ADS 9	Intro to Counseling	3
Psych 11A/H Rel 11A/		
ADS 11A &		
11B	Practicum	3
Soc 1	Introductory 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.

Anth 2	Cultural Anthropology	3
Bus 6	Mgmt Concepts of Supervision	3
Bus 7	Human Relations in Management	3
CIS 1	Intro to Information Systems	3
ECE 26	Principles of Parenting	3
H Rel 8	Personal & Career Development	3
Psych 1B	Learning	3
Psych 2	Biological Psychology	3
Psych 5	Psych of Effective Behavior	3
Math 12	Introductory Statistics with Applications	3
Psych 15/	Social & Psychological	
Soc 15/ADS 15	Dynamics of Drug Use	3
Psych 16	The Psych of Interpersonal Relation.	3
Psych 17/Soc 17	Social Psychology	3
Psych 18	Research Methods in Psychology	3
Psych 20/ECE 20	Develop Psych of Children	3
Psych 30	Psychology of Adolescence	3
Psych 35	Developmental Psychology:	
	Conception to Death	3
Psych 40	Intro to Crisis Counseling	3
Soc 2	Contemporary Social Problems	3

**LEGAL ASSISTANT
(CERTIFICATE CODE: 5230)**

Twenty-one units required for the certificate

Bus 5	Bus & the Legal Environment	3
Legal 21	Research & Criminal Law	3
Legal 22	Civil Procedures & Family Law	3
Legal 23	Civil Discovery & Torts	3
Legal 24	Corporations & Bankruptcy	3
Legal 25	Real Estate Law for Legal Assistants	3
Legal 26	Wills-Trusts-Probate	3

**LIBRARY TECHNICIAN
(CERTIFICATE CODE: 5240)**

Fifteen units required for the certificate

I. Required courses for the certificate

LIBRY 51	Intro to Library Science	3
LIBRY 52	Library Technical Services	3
LIBRY 53	Library Public Services	3
LIBRY 54	Introduction to Media Services	3
LIBRY 56	Information and Reference Services	3

II. Suggested additional courses

Bus 7	Human Relations in Management	3
CIS 23	Computer Literacy	1
WEOCC 80ABCD	Work Exper Coord Class	1
WEOCC 82ABCD	Occupational Work Exper	1

**MARKETING-SALESTECHNOLOGY
(CERTIFICATE CODE: 5250)**

Twenty-one to twenty-three units required for the certificate

I. Required courses for the certificate

Bus 2	Introduction to Business	3
Bus 4	Principles of Marketing	3
Bus 5	Bus & the Legal Environment	3
Bus 14	Practical Salesmanship	3
CIS 1	Intro to Information Systems	3

II. Acceptable courses for the certificate (6 units from the following courses)

Bus 1A	Prin of Financial Accounting	4
Bus 1B	Prin of Managerial Accounting	4
Bus 3/Ag 25	Business Management	3
Bus 7	Human Relations in Management	3
Bus 10	Practical Accounting	3

**MEDICAL ASSISTANT
(CERTIFICATE CODE: 5185)**

Twenty-six and one-half units required for the certificate

I. Required courses for the certificate

HT 3	Medical Terminology	3
HA 18	Administrative Medical Assistant I	4.5
HA 19	Administrative Medical Assistant II	4.5
HA 20	Specimen Collec & Lab Procedures	3.5
HA 21	Exam Room Procedures	3.5
HA 22	Pharmacology & Administration	3.5
HA 23	Clinical Externship	4

**MEDICAL OFFICE ASSISTANT
(CERTIFICATE CODE: 5181)**

I. Twelve units required for certificate.

HT 3	Medical Terminology	3
HA 18	Administrative Medical Assistant	4.5
HA 19	Administrative Medical Assistant	4.5

**MEDICAL TRANSCRIPTION SPECIALIST
(CERTIFICATE CODE: 5073)**

Eighteen units required for the certificate

Anat 6	Anat & Physiology for Health Occ	3
Bus 29A	Word Processing 1	3
Bus 40	Grammar & Usage	3
HT 3	Medical Terminology	3
HT 4	Medical Transcription	3
HT 11	Adv Medical Transcription	3

**NUTRITION MANAGEMENT
DIETARY MANAGER
(CERTIFICATE CODE: 5256)**

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.

NUTR 1	Sanitation & Safety Control	3
NUTR 2	Foundations of Nutrition	3
NUTR 3	Food Production Management	3
NUTR 4	Supervision for Food Services	3
NUTR 7	Intro to Hospitality & Food Services	3
NUTR 8	Menu Planning & Purchasing	3

Plus the following:

NUTR 5	Modified Diets	3
NUTR 6A	Field Experience	3

**NUTRITION MANAGEMENT
SCHOOL FOOD SERVICES MANAGER
(CERTIFICATE CODE: 5255)**

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.

NUTR 1	Sanitation & Safety Control	3
NUTR 2	Foundations of Nutrition	3
NUTR 3	Food Production Management	3
NUTR 4	Supervision for Food Services	3
NUTR 7	Intro to Hospitality & Food Services	3
NUTR 8	Menu Planning & Purchasing	3

Plus the following:

NUTR 6B	Field Experience	3
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**PATIENT SERVICES ADMINISTRATION
SPECIALIST
(CERTIFICATE CODE: 5135)**

Twenty-one units required for the certificate

Bus 29A	Word Processing 1	3
Bus 40	Grammar & Usage	3
HT 3	Medical Terminology	3
HT 4	Medical Transcription	3
HT 5	Patient Information Systems	3
HT 6	Medical Insurance	3
HT 7	Patient Administrative Services	3

**PHARMACY TECHNICIAN
(CERTIFICATE CODE: 5340)**

Twenty-one units required for the certificate

Math X	Beginning Algebra	3
HT 3	Medical Terminology	3
Anat 6	Anat & Physiology for Health Occupations	3
HT 12	Pharmacy Technician I	6
HT 13	Pharmacy Technician II	6

**REAL ESTATE
(CERTIFICATE CODE: 5260)**

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.

Eighteen 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 93	Real Estate Finance	3
Bus 94A	Real Estate Appraisal	3
Bus 95	Real Estate Economics	3

**RECREATION
(CERTIFICATE CODE: 5270)**

Eighteen units required for the certificate

I. Required courses for the certificate

Rec 70	Introduction to Leisure	3
Rec 71	Social Recreation	3
Rec 72	Outdoor Recreation	3
Rec 73	Recreation for Special Groups	4

(Two or 3 units to be selected from the following courses)

Art 22A	Design	3
PE 6ABCD	Lifeguard Training/Advanced Lifesaving	2
PE 59AB	Sports Officiating, Men	3
PE 60AB	Sports Officiating, Women	3
PE 61	PE in the Elementary School	3
PE 62AB	PE for Special Olympics	3

II. Acceptable courses for the certificate (2 or 3 units to be selected from the following courses)

PE 3ABCD	Physical Fitness, Women	1
PE 4ABCD	Badminton, Coed	1
PE 5ABCD	Swimming, Coed	1
PE 10ABCD	Team Sports	1
PE 11ABCD	Volleyball, Coed	1
PE 12ABCD	Tennis, Coed	1
PE 14ABCD	Adv Volleyball, Coed	1
PE 17ABCD	Physical Fitness, Men	1
PE 20ABCD	Softball, Coed	1
PE 23ABCD	Basketball for Women	1
PE 24ABCD	Basketball for Men	1
PE 29ABCD	Jazz Dance, Coed	1

**REHABILITATION TECHNICIAN FOR THE
PHYSICALLY LIMITED
(CERTIFICATE CODE: 5280)**

Eighteen units required for the certificate

I. Required courses for the certificate

DSPS 1/psych 27/		
ECE 27	Understanding Excep Students	3
DSPS 2A	Practicum Exper to Work with the Physically Limited Person	2
Psych 1A OR	Intro to Psychology (3)	
Psych 5	Psych of Effective Behavior	3

II. A minimum of 6 units must be taken from Section II

DSPS 10	American Sign Language 1	4
DSPS 11	American Sign Language 2	4
DSPS 12	American Sign Language 3	3
DSPS 13	American Sign Language 4	3
DSPS 14	American Sign Language 5	3
DSPS 16A	Interpreting Amer Sign Lang 1	3
DSPS 16B	Interpreting Amer Sign Lang 2	3
DSPS 33	Introduction to Audiology	3
DSPS 34	Audiometry & Hearing Conserv	3
DSPS 40	Intro to Residen Svcs Splst	3
DSPS 41	Tech for Residen Svcs Splst	3
HA 15	Health Assistant	3

III. Additional units to complete the major may be utilized from the courses under Section III

PE 62AB	PE for Special Olympics	3
DSPS 2B	Practicum Exper to Work with the Physically Limited Person	2
Psych 3	Psych of Adjustment	3
Psych 9/		
ADS 9	Intro to Counseling	3
Psych 17/		
Soc 17	Social Psychology	3
ECE 20	Develop Psych of Children	3
Rec 73	Recreation for Special Groups	4
Soc 1	Introductory Sociology	3
Soc 2	Contemp Social Problems	3

**SMALL BUSINESS MANAGEMENT
(CERTIFICATE CODE: 5068)**

Twenty-six units required for the certificate

Bus 1A	Prin of Financial Accounting	4
Bus 2	Introduction to Business	3
Bus 4	Principles of Marketing	3
Bus 5	Bus & the Legal Environment	3
Bus 6	Mgmt Concepts of Supervision	3
Bus 14	Practical Salesmanship	3
Bus 16	Small Business Management	3
CIS 1	Intro to Information Systems	3
CIS 21ABC	Computer Applications Lab	1

**VOCATIONAL NURSING
(CERTIFICATE CODE: 5300)**

Fifty-three units required for the certificate

Pre-Admission Requirements

Engl 1A	Reading & Composition	3
		TOTAL 3

Pre-Clinical Requirements

HT 3	Medical Terminology	3
Psych 1A	Introduction to Psychology	3
Anat 6	Anat & Physiology for Health Occ	3
		TOTAL 9

First Semester

Psych 35	Develop Psych: Conception to Death	3
NURS 1A (V)	Intro to Patient Care I	4
NURS 1B (V)	Intro to Patient Care II	4
NURS 1C (V)	Pharmacology I	1.5
NURS 3C (V)	Patient Care Mgmt & Crit Think	2.5
		TOTAL 15

Second Semester

NURS 2A (V)	Maternity Cycle	5.5
NURS 2B (V)	Common Health Problems I	5.5
NURS 2C (V)	Pharmacology II	2
		TOTAL 13

Third Semester

NURS 3A (V)	Common Health Problems II	6.5
NURS 3B (V)	Common Health Problems III	6.5
		TOTAL 13

Part-Time Program Sequence

Fifty-three units required for the certificate

Pre-Admission Requirements

Eng 1A	Reading & Composition	3
		TOTAL 3

Pre-Clinical Requirements

HT 3	Medical Terminology	3
Psych 1A Introduction to Psychology	3
Anat 6	Anat & Physiology for Health Occ	3
		TOTAL 9

First Semester

Psych 35	Develop Psych: Conception to Death	3
NURS 1A (V)	Intro to Patient Care I	4
NURS 1B (V)	Intro to Patient Care II	4
NURS 1C (V)	Pharmacology I	1.5
NURS 3C (V)	Patient Care Mgmt & Crit Think	2.5
		TOTAL 15

Second Semester

NURS 2A (V)	The Maternity Cycle	5.5
NURS 2B (V)	Common Health Problems I	5.5
NURS 2C (V)	Pharmacology II	2
		TOTAL 13

Third Semester

NURS 3A (V)	Common Health Problems II	6.5
NURS 3B (V)	Common Health Problems III	6.5
		TOTAL 13

**WASTE WATER TECHNOLOGY
(CERTIFICATE CODE: 5315)**

Fourteen units required for the certificate

WT 6	Comp Procd for Treatment Plant Operator I	3
WT 7	Comp Procd for Treatment Plant Operator II	3
WT 9	Waste Water Treatment I	4
WT 10	Waste Water Treatment II	4

**WATER TREATMENT TECHNOLOGY
(CERTIFICATE CODE: 5310)**

Fourteen units required for the certificate

WT 1	Water Treat Plant Oper I	4
WT 2	Water Treat Plant Oper II	4
WT 6	Comp Procd for Treatment Plant Operator I	3
WT 7	Comp Procd for Treatment Plant Operator II	3

**WELDING TECHNOLOGY
(CERTIFICATE CODE: 5320)**

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 units required for the Pattern One certificate

Weld 31 OR	Basic Welding	5
Weld 31A &	Oxy-Acetylene Welding (2)	
Weld 31B	Arc Welding (3)	
Weld 36A	Advanced Welding	5
Weld 38	Sheet Metal Fundamentals	2
Eight units selected from agriculture courses		8

Pattern Two

(Recommended for air-conditioning mechanics and construction personnel)

Eighteen units required for the Pattern Two certificate

Weld 36A	Advanced Welding	5
Weld 36B	Advanced Welding	5
Weld 38	Sheet Metal Fundamentals	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)	
Weld 31B	Arc Welding (3)	
Weld 36A	Advanced Welding	5
Auto Tech 65	Basic Machine Shop Tech	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.)

Twelve units required for the Pattern Four certificate

Weld 36B	Advanced Welding	5
Weld 36C	Adv Weld - Welder Certification & Blueprint Reading	5
Weld 38	Sheet Metal Fundamentals	2

INDEX

A

Absence 26
 Academic Dismissal 27
 Academic Freedom Statement 15
 Academic Probation 26
 Academic Renewal 25
 Accreditation 18
 Activities, Student 18
 Associate Degrees 29
 Administration 5
 Administration of Justice 52
 Admission 19
 College Transfers 19
 Foreign Students 19
 High School Graduates 19
 Nongraduates of High School 19
 Out-of-State Students 20
 Special High School Students 19
 Advanced Placement Credit 23
 Advanced Placement, Nursing 24, 100
 Affiliations, Institutional 17
 Affirmative Action Policy 20
 Agricultural Engineering Technology 54
 Agriculture 54
 Alcohol and Drug Studies 57
 Alpha Gamma Sigma 17
 Anatomy 58
 Anthropology 58
 Art 59
 Assessment 18
 Assistance, Financial 17
 Associate Degree Nurse 100
 Associate in Arts Degree 29
 Associate in Science Degree 29
 Associated Students 18
 Astronomy 61
 Athletics 18
 Courses 105
 Intercollegiate 18
 Attendance and Automatic Withdrawals 26
 Automotive Body and Paint 61
 Automotive Technology 62
 Awards 17

B

Biology 63
 Board of Trustees 5
 Bookstore 18
 Business 63

C

Calendar 4
 California Articulation Number (CAN) 51
 California State Universities 32
 Campus Regulations 26
 Certificate Programs 35, 136-145
 Chairpersons, Division 6

Changes in the Catalog 29
 Charges 17
 Chemistry 67
 Class Schedules, Change in 22
 College Center 18
 College Credit for Regional Occupational
 Program Courses 24
 Competency, State Requirement 30
 Computer Information Systems 67
 Cooperative Work Experience 16
 Correctional Science 68
 Correspondence & Extension Courses, Credit for 32
 Counseling and Guidance Services 18
 Courses of Instruction 50-117
 Courses, Types 15
 Credit by Examination 23
 Credit for Administration of Justice Course Work 52
 Credit for Advanced Placement Examinations 23
 Credit for Upper Division Course Work 24
 Credit Grade 22
 Curricula, Occupational 35

D

Degrees 16
 Dismissal Policies 27
 Directors 6
 Disabled Student Programs and Services 69
 Division Chairpersons 6
 Dramatic Art 71

E

Early Childhood Education 72
 Economics 73
 Education 73
 Electricity 73
 Electronics 73
 Eligibility & Certification of Veteran
 Student Applicants 27
 Emergency Medical Technician 74
 Emergency Medical Technician - Paramedic 75
 Emeritus Faculty 11
 English 76
 Enrollment, Concurrent High School & College 16
 Entrance Examinations 19
 Environmental Science 81
 Environmental Technology 81
 Evening College 15
 Exercise Science, Wellness and Sport
 Exemptions and Requirements 29
 Expenses 17
 Extension Courses, Credit for 32
 External Campus 15

F

Facilities 13
 Faculty 7
 Faculty, Emeritus 11
 Family Educational Rights & Privacy Act of 1974 19

Fees 17
 Financial Assistance 17
 Fire Technology 82
 Foreign Students 20
 Foreign Transcripts 19
 French 85

G

General Education 15, 30
 Requirements at IVC 29
 Requirements for California State Universities 32
 Requirements for University of California 32
 Geography 86
 German 86
 Grade Points 23
 Grade Reports, Semester 25
 Grades 22
 Grading System 22
 Graduation Honors 17
 Graduation Petition 28
 Graduation Requirements 29
 Grants 17
 Graphic Arts 88
 Grievance Procedure 25
 Guidance Services 18

H

Health Assistant 88
 Health Education 89
 Health Technologies 89
 Hearing Process 26
 High School, Attendance of Student 16
 Honors 17
 Summer 16
 Vocational 16
 High School & College, Concurrent Enrollment 16
 History 90
 History of College 13
 Honor List, President's 17
 Honors, Graduation 17
 Honors, Scholastic 17
 Honors Program 91
 Honors Program for High School Students 16
 Humanities 91
 Human Relations 92

I

Imperial Valley College 13
 Imperial Valley College Developmental Preschool 16
 Incompletes 22
 Individual Studies Program 93
 Institutional Affiliations 17

Institutional Requirements 29
 Intercollegiate Sports 108
 Intersegmental General Education Transfer Curriculum (IGETC) 33

J

Japanese 93
 Journalism 94

L

Lack-of-Progress, Dismissal 27
 Lack-of-Progress, Probation 26
 Language, Foreign Courses 85, 86, 93, 113
 Learning Supportive Services 18
 Legal Assistant 94
 Liberal Studies Major 127
 Library 13
 Library Technician 95
 Limitations, Study List 21
 Location of College 13

M

Major Requirements 118-135
 Majors 22, 118-135
 Mathematics 96
 Entrance Examination 19
 Graduation Requirements 29
 Matriculation Process 19
 Media Center 13
 Meyer Center 13
 Military Classes 89
 Military Credit 24
 Mission and Goals, College 14
 Music 97

N

Natural Science 99
 Night Classes 15
 Nondiscrimination Policy 20
 Nurse, Vocational 99
 Nursing 99
 Admission Policies 99
 Advanced Placement 24, 100
 Application Policies 100
 Progression Policies 100
 Associate Degree 99
 Continuing Education 102
 Graduates of Hospital Diploma Schools 103
 Health Assistant 88
 Registered 102
 Vocational 103
 Nutrition 103

O

Occupational Curricula 35
 Out-of-State Students 20

P

Parking Permit 18
 Petition for Graduation 29
 Petition Process 26
 Philosophy 104
 Photography 104
 Physical Education 105
 Physics 109
 Physiology 109
 Pipefitting 109
 Plumbing 109
 Political Science 109
 Prerequisite, Corequisite, Advisories on Recommended Preparation and Limitations on Enrollment 50
 President's Honor List 17
 Probation 26
 Proficiency Enrollment 23
 Program
 Changes 22
 Cooperative Work Experience 16
 Developmental Preschool 16
 Disabled Student Programs and Services 16
 High School Students 16
 Evening College 15
 External Campus 15
 Transfer 15
 Types 15
 Provisional Status 26
 Psychology 110

R

Recreation 111
 Refund Policy 18
 Registered Nursing 102
 Regulations 19
 Repeated Classes 23
 Reports, Semester Grade 25
 Requirements for Four-Year Institution 32
 Requirements, Institutional 29
 Requirements, State Competency 30
 Reserve Officer Program 53
 Residence Requirements 20, 29

S

Scholarship 22
 College Credit for Regional Occupational Program Courses 24
 Grading System 22
 Honors 17
 Scholarships 17
 Scholastic Dismissal 27
 Scholastic Probation 26
 Semester Grade Reports 25

Short Term Classes 22
 Snack Bar 18
 Social Science 112
 Society, Honor 17
 Sociology 112
 Spanish 113
 Spanish Translation 36
 Special Studies Program 114
 Speech 114
 Standards of Student Conduct 25
 State Competency Requirements 30
 Student
 Activities 18
 Bookstore 18
 Conduct 25
 Study List Changes 21
 Study List Limitations 21
 Subject Area Requirements 28
 Summer Session 16 & 28
 Summer, High School Students 16

T

Transcripts 19 & 28
 Transfer Credit 34
 Transfer Requirements 32
 Trustees, Board of 5
 Tuition 18

U

University of California 32
 Upper Division Credit 24

V

Veterans
 Credit for Military Training 24
 Eligibility & Certification of Veteran Student Applicants 27
 Vocational Curricula 35
 Vocational, High School Students 16
 Vocational
 Nurse 99
 Nursing 103
 Work Experience Course 116
 Voluntary Withdrawal 27

W

Water Treatment Technology 115
 Welding Technology 119
 Withdrawal, Automatic 26
 Withdrawal from College 26
 Withdrawal Grades 22
 Work Experience 16, 117
 Work-Study Program 17

Z

Zoology 117