Diablo Valley College administration

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Dean of Career Technical Education and Economic Development .......... Kim Schenk
Dean of Outreach, Enrollment Management and Matriculation ............... Beth Hauscarriague
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Dean of Counseling and Support Services ............................................... Terry Armstrong
Dean of Biological and Health Sciences ................................................... Dennis Smith
Dean of English .......................................................................................... Krista Johns
Dean of Math and Computer Science ........................................................ Rachel Westlake
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Dean of Social Sciences ............................................................................ Lynden Krause
Dean of Applied and Fine Arts .................................................................. Michael Almaguer
Dean of Business ...................................................................................... Krista Johns
Dean of Physical Sciences and Engineering ............................................... Dennis Smith
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Academic/Student Services Manager - Educational Talent Search ............. Jackie Jones-Castellano
Academic/Student Service Manager, International Students ..................... Gloria Zarabozo
Director of Admissions and Records .......................................................... Ileana Dorn
Director of Financial Aid .......................................................................... Brenda Jerez
Bookstore Manager ................................................................................... Bill Foster
Central Services Manager ......................................................................... vacant
Food Services Manager ............................................................................ George Delfabro
Custodial Manager ................................................................................... Antonio Melendrez
Buildings and Grounds Manager ............................................................... Guy Grace
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INTRODUCTION

District and college history
The Contra Costa Community College District first opened its doors in 1949. It is the second oldest and eighth largest multi-college community college district in California. CCCCDD serves a population of over 1,000,000 people, and its boundaries encompass all but 48 of the 734 square mile land area of Contra Costa County. The district reaches from San Francisco Bay on the west to the Sacramento-San Joaquin Delta and Byron on the east and from the Carquinez Strait and Suisun Bay on the north to Alameda County on the south.

The district is made up of three colleges: Diablo Valley College in Pleasant Hill, which also has a campus in San Ramon; Contra Costa College in San Pablo; and Los Medanos College in Pittsburg, which also has a center in Brentwood. The District Office is located in historic downtown Martinez.

The publicly supported Contra Costa Community College District offers students low-cost access to quality higher education through a variety of programs including associate degrees, transfer credit to four-year colleges, vocational training, developmental education, English as a Second Language (ESL), economic development services, community service, and lifelong learning opportunities.

Formerly known as East Contra Costa Junior College, DVC officially began offering courses in 1949 in some of the most unlikely sites: high schools, banks, churches, and even an old army camp. On October 5, 1950, the College Board of Trustees purchased a piece of land for the college's permanent home at a cost of $172,500. Originally home to the Costanoan Indians, the land was granted to William Welch in 1844 by the Mexican government. The parcel became part of his huge Rancho Las Juntas, which then included northwestern Walnut Creek, all of Pleasant Hill, and the northeastern half of Martinez. After World War II, the land was subdivided into housing tracts, one of which was purchased for the new college.

The college moved to its present site in 1952, and began holding classes in ten steel buildings acquired from the government for $45 each. The name Diablo Valley College was adopted in 1958.

For over 50 years, DVC has maintained a well-defined vision of its future. Central to this vision has always been a deep commitment to the needs of students - a commitment that continues to be honored today.

The 1960s and 1970s were a period of rapid expansion as the student body grew and the campus developed. In the 1980s the college established a satellite center, the San Ramon Valley Center, to serve the needs of students in South County. During that same time, a study abroad program and an international student program were created. The 1990s saw increased use of technology to support instruction and a greater diversity of course selections to serve student needs. The college also developed long-term economic partnerships with local businesses. Now well into the 21st century, DVC’s student body reflects the growing multiculturalism and diversity found in California.

DVC’s main campus is located off Interstate 680 in Pleasant Hill on one hundred acres of gently rolling hills in view of
Mt. Diablo, a northern California landmark. It is the college of choice for many students from the private and public high schools in nearby Martinez, Mt. Diablo, San Ramon and Acalanes school districts, as well as neighboring geographic areas. The San Ramon Campus in Dougherty Valley opened its doors to students in November of 2006. DVC employs more than 1,100 faculty and staff, and serves nearly 24,000 students each semester. Among community colleges, DVC has one of the highest rates of transfer to the University of California and the California State University.

Vision Statement
Diablo Valley College will continuously evolve as a learning centered institution committed to the community it serves, to the development of our students as responsible citizens of the world, and to the positive transformation of student lives.

Statement of Values
Diablo Valley College is committed to the following core values:

1. Learning - the growth, development and goal achievement of all students, staff, and faculty.
2. Equity - the promotion and enhancement of equal opportunities for success for all groups of students regardless of their backgrounds or cultures.
3. Excellence - the pursuit of the highest standards for our students and for the institution as a whole.
4. Creativity - the encouragement of imagination and innovation in support of student and institutional progress.
5. Diversity - a sincere respect for differences among perspectives, ideas, peoples, and cultures.
6. Integrity - the responsibility to both teach and model the rigorous pursuit of truth and self-knowledge.
7. Responsiveness - effective response to the needs of our students and our community.
8. Collaboration - a team effort to earn and develop trust, respect, and appreciation for the contributions of all persons.
9. Communication - the exchange of ideas and information freely, with candor, honesty, and respect.
10. Academic Freedom - the free exploration of ideas and perspectives by all members of the community and the responsibility inherent in such freedom.
11. Accountability - the continuous assessment of institutional effectiveness as evidence of how well we are fulfilling the trust placed in us by the community.
12. Stewardship - leadership for the community in the wise use of resources and the protection of the environment.

Mission
Diablo Valley College, a publicly supported, comprehensive community college, prepares students to engage in advanced studies through transfer to four-year programs, equips them to become skilled and current in their respective professions, and provides courses and programs that promote lifelong learning.

DVC defines its students, both matriculated and prospective, as individuals who show interest in and ability to benefit from a college education. The college's open admission policy is grounded in the belief that opportunity and quality can coexist in a diverse educational environment.

The college provides a core of liberal arts and science courses, specialized career/technical programs, and support services to meet the diverse needs and abilities of students. Four primary missions constitute the critical educational functions of the college.

1. Transfer
   The college ensures access to a baccalaureate degree for all members of the community, regardless of their circumstances or prior academic record, by providing the full range of freshman and sophomore level courses necessary for transfer. These courses are of sufficient breadth, depth and rigor to ensure that transfer students are as well prepared to succeed in upper division work as those who complete their first two years at a four-year college or university. The college also provides counseling and academic planning services, timely and accurate information about transfer requirements, and the necessary articulation agreements to facilitate the transfer process. The college faculty and staff are dedicated to the active identification, encouragement and support of students who have the desire and ability to pursue a baccalaureate degree.

2. Workforce development
   In order to ensure a well-trained work force, the college provides a wide variety of career/technical education programs and general education courses designed to prepare students for new careers, career changes and career advancement. The college also provides students with access to the support services and career development services necessary to help them establish and fulfill educational plans appropriate to their career goals. The college's career/technical education programs are responsive to the changing needs of the business community and of the regional economy. The programs are focused not only on the educational needs of individuals but on the workforce development needs of the community as well.

3. Economic development
   In addition to providing strong occupational programs, the college supports the economic development of the
region through its leadership in planning, its encouragement of partnerships for economic growth, and the provision of contract-based training to meet the needs of business and the community. The aim of the college’s economic development efforts is to ensure that the region has the planning, development and training capacity necessary to attract and retain business, and to maintain the region’s economic vitality.

4. Pre-collegiate preparation
The college ensures meaningful access to its collegiate programs by providing a broad range of pre-collegiate courses designed to develop the basic skills necessary to succeed in college level courses. The college is committed to offering courses responsive to student needs and to individual learning styles. The college also is committed to providing the comprehensive student support services necessary to help students overcome their educational limitations. The aim of the pre-collegiate program is to empower students to become confident and independent learners, to recognize and build on individual strengths, and to encourage students’ further education.

In addition to these primary missions, the college acknowledges and honors its traditional role as a center for lifelong learning by providing courses, events and activities that promote lifelong learning and enrich the community’s cultural, intellectual and recreational environment.

In order to fulfill these missions, the college seeks to maintain a physical environment that is safe and conducive to learning and intellectual growth, while operating in accordance with the highest standards of fiscal and administrative accountability. The college environment is enhanced through the use of the most recent information technology, which offers the college community access to resources from throughout the world.

Philosophy
The primary objective of Diablo Valley College is the development, growth and success of each of its students. We believe that student learning is paramount and comprises not simply the transference of knowledge and skills, but also a process of intellectual, artistic, political, ethical, physical and spiritual exploration. At DVC, such learning is the mutual responsibility of the college and the student.

We recognize the dignity and intrinsic worth of the individual and will make every effort to design programs to meet individual needs, interests and capacities. We believe a broad range of educational approaches and support services is necessary in order to ensure that each student achieves his or her potential.

In fulfilling these objectives and principles, the college affirms its intention:

- to provide the highest possible level of education and support services in order to help students develop and realize their goals;
- to provide the highest possible level of access to a student body which reflects the cultural and socio-economic diversity of our community;
- to provide students with opportunities for the development of values, ethical behavior, aesthetic appreciation, and a sense of civic responsibility;
- to establish open communication with students and to provide them with opportunities to participate in institutional decision-making;
- to enhance self-esteem and a sense of individual responsibility;
- to provide a campus climate that encourages tolerance, mutual respect, civility, and the free and open exchange of ideas; and
- to instill an appreciation for the values and contributions of other cultures and to foster a global and international perspective among all students.

We will continually seek and support a dedicated, highly qualified staff that is diverse in terms of cultural background, ethnicity, and intellectual perspective and that is committed to fostering a climate of academic freedom and collegiality. We will encourage and support professional development opportunities for all staff members and we will all share in the responsibility for helping students to achieve their educational goals.

Diablo Valley College affirms its responsibility to address the diverse needs of the communities it serves and to provide leadership in the civic, cultural, and economic development of the region. We believe that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

Faculty commitment to students
DVC’s faculty is dedicated to meeting the educational needs of its community, in accordance with the purposes and regulations that appear in the Education Code of California. The following statement summarizes the faculty’s beliefs and concepts about the purpose of this college:

We believe that one of our leadership responsibilities is to identify the educational needs of our community. Our students come to us with a variety of aspirations, interests, and abilities, and each brings to DVC a certain level of maturity and preparation. We recognize that the student must decide which educational programs to pursue, but we also feel obliged to assist each student make informed choices and to develop the skills and proficiencies appropriate to college work.
We believe that a good education is fundamental to the democratic process. Therefore, we value the unique contributions of each student and we believe all of DVC’s educational programs are of equal importance. We believe the heart of the college is the student and the student is a whole human being - the sum of one’s feelings, beliefs, thoughts, and attitudes, as well as physical, emotional, and intellectual needs. Hence, we encourage self-reliance, self-direction, intelligent use of the elements of our broad cultural heritage, and a genuine and critical quest for truth.

We believe that to teach is to help people grow in many different ways, and that learning is an active, lifelong process of thinking, feeling, and doing. We believe that an excellent college education motivates students to learn well and gives students the ability to transfer, improve and/or develop new work-related skills, and derive meaning from their learning. Therefore, we strive for a balance between specialization and generalization when organizing and presenting subject matter.

Finally, we believe that close student-faculty relationships both contribute to learning and make it more enjoyable.

Shared governance

Shared governance, the college’s decision-making process, involves many members of the DVC community. Representative students, faculty, classified, and management staff confer with each other in committees. These representative committees recommend a variety of educational policies to guide the institution and district.

This involvement represents a continuing response to the challenge of recognizing diverse perspectives and incorporating their dynamic influences into the college’s decision-making process.

AN OVERVIEW OF PROGRAMS

DVC’s educational programs satisfy the needs of a diverse student body. DVC offers these programs at the Pleasant Hill campus; at the San Ramon Campus; and at various locations throughout the district.

DVC day programs

A full selection of courses is offered during the day. There are courses that run for an entire term and also short-term courses and workshops.

DVC evening and weekend programs

Many full-term and short-term courses are available in the evenings and on the weekends, offering students flexibility in their scheduling. Students can earn an associate degree or satisfy general education transfer requirements to UC and CSU by attending only evening and weekend courses. Students can also complete the requirements for many certificates of achievement at night. See the class schedule for a listing of those career/technical programs that may be completed during evenings and/or weekends.

Online and hybrid courses

DVC and SRC offer a growing selection of online and hybrid courses, making higher education more accessible to a larger number of students. Online courses are taught almost exclusively through the Internet requiring students to attend very few face-to-face meetings. Hybrid courses use a combination of class meetings and online instruction. To find out more about online courses, visit www.dvc.edu/online.

DVC summer programs

Full and short-term courses are available during summer days and evenings, offering students the opportunity to complete a course for a full term’s credit in several convenient, condensed formats. See summer schedule.
Other campus and center locations

San Ramon Campus

The San Ramon Campus (SRC) is DVC’s campus in San Ramon and currently enrolls over 4,000 students each semester. Our brand-new campus in Dougherty Valley is a state-of-the-art educational facility that has been designed to meet the expanding learning needs of our community.

Many students choose to take all of their courses at the San Ramon Campus, while others choose to enroll in classes at both the San Ramon and the Pleasant Hill campuses. The San Ramon campus is located in a village, which includes a 29,000-square-foot community center and an 11,600-square-foot library. SRC provides an opportunity for DVC students to receive the same excellent instruction in an intimate setting.

The San Ramon Campus offers a full complement of general education courses that meet associate degree requirements and/or transfer to a four-year institution. In addition, SRC offers Computer Information Systems (CIS) workshops and courses in the latest software and network technology areas. Many courses are offered in short-term and online formats; check the current schedule for specifics.

Students at SRC have access to many of the same services available at the Pleasant Hill campus including admissions, assessment, bookstore, computer labs, counseling, disabled student services, financial aid and scholarship information, job postings, math, foreign language and computer labs, library, orientation classes, transfer workshops, and other student service information and programs.

SRC is located at 1690 Watermill Road in San Ramon. The telephone number is listed in the telephone directory in the back of the catalog. SRC’s website is www.dvc.edu.

Walnut Creek Center

DVC offers courses at the Walnut Creek Center located at 1250 Arroyo Way, Walnut Creek. The site features computer labs and classrooms in the heart of Walnut Creek. Please see the schedule of classes for more information.

GETTING THE MOST OUT OF DVC

Setting educational and career goals

Many students enter DVC with clearly defined educational or career goals, while many others are still exploring their options. DVC is a place where students can investigate their interests and abilities, and learn how to set goals.

Students are encouraged to use DVC’s counseling, assessment, career and employment services to help set and attain their educational and career goals. Students are also encouraged to build relationships with faculty who are in their areas of interest. They can provide students with the information, support, and guidance to help them reach their goals.

The most important service new students should take advantage of when entering DVC is the matriculation program. This program, described below, is designed to help students succeed. Research shows that students who have participated in the matriculation program have far greater success in course work than students who have not participated.

Continuing students should meet with a counselor each term to update their educational plans and to get advice about which courses will best fulfill their plans.

Matriculation

Matriculation is a process that helps new students learn about the college and themselves. Through this process, students develop their educational plans and select the most appropriate courses for their interests and abilities. All new students are expected to participate in matriculation. Although matriculation is voluntary, new students who participate receive a higher priority registration appointment than those who do not.

Students begin the matriculation process when they submit their application for admission. At this point, students sign up for Counseling 095 orientation. Once they have completed assessment and Counseling 095, they are eligible for a priority registration appointment.
New students may receive an earlier registration appointment without matriculating if they have an associate or higher degree, are enrolling in six units or less, or are enrolling:

- to learn or update job skills,
- to maintain a certificate or license,
- for special personal interest.

**Assessment**

After submitting the application, the next step is to sign up for English and math assessment testing. The assessment results indicate a student’s skill level in these subjects. This information helps students to select courses in which they are most likely to succeed. In addition to assessment information, students also base their course choices on their previous grades, job experience, and personal level of confidence. Assessment sessions are offered throughout the year and take about two and a half hours. ESL and chemistry assessment are also available.

The Assessment Center is located in the Student Services Center, lower level, next to the Information Center.

**Exemptions:**

New students need not take the English assessment if they have received a “C” grade or better in a college course equivalent to English 122 - Freshman English: Composition and Reading.

New students need not take the math assessment if they have received a “C” grade or better in a college or high school course equivalent to Math 110 - Elementary Algebra.

For more information, contact the Assessment Center or Admissions and Records Office.

**Orientation and advising**

Once students complete assessment, they are ready for the orientation and advisement course, Counseling 095. This course consists of two three-hour class sessions or an all-day Saturday session. The class is taught by a counselor who provides information about DVC academic and career/technical programs, special programs, support services, and career opportunities. The counselor also discusses general education patterns and transfer requirements, degree and certificate requirements, grading, and add/drop policies.

In Counseling 095, students also meet individually or in small groups with a counselor to plan their first-term courses and to begin working on a larger educational plan. The student and counselor review the student’s goals, prior course work, and assessment test results.

The counselor advises students regarding course selection and points out specific support services that might be of help to the student. Students are encouraged to check on their progress toward their goals by meeting each term with a counselor.

**ADMISSION**

Who is eligible for admission?

A student is eligible for admission if he or she:

- has graduated from high school, or
- is 18 years of age or older and is no longer in high school, or
- has passed the State of California Certificate of Proficiency Test or the General Educational Development Test (GED).

**California residence status**

California residence status is determined by the Admissions and Records Office. A student is generally eligible for residency if he or she has lived in California for at least one year prior to the beginning of the term in which he or she wishes to enroll, and can show evidence of California residency.

**Non-residence status**

Students who are nonresidents must pay a non-resident tuition fee in addition to the other usual college fees. For more information, see “fees, costs, and refunds.”

**International students**

Diablo Valley College is committed to global education and is a leader in advancing international education in the United States. More than 1,000 international students representing 64 countries attend DVC yearly. The diverse cultures of these students help to enrich our campus community. International students interested in applying to DVC can download and print out the application from [www.dvc.edu/international](http://www.dvc.edu/international). International students are required to comply with immigration regulations and must submit supporting documents for admission purposes. A checklist to ensure that students understand what they need to submit to be admitted as an international student to DVC is available at [www.dvc.edu/international/apply/admission/checklist.htm](http://www.dvc.edu/international/apply/admission/checklist.htm). International students must pay the international student rate for courses in addition to the usual college fees.
For international students applying from within the United States, the deadline for fall semester admission is July 15. For international students applying from outside the United States, the deadline for fall semester admission is July 1. The spring admission deadline for all international students is December 1. All international students are required by law to report to the designated school official at the ISAS office when they arrive on campus, transfer institutions, or leave the country.

Transferring to DVC
DVC welcomes transfer students from other colleges. Transfer students should follow our general application procedures listed in the following section.

Transfer students should send official transcripts of their prior college work to the Admissions and Records Office. International students who wish to transfer to DVC must submit an international student application and must send all documents including transcripts to the International Student Admissions and Services Office.

FEES, COSTS AND REFUNDS

Enrollment fees*

**California resident enrollment fees**
California resident enrollment fee is $20 per unit.

**Non-resident fees**
Non-California resident students are charged $201 per unit ($181 per unit plus $20 per unit enrollment fee) if they are U.S. citizens or permanent residents.
Non-residents of the United States are charged $208 per unit ($188 per unit plus $20 per unit enrollment fee).

Enrollment fees are due at the time of registration.
*All fees are subject to change

Enrollment fee and non-resident tuition refunds
Our refund policy complies with and is based upon Title 5 regulation and the Education Code. A detailed refund policy is posted at the Cashier's Office.

For a full term-length course
In order to obtain a refund, students must officially drop units within the first two weeks of a term.

For short-term courses and summer-term courses
In order to obtain a refund, students must officially drop units within the first 10% of the length of the course.

Parking permit refunds
In order to obtain a refund, students must:
• officially drop all units within the first two weeks of the term.
• return the parking permit to the cashier’s office.

Course materials fees
In order to obtain a refund, students must officially drop the course within the first two weeks of the term length course. Refunds can be requested at the Cashier’s Office.
Other fees and expenses

**ASDVC discount sticker**
Students may purchase an optional $8 ASDVC discount sticker to affix to their Connect Card entitling them to discounts for student related activities.

**Books, supplies, and course material fees**
Students must purchase all books and many of the supplies required by their courses. When possible, the Book Center sells used books at reduced prices. The average cost for books is $250 - $350 per term for a full-time student.

**Field trip fees**
Sometimes students must provide their own transportation for field trips. Students are expected to pay entrance fees for theaters, galleries, and other activities. Instructors will give alternate assignments to students who cannot afford the cost of a field trip.

**Parking fees**
On the Pleasant Hill campus during the fall and spring semesters, parking permits are $2 per day for short-term parking, $35 per term for automobiles, $20 per term for motorcycles and mopeds, and $1 for optional permit carriers. Financial aid students are eligible for a discounted parking permit for $20. DVC permits are only required from Monday morning until 5 p.m. on Friday and are valid at LMC and CCC. During the summer, parking permits are $2 per day for short-term parking, $20 per term for automobiles, and $10 for motorcycles and mopeds.

Parking permits are not required at SRC.

**Parking violations**
Fines range from $35 for parking in a regular space without a permit, to over $275 for parking in a space reserved for the handicapped.

**Schedule of classes and catalog**
Catalogs and class schedules may be purchased at the Book Center.

**Student debts to the college**
Students are expected to clear their financial debts promptly. Students who owe DVC money for overdue library books, returned checks, or other debts will not be allowed to use college services (such as registering for classes or obtaining official transcripts) until their debts are paid.

**Student union fee**
The $1 per unit fee helps pay for the maintenance of the Student Union Building. The maximum fee is $10 per student per academic year.

**Online or telephone registration fee**
There is no fee for online or telephone enrollment.

**Transcript fees**
Students receive two official transcripts within the district free of charge. Additional copies are $5 each, payable in advance. A signature is required to release the transcripts. Transcript requests are accepted by mail or fax. Fax requests must also include a VISA or MC number and expiration date. Please allow 7-10 working days for processing. Express service is also generally available (one hour service) for a cost of $10 per transcript.

**Verification of enrollment fees**
Students can receive a free verification of enrollment through WebAdvisor available 24 hours a day, seven days a week. Verifications requested through the Admissions and Records Office will be assessed a $2 fee for each request processed after the first two free copies have been issued. All requests must be made in writing. Please allow 7-10 working days for processing. Express service is available (one hour service) for a cost of $5 per verification.

**Voluntary student medical insurance**
This insurance covers serious illness or injury and the hospital expenses involved. Various low-cost plans are available for students and their dependents. Brochures are available in the Admissions and Records Office, Student Life Office, or from the dean of student life. Applications must be completed within 30 days after classes start. Students must carry at least six units of course work to be eligible.

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**FINANCIAL ASSISTANCE**
Students will find many opportunities to receive financial assistance at DVC. Students should go to the Financial Aid, EOPS, or Scholarship Offices for more information.

**Financial aid**
Diablo Valley College has a broad range of financial aid programs. Over nine million dollars in financial aid is awarded to eligible students annually and many students receive...
a Board of Governors enrollment fee waiver. Interested students should visit the Financial Aid Office, located in the Student Services Center or visit the financial aid web page at www.dvc.edu/financialaid.

Grants

Board of Governors’ waiver
This is a California state program that waives enrollment fees. This waiver does not have to be repaid.

Eligibility
Students must be residents of California, meet income standards, or demonstrate financial need as determined by the federal financial aid application.

How to apply
Complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Students may also complete a Board of Governor’s Waiver (BOGW) application, which is available in the Financial Aid Office. The BOGW form must be submitted to the Financial Aid Office for processing.

Federal Pell grant
Students may receive a Pell Grant up to $4,731 per year as determined by the Department of Education. This grant does not have to be repaid.

Eligibility
Students must demonstrate financial need as determined by the federal financial aid application and comply with the college’s financial aid Satisfactory Academic Progress policy.

How to apply
Complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

Notification
Upon completion of all additional requirements, eligible students are mailed award letters.

Federal Supplemental Educational Opportunity Grant (FSEOG)
These funds are limited. This grant does not have to be repaid.

Eligibility
Students must be eligible for a Pell grant and demonstrate a need for additional money to meet the cost of their education. Students must comply with the college’s financial aid Satisfactory Academic Progress policy.

How to apply
Complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Meeting the priority deadline of March 2 means that students will have priority for receiving the grant; however, applications are accepted as long as funds are available.

Notification
Eligible students are mailed an award letter.

Cal Grant
There are three main types of Cal Grants (A, B and C). Cal Grant A can be used for fees and tuition at public and private colleges (not Community Colleges). Cal Grant B provides low-income students with a living allowance and assistance with tuition and fees. The maximum a Community College student can receive in one year through Cal Grant B is $1,551. Cal Grant C helps pay tuition and training costs for career/technical courses, to a maximum of $576 for two years.

Eligibility
Students must be residents of California, demonstrate financial need, and maintain certain academic standards.

How to apply
Complete a Free Application for Federal Student Aid (FAFSA) and submit a certified GPA Verification Form to the state of California. The GPA Verification Form must be completed and postmarked by March 2 and/or September 2. The GPA verification form is available in the Financial Aid Office.

Notification
Eligible students are mailed award letters from the state of California and the college.

Work-Study

Federal Work-Study (FWS)
Students participating in the Federal Work-Study Program work part-time (up to 20 hours per week) to help meet their educational costs. Work-study jobs are available at a variety of on-campus and off-campus locations. The funds are limited and administered through the Financial Aid Office.

Eligibility
Students must demonstrate the need for additional funds to meet the cost of education. They must also comply with the college’s financial aid satisfactory academic progress policy.

How to apply
Complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Meeting the
March 2 priority deadline means that students will have priority for receiving federal work-study funds; however, applications are accepted as long as funds are available. To inquire about or apply for Federal Work Study (FWS), please come to the Financial Aid Office.

**Notification**
Students are notified by the Financial Aid Office.

**Loans**

**Federal loans**
Low interest federal Stafford loans are available to students and parents. For specific information contact the Financial Aid Office or visit the financial aid web page at www.dvc.edu/financialaid.

**Eligibility**
Students must demonstrate financial need as determined by the Free Application for Federal Student Aid (FAFSA) application, meet federal criteria, and comply with the college’s financial aid Satisfactory Academic Progress policy. Loans must be repaid, therefore, it is recommended that students use all other possible resources first and borrow only when it is absolutely necessary.

**How to apply**
Complete a Free Application for Federal Student Aid (FAFSA) and a Loan Request Packet. Loans are approved on a case-by-case basis.

**Notification**
Students are notified by the Financial Aid Office.

**Other aid and benefits**

**Child Development Training Consortium**

**First 5 ECE Professional Development Program**
Financial aid is also available for students preparing for a career in early childhood education. Tuition stipends are available through the Child Development Training Consortium for students currently employed in child development programs. Textbooks, loans, tutoring, scholarships and additional incentives are available through the First 5 ECE Professional Development Program. Eligibility guidelines, applications and further information can be obtained at the ECE Professional Development Office in FL-202 or by contacting Sue Handy at ext. 2162 or shandy@dvc.edu.

**Scholarships**

**The DVC scholarship program**
High school students entering Diablo Valley College, continuing DVC students, and students transferring to four-year colleges and universities will find many opportunities to compete for scholarships. These scholarships have been established for DVC students by individual sponsors, local, state, and national organizations. Call the Scholarship Program Office for information. See the telephone directory in the back of the catalog. DVC Scholarships are made available through the generous donor contributions to the DVC Foundation.

**Eligibility**
Scholarship awards are based on a variety of criteria. Some of the major areas of consideration are grade point average, financial need, and community service experience. Scholarships are merit-based and the majority of awards require that students have a minimum cumulative grade point average of 3.0 for consideration.

**Deadline for applying**
Applications become available during the fall term. The filing deadline is generally in early February in order for the student to be eligible for a scholarship for the next academic year.

**How to apply**
Complete a Diablo Valley College Scholarship Program application online. Students must also provide documents that support their application as identified in the application form.

**Notification**
Scholarship award letters will be mailed to recipients in late April. The letter will specify the scholarship award amount and how the award funds will be disbursed. Students who are not awarded scholarships will be notified in late April.
Other scholarship opportunities
Numerous additional scholarship opportunities are available from October through April of each year. Check the scholarship literature display rack in the lobby of the Financial Aid Office and the Scholarship Office located next to the Information Center in the Student Services Building on a regular basis during the filing period. Deadlines vary.

Servicemen’s Opportunity College
The Office of Private Postsecondary Education has designated DVC as a Servicemen’s Opportunity College, which means persons who are currently members of the armed forces may receive benefits that will help pay their college expenses.

Note: Some of our courses, such as non-degree courses, and some remedial courses have not been approved by the Veterans Administration and are not covered by veteran’s benefits or servicemen’s benefits.

Veteran’s benefits
Eligibility
Various federal and state agencies determine eligibility for veteran’s benefits, depending on whether the student is a veteran or a dependent of a deceased veteran. To receive veteran’s benefits, the student must carry a course load of at least six units and maintain a grade-point average of at least 2.0. To receive full benefits, the student must carry at least 12 units.

How to apply
Interested students should speak with a staff member in the Admissions and Records Office when they pick up an application for admission or contact the Department of Veteran’s Affairs at 925-313-1481 or 800-827-1000 or visit the website at www.va.gov.

Vocational rehabilitation aid
For students who are considered by the State of California to have a condition that interferes with their ability to find and keep a job, the State Department of Rehabilitation provides financial assistance with college fees, books and supplies, academic tutoring, and other school-related expenses. The program at DVC also includes personal counseling and services that will help the student prepare for and find employment.

Eligibility
Students who have a physical or mental disability that interferes with their ability to work may be eligible for vocational rehabilitation aid.

How to apply
Contact the Counseling Center to make an appointment with the rehabilitation counselor. The telephone number is listed in the telephone directory in the back of the catalog.

REGISTERING FOR CLASSES
Adding, dropping, and enrolling in classes
Students are responsible for managing their enrollment. A registration receipt is proof of enrollment. Students are also responsible for officially dropping classes. DVC does not permit auditing. Registration can be done online or over the telephone. See the schedule of classes for registration dates and times.

Schedule of classes
The schedule of classes is a list of DVC’s course offerings each term. It is published each term prior to registration and is available in the Book Center. The schedule is also available to view or search on the DVC website at www.dvc.edu.

Registration appointments
For currently enrolled students, a priority appointment system is used for registration. The registration appointment is based on the number of units the student has completed in the district. The more units completed, the earlier the registration date. Students may register online or by telephone anytime on or after their appointment time.

New students
New students must complete the application and assessment process and sign up for an orientation/advisement course, Counseling 095, to receive the earliest possible registration appointment. Once Counseling 095 has been completed, students will be assigned a priority registration appointment. Registration appointments can be viewed on WebAdvisor at www.dvc.edu.

New transfer students
New transfer students who have completed fewer than 12 units must complete the application and assessment processes and sign up for an orientation/advisement course, Counseling 095, in order to obtain the earliest possible registration appointment. New transfer students who have completed more than 12 units must...
file an application for admission to receive a registration appointment. It is recommended that transfer students see a counselor to review their prior academic work and plan an academic program.

Continuing students
A registration appointment is automatically assigned to all continuing students and can be viewed on WebAdvisor at www.dvc.edu.

Returning students
Students who have been away from DVC for more than one academic year must file a new application for admission. Once their application is processed they will be able to view their registration appointment on WebAdvisor at www.dvc.edu.

Walk-in registration
Students registering in person should decide which classes to take and complete a Schedule Request Form and application if necessary. Students should have alternative classes selected, in case their first choice classes are no longer available. Students should also be prepared to pay their fees when they register. All fees are due at the time of registration. Walk-in registration dates are listed in the schedule of classes.

Online and telephone registration
Students may register online or by telephone on or after their registration appointment date and up to the day before the class begins. Students may also drop classes online or by telephone throughout the term prior to the deadline to withdraw. Instructions for online and telephone registration are included in the schedule of classes. All fees are due at the time of registration.

Special admit students
(concurrent enrollment)

High school students
High school students may enroll as special admit students in classes with the permission of their principal and parent. These students must submit a DVC application, a DVC special admission recommendation form, and pay the required fees when they register. Enrollment fees only are waived if the student is enrolled in fewer than 12 units. All high school (special admit) students must register in person for classes. Sophomores and below must also have approval of the DVC instructor before they are allowed to register in person.

Four-year colleges
DVC’s concurrent enrollment program allows students to take some of their classes at the University of California, Berkeley, the California State University East Bay, Concord or Mills College. Contact the Counseling Center for more information and to obtain the appropriate forms.

Unit limits per term
In fall or spring term, a full-time course load is considered to be at least 12 units. See coursework and units section.

Veterans must carry a course load of at least 12 certifiable units in order to receive full veteran’s benefits.

International students must carry at least 12 certifiable units each semester to maintain their student visa status.

Adding classes before instruction begins
Students who wish to add classes before the class begins may do so until midnight the day before the class begins.

Adding classes after instruction begins

Late add codes
The late add code is a 4-digit number that is given to students by the instructor at the first class meeting. Students may register by telephone or online if they are registering using a late add code. Late add codes are listed on the instructor’s class roster. The late add code will expire at midnight of the last day to add the class.

Students who wish to add classes during the first week of instruction should first check WebAdvisor for openings. If there is space available and the class has not started, students may register online or by telephone until midnight the day before the class begins. The student may also go to the class to get the instructor’s signature. Students must return the signed schedule request form to the Admissions and Records Office, and pay all fees to enroll in the classes.

Dropping classes

Student-initiated drop
Students are responsible for officially dropping classes before the deadline. Non-attendance or non-payment of a class will not remove the student from enrollment and will not remove the responsibility to pay the registration fees. Even if an instructor promises to drop a student, the student is responsible for officially dropping the class. (The drop deadline for term-length classes is printed in the schedule of classes. Short-term classes must be dropped before 75 percent of the class time has elapsed.)

Students who do not officially drop a class may receive an “F” for the term. Add/drop forms are available in the Admissions and Records Office. To officially drop a class, students must either submit a Schedule Request Form to the Admissions and Records Office, or use the online or telephone registration systems.

If students drop online or by telephone they must ensure the class has been dropped from their records by checking their schedule. Students are advised to print a copy of their schedule.
If students drop a class before 25 percent of the instruction time has elapsed, no grade will appear on their transcript at the end of the term. If students drop a class after the 25 percent point (but before 75 percent of the instruction time has elapsed), they will receive a “W” on their transcript. “W” grades are not computed in a student’s grade point average; however, these grades may affect a student’s academic standing. Please see the “academic policy” section on progress probation and dismissal.

The following conditions apply to students receiving a “W” notation:

- A “W” shall not be assigned or may be removed from a transcript if the student withdrew due to discriminatory treatment or retaliation for discriminatory treatment.
- A student may not receive more than four (4) “W”的 from the same credit course.
- A “W” shall not be assigned if the student withdraws due to the impact of fire, flood or other extraordinary conditions.
- Students may petition to take a course a fifth time due to extenuating circumstances, however a fifth “W” may not be recorded; the student must receive a grade or a non-evaluative symbol.
- A student who has withdrawn from a credit course and then receives a substandard grade will fall under the course repetition guidelines listed for improving a grade point average. (Title 5, section 55024)

Instructor’s withdrawal option

Students who miss the first meeting of the course may be dropped by the instructor. Any student who is absent the equivalent of two weeks of a term-length course without an acceptable excuse may also be dropped by the instructor. In these cases the student may be able to re-enter the class if the instructor agrees and signs a Schedule Request Form, reinstating the student. This decision is entirely up to the instructor.

Note: There is no automatic withdrawal process, and students may receive an “F” grade for the course if they do not officially drop the class prior to the deadline. An “F” grade may not be changed to a “W” grade except in the case of documented extenuating circumstances such as serious illness, or military deployment.

Transcripts

Release of student records

Students may have their DVC records released to them only if they have no outstanding debts and can show positive picture identification, in the form of a current student I.D. card, a California driver’s license, or a California I.D. card.

If a student wants his or her DVC records released to someone else, that person must show the Admissions and Records Office positive picture identification and an original permission note that has been signed by the student. Transcript requests require 7-10 working days to process. Additional time should be allowed for transcripts requested at the end of the term. For transcript fees, please refer to the “fees, costs and refunds” section. Rush service (one hour processing time) is available for in-person requests.

Correcting academic transcripts

See “grade policy” in the “college policies and procedures” section.

STUDENT RESOURCES

See the directory in the back of the catalog for telephone extensions.

Assessment Center

ext. 2545

After new students submit an application for admission, they will need to have their math and English skills evaluated at the Assessment Center. Students may take their Assessments on a drop-in basis throughout the year. By taking the Assessment, students may be placed into the recommended chemistry, English, ESL, or math course. The Assessment Center is located in the Student Services Center, lower level, next to the Information Center. Call first to check for hours or visit us at our website: www.dvc.edu/assessment

Book Center

925-682-7363

Students may purchase new and used textbooks, general books for recreational reading, backpacks, school supplies, bus passes, computer software, and personal items at the Book Center. Visa, MasterCard, Discover and ATM cards are accepted. Sorry, no checks are accepted. Textbooks may be ordered through the
DVC website at [www.bookcenter.dvc.edu](http://www.bookcenter.dvc.edu). With a student ID card and activity fee sticker, there is a five percent discount on most items.

**Career and Employment Services**

The Career and Employment Services office is located on the first floor of the Student Services Center (formerly BE building) with the Information Center, the Assessment Center, CalWORKs and the WorkAbility III Program. Career and Employment Services provides students with tools to find immediate employment and internships, facilitates enrollment in Cooperative Work Experience Education (units for current employment), Field Studies (units for being an instructor’s aide, lab or research assistant), and volunteer services, and provides a spacious, comfortable environment to explore the latest career and employment resources.

**CalWORKs Program**

ext. 2722 or 2081

The CalWORKs Program strives to empower each participant in attaining personal and academic growth, meaningful employment and long-term economic stability. The program is designed to help CalWORKs students complete the academic and career training they need to successfully move from welfare to work and to become economically self-sufficient. The program provides assistance with child care, work study, job development/job placement assistance, opportunities for personal growth, and assistance in accessing resources necessary for college success. The CalWORKs office works with students to make sure they are meeting welfare-to-work requirements established by the county Department of Social Services and ensure that they access all available resources.

**Career Services**

ext. 2435

Many career resources are available to students, alumni, faculty and staff, including:

- a career library of different occupational areas containing relevant books, periodicals, directories, and magazines;
- ten computer workstations with Internet connections and Eureka software providing information on career fields, requirements, opportunities, and salaries;
- personal assistance with defining career objectives, goals, and/or planning;
- career-related workshops and classes offered on a variety of subjects;
- online career videos (closed-captioning available);
- a career website featuring links to job search sites, career information sheets, online career assessments, and labor market trends;
- information on earning credits for working through Cooperative Work Experience Education (Co-op Ed) or working with DVC faculty through field studies courses.

For more information, visit the DVC career website at [www.dvc.edu/career](http://www.dvc.edu/career).

**Cooperative Work Experience Education**

ext. 2435

This unique course allows working students to earn up to four units of credit for the learning that takes place while performing a paid or unpaid job or internship.

**Co-op credits:**
- transfer to many California State Universities;
- may be used as electives for the associate degree;
- may be required or used as electives for certain certificate programs.

**Co-op work experience:**
- provides an opportunity for achieving new learning on the job by defining objectives/goals;
- enhances self-management and employability skills through achieving established learning objectives/goals;
- improves communication skills with supervisor through increased dialogue and interaction;
- encourages new approaches to improving performance, expanding responsibilities, and achieving economic and professional recognition.

For enrollment information, contact Career and Employment Services or visit the DVC career website at [www.dvc.edu/career](http://www.dvc.edu/career).

**Employment Services**

This year-round employment service offers students, graduates, and non-students a variety of resources for their job search, including:

- an online system to search for part-time and full-time permanent, short-term, seasonal and campus jobs, including career positions related to college majors;
- regularly scheduled on-campus recruiting events, including an annual on-campus job fair;
- tutor referral program where qualified students are referred to community residents;
- personal assistance with resume preparation, interview techniques, and the application process;
- online access to volunteer jobs, including paid and non-paid internships;
- library of employment preparation materials;
- local job fair, seminar, open house and workshop announcements.
**Volunteer Services**  
ext. 2579

Participants in Volunteer Services search for off-campus service opportunities that address community-identified needs or opportunities that facilitate academic, personal and/or civic growth. Participants learn practical and interpersonal skills and then have the opportunity to apply what they have learned in the classroom to real-world situations off campus.

Volunteering in the community:
- promotes civic responsibility and personal pride;
- enhances university and scholarship applications;
- makes use of the surrounding communities as part of the classroom for learning;
- enables the development of meaningful, long-lasting relationships within the community;
- provides experience in a major or future career field while making a difference in the lives of others;
- gives students the opportunity to learn from individuals who have similarities and differences, socially, economically, educationally, physically, and/or culturally.

For more information, visit [www.dvc.edu/career](http://www.dvc.edu/career).

**WorkAbility III Program**  
ext. 2553

WorkAbility III is a partnership program between the Department of Rehabilitation (DOR) and Diablo Valley College to provide job placement services for students with disabilities who are “job ready” and who want to go to work. The main purpose of the WorkAbility III Program is to provide individualized and specialized job placement for students with disabilities.

**Contra Costa County Office of Education - Transition Program**  
ext. 1977

This program offers support to disabled students who are enrolled in special education and are 18 to 22 years old. Support can include assistance in DVC classes, access to work and community resources and instruction in life skills. Services are delivered on an individual basis or in group instruction. Referrals are handled through the special education I.E.P. process with the local school district.

**Child care**  
ext. 2316

Daytime child care services make attending classes more convenient for many students. The Diablo Valley College Developmental Children’s Centers are located in the Family Life Building and Family Life Annex. For information about times, fees, and parent responsibilities, contact the Developmental Children’s Center Office.

**College Success Workshops**

These workshops are provided free of charge to DVC students. They are taught by DVC faculty members and cover a wide range of topics, including: time management, note-taking and study skills, dealing with math anxiety, in-class writing, reading strategies, learning styles, writing your college application letter, and library research. These workshops are scheduled Tuesdays from 5:30-6:45 p.m. and on Wednesdays from 2:30-3:45 p.m. and they take place in the Student Union Conference Room. No pre-registration is required. All are welcome. College Success workshops are also offered at the San Ramon Campus. See SRC student services for details.

**Computer Center**  
ext. 2541

The computer center has more than 100 computers available for use by currently enrolled DVC students doing coursework. The center is located on the ground floor of the Library Building. Student lab assistants are available to help.

**Counseling Center**  
ext. 2276 or 2278

Counselors work with students to help them set goals and design plans for achieving those goals. The advisement/orientation course, Counseling 095, is an important element to begin this process. Counselors provide career, educational, and personal counseling. Students should come for counseling when they need help with any kind of problem that might affect their academic performance. Services and resources are located in the Counseling Center and include:
- information on transfer, associate degree, and certificate programs;
- the Transfer Center and its resource library;
- career planning, transfer and college success courses;
- personal counseling;
- individual and group counseling;
- topical workshops such as college applications;
- counseling regarding major and transfer options;
- vocational rehabilitation, and students with disabilities.

Because course selection is so important and four-year college requirements change so frequently, students are advised to consult with a counselor each term before registering for classes. Students may schedule half-hour appointment for educational planning. Express counseling, a limited five to ten minute drop-in visit, is available daily.

**Disability Support Services (DSS)**

DSS provides instruction and services designed to increase access to college instructional programs for individuals with disabilities. Students with acquired brain injuries, delayed learning, learning disabilities, hearing impairments, visual
impairments, psychological disabilities, mobility disabilities, and chronic health conditions may qualify for services. Services include specialized instruction, adaptive equipment, mobility assistance, sign language interpreting, note taking, textbooks and course materials in alternative formats, testing accommodations, educational counseling and planning and priority registration. For more information, please visit www.dvc.edu/dss or call the appropriate telephone/TDD number in the telephone directory of this catalog. To arrange an appointment with a DSS counselor, contact the Counseling Center.

DVC Connect Card
The DVC Connect Card is a convenient and technologically-sophisticated identification card that has a barcode and a magnetic strip, which is used to facilitate student interactions and enhance services such as library use, computer lab use, counseling and other campus services. All students receive a Connect Card. An optional ASDVC sticker, which is available for purchase, provides textbook and local merchant discounts and admission to DVC athletic events and other campus events. The card is issued through the Student Life Office, the library, and is also available at the San Ramon Campus.

Emergency services ext. 2339 or 2338
Contact the Police Services Office with any questions or problems regarding security, first aid, fire, lost and found items, thefts, or other crimes. For the police emergency number, check the telephone directory in the back of the catalog. The college has 14 code blue emergency telephones located on campus grounds and in the parking lots to directly contact police services. For more information and safety tips visit www.4cd.net/police_services.

English as a Second Language (ESL)
If English is a student’s second language, assessment testing for ESL and other classes is available in the Assessment Center. General admissions and registration information and forms are available in the Information Center. Information about English tutoring and computer-assisted instruction on pronunciation, reading, and writing is available in the Learning Center. The Assessment Center and the Information Center are located in the Student Services Center.

Evening escorts
Student staff members and/or police officers are available to escort students to and from their classrooms on the DVC campus after dark. Students should call police services to arrange for an escort to meet them on campus. See police services in the telephone directory in the back of the catalog for the number. This service is available on a first-call, first-served basis to all students and staff.

Extended Opportunity Programs and Services (EOPS)
This program is designed to help low-income and educationally disadvantaged students have a successful college experience and complete their educational and career goals. EOPS provides comprehensive support services including EOPS orientation, academic counseling, one-on-one and group tutoring, priority registration, peer advising, progress reports and transfer assistance. Additional services include book vouchers, work-study jobs on campus, four-year college admission application fee waivers, DVC Connect cards, membership fees for Alpha Gamma Sigma, materials fee for Career 110, and parent study-time child-care grants for students who are not eligible for the CARE program. Special events and activities include campus visits, cultural events, specialized workshops, and high school outreach and recruitment. www.dvc.edu/eops

EOPS Summer Institute
The EOPS Summer Institute is a learning community that provides an intensive six-week college readiness program for rising 11th and 12th graders and high school graduates. The program strengthens college English and math skills. A course in counseling also provides students with a plan for understanding and succeeding in college. The program is designed to serve potential EOPS students.

EOPS eligibility
Students must be enrolled full-time, be eligible for the California Board of Governor’s Enrollment Fee Waiver (BOGW), and meet the educationally-disadvantaged criteria.

Cooperative Agencies Resources for Education (CARE)
The CARE program provides child-care grants and support services to assist students who are recipients of CalWORKS/TANF and are single parents with children under fourteen years of age. The objective of the program is to help students complete college-level studies, vocational, and educational programs. CARE students must be eligible for EOPS to receive CARE services.

Food services
Cafeteria
Located in the College Center Building, adjacent to the Quad, the cafeteria is open for breakfast, lunch, and dinner, serving entrees weekdays, and providing hot and cold food and beverages on the go. Vending machines are also located in the cafeteria and are available during the hours the college is open.
Basement Cafe
Located in the basement of the Student Union Building, the cafe is open weekdays and offers Starbucks coffee, cold beverages, pastries, pizza, sandwiches, fresh soups, and salads at affordable prices.

Crow’s Nest
Located between the Physical and Life Sciences Buildings, the Crow’s Nest offers students quick and convenient food.

DVC food service catering
Food service catering offers a wide variety of food and beverage choices for your campus event needs.

DVC Bakeshop
ext. 2556/2225
Located in the northwest corner of the quad by the cafeteria, the bakeshop offers fresh-baked breads, pastries, breakfast items, and desserts prepared daily from scratch by culinary arts students. The bakeshop is open during fall and spring terms. Special orders are available upon request.

DVC Culinary Arts on-campus catering
ext. 2225
Catering for groups, custom banquets and buffets is offered by the culinary arts students. On-campus catering is offered during spring and fall terms. For more information contact ext. 2225.

Express Bar
ext. 2300
Located in the Norseman Restaurant adjacent to the cafeteria and operated by culinary arts students. The Express Bar offers students, faculty and the community casual meals such as pasta, paninis and special daily entrees at affordable prices. The Express Bar is open during the fall and spring terms.

Norseman Restaurant
ext. 2300
Located adjacent to the cafeteria and operated by culinary arts students, the restaurant treats students, faculty and the community to fine dining at affordable prices. Call for operating hours, and to make reservations for lunch or special dinner series evening meals.

Housing services
A bulletin board listing rooms for rent in nearby houses and apartments is located outside the Financial Aid Office. DVC does not investigate, approve or supervise these housing facilities. DVC does not have any student housing facilities of its own. Blank cards for students seeking roommates and landlords seeking tenants may be obtained in the Student Union Building. Students can visit www.dvc.edu/student-life

Information Center
ext. 2578
The Information Center is a convenient location for students to learn about the student services and academic programs available at Diablo Valley College. The Information Center staff can provide students with information about WebAdvisor online registration, the admissions and assessment process, and other services that help students achieve their goals. The Information Center is located in the Student Services Center, first floor.

International Students Admissions and Services Office
International Students Admissions and Services (ISAS) is the office where international students must come to first apply for admission. The office offers information on admission and immigration requirements. ISAS offers enrolled international students advising in the following areas: I-20 issuance, immigration status, visa information, travel procedures, employment procedures, transfer procedures, and mandatory health insurance. Other important student services offered at ISAS include medical referral information, banking information, and housing assistance. All international students are required by immigration law to report to the designated school official at ISAS upon arrival, when transferring, or when leaving the country. For more information, contact the International Students Admissions and Services Office in the Student Services Center, or go to www.dvc.edu/isas.

Library services
The libraries, located at both the Pleasant Hill and San Ramon Campuses, provide a student-centered learning environment with quality information resources, services and instruction. Librarians assist students with research and with using a wide range of DVC print and electronic resources. Hours are posted outside the library entrance and on the website www.dvc.edu/library
Student resources

Resources include:

- print materials, including books, magazines and newspapers;
- electronic resources, including ALICE, the library’s online catalog, e-books, full-text magazines, newspapers and other databases accessible via the library website: www.dvc.edu/library;
- information commons with computers that provide access to electronic resources and the Internet;
- instruction: credit courses and workshops on library research skills;
- computer lab classroom;
- student group study rooms.

Media Center/Audio-Visual
ext. 2254/2255 student services
ext. 2248/2249 faculty/staff services

The Media Center’s collection contains over 4,000 videotapes, 800 DVDs, assorted CDs and audiotapes, and slide programs. All materials may be viewed by students in the Media Lab for their own research or to make up for a missed viewing in the classroom. Materials are found on ALICE, the online library catalog.

Equipment is available for general listening and viewing, audio recording and mixing, videography, video editing, and other course projects.

The Media Center/Audio-visual is located on the ground floor of the library building. www.dvc.edu/media.

Peer Support Center
ext. 2616 or 2095

The Office of Student Life is committed to supporting new and re-entry students and encouraging their success by providing a friendly place for students in transition to college.

The Peer Support Center offers an array of services to help students develop tools to ease their transition into college, and build a strong foundation for success. You can gather information on campus and community resources, meet friends, exchange information and experiences, as well as share concerns and interests. The center is located in the Student Union, room 202.

Student Life Office

Located in the Student Union, the Student Life Office trains future leaders in social responsibility and democratic leadership. Student organizations are open to all DVC students and serve as a laboratory of citizenship. Through involvement in student organizations such as the Associated Students (ASDVC), student clubs and leadership workshops, students develop valuable leadership and interpersonal skills that benefit them at DVC, in their community and their career.

The Student Life staff advises the student government and clubs and is a resource to current leaders, club advisors, and students who want to develop campus clubs and activities. Students are encouraged to be actively involved in college governance and campus activities to help ensure that their needs and interests are represented.

The Student Life Office is also the place to obtain bus schedules, ID cards, and information about student discipline, academic standing, and campus crime statistics.

Student Services - San Ramon Campus

SRC students have access to many of the same student services available at the Pleasant Hill campus including admissions, assessment, bookstore, computer labs, counseling, disabled student services, financial aid and scholarship information, job postings, math and foreign language labs, library, orientation classes, student clubs and activities, transfer workshops, tutoring services and other student service information and programs.

Student Union Building

The Margaret Lesher Student Union Building opened in January 1998. Funded primarily by student fees, the two-story building houses a computer lab, cafe, recreation room, quiet room for studying, services for clubs and student government, including meeting places and mail boxes and the Peer Support Center. The dean of student life and the Student Life Office are also housed here. Students may also relax at the duck pond, located behind the building.

Students may pick up their free DVC Connect Card in the Student Life Office with proof of current registration and a second form of identification. ASDVC stickers are available for purchase and provide a discount at the DVC Book Center and some local vendors. Other services available include County Connection bus schedules, fax service, and a station for adding value to print cards.

Transfer Center
ext. 2588

Diablo Valley College is a state leader in transferring students to four-year institutions, including UC, CSU, private in-state, and out-of-state institutions. As a result of our transfer record, many students choose to attend Diablo Valley College to complete their general education and pre-transfer preparation before moving on to a four-year school.

The Transfer Center is located in the Counseling Building at the Pleasant Hill campus. The Transfer Center staff, working closely with the Counseling Department, seeks to make all DVC students, and especially historically underrepresented students, more aware of their transfer opportunities and to assist them with the transfer process. The Transfer Center provides the following resources and services:
• individual advising appointments with UC, CSU, and private college representatives here at DVC;
• workshops on application processes, writing an admission essay, guaranteed admission programs, concurrent enrollment with UC Berkeley, Mills College, John F. Kennedy University, Cal State East Bay, and major selection;
• daily drop-in hours with DVC counselors;
• information about general education, pre-major preparation, transferable courses, articulation agreements, and guaranteed admission programs for UC, CSU and several private colleges;
• college catalogs from all University of California (UC), all California State University (CSU), and hundreds of other colleges within California and out of state;
• computers to access computer-based college information resources such as ASSIST, EUREKA, online admission applications, financial aid, and college and university websites;
• friendly and helpful staff!

The Transfer Center also sponsors special events throughout the year such as Transfer Conference and transfer days. All scheduled activities are posted outside the Counseling Center and on the DVC website at www.dvc.edu/transfer and at www.dvc.edu/calendar, select transfer calendar.

**Tutoring services**

ext. 2125

Students will benefit from the free tutoring services offered at DVC. Supervised tutoring, provided by trained student tutors, assists all students in becoming independent learners. Students improve critical thinking, computational, writing and study skills. Students learn techniques for preparing for tests, learning a new subject, solving problems, and organizing ideas into essays. Working with a tutor can help students to keep up with the course workload and can strengthen understanding of course material. The DVC Tutoring Center on the first floor of the library building coordinates tutoring services across DVC and SRC campuses and will roter students to the appropriate tutoring lab or center for their needs. Please see the list of services below and check the schedule of classes for specific locations and times each term. Flyers with hours and locations are posted in the quad, on major campus bulletin boards, in department/division offices and in most campus offices. More information is available through www.dvc.edu/tutoringservices.

**Chemistry and Physical Sciences Tutoring Lab** offers tutoring on a drop-in basis in astronomy, chemistry, earth science (geology and geography), and physics. Location: PS-110. Hours are posted outside PS-110.

**Computer Center** offers drop-in assistance with computer science courses. Ground floor of the library building. Monday - Sunday hours are posted in the lab.

**English Tutoring Lab** offers drop-in and regular ongoing tutoring to help students build the English skills needed for success. Regular and drop-in tutoring is one-on-one peer tutoring for up to two hours a week throughout the semester. Other services include walk-in tutoring in the English Writing Lab (no appointment necessary), computer-assisted instruction, and an online writing lab. Information on services is available on the first floor of the Learning Center Building in LC-105. See the schedule of classes for hours or visit www.dvc.edu/tutoringservices and select “English Tutoring Lab” to download free English handouts and more information.

**EOPS and DSS** offer tutoring in a variety of basic skills subject areas. EOPS offers one-on-one tutoring in a variety of subject areas to EOPS students. Please contact the office of EOPS and DSS directly to learn more.

**Foreign Language Tutoring Lab** offers tutoring on a drop-in basis in Arabic, Chinese, French, German, Italian, Japanese, Persian, Russian and Spanish. Location: BFL-211. Hours are posted outside BFL-211.

**Foreign Language Computer Lab** offers computer access and drop-in assistance with lab assignments in all nine languages offered by the Foreign Language Department: Arabic, Chinese, French, German, Italian, Japanese, Persian, Russian and Spanish. Location: BFL-213. Monday - Friday schedule are posted outside the lab.

**Life Sciences Lab** offers tutoring on a drop-in basis in biological science, nutrition, and oceanography. Location: LHS-116. Hours posted throughout the LHS building.

**Math Lab** offers tutoring on a drop-in basis for all DVC math courses. Students sign in at the front desk for assistance. Lab time is required for some math courses. A math instructor and student tutors are available. The Math Lab is located on the second floor of the Learning Center Building. See the schedule of classes for hours.

**San Ramon Campus** offers tutoring in a variety of subject matters. Please contact SRC Office of Student Services for further details.

**Tutoring Center** offers one-on-one and group tutoring by appointment or drop for a variety of subjects, including social sciences, humanities, computer science, and math. The Tutoring Center is located on the ground floor of the library building. For hours and tutor schedules, visit www.dvc.edu/tutoringservices.
EXTRACURRICULAR ACTIVITIES

Student activities

Associated Students of Diablo Valley College (ASDVC) - student government
www.asdvc.org
ext. 2621

The Associated Students of Diablo Valley College (ASDVC) is the government of the students. ASDVC represents student needs, interests and concerns and helps ensure a vibrant campus life through planning events and sponsoring activities to benefit students. Board meetings are every Tuesday at 2 p.m. and everyone is invited to attend.

The ASDVC represents and advocates for student concerns to campus faculty, staff and administrators by serving on College Committees including the Leadership Council, Planning Council, Budget Review Committee, Safety Committee, Faculty Senate Curriculum Committee, Matriculation Committee, District Governing Council, and many others.

In addition to serving on College Committees, the ASDVC has its own committees to achieve their goals. These committees are open to all students. For meeting times, visit www.asdvc.org

The ASDVC is supported by funds from the ASDVC sticker sales. Funding provides scholarships for students, co-sponsorship of campus events, multicultural programs, club events, and support for student athletes.

Athletics

DVC’s men’s and women’s teams compete in 17 intercollegiate athletic sports. To compete in intercollegiate athletics, students need to maintain a 2.0 grade point average and be actively enrolled in at least 12 units throughout the season of competition. Short-term classes only count if they are at the beginning of the semester. Nine of the 12 units shall be in courses counting toward an associate degree, remediation, transfer, or certificate. A student athlete who has prior competition in a sport must have earned 24 units before competing in that sport for a second time. Eighteen of these units must be degree applicable. Pre-participation physicals are required for all team members and may be obtained at DVC for a nominal fee or with an independent physician.

All athletes must complete a Student Education Plan (SEP) prior to competing in any intercollegiate sport. For more information on SEPs, contact the dean of P.E., athletics and dance. www.dvc.edu/athletics

Men’s teams
Men compete in baseball, basketball, cross-country, football, swimming and diving, tennis, track and field, and water polo.

Women’s teams
Women compete in basketball, cross-country, soccer, softball, swimming and diving, tennis, track and field, volleyball, and water polo.

The DVC newspaper

The Inquirer, an award-winning, student-run newspaper, highlights the rich diversity of the DVC community through its provocative and lively news coverage. Students enrolled in Journalism 126 work as a team to create eight to ten issues each semester. These Inquirer staff members hone their leadership and communications skills while learning the many jobs it takes to produce a media publication. Whether they work as reporters, editors, photographers, designers or advertising and business managers, Inquirer staff members gain valuable professional training. Many of them transfer to four-year schools and pursue careers in journalism. For more information, contact the Inquirer at inquirer@dvc.edu or visit the newsroom in Humanities 102. See telephone directory in back of catalog. The Inquirer is online at www.theinquireronline.com

Student clubs

Most of the student activities at DVC are initiated by clubs or other student organizations. Over 50 student clubs help students make new friends, pursue special interests and
gain experience organizing and working with others in social situations. A club handbook and other information about DVC student clubs (including how to start one) are available in the Student Life Office or at: www.dvc.edu/org/departments/student life/index.htm

Cultural activities

College art
DVC is continuing to develop an outstanding, permanent collection of student artwork. Each year art pieces are selected and purchased from DVC student art exhibitions. The art collection is displayed and rotated throughout the college to improve the college’s visual environment with quality art.

Art collections
The Art Department, in conjunction with the campus administration, has established three art collections: the permanent art collection featuring works by acclaimed artists, the faculty art collection, and the student art collection. Works from these art collections are installed throughout the campus.

Art Gallery
The Art Gallery presents several shows each year, featuring work by faculty members, students and regional artists. Artist’s lectures, workshops, and visual presentations often accompany the exhibitions. Guest artists have included internationally-known sculptors, painters, photographers, and printmakers.

Studios
DVC’s Art Department offers a full range of working studios in painting, drawing, printmaking, digital imaging, photography, ceramics, sculpture and metal arts. The department presents art sales and exhibitions, workshops, and events throughout the year. For more information, contact the Art Department.

Campus performances

Dance performances
The Dance Department sponsors ballet, tap, modern dance, and jazz dance performances at the end of each term.

Film program
DVC’s film program is one of the largest free community college film programs in the nation, screening old classics, silent films, foreign films and current popular releases. The film schedule comes out twice a year and is available from the Media Center/Forum located in the Library Building and at the Ticket Office.

Music performances
Each term our Music Department presents a series of afternoon and evening concerts, many of which are free. DVC ensembles include the Masterworks Chorale, Concert Choir, Chamber Singers, Philharmonic Orchestra, Wind Ensemble, Symphonic Band, Chamber Ensemble, Piano Ensemble, Jazz Ensemble, Jazz Combos, Vocal Jazz Ensembles, and the Night Jazz Band. These groups perform on campus and throughout the state in concert, at clubs and festivals. For more information go to the Music Department webpage at www.dvc.edu/org/departments/music or contact the Music Department at 925-685-1230 ext. 2456.

Speakers
DVC sponsors a variety of community-oriented arts events, lectures, and public forums throughout the year, often at no cost. Topics are usually related to politics, social issues, and the arts. For more information, call the Ticket Office. The number may be found in the telephone directory in the back of the catalog.

Theater productions
DVC drama produces a season of five plays each year, including at least one musical theater production, utilizing the Performing Arts Center and the intimate Arena Theater. The year-round Children’s Theater Program produces a number of plays for youth and tours local K-12 schools. Each spring student directors produce a Brown Bag series of short plays and one-acts and each summer the Drama Department offers a six-week drama training program. For more information, go to the Performing Arts Department web page: www.dvc.drama.com

Community Resources

Observatory
Opened in 1975, the observatory is equipped with telescopes for students studying astronomy. Located in the Science Center, the observatory facilities are open for night observation several times each semester.

Planetarium
Our planetarium presents astronomy programs for astronomy classes and for local school and community groups. Reservations must be made ahead of time. There is an admission charge of $2 per person. The planetarium is located next to the Physical Sciences Building.

Ticket Office
Students can purchase tickets for most campus events at the Ticket Office, a small booth located adjacent to the Performing Arts Center. The Ticket Office also serves as a center for information about bus schedules and DVC events such as banquets, drama, dance and music. For the number, check the telephone directory in the back of the catalog.
Extracurricular activities

Service activities

Dental Hygiene Clinic
DVC's dental hygiene clinic offers many services to the general public including dental hygiene examinations, radiographs (x-rays), oral prophylaxis (cleaning), initial periodontal therapy, scaling and root planing, sealants, fluoride application, and teeth whitening. These services are provided at a reduced standard fee. Contact the dental hygiene clinic located in the Life and Health Sciences Building for an examination appointment. See the telephone directory in the back of the catalog.

High school students should verify requirements and procedures with their instructor and/or high school counselor to determine if their high school coursework qualifies for credit or non-credit articulation.

College for Kids
This program provides enrichment activities for motivated young people in the fourth through the ninth grades. The activities take place on the DVC and SRC campuses and are scheduled like college classes. Two three-week sessions are offered in June and July.

Educational Talent Search (ETS)
Educational Talent Search is a federally funded program designed to assist low-income and first generation college-bound students between the ages of 11 and 27 with secondary school retention, graduation, re-entry and college placement. Students are provided with academic, college, financial aid, and career advising.

Special workshops are designed to teach parents about the college admissions and financial aid processes. The program offers test preparation strategies and assistance in preparing students for college entrance exams. Eligible students are provided with fee waivers to cover the cost of SAT and ACT college entrance exams as well as admissions applications. Students can receive assistance with study skills, time management, goal setting and self esteem development.

Emeritus College
This program is a non-profit, fee supported program that provides affordable, short-term (1-6 days) educational classes and activities designed especially for adults (50+).

The goal is learning for the fun of it. The curriculum covers a wide range of subjects including: art, computers, foreign language, health, history, law, literature, music, travel, and world events. Classes are currently held in 9 locations in Lafayette, Moraga, Pleasant Hill, Rossmoor and Walnut Creek.

Emeritus College offers lectures, educational travel (www.travelLearn.com/Diablo), concerts and other special events. To join the mailing list, please call the Emeritus 925-906-9106 or the DVC switchboard at 925-685-1230 and ask to be connected to Emeritus College. Class schedule is also posted on the website: www.dvc.edu/emeritus.

Learning communities
Colleges across the country have found that students in Learning Communities are more connected with their classes, teachers, and fellow students. Students in a Learning Community enroll in one or more classes that are linked together by a common thread. This thread could be of many types - for example, subject matter, personal interests, cultural perspective, or life goals. Concurrent enrollment is required in all course sections within a specific Learning Community, unless otherwise noted.
Students enhance their time at DVC by experiencing an innovative curriculum, academic and personal support, and the opportunity to make friends with a variety of people by sharing an enriched common educational experience.

Find out more about specific learning communities under the Learning Communities heading in the Class Listing section of the printed schedule.

**CARRERA (CARreeR Exploration and Readiness Academy)**
DVC’s CARRERA is a learning community designed to help students find the career that is right for them while building basic English and math skills necessary for their success. Students must participate in an orientation workshop and will enroll in 9-12 units of coursework best suited to their skills and interests. Math and English assessments are required. For more information about orientation and enrollment for this exciting new program, please call 925-685-1230 ext. 1888 or email CARRERA@dvc.edu.

**ECE Professional Development Program (PDP)**
The ECE Professional Development Program, with funding from First 5 Contra Costa, provides a learning community that supports the academic success of Early Childhood Education students. Participants enroll in designated “ECE Cohort” sections of math and English where GE requirements can be met in a small group setting with peer support, in-class tutoring, free textbooks, and tuition reimbursement. The ECP ESL Learning Community offers the same support to English language learners who are completing ECE major requirements. For information about enrollment criteria and all PDP services, call 685-1230 ext. 2162 or visit the ECE PDP office in FL-202.

**EOPS Summer Institute**
The EOPS Summer Institute is a learning community that provides an intensive six-week college readiness program for rising 11th and 12th graders and high school graduates. The program strengthens college English and math skills. A course in counseling also provides students with a plan for understanding and succeeding in college. The program is designed to serve potential EOPS students.

**Puente program**
The Puente program is a one-year pre-transfer program open to all students who meet the eligibility criteria. The content of the course focuses on Mexican American/Latino authors and issues. All students will be required to participate in all courses and project activities, counseling and mentoring.

The program is based on three components that work together: English instruction, counseling and mentoring. English 118 and 122 help students with their writing skills, while counselors help with devising career options, an academic plan and identifying long-term goals. Mentors from the business or professional community share their personal, academic and career experiences with the students.

Since its founding in 1981, Puente has expanded to 50 plus community colleges throughout the state, including DVC. Studies indicate that community colleges with Puente programs transfer 44 percent more Latino students to the University of California than colleges without Puente. Contact the Puente counselor, or the Puente English instructor.

**Ujima program**
Ujima offers opportunities for students to learn college success strategies and prepare for graduation and transfer. This innovative program focuses on the African American experience and supports students through a student success course and cultural enrichment activities. The Ujima Program is open to all students.

**Outreach/Relations with Schools Office**
The Outreach Office coordinates student recruitment efforts with schools and community groups and provides linkages between Diablo Valley College and the K-12 system. The office offers information about DVC degree and certificate program opportunities and provides campus tours to prospective students and their families. Call to learn more about the services available through this office at 925-685-1230 ext. 2561.

**ROTC**
All DVC students interested in becoming commissioned officers in the United States Air Force, Army, or Navy may register for lower-division military science courses at UC Berkeley and have these credits applied toward a DVC’s associate degree. Credit is granted initially through UC Extension, but will be applied toward an associate degree at DVC when a transcript is received. Interested students should call UC Berkeley for more information.

**Study abroad programs**
Since the London program began in 1986, over 1000 DVC students have had an opportunity to study in London, England, in cooperation with the American Institute for Foreign Study. Courses are taught by DVC professors and may be UC and CSU transferable. Financial aid is available for selected programs.

Future offerings include:
- Summer term 2009 - Florence, Italy
- Summer term 2009 - Guadalajara, Mexico
- Summer term 2009 - Capetown, South Africa
- Fall term 2009 - London, England
- Spring term 2010 - Florence, Italy

For more information, contact the Study Abroad Office located in FO-219, visit studyabroad@dvc.edu, or call ext. 2735 or check Study Abroad under the Student Service link on the DVC website www.dvc.edu.
ACADEMIC/INSTRUCTIONAL POLICIES AND PROCEDURES

Academic policy
Students are expected to attend all class meetings, regardless of whether or not the instructor takes attendance. Students who miss more than two weeks of a term-length course may be dropped by the instructor. Students must contact the instructor directly to inform them of an absence. The college cannot relay such messages.

Attendance at the first class meeting
If a student wishes to secure a place in class, he or she must attend the first class meeting. The instructor may drop students who do not attend the first class meeting, thereby opening a space for students wishing to add the class. If students do not attend the first class meeting, it is still their responsibility to officially drop the class.

Field trips
If participating in a class field trip or other college-sponsored activity causes a student to miss other classes, there will not be a penalty for the absence providing the work is made up and the student notifies the instructor in advance of the absence.

Leave of absence
Students who need to take a leave of absence during the term should ask a counselor for a petition and then receive written approval from their instructor(s) and the vice president of student services. A leave of absence is limited to ten instructional days. Instructors may drop students who have been absent for the equivalent of two weeks of instruction without an approved leave of absence.

Academic dishonesty policy
Diablo Valley College is committed to creating an environment where student achievement is championed and celebrated. Because the college values academic integrity as an essential component of academic excellence, students are expected to be truthful and ethical in their academic work. Commitment to academic integrity is the responsibility of every student and faculty member at Diablo Valley College.

Faculty and students come from a variety of backgrounds and cultures, giving rise to different understandings of moral and ethical behavior. Faculty should clearly state well-defined standards to reduce uncertainty and clarify expectations.

Academic dishonesty is defined as: an act of deception in which a student claims credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work. Academic dishonesty is a violation of the DVC ‘Student Code of Conduct’ and will not be tolerated. Academic dishonesty diminishes the quality of scholarship at Diablo Valley College and hurts the majority of students who conduct themselves honestly.

Acts of academic dishonesty include, but are not limited to, the following:

- Cheating - Unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials;
- Tampering - Altering or interfering with evaluation instruments and documents including transcripts;
- Fabrication - Falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used; or falsifying participation in a class in any way;
- Plagiarism - Representing someone else’s words, ideas, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own;
- Assisting - Assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone’s grades or academic records, or inappropriately distributing exams to other students.
Course requirements and credit

Course work and units

Course work and study time per unit
Units of credit are a measure of the amount of study performed in a course; grades are a measure of the quality of that study. Generally speaking, for each three-unit lecture course, students spend three hours each week in class and six hours of study time out of class. A four-unit course that includes a lab would add another three hours each week in the laboratory.

Full-time status
A student must carry a minimum of 12 units in the fall or spring term or four units in a summer session to be considered a full-time student. Fifteen units is the usual load for students who wish to complete the associate degree in two years.

Term unit limit
Students who wish to enroll in more than 19 units in the fall or spring term or 12 units in the summer term must have permission from the dean of counseling and student support services prior to the start of the course. You may request to exceed unit limits at www.dvc.edu/admissionsforms

Remedial unit limit
By state law, students are only allowed to enroll in a maximum of 30 units of remedial course work. Remedial courses are non degree applicable credit, basic skills courses and are numbered less than 100. The 30 unit limit includes all remedial courses taken at the three community colleges within our district.

Exemptions
Students enrolled in ESL courses or officially identified as having a learning disability are exempt from the 30 unit limit.

Variable-unit courses
Some courses give students varying amounts of credit; for example, from one to three units. The number of units varies, depending on the following factors: the contract between teacher and student; how many segments of the course the student completes (for example, the course may be divided into three four-week segments); the subject matter and/or number of meetings; and the number of classes the student attends.

Repeating courses
A student may repeat courses for additional credit and a grade only if the course is labeled as being repeatable in the catalog. For example,

CARER 150 - Topics in Careers
1 unit  SC
May be repeated three times

If the student has received a satisfactory grade in a course that is not listed as repeatable, he or she must appeal to the dean of counseling and student support services, prior to repeating the course. This appeal may be initiated by requesting a form in the Counseling Center or submitting the request online at www.dvc.edu/admissionsforms. If permission is granted, the new grade will appear on their transcript but will not be calculated in their grade point average, and no additional credit will be given.

Exceptions
Courses that may not be repeated under any circumstances are dental courses and any course that is unusually dangerous to the student or others.

Repeating courses with substandard grade
Students who have received a substandard grade in a course should see the “Improving a grade point average” section.

Independent study courses
These courses are only available to students who have exhausted the learning opportunities of our regular course offerings. They require the student to undertake a significant project or research with clearly established, measurable learning objectives.

To apply for an independent study course, students should get tentative agreement on their research project from a supervising instructor. They must then complete an independent study form (available in the instructional services office or division offices) and receive approval of the supervising instructor, division dean, and the vice president of instruction.

Deadlines
Independent study forms must be submitted for approval to the vice president of instruction before the sixth week of the term.

Adding and dropping courses
Courses may be added and dropped online, by telephone or in person at the Admissions and Records Office. For information on adding and dropping courses, see the “registering for courses” section of this catalog.

Auditing of courses
Diablo Valley College does not permit auditing of courses. All students must submit an application for admission to the college and officially register.

Course prerequisites and/or co-requisites
Students enrolling in a course with a prerequisite must complete that prerequisite with a “C” grade or better before they are allowed to register. A course has a prerequisite to ensure that a student has the appropriate body of knowledge to be successful in the course. Courses with a co-requisite require that a student either
has taken the co-requisite before or is taking it at the same time as the course.

Please note: if you drop a class with a co-requisite you will be dropped from both classes.

Usually a prerequisite is a course from a lower sequence of courses. For example: You may not enroll in Math 142 (Elementary Statistics with Probability) without first passing Math 120 (Intermediate Algebra) with a “C” grade or better, or the equivalent. Usually, a co-requisite course is a lab or a course that provides supplemental instruction.

To see which courses have prerequisites and/or co-requisites you may look at the individual course offerings in the catalog.

To register for a course with a prerequisite and/or co-requisite

If you have completed the prerequisite course at DVC fall 1999 or later with a “C” grade or better your prerequisite will automatically be cleared when you register. If you took the course at DVC, CCC or LMC prior to fall 1999, you must contact the Admissions and Records Office.

If you completed the prerequisite at another educational institution, the Admissions and Records Office will need to clear your prerequisite requirement prior to your registration appointment time. There are a two ways in which you can do this:

- You may submit your official or unofficial transcript along with a Prerequisite Form.
- Your may fax your official transcripts along with a Prerequisite Form.

If approved, your prerequisite will be cleared in 48 hours. If denied, you will be notified. All prerequisites must be posted before you can register online or by telephone. You may submit your official or unofficial transcripts along with a Prerequisite Form at the time of your registration appointment and register in person. All prerequisite forms must have the appropriate documentation attached.

Prerequisite and/or co-requisite challenge

Students who are denied enrollment in a course because they do not meet the prerequisite requirement may challenge the prerequisite. Challenge petitions are available in the Admissions and Records Office.

How to file a prerequisite or co-requisite challenge

Students must file their challenge form at the Admissions and Records Office at the time they register for the course. If space is available, the student will be enrolled in the course pending the outcome of the challenge.

- If the challenge is approved, the student will remain in the course.
- If the challenge is denied, then the student will be notified that he/she has been dropped from the course.
- If the challenge is not acted upon within five working days, then the student will be allowed to remain in the course.

Challenges for the following reasons are reviewed by the division dean who has final approval:

- The prerequisite is based on health or safety and is either not valid or does not apply to a particular student.
- The prerequisite is discriminatory on the basis of ethnicity, religious belief, political persuasion, age, gender, or sexual orientation.
- The prerequisite course has not been reasonably made available at DVC.
- The prerequisite was not established according to state law.

Challenges claiming that the student has gained the knowledge and skills in another fashion, for example through work or life experience, are reviewed by a faculty committee, whose decision is final.

Alternatives to course credit

We recognize that some students have already reached a portion of their educational objectives through prior schooling. Therefore, students can sometimes be exempted from a course requirement, or they can receive units of elective credit for their prior learning. We offer several alternatives to course credit.

Substitute courses

In some cases, students are allowed to use courses other than the ones listed in order to meet the general education requirement for the associate degree. For more information about course substitutions, contact a counselor.

Alternate course credit

DVC offers four options for students to receive alternate course credit: advanced placement, CLEP, credit by exam, and military service credit.

Units awarded under any of these four categories may not be used to meet the residency requirement for the associate degrees.

1. Advanced placement (AP) - for the associate degree

Students who have earned a score of 3, 4, or 5 on certain college board advanced placement exami-
nations, may receive credit toward an associate degree, and some examinations may be used in lieu of specific course requirements. An official copy of your test score(s) must be sent to the Admissions and Records Office and a request made for this examination credit to be posted to your student record. Associate degree requirements may be met through AP exams. The number of units awarded for each exam are as follows:

**Area I-A. English composition**
A score of 3 on either the English Language and Composition or English Literature and Composition examinations meets the requirement: “Prerequisite: Eligibility for English 122.”

With a score of 4 on either the English Language and Composition or the English Literature and Composition exam, the “course requirement” will be met.

**Area I-B. Communication and analytical thinking**
With a score of 3, 4, or 5 on either the Calculus AB or BC exam or Statistics, the “course requirement” will be met.

**Area I-C. Mathematics proficiency**
With a score of 3, 4, or 5 on either the Mathematics AB or BC exam or Statistics, the proficiency requirement will be met.

**Area II. Natural sciences**
With a score of 3, 4, or 5 on the Biology or Chemistry or Physics B or Physics C exams, the “course requirement” will be met.

**Units awarded toward a DVC associate degree:**
- Biology: Score of 3, 4, or 5 (3 units)
- Chemistry: Score of 3, 4 or 5 (5 units)
- English Language and Composition: Score of 3 or 4, (3 units); score of 5 (6 units).
- English Literature and Composition: Score of 3 or 4, (3 units); score of 5 (6 units).
- Mathematics AB: Score of 3, 4, or 5 (4 units)
- Mathematics BC: Score of 3, 4, or 5 (8 units)
- Physics B: Score of 3, 4, or 5 (3 units)
- Physics C: Score of 3, 4, or 5 (3 units)
- Statistics: Score of 3, 4 or 5 (4 units)

**Advanced placement - for transfer requirements**
Each four-year college or university determines the amount of credit that will be given for AP examinations and how that credit may be used. Students planning to transfer should consult the catalog of the college to which they plan to transfer for information on how these examinations can be used to meet admission, general education, and major requirements.

For students planning to transfer to a University of California or California State University campus, refer to the “CSU C.E. - Breadth” and “IGETC” student handouts for use of AP exam credit towards meeting these general education requirements.

**2. CLEP**
Students may petition the Admissions and Records Office for six units of ungraded elective credit for each general examination including: humanities, mathematics, natural science, and social science-history passed with a score of 500 or better in the college level examination program (CLEP) taken before 2001. The mathematics CLEP exam may also be used to satisfy the mathematics competency requirement of the associate degree. CLEP subject examinations in dental auxiliary education are available in selected areas. Students may also petition for a course substitute of appropriate associate degree general education requirements; these petitions must be approved by a faculty committee.

To take the CLEP, students must contact the Educational Testing Service in Princeton, N.J., and ask for a bulletin of test dates and locations. Since use of CLEP is limited, students should consult with a counselor before pursuing this option.

Note: credit is not granted in the same field for both the AP and CLEP exams.

**3. Credit by Exam**
Challenge examinations are available through DVC academic departments. The examinations DVC uses for challenging a course are usually more comprehensive than the typical final examination for a course, and they may be prepared by national organizations.

To take these examinations, students must file a petition with the department chair at least six weeks before the end of a fall or spring term. In addition:
- the student should not already have taken the course or attempted an examination in the course, whether at DVC or elsewhere;
- the student must have completed at least 12 units of credit at DVC;
• the course must not be a prerequisite for one the student has already taken or is now enrolled in;
• the student will be charged a fee for the challenge exam equivalent to the enrollment fee for the class.

If a student passes the examination, a grade is recorded on his or her permanent record with the notation “taken by examination.” If a student fails, that failure is not recorded.

The following courses have been approved by the departments for challenge by examination:

• Administration of Justice 120
  May be challenged by completing an approved Introduction to Administration of Justice high school course.
• Administration of Justice 121, 122, 140, 221, 222, 230, 260
• Art Digital Media 110
• Biological Science 101
• Education 120
• Engineering 126
• Library Science 121
• Music 122 and 123

4. Military service credit
Veterans may apply for evaluation of military service for credit through the Admissions and Records Office. Credit may be granted toward an associate degree for the following training and examinations:

• Six units of elective credit for the completion of basic training and one year or more of active duty in the military service upon submission of DD-214 (separation papers) to the Admissions and Records Office.
• Units for training taken in armed service schools. The guidance for evaluation of military service school training will be the publication, Armed Services Experiences, prepared by the American Council of Education.

Course substitution policy for students with disabilities for DVC associate degrees or certificates
On occasion students, because of their disabilities, are unable to complete a course required of DVC’s associate degree or certificate programs. Those wishing to apply for a course substitution should review the college’s complete course substitution policy. This policy is available in the Disability Support Services (DSS) Office located in the Student Services Center SSC-202. To initiate an application, please make a counseling appointment with a DSS counselor by calling 685-1230 ext. 2276.

DVC is “a drug-free” campus
The DVC Student Code of Conduct prohibits the possession, consumption, sale, distribution or delivery of any alcoholic beverage in college buildings or on college grounds, or at college-sponsored or supervised activities, regardless of their location, unless authorized by college officials. The code also prohibits the use, sale, distribution, or possession on campus of, or presence on campus under the influence of, any controlled substances, as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812) on district property or at any district-sponsored event. This includes student participation in field trips, athletic competition and/or any activity sponsored by the college. Any violations will be cause for disciplinary action up to and including expulsion. For additional information about the health risks associated with the use of illicit drugs and the abuse of alcohol, and the applicable legal sanctions under local, state or federal law, please visit: www.dvc.edu/org/info/policies/alcohol-drugs.htm. Any student who needs information about substance abuse may consult a campus counselor, or the dean of student life who can provide the student with information about available treatment resources.
**Freedom of expression policy**

It is the policy of the district and DVC to allow and protect reasonable and legal expressions, speeches and actions according to federal and state laws and Education Code section 76120. Students have the right to exercise free expression, including the use of bulletin boards, the distribution of printed materials and the wearing of buttons, badges or other insignia. The policy excludes expression that is obscene, libelous or slanderous according to current legal standards or that incites students to create a clear and present danger or to commit unlawful acts on community college premises or damage to persons or property. Inciting students to riot, or the violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college, is also prohibited. A copy of the policy is available at the Student Life Office.

**Grading**

**Grade policy**

The assignment of grades is the exclusive responsibility of the individual instructor. Our grading policies are based on our faculty’s philosophy, California Administration Code, Title 5 (Sec. 51300-51325), and the Contra Costa Community College District Board Policy 4001.

We use the following evaluative grades and non-evaluative symbols:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
</tbody>
</table>

*(Not a recommending grade for continuation in sequential courses)*

The following grade symbols are not considered in calculations of cumulative grade point averages, but the “W,” “I,” and “NP” grades are considered in determinations of progress probation and dismissal:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
</tr>
</tbody>
</table>

*(At least satisfactory or a C grade; units not counted in GPA)*

*(Less than satisfactory; units not counted in GPA)*

The following are non-evaluative symbols:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>

*(The symbol assigned to students who withdraw from a course within the allowed time.)*
Academic/instructional policies and procedures

IP — In Progress 0
(Symbol indicating the course was in progress beyond the end of the term.)

RD — Report Delayed 0
(Symbol indicating delay in reporting grade.)

Grades earned on non-degree applicable courses are not included in the degree applicable grade point average.

Academic honors
Students who have completed at least 12 letter-graded units during the term and earned a grade point average of at least 3.0 will receive honors recognition on their transcripts.

Graduation honors
Graduation honors will appear on a student’s transcript if a 3.5 grade point average in all college work (excluding non-degree applicable and upper division courses) is maintained at the end of the semester in which the student has applied to graduate. A student intending to graduate in the spring semester must have a 3.5 grade point average as of February 1 for honors to appear in the ceremony program, but the 3.5 grade point average must be maintained at the end of the semester to have honors appear on the student’s transcript.

Incomplete grades
An incomplete grade must be made up no later than one calendar year following the grade assignment or it will automatically revert to the alternate grade assigned by the instructor. Students who receive an “I” grade cannot officially register for the same course in which they received the incomplete. Incompletes will be given only in cases of emergency such as accident, illness, or family emergency. Extensions to the one year deadline may be granted for good cause with instructor approval. The instructor must notify the Admissions and Records Office.

Pass/no pass grades (P/NP)
(formerly CR/NC)
These grades are not used in the calculation of grade point averages, although the units for P grades are applied toward the 60 required for an associate degree. Four-year colleges often limit the number of P units that they will accept from transfer students. To determine if there are any negative implications to choosing a P/NP grading, students are advised to refer to the policies of the college to which they intend to transfer. P/NP grade option cannot be reversed after 25 percent of the class has passed.

Student choice (SC)
A course labeled “SC” means that before the deadline, students can decide to take the course for a letter grade or for a P/NP grade. Students must complete a form in the Admissions and Records Office to take the course for a P/NP grade. If students do not choose the P/NP option before the deadline, they will be issued a letter grade for the course. It is often best to discuss this choice with a counselor.

Students have until the fourth week of the class (or 25 percent of the term for shorter classes) to decide. After the deadline has passed, the grading choice may not be reversed.

Non-credit courses
Non-credit courses are open to all students for registration. There are no enrollment fees for non-credit courses, but an application for admission is necessary. Non-credit courses are not graded and are not degree applicable.

Fairness in grading
During the first week of each course, instructors will give their students a copy of their course syllabus, which will include their grading policies. Students may expect instructors to:
• record the student’s grade for each oral and written test or report that will affect the final grade, notify the student of the grade, and, if necessary, review the results with the student;
• evaluate the student within the first quarter of the course and notify the student of the results of the evaluation;
• count a final examination for no more than half the course grade;
• base final grades on at least three of the student’s tests and/or reports (exception in cases of violations of DVC’s academic dishonesty procedure 4001.04).

Note: Instructors are expected to retain any test or report that is not returned to a student for a period of one academic year. Grade records should be available for a period of three years after grades are awarded. Instructors who are not scheduled to teach should leave their records with their division dean.

Grade corrections
Students who believe that they have received an incorrect grade must initiate a grade correction within one calendar year after they received the grade. To have a grade corrected, students must ask the instructor to correct the grade and have them submit a grade correction form. The instructor has final authority to determine if the student’s grade should be changed.

Note: Except in extenuating circumstances such as serious illness, grade corrections may not be made from “F” to “W.” It is the student’s responsibility to withdraw from a course prior to the drop deadline.
Student appeals for grade changes

DVC is committed to the concept of academic freedom, which guarantees to individual instructors wide latitude in how they structure and conduct their courses. Such matters as the amount of homework, the kind and frequency of testing, the nature of the grading system, the degree of class participation expected, the choice of textbooks, the theoretical perspective, and the emphasized topics are all, within very wide boundaries, at the discretion of the instructor (described in the college catalog under “fairness of grading”).

Difficulties occasionally arise between students and faculty members about grades. Most misunderstandings are resolved amicably and the college urges students to discuss problems directly with faculty members. Because some disagreements cannot be resolved informally, DVC has a procedure for resolution of grade complaints that the student must initiate.

Grounds for grade changes

The most common problems are those concerning the grade assigned for course work. According to state law, a grade assigned by an instructor at the end of a term can be changed only by that instructor, except in cases of mistake, fraud, bad faith or incompetence. (A finding of bad faith should be supported by specific evidence that the instructor harbored ill-will or discriminatory intent, which motivated the instructor to assign to a student a grade lower than the grade the student should have earned based on objective criteria.) This policy does not apply to challenges of deadlines for pass (P) or no pass (NP). Pass/no pass grades cannot be changed to letter grades once 25 percent of the class has passed.

The informal steps below (1 and 2) may be undertaken at any time; however, a formal complaint must be filed in writing and should include a precise statement of the nature of the complaint (mistake, fraud, bad faith or incompetence), any facts relevant to it, and the student’s perception of a fair resolution. The complaint must be filed with the vice president of instruction, or designee. The president will designate the Complaint Review Committee to consider the complaint.

Process

If a clerical or tabulation error has been made, it can be handled through the grade correction process.

The “fairness in grading policy” section (under academic policies) clearly explains the grading guidelines a student can expect. At the beginning of each course, instructors must give students a copy of their grading policies.

If a student believes that a faculty member has deviated from these policies in the evaluation of his/her work, he/she may pursue a complaint under the description of mistake, fraud, bad faith, or incompetence. The student has the option of having a representative present at this and/or subsequent meetings.

1. In the event of a problem over a grade, the student should first meet with the instructor and request an explanation of the grade. If it is uncomfortable for the student to deal with an instructor alone, a person of the student’s choice may accompany him/her. If the instructor agrees to a grade change he/she fills out a grade change report in accordance with grade change correction policy.

2. If the student and the instructor cannot resolve the problem, the next step is for the student to meet with the department chair, who will attempt to mediate the issue. If the department chair is unable to achieve settlement, the next step for the student is to meet with the division dean, who will attempt to mediate the issue. The mediation effort shall include a conference with the division dean, the department chairperson, the student and the faculty employee, if available, and/or individual or combined sequential meetings between the division dean and the department chairperson, the student and the faculty employee, if available. The student may have a representative present in either event. If the issue is not resolved to the satisfaction of the student, the division dean should prepare a written summary of the mediation efforts and forward it to the vice president of instruction for the continuation of the appeal process.

3. If the student is not satisfied with these mediation efforts, he/she may request a formal hearing before a complaint review committee, which is the president’s designee. The student must submit his/her complaint in writing and should include a precise statement of the nature of the complaint (mistake, fraud, bad faith or incompetence), any facts relevant to it, and the student’s perception of a fair resolution. The complaint must be filed with the vice president of instruction, or designee, no later than one year following the end of the term when the grade was given.

The complaint review committee will be composed of three faculty members appointed by the Faculty Senate, one of whom must be from the same division as the faculty member involved in the complaint; two students appointed by the ASDVC; and the vice president of instruction, or designee, who will act as chairperson. (All six shall be voting members.) A tie vote means the complaint is not proven. The results will be referred to the president.

The student may be accompanied by a representative.

a. The committee shall meet within 30 instructional days of receipt of a complaint. If the complaint is filed within four weeks of the end of a term, the meeting may be delayed at the option of either the student, the faculty member involved or the vice president of instruction until the next term. In this event, the com-
Academic/instructional policies and procedures

Mittee shall meet within the first four weeks of the new term. If time constraints prevent the meeting at the end of spring term, the meeting shall be held within the first 20 instructional days of the fall term. If this delay would result in hardship for the student or faculty member, they should advise the vice president of instruction and may request the meeting take place at the earliest time the other party(ies) and the vice president are available. In closed hearing, the committee will hear testimony by the student, the faculty member, the division dean who attempted mediation, and any supporting witnesses that either the student or faculty member care to introduce. The burden of proof shall rest with the complainant. Documentation may also be submitted. Summary minutes will be taken; the hearing may be tape recorded, but only with the permission of all participants.

b. Within ten instructional days, the committee, under the direction of the vice president of instruction, or designee, will meet and recommend a resolution based on a majority vote of all six members. A written recommendation will be submitted to the college president within 15 instructional days of such meeting; a minority report, if any, must be noted. Copies of the recommendations will be sent to the student, the faculty member, and all members of the committee. If the committee does find that fraud, bad faith, or incompetence led to a grading error, the rationale for the decision must be stated in the recommendations, and the committee must recommend a replacement grade to the president.

c. The president will review the committee’s recommendations, then notify the student, the faculty members, the members of the committee, the Faculty Senate president and the vice president of instruction or designee, of the college president’s decision within ten instructional days of its receipt.

4. If the complaint is denied, the student will be notified of his or her right to appeal the decision to the Contra Costa Community College District governing board within 30 calendar days of notification of the decision. If the complaint is upheld, the faculty member will be notified of his/her right to appeal the decision to the Contra Costa Community College District governing board, or designee, within 30 instructional days of notification of the decision. If an instructor fails to appeal a decision of the president sustaining the student’s complaint within 30 instructional days, the president shall order the grade in question to be expunged from the student’s records and enter in its place the grade deemed appropriate by the complaint review committee.

If the decision of the president is appealed and the governing board or designee sustains the student’s complaint, the president shall order the grade in question to be expunged from the student’s records and the grade deemed appropriate by the complaint review committee entered in its place.

5. The decision of the governing board or designee is final. All records of such hearings at any level shall be destroyed at the end of one year, unless the student initiates legal proceedings relative to the disputed grade within one year.

If the decision of the governing board or designee is unfavorable to the student, or if the student accepts an unfavorable decision of the complaint review committee, the student shall have the right to submit a written statement of objections to the grade, which shall become a part of the student’s records.

Steps for resolution of grade complaints:

1. Meet with instructor for an explanation. If unresolved, then,

2. Request department chair mediation. If unresolved, then,

3. Request division dean mediation. If unresolved, then,

4. Request formal hearing with complaint review committee by submitting a formal written complaint to the office of the vice president of instruction.
   a. Hearing with committee
   b. Committee recommendation to college president
   c. President’s review and decision

5. Student and faculty member have appeal rights.

6. Final decision.

Improving a grade point average

Course repetition

When student receive a substandard grade (“D,” “F,” “NC,” or “NP”) for a course, they may enroll in it a second time without being required to request permission. If it becomes necessary for students to attempt a course for the third time, they must request special permission to so. This request may be made online at [www.dvc.edu/petition-to-repeat](http://www.dvc.edu/petition-to-repeat) or by going to the Counseling Center to complete the form. Under no circumstances may a student repeat a course more than two times to alleviate a substandard grade (Title 5, section 55042).
If students repeat a course, only the better of the two grades will be used in the GPA calculation. (If both grades are the same, then only one will be counted). However, both grades will appear on the transcript, and the units for the course will only be counted once. An "R" notation will appear next to the lower of the two grades indicating that the course has been repeated.

**Academic renewal without course repetition**

Academic renewal allows students to have up to 15 units of substandard grades ("D," "F," "NC," or "NP") excluded (without the student having to repeat the course) from their grade point averages. To be eligible, students must have completed 20 units of satisfactory work ("C" grade or better) that has been completed within the Contra Costa Community College District or any other accredited college or university, since receiving the last substandard grade (the unit count begins the semester after the substandard grade is received). The student must not have received any D's, F's or NC/NP since the substandard work (minimum 2.0 since substandard work). Students interested in academic renewal should request a petition from the Admissions and Records Office (Title 5, section 55046).

**Instructional material policy**

Students enrolled in pass/no pass courses and programs may be required to provide certain instructional and other materials including but not limited to textbooks, tools, equipment and clothing if: the materials produce “an end product” with continuing value to the student outside the classroom or the materials required for the class have a continuing value to the student outside the classroom. Excerpted from Board policy 5027.

**Instructors' rights policy**

If a student is disrupting class, the instructor may have him or her removed, and the instructor may also remove that student from the next class meeting. For more information about removal, see the “student code of conduct” section.

The instructor must give permission before a student can use a tape recorder in class.

Instructors have the exclusive responsibility for assigning grades. For more information, see the “grade policy” section of the catalog.

**Matriculation rights and responsibilities**

**Student rights**

The student has the right to the following matriculation services: admissions, assessment, orientation, advisement/counseling, and follow-up services (when needed).

Diablo Valley College students are guaranteed the following rights under the State of California Matriculation Regulations:

1. **Assessment:** Students are allowed to submit scores from assessment tests taken at another California community college within the last two years in lieu of taking the assessment at DVC, if the assessment instrument is state-approved and correlation with DVC courses can be established. Section 55530(c).

2. **Prerequisites:** A student may challenge a required course prerequisite. (Please refer to the “prerequisites” section.)

3. **Complaints:** A student may file a complaint if he or she believes DVC has failed to make a good faith effort to develop an educational plan or provide specified services once the student has declared a specific educational goal. Section 55525(d).

**Student responsibilities**

As part of the State of California Title 5 Matriculation Regulations, Section 55530 (d), all students are expected to participate in the matriculation process unless they are exempt (see “exemption” below) or waive the right to participate (see “waiver, appeal, and complaint procedures” below). Through the matriculation process at Diablo Valley College, students agree to the following responsibilities:

- to express at least a broad educational intent at the time of registration and state a specific educational goal upon completion of 12 units of course work;
- to complete a first-semester individual educational plan with the assistance of a counselor prior to registering for courses. This is usually done in the orientation and advising class (Counseling 095) for new students;
- to attend and complete courses: all students are expected to attend their classes regularly, complete assigned course work on time and complete their courses each semester. Students are expected to maintain regular progress toward their educational goal;
- to seek counseling at least once and as needed to review, update, and expand their educational plans and goals. It is particularly important for the following students to seek counseling:
  - students on academic or progress probation (generally accomplished through participation in small group probation seminars);
  - students enrolled in developmental courses. (generally achieved through counselor visits to such classes during the term or can be achieved in consultation with the instructor or instructor advisor in the department);
  - students who have not declared an educational goal. Such students are sent a letter explaining options available in identifying and updating their educational goal.
Exemption
Some students may choose to be exempted from assessment, orientation or counseling. Typically students seeking an exemption from matriculation services meet one of the following criteria:

• the student has earned an associate degree or higher;
• the student is enrolled in a job-related course (see schedule of classes for list of specific courses that qualify);
• the student has one of the following educational goals: to learn or update job skills, to maintain certificate or license, or to pursue a special personal interest;
• the student is enrolled in six units or less.

Waiver, appeal, and complaint procedures
Students who wish to request waivers or file appeals or complaints on the basis of their Title 5 Matriculation Rights must follow the sequence of the steps outlined. (Students filing other types of complaints or alleging discriminatory practices should follow the procedures listed in the Student Code of Conduct and Student Disciplinary and Due Process Procedures.)

1. Initial review of waiver, appeal, or complaint
   a. The student should contact the office of the dean of outreach, enrollment and matriculation and complete an “appeal or request for waiver” form or file a complaint regarding matriculation rights.
   b. The dean or designee may contact the student and schedule a meeting to discuss the problem and/or inform the student of the decision.
   c. In the event that the appeal or request for waiver is not granted, the student will be advised of his/her rights to further appeal and the correct procedures to follow.

2. Appeal to the vice president of student services or designee
   a. If the initial appeal or request for waiver is not granted and the student does not accept this decision, the student may submit the initial form to the vice president of student services for further review.
   b. The vice president of student services or designee will review the appeal and may meet with the student if deemed necessary.
   c. The vice president of student services or designee will inform the student of the decision concerning the appeal or request for waiver.

Open course policy
It is the policy of the Contra Costa Community College District that unless specifically exempted by statute or regulation, every course, course section, or class reported for state funding, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets the prerequisites as may be established pursuant to regulations contained in Title 5 Section 55200.

Parking policy
All parking requires a parking decal or a daily permit, which must be displayed on the student’s vehicle. Parking permits are required Monday through Friday 7 a.m. - 5 p.m. Students may park only in student parking lots. Parking is available on a first-come, first-served basis, and having a permit does not guarantee that a student will find a parking space. Separate summer permits are also required. Semester parking permits will be available online in the near future. Check the DVC website for details. For more information, contact police services, or visit www.4cd.net/police_services.

Probation and dismissal policy
Academic probation
We expect our students to make steady progress toward their educational goals by maintaining a “C” average or better in their courses. If a student’s cumulative record shows that he or she has completed at least 12 letter-graded units, that student must maintain a grade point average of at least 2.0, or be placed on academic probation. Students on stage one probation will be mailed information encouraging them to schedule a meeting with a counselor. Students on stage two probation will be mailed information addressing additional requirements.

Academic dismissal
Students are subject to academic dismissal if, after they have been on academic probation for two consecutive terms, their grade point average in the most recent term is not 2.0 or better. When their overall grade point average rises to 2.0 or better, students are removed from academic probation. Students on dismissal status are prohibited from attending DVC for two consecutive semesters.
Progress probation

We expect our students to complete courses once they register for them. If a student’s cumulative record shows that he or she has enrolled in at least 12 units, that student must successfully complete more than 50 percent of all those units, or else be placed on progress probation. We place students on progress probation if the number of units given a “W,” “I,” “NC,” or “NP” on the student’s transcript amounts to at least 50 percent of the units attempted (this includes letter grades and units assigned the symbols “W,” “I,” “P,” “NP,” “NC,” “CR,” “IP,” or “RD”). Students on stage one probation will be encouraged to schedule a meeting with a counselor. Students on stage two probation will be mailed information addressing additional requirements.

Progress dismissal

Students are subject to progress dismissal if, after they have been on progress probation for two consecutive terms, they do not complete more than half of the units attempted in the current term. When students complete more than half of their cumulative attempted units, they are removed from probation. Students on dismissal status are prohibited from attending DVC for two consecutive semesters.

Appeals and re-admission

Students who are placed on probation or dismissal are notified in writing. The notification includes the deadline dates for appealing the dismissal to the dean of student life. Dismissed students who wish to appeal their dismissal status must watch a brief video (located in the Media Center) explaining the probation process and file a “request for reinstatement” form with the dean of student life. Dismissed students who wish to appeal their dismissal status must watch a brief video (located in the Media Center) explaining the probation process and file a “request for reinstatement” form with the dean of student life. Extenuating circumstances that would allow students to successfully appeal dismissal might include, but are not limited to, health problems, family emergency or extreme change in financial situation.

Sexual harassment policy

It is the policy of the college to provide a work and study environment free from sexual harassment. The campus community should be aware that the college will not tolerate any conduct that constitutes sexual harassment and will take measures to ensure compliance with all applicable federal and state regulations. Formal complaints may be filed with the district, using the district unlawful discrimination form.

Sexual harassment refers to sexually oriented verbal or nonverbal behavior that is not welcome, that is personally offensive, that debilitates morale, and that therefore interferes with the behavioral effectiveness of members of the campus community. Sexual harassment is discriminatory and unlawful.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education, (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, (3) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

Accountability for compliance with this policy rests with all members of the campus community. The president’s designee shall take appropriate steps to disseminate this policy, and the campus community shall be regularly informed of the policy.

Any member of the campus community who believes he or she has been sexually harassed should promptly report the facts of the incident or incidents and the name or names of the individual or individuals involved to the president’s designee. All such claims will be investigated and appropriate action will be taken. Please note that sexual harassment is a violation of the law; should an individual choose to proceed through the district, substantiated complaints may result in disciplinary action.

References/authority: Title VII, Section 703; Title IX of the Education Amendments of 1972. Procedures for complaints may be obtained from the vice president of student services’ office or from the Student Life Office.

Smoking policy

In recognizing the serious health risks associated with smoking, wishing to discourage both students and staff from becoming smokers, and recognizing the rights of non-smokers to a reasonably smoke-free environment, the following policy applies:

Effective fall semester, 2009 at the Pleasant Hill campus, smoking will be allowed only in the parking lots. At the San Ramon Campus, smoking will be allowed only in the student parking lots. Restrictions at other educational sites will be established by those sites and by state and local law.

Adherence to the restrictions relies on the initiative of non-smokers to politely request that smokers comply and on the courtesy of smokers to acknowledge the restrictions and comply. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board is a violation of the Student Code of Conduct and is punishable by disciplinary action. State law also prohibits smoking within 20 feet of all doorways and windows. Smoking generally means inhaling, exhaling, burning or carrying any lighted cigar, cigarette or pipe.

Student Code of Conduct - Student Services Procedure 3027

I. Introduction

The Student Code of Conduct is a statement of the Contra Costa Community College District’s expectations regarding student standards of conduct, both academic and non-academic. Students are expected to obey all
laws and district policies and regulations. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other regulations of the district, including but not limited to regulations regarding complaints of harassment and discrimination.

II. Definitions

For the purpose of these rules and regulations, the following words and terms are defined as follows:

A. “Student” shall mean all persons enrolled in any courses at the colleges in the district, regardless of where courses are taught, whether they are enrolled fulltime or part-time, for credit or non-credit or not-for credit or contract education, and whether or not he is planning to earn a degree, certificate of achievement or other certification. Persons who are enrolled in online or hybrid courses are also considered ‘students’. Persons who are not officially enrolled for a particular term, but who have been admitted to the college and enroll in courses from time to time, and have a continuing relationship with the college are considered ‘students’.

B. “Governing board” shall mean the Governing Board of the Contra Costa Community College District.

C. “District” shall mean the Contra Costa Community College District, including but not limited to its administrative staff and each of its colleges.

D. “College” shall mean a college operated and maintained by the district.

E. “Member of the college community” shall mean the district trustees, the academic, support staff, and administrative personnel of the district, the students of the district and any other person while on district or college property or at a district or college function or activity.

F. “Day” shall refer to a college instructional day unless otherwise noted.

G. “Good cause” includes, but is not limited to the following offenses:

1. continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel;
2. assault, battery, or any threat of force or violence upon a student or college personnel;
3. willful misconduct, which results in injury or death of a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district;
4. use, sale, or possession on campus of, or presence on campus under the influence of any controlled substance, or any poison classified as such by Schedule D in section 4160 of the Business and Professions Code;
5. willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board;
6. persistent serious misconduct where other means of correction have failed to bring about proper conduct;
7. other behavior that has grounds for disciplinary action.

III. Grounds for disciplinary action

A. Students shall conduct themselves consistent with the Student Code of Conduct while on campus or participating off campus in online or hybrid courses, or at college sponsored events or programs, including but not limited to field trips, student conferences, debate competitions, athletic contests, club-sponsored events, and international study programs, regardless of location. Students shall also conduct themselves consistent with the Student Code of Conduct in any matter related to school activity or attendance. Students shall be suspended or expelled only for good cause.

B. The following constitute misconduct and grounds for disciplinary action:

1. Acts of academic dishonesty, including, but not limited to, cheating, tampering, fabrication, plagiarism, or assisting others in an act of academic dishonesty. Cheating is defined as unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials. Tampering is defined as altering or interfering with evaluation instruments or documents. Fabrication is defined as falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used. Plagiarism is defined as representing someone else’s words, idea, artistry, or data as one’s own, including copying another person’s work (including published and unpublished material, and material from the Internet) without appropriate referencing, presenting someone else’s opinions and theories as one’s own, or working jointly on a project, then submitting it as one’s own. Assisting is defined as assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone’s grades or academic records, or inappropriately distributing exams to other students.
2. other forms of dishonesty, such as lying, knowingly furnishing false information, or reporting a false emergency to any college official, faculty or staff member or office or to the district;
3. forgery, alteration, misappropriation or theft, misuse of any district or college document, record, key, electronic device, or identification, including, but not limited to, unauthorized grade changes and forged signatures on official college forms.
4. misrepresentation of oneself or of an organization to be an agent of the district;
5. obstruction or disruption of teaching or the district’s educational process, administrative process, disciplinary procedures, or other district functions and activities on or off district property;
6. disruptive or abusive behavior, such as verbal harassment, habitual profanity or vulgarity, physical abuse, intimidation, hazing, or stalking of any member of the college community;
7. vandalism, graffiti, or other willful misconduct which results in cutting, defacing, or other damages to any real or personal property owned by the district or a member of the college community;
8. assault, battery, violence or threat of violence, or any willful misconduct which results in an injury or death of a student or district personnel or behavior that threatens the health and safety of any member of the college community;
9. theft of district property, or property in the possession of, or owned by, a member of the college community;
10. violation of district or college policies or regulations including but not limited to those concerning the formation and registration of student organizations, the use of college facilities or the time, place, and manner of public expression or the distribution of leaflets, pamphlets, or other materials;
11. failure to comply with the directions of the district or college officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
12. the use, sale, distribution, or possession on campus of, or presence on campus under the influence of, any controlled substances, or any poison classified as such by Schedule D section 4160 of the Business and Professions Code or other California laws, on district property or at any district-sponsored event. This regulation does not apply when the person named on the prescription possesses the drugs or narcotics or when the drugs or narcotics are permitted for and are being used in research, instruction, or analysis;
13. possession, consumption, sale, distribution or delivery of any alcoholic beverage in college buildings or on college grounds, or at college-sponsored or supervised activities, regardless of their location, unless authorized by college officials;
14. possession or use of explosives, dangerous chemicals, or deadly weapons on district property or at a campus function, without prior authorization of the college president;
15. engaging in lewd, indecent, or obscene behavior on district-owned or controlled property or at a district-sponsored or supervised function;
16. rape, date rape, sexual harassment, sexual assault, or threat of an assault upon a student or member of the college community on district property, or at a college or district-sponsored or supervised function;
17. unauthorized use of, or misuse of district property, including, but not limited to, unauthorized possession, duplication or use of district keys and/or unauthorized entry into district property;
18. willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board or college;
19. knowingly assisting another person in the commission of a violation of the student code of conduct;
20. misuse of computers and networks which includes but is not limited to utilizing an unauthorized account, password, campus network, interfering with normal computer operations, circumventing data protection schemes or uncovering security loopholes, or violating terms of the software agreements;
21. willful disruption of the orderly operation of the campus;
22. leading or inciting others to disrupt scheduled and/or normal authorized activities;
23. obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised events;
24. unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym locker room or a restroom;
25. any other cause identified as good cause by Education Code section 76033, not identified above; or any applicable penal code sections, or other applicable local, state, or federal laws;
26. any other ground constituting good cause.

C. Violation of parking laws, regulations, or rules shall not be cause for the removal, suspension, or expulsion of a student (Ed. Code § 76036).

D. Nothing in these procedures shall preclude a student with a disability from receiving appropriate accommodations as identified by Disability Support Services.

IV. Types of disciplinary action

The following discipline may be imposed, individually or in various combinations, on any student found to have violated the Student Code of Conduct.

Warning:
A warning is a written or oral notice to the student that continuation or repetition of certain conduct may result in further disciplinary action.
Restitution:
Restitution is reimbursement by the student for damage to, loss of or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise compensate for damage.

Projects and assignments:
Projects and assignments may include educational projects, service to the college, and other related discretionary assignments.

Disciplinary probation:
Probation is a status imposed for a specific period of time in which a student must demonstrate his or her conduct conforms to district standards of conduct as set forth in these regulations. Conditions may be imposed at the discretion of the district or the president's designee. Misconduct during the probationary period or violation of any conditions of the probation may result in more serious disciplinary action, such as loss of privileges, suspension, or expulsion.

Loss of privileges:
Loss of privileges is the denial of extra-curricular activities or other special privileges for a designated period of time. Violation of any conditions or campus regulations during the period of sanction may result in far more serious disciplinary action, such as suspension or expulsion.

Removal:
Removal of a student from class by an instructor or with the assistance of police services, if necessary.

Suspension:
Suspension is a separation from the district for a designated period of time after which the student will be eligible to return. A suspension may consist of
a. a period of time from one or more classes for a period up to ten (10) days of instruction;
b. from one or more classes for the remainder of the school term; and
c. from all classes or activities of the college for one or more terms for up to three years.

Expulsion:
Expulsion is the permanent termination of student status by the governing board for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. A student who is expelled is prohibited from participating in any college activities or programs and from entering district premises.

Revocation of degree or certification:
A degree or certificate awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining a degree or certification, or for other serious violations committed by a student prior to graduation.

V. Reciprocity of sanctions
During a period of suspension or expulsion, a student shall not be enrolled in any other college within the district. Disciplinary actions or sanctions shall apply to the student at all district colleges.

VI. Conduct related to college
After a hearing, the president’s designee may impose an immediate suspension on a student when such action is required in order to protect property, safety, and to ensure the maintenance of order on the campus or at a campus function.

No student may be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance.

VII. Record of disciplinary action
In accordance with Education Code section 76220, community college districts shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The president’s designee will create a record of disciplinary actions, along with relevant supporting documents and evidence. Consistent with the Family Educational Rights and Privacy Act and District Student Services Procedure 3009, this record shall be maintained as a confidential student education record and may not be released without the permission of the student, except as permitted by law and policy. The student shall have a right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law, and will be destroyed following the third college year after the college year in which it originated.

In accordance with Education Code section 76234, whenever there is included in any student record information concerning any disciplinary action taken by the college or district in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the college and the results of any appeal.

VIII. Removal by instructor
An instructor, for good cause, may remove a student from his or her class for the day of the removal and the next class meeting. (Ed. Code §§ 76032 and 76033.)

A. Procedures before the removal
1. The instructor shall notify the student of the instructor’s consideration of the removal from class and the reasons for the proposed removal.
2. The instructor may remove the student from the classroom immediately. Under normal conditions, the instructor should permit the student an opportunity to present a rebuttal to the accusation or otherwise offer relevant comment on the proposed removal. There need be no delay between the time notice is given to the student and the time of such a review.

3. The instructor shall decide whether or not to proceed with the proposed removal after hearing the student’s explanation and considering all of the information relative to the issue. There need be no delay between the time notice is given to the student and the removal.

4. The decision may be given to the student either orally or in writing.

5. The instructor’s decision is final and may not be appealed.

B. Procedures after the removal

1. Immediately following the removal, the instructor must notify the college president or president’s designee of the removal.

2. If the student removed is a minor, the college president or president’s designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference.

3. The instructor may request that the student meet with the college president or president’s designee, within three (3) days of removal, prior to returning to class.

4. During the period of removal, the student shall not be returned to the class without the concurrence of the instructor.

IX. Preliminary procedures for suspension by president’s designee

The following procedures shall be taken before suspension or interim suspension is made as set forth in Section XIV.

A. Administration. The president’s designee shall administer these procedures and take appropriate action, subject to the approval of the college president and the governing board if required herein or otherwise by law.

B. Disciplinary action that may be imposed. The president’s designee may suspend or impose a lesser sanction on a student. A suspension may consist of a period of time as follows:

1. from one or more classes for a period up to ten (10) days of instruction;

2. from one or more classes for the remainder of the school term;

3. from all classes and activities of the college for one or more terms. A suspension shall not exceed three (3) years.

C. Reporting of conduct. Alleged student misconduct shall be reported to the president’s designee. The president’s designee shall be the vice president of instruction or the senior dean of student services at Contra Costa College, the dean of student life at Diablo Valley College, and the senior dean of student services at Los Medanos College. Other officials may be designated as the president’s designee whenever necessary for the efficient operation of the district.

D. Investigation. Upon receiving a report of alleged student misconduct, the president’s designee shall initiate an investigation.

E. Notice. Before imposing discipline, the president’s designee shall give or make reasonable efforts to give the student oral or written notice of the reason for the proposed disciplinary action. If the student is a minor, the president’s designee shall also notify the parent or guardian of the investigation and charges.

F. Preliminary hearing. Within a reasonable period of time (normally within five (5) days following the delivery to the student of the notice referred to above), the president’s designee shall offer the student an opportunity to attend a meeting (“preliminary hearing”) at which time the student may present a rebuttal to the accusation or otherwise offer relevant comment on the proposed discipline. There need be no delay between the time of the notice given to the student and the time of the meeting. If the student fails to arrange a preliminary hearing (or if he/she fails to appear for a preliminary hearing he/she has arranged), the decision of the president’s designee will be final and not subject to a further Appeal Hearing.

G. Determination after preliminary hearing. Based on the evidence presented, the president’s designee shall decide whether or not to proceed with the proposed suspension and/or to recommend expulsion after hearing the student’s explanation and considering all of the information. If the decision is to suspend for up to five (5) days, the president’s designee may inform the student of the decision and send a written confirmation to the student’s last known address within five (5) working days. The confirmation shall include a statement that the decision to impose a suspension for five (5) days or less, or a lesser sanction, is not appealable. If the decision is to suspend for more than five (5) school days or to recommend expulsion, the president’s designee shall send the student a written notice via personal delivery or certified mail to the student’s last known address as set forth below.

H. Notice to the college president. The president’s designee shall report any disciplinary action imposed to the college president.
I. Notification after a suspension of more than five (5) days. If the president’s designee imposes a suspension of more than five (5) days, the president’s designee shall promptly send the student a letter of notification that is hand delivered or sent via certified mail to the student’s last known address. The notification shall include:

1. a statement of the charges, the reason for the suspension or recommended expulsion offer, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s);
2. a copy of the Student Code of Conduct;
3. an explanation that a student who has been suspended for more than five (5) days is entitled to appeal the decision and has a right to a further hearing (“appeal hearing”). The notification shall also state that a request for an appeal hearing shall be filed within five (5) days of the service or mailing of the notification, whichever is earlier. The written request for an appeal hearing must be submitted to the president’s designee, and must cite the specific ground(s) for the appeal (from those listed below), and provides information which substantiates the ground(s) on which the appeal is being made;
4. Grounds for appeal - A student may appeal the decision of the president’s designee on grounds that:
   a. Fair consideration was not provided to the student, (i.e., there is evidence that some aspect of the hearing was prejudicial, arbitrary, or capricious).
   b. New and significant information, not reasonably available at the time of the initial hearing, has become available.
   c. The sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing;
5. a statement that the student has the right to be accompanied at an “appeal hearing” by an on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor must be submitted to the president’s designee at the time the appeal is filed;
6. the president’s designee may note that he or she will also recommend expulsion;
7. the notification shall include the date, time, and location of an appeal hearing if requested by the student.

J. Student right to appeal a suspension of more than five (5) days. The student may accept a suspension in excess of five (5) days without admitting the conduct charged. In such a case, the decision of the president’s designee will be final and not subject to a further appeal hearing. Should the student not accept a suspension in excess of five (5) days, the student has a right to appeal. A suspension appeal must be filed by the student no later than five (5) business days from the date the notification letter is personally served or mailed.

K. Schedule of hearing. The president’s designee shall schedule an appeal hearing no later than ten (10) working days from the date of the suspension.

X. Hearing authority for appeal hearing
A. The college president will assign either an administrative hearing officer or may utilize a student discipline committee (“committee”) to conduct appeal hearings at the college (“hearing authority”).
B. An administrative hearing officer shall be a college official.
C. A committee shall include: one faculty member, one administrator or manager, and one student. The selection process for the committee, if any, will normally occur at the beginning of each academic school year.
   1. The academic senate will select a faculty representative and alternate(s). Vacancies will be filled by an action of the academic senate.
   2. The associated student body will select a student representative and alternate(s). Vacancies of student members shall be filled by an action of the associated student body.
   3. The college president will select the administrative or management representative and alternate(s). The administrative or management representative will serve as the committee chair. The student or the college staff member shall notify the committee if he or she has a conflict of interest because he or she is involved in the discipline matter and, therefore, is unable to service as a neutral party.
   4. Alternate faculty, administrative, and student members shall be appointed to ensure that a standing committee can always be convened promptly.

XI. Appeal hearing procedures
A. The president’s designee shall submit to the hearing authority: a description of the charges, notices, evidence, and a copy of the proposed decision. The president’s designee shall present relevant evidence regarding the alleged misconduct. The accused student may then present any relevant evidence. Each party may call, examine, and cross-examine witnesses. Written statements, if any, shall be submitted under penalty of perjury. The hearing authority may also question witnesses. Opening and closing statements shall be limited to five (5) minutes. The president’s designee shall speak first, followed by the student.
B. The hearing authority shall rule on all questions of procedure and admission of evidence.

C. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.

D. The hearing authority shall consider no evidence other than that evidence received at the hearing. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself, to support a finding.

E. A student may be accompanied by an advisor of his or her choosing, at the student’s request. The role of the advisor is passive in this procedure. The advisor may be present at the hearing and may counsel the student. The advisor may not address the hearing authority and shall not be permitted to participate in any way during the hearing except to offer counsel to the student. If the student decides to be accompanied by an attorney, the name and address of that attorney must be submitted to the president’s designee at the time the request for hearing is filed.

F. The appeal hearing shall be closed to protect the privacy and confidentiality of everyone involved unless the student and district agree in writing to have a public hearing at least five (5) days in advance of the hearing. A closed hearing will be closed to everyone except the following:

1. the student charged;
2. the hearing authority;
3. an advisor for the student charged, if so desired;
4. the president’s designee;
5. a witness, while presenting evidence;
6. an on-campus advisor for a witness while presenting evidence.

G. An official audiotape recording of the hearing shall be kept. The record shall be the property of the district. The student charged may listen to the tape at a mutually agreeable location at the college. An accused student may, upon request, be provided a copy at his or her own expense.

XII. Hearing authority’s consideration and recommendation

Following presentation of the evidence, the hearing authority shall privately consider the evidence with all persons excluded. The hearing authority shall send a written report to the college president within five (5) working days of the termination of the hearing. The report shall contain the following information:

A. a summary of factual findings and a determination that the accused student did or did not commit the act(s) charged;

B. a finding that the student’s act(s) did or did not constitute a violation of the Student Code of Conduct;

C. a recommendation for upholding or modifying the proposed discipline. The hearing authority may also recommend further investigation.

XIII. College president’s decision

A. The college president shall reach a decision after reviewing the report submitted by the hearing authority. The college president may refer the matter back to the committee or hearing officer for further clarification on details of the case, such as evidence and findings of fact. The college president may uphold the suspension, uphold the recommendation by the hearing authority, or adopt a lesser sanction, if appropriate. A written statement of the decision shall be sent via certified or registered mail to the student’s last known address within three (3) working days of the college president’s receiving the hearing authority’s recommendation.

B. The decision of the college president to suspend or impose a lesser sanction shall be final and not subject to further appeal.

C. The college president shall report a disciplinary suspension of any student to the governing board at its next regular meeting after the suspension has been imposed. A copy of the suspension determination, including the reasons for the suspension, shall be placed in the student’s permanent disciplinary record (not the transcript).

D. If the college president determines that a student should be expelled, he or she will forward that recommendation through the chancellor, to the District governing board for determination.

E. In the event that a college president is or will be unavailable for the making of a prompt decision, the college president may appoint an unbiased designee to act on the appeal.

XIV. Emergency interim suspension

A. An emergency/summary suspension is an immediate suspension imposed upon a student for good cause. (Ed. Code § 66017.)

B. Notwithstanding the foregoing, the college president or the president’s designee may impose an emergency/summary suspension. It is an extraordinary measure and shall be utilized when necessary to protect lives or property and to ensure the maintenance of order pending a hearing.

C. A preliminary hearing shall be provided within ten (10) calendar days of an emergency/summary suspension. (Ed. Code § 66017.) The procedures set forth in Sections IX and X shall apply to the preliminary hearing and any appeal hearing.

D. An emergency/summary suspension shall be reported to the District governing board at its next regular meeting after such suspension has been imposed. A copy of the suspension may be placed in the student’s permanent record at the discretion of the college president.

XV. Notification

The college president or president’s designee shall, upon suspension or expulsion of any student, notify
Academic/instructional policies and procedures

the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student that may be in violation of section 245 of the Penal Code. (Ed. Code § 76035.)

XVI. Extensions of time
Calendar restraints may be extended with the agreement of both parties.

XVII. Expulsion
The District governing board has the sole authority to expel a student. If the college president determines that a student should be expelled, he or she shall send the recommendation through the chancellor to the District governing board.

A. Within 30 instructional days of the receipt of the recommendation from the college president, and with the agreement of the chancellor, the District governing board shall conduct an appeal hearing in closed session with the accused student and the college president (or president’s designee).

1. The hearing shall be closed to protect the privacy and confidentiality of everyone involved, unless:
   a. the accused student requests an open hearing in writing, within 48 hours of being notified of the hearing, and
   b. it is determined that holding the hearing in open session would not lead to the giving out of information concerning students which would be in violation of state or federal law regarding the privacy of student records.

2. A closed hearing will be closed to everyone except the following:
   a. the student charged;
   b. an advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the district in writing of his/her intent to bring an attorney at least five (5) business days prior to the hearing. Failure to notify the district will result in a waiver of the right to be accompanied by an attorney, or a one month postponement of the hearing;
   c. the college president and/or president’s designee;
   d. the District governing board;
   e. the chancellor and/or district legal advisor
   f. the student’s parent(s) or guardian, if the student is a minor;

B. The accused student shall be notified in writing of the date and time of the hearing, and shall be provided with a copy of this policy. The notice shall be mailed via certified or registered mail, or served personally, if the student is a minor.

C. The hearing shall be conducted in accordance with the following procedures:
   1. The president of the District governing board will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.
   2. Hearings need not be conducted in accordance with strict rules of evidence or formality of a court hearing.
   3. Before commencement of the hearing, the District governing board shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The District governing board shall consider no evidence other than that evidence received in the hearing process.
   4. The college president (or the president’s designee) shall make a brief statement to the District governing board, referring to relevant evidence regarding the alleged misconduct.
   5. The accused student may then make a brief statement to the District governing board and present any relevant evidence.
   6. The statements shall be limited to five (5) minutes.
   7. Upon completion of these statements, the District governing board will have an opportunity to ask questions of both the student and the college president (or president’s designee).
   8. The District governing board will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.
   9. The District governing board shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student’s act(s) did or did not constitute a violation of the Student Code of Conduct, and a decision as to whether the expulsion proposed by the president would be upheld or modified. The District governing board may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the District governing board shall be taken in open session, and the result of that action shall be a public record. The name of the student, however, shall not be released.
   10. The Chancellor’s Office will send a written statement of the District governing board’s decision via certified or registered mail to the student’s last known address within three (3) working days of the hearing.
   11. If the District governing board’s decision is unfavorable to the student, the student shall have
the right to submit a written statement of his/her objections to the decision. This statement shall become a part of the student’s records.

12. The decision of the District governing board is final, and not subject to further appeal.

13. The hearing shall be electronically recorded. The record shall be the property of the district. The student charged may listen to the tape at a mutually agreeable location at the college. An accused student may, upon request, be provided a copy of the recording at his or her own expense.

Education Code, Sections 66017, 66300, 66301, 72122, 76030-76037, 76234

Historical annotation: adopted 03/02/04
Revised 6/17/08
Related board policy: board policy 3012
Related procedures: student services procedures 3009, 3026

Student grievance policy (non-instructional)
The Diablo Valley College staff is dedicated to serving particular educational needs, which can be appropriately met by a college functioning in accordance with the broad purposes and regulations set forth in the education code of California. Accordingly, any student who believes there has been a violation of the regulations as stated in Title IX of the Education Act of 1972 or Section 504 of the Rehabilitation Act of 1973 may initiate a grievance (see “equal opportunity policy and grievance procedures”). For further information, contact the vice president of student services.

Student privacy rights
The Family Educational Rights and Privacy Act (FERPA) is designed to protect students from having their records released to persons or institutions without the student’s written consent. FERPA also provides students with the right to review their education records to insure that no inaccurate or otherwise inappropriate information has been included in their file. If the student discovers that there is inaccurate information in their record, they can challenge the content of such record.

Under FERPA, post-secondary educational institutions are not required to provide parents access to the educational records of their children regardless of the student’s age since all rights have been transferred to the student by statute.

FERPA rights extend to both current and former students and are implemented as follows:

Review of records: students may request to review their records by filing a written request with the Admissions and Records Office. Within five working days the education records will be made available for inspection.

Directory information: directory information, as defined by the college, may be released without prior notice to the student unless the student provides a written notice to the Admissions and Records Office that they do not want such information to be released without their consent.

Student right-to-know and campus security act
It is the policy of the district to comply with the Student Right-to-Know and Campus Security Act (Public Law 101-542) signed into law November 8, 1990.

The district shall make available the completion or graduation rates of certificate or degree seeking, full-time students entering any of the colleges, to current students, and to each prospective student upon request prior to that student’s enrolling or entering into any financial obligation, beginning July 1, 1993, and annually thereafter.

Students, faculty and staff may obtain a pamphlet containing information about campus crime and safety issues at the Student Life Office in the Student Union or at:
www.4cd.net/police_services/CrimeReport.pdf and www.4cd.net/police_services/righttoknow.asp
TRANSFER INFORMATION

Students should take advantage of the publications and services in the Counseling Center, Transfer Center, Library, Career Center, and EOPS Office.

Transfer to the California State University (CSU)

Applying for transfer
To be eligible to apply for transfer as a junior, students must complete at least 60* transferable units with a “C” (2.0) grade point average or higher (non-resident students must have a 2.4 or higher) and meet admission requirements.

*number of units subject to change

Students who qualified for CSU when they graduated from high school may apply for transfer if they have maintained acceptable grades at DVC. Consult with a counselor and see “CSU transfer admission requirements” section.

General education certification
Students who have completed 39 units of general education course work required by CSU can request DVC to certify this completion. Students then need only fulfill nine more units of upper-division, general education requirements at CSU. Students must also complete any additional units specifically required by a CSU campus. See page 67 for CSU GE Breadth Requirements.

Partial general education certification
If a student has met specified subject area minimums, the student can request that DVC certify partial completion. However, students would have to complete the remaining general education requirements at the transfer campus according to its own procedures and rules.

Obtaining a general education certificate
To obtain the certification, students must file an IGETC/CSUGE certification request form at the DVC Admissions and Records Office.

Meet with a counselor
Because the requirements for a particular major may differ from one CSU campus to the next and because requirements may change yearly, students must consult regularly with a counselor when selecting their courses.

Acceptance of Pass (P) units
Each CSU campus sets its own limits as to the number of P (credit) units it will accept.

Courses that transfer to CSU
All DVC courses, except those listed below, will transfer to CSU. Courses that transfer will receive at least elective credit; check with a counselor for full information on the possible use of these courses toward general education breadth and major requirements.

Courses that will NOT transfer to CSU
- All courses numbered less than 100
- Construction 266, 267
- Dental Hygiene 299
- Electricity 266, 267
- English 105, 110, 116 (transferable if taken prior to F’05), 118 (transferable if taken prior to F’05)
- Library Studies 100
- Plumbing 150
- Mathematics 110, 110SP, 114, 120, 120SP
- Real Estate 150
- Steamfitting 150-279

Impacted programs
The term impacted, when applied to a program or major, means that the program usually attracts many more applicants than it can accept. Consequently, there are special requirements and selection procedures for admission. Students intending to transfer and pursue these majors should consult with a counselor and contact the transfer institution to request its most recent admissions information.
Impacted programs at a CSU campus can vary from year to year. In the past, the following majors have been impacted at some California State University campuses:

- architecture
- business administration
- communication
- criminal justice/administration
- graphic design
- health science
- international business
- journalism
- kinesiology/physical education
- medical technology
- nursing
- occupational therapy
- physical therapy
- psychology
- radio/television and film
- social work

or higher each of the courses in the comprehensive pattern of college preparatory subject requirements and have an eligibility index).

If all subject requirements were not completed in high school, appropriate college courses may be used to make up the missing subjects. Non-residents must meet the eligibility index for non-residents.

Some impacted campuses do not accept lower division transfers (students with fewer than 60* transferable units.) Contact a counselor for more information.

* number of units subject to change

** Non-residents must have a grade point average of 2.4.

The 30 semester units must include the following:

General education requirements:
- English communication - at least nine semester units to include written communication, oral communication, and critical thinking
- Mathematics - at least three semester units

or

Intersegmental General Education Transfer Curriculum (IGETC):
- English communication - at least nine semester units in English composition, oral communication, and critical thinking
- Mathematics - at least three semester units

Admission requirements for a major

Many majors have specific course requirements that must be met to be eligible for admission. A higher grade point average than the minimum may also be required. Consult with a counselor for more information.
Intersegmental general education transfer curriculum

The IGETC is a general education pattern that community college transfer students can use to fulfill lower-division general education requirements in the CSU or many colleges in the UC system without the need to take additional lower-division general education courses after transfer. It is designed for use by California community college students. California community college transfer students who have completed transfer units at a CSU, UC or independent college should consult with a counselor to determine if they are eligible to use IGETC.

IGETC is not advisable for all students planning to transfer. The IGETC is only one way to fulfill the lower-division general education requirements of the UC or CSU. It is not recommended for certain majors and certain colleges, and some colleges do not accept IGETC. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous and may be better served by taking courses that fulfill the general education requirements of the UC or CSU college to which they plan to transfer. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus or a particular major. To be certified under IGETC, the entire pattern must be completed prior to transfer. If a student does not complete all the breadth and general education requirements of the IGETC with a grade of “C” or higher before transferring, s/he will be subject to the regulations regarding breadth and general education requirements of the school or college of the campus to which they have been admitted.

The current list of courses approved for meeting IGETC is available in the Counseling Center. Check with your counselor for complete information about whether or not you are eligible for IGETC. See page 63 for the 2008-2009 approved IGETC list.

Reminders: Students must request that the IGETC certification be sent to the four-year campus that they will be attending. Complete the IGETC/CSUGE certification request form at the Admissions and Records Office.

CSU and UC applicants must also meet admission, major, prerequisite, and transferable unit requirements.

Transfer to the University of California (UC)

Course requirements vary from one UC campus to the next. Therefore, students should work with a counselor to first select a particular UC campus and then formulate a strategy for completing that campus’s admissions requirements, major requirements, and general education requirements. Students should consult the catalog of the UC campus they have chosen to find out specific details regarding transfer, major, and breadth requirements.

Applying for transfer

To be eligible to apply for transfer as a junior, students must have completed at least 60 units of UC transferable credit and meet specific admission requirements. In most cases, students may transfer up to 70 semester units of credit from a community college.

Lower-division transfer

Many UC campuses do not accept lower-division transfers (students with fewer than 60 UC transferable units.)

Letter graded and Pass (P) units

No more than 14 of the UC transferable units may be graded P. All courses required in a major must be taken for a letter grade.

Transferable courses

A listing of information on transferable DVC courses and UC credit limitations is available from a DVC counselor.

Selection for admission to UC

Many campuses of the University of California receive many more applicants to a particular major or program than it can accept. Consequently, there may be certain course requirements, special selection procedures and a higher grade point average requirement than the minimum admission requirement for UC transfers (2.4*). Students interested in transferring to UC are urged to consult with a counselor as soon as possible in order to determine the requirements for the major to which they plan to apply. Knowledge of these requirements will maximize a student’s chances of being selected by the UC campus of their choice.
Selective majors at the UC campuses vary from year to year. In previous years, admission to the following majors in the UC system has been selective:

- Berkeley - admission to most majors at UC Berkeley is selective
- Davis - biological sciences, engineering, computer science, and psychology
- Irvine - biological science, computer science, and engineering
- Los Angeles - communications, economics, engineering, film and television, and life sciences
- Riverside - business administration, majors in the College of Natural and Agricultural Sciences, and engineering
- San Diego - biological sciences and engineering
- San Francisco - dentistry, dental hygiene, and pharmacy
- Santa Barbara - biological sciences, computer science, and engineering
- Santa Cruz - arts, engineering, environmental studies, and psychology

**Non-residents must have a grade point average of 2.8.

Minimum admission requirements for UC transfer

To qualify for admission to the university as a transfer student, applicants must meet one of the three sets of requirements described below. The terms subject, scholarship, and examination refer to the freshman admission requirements of the university. Consult with a counselor for details.

1. If a student was eligible for admission to the university when s/he graduated from high school (meaning s/he satisfied all subject, scholarship, and examination requirements), s/he is eligible to apply to transfer if s/he has maintained a grade point average of at least 2.0 (“C”) in the UC transferable courses.*

*subject to change

2. If, when a student graduated from high school, s/he met the scholarship requirement but did not satisfy the subject requirement, s/he must take transferable college courses in those missing subjects in order to be eligible to transfer. Students must earn a “C” grade or higher in each of these required courses and maintain a grade point average of at least 2.0 in all UC transferable college course work.*

*subject to change

3. If a student was not eligible for admission to the university when s/he graduated from high school because s/he did not meet the scholarship requirement, s/he must:

   a. Complete 60 semester units of UC transferable college credit with a grade point average of at least 2.4** and;
   b. Complete the following course pattern, earning a “C” grade or higher in each course:
      - two UC transferable college courses (three semester units each) in English composition;
      - one UC transferable college course (three semester units) in mathematical concepts and quantitative reasoning;
      - four UC transferable college courses (three semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

**Non-residents must have a grade point average of 2.8.
UC special admissions programs
The following UC campuses offer agreements that guarantee DVC students admission as transfer students provided they complete certain courses with a designated grade point average: UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara and UC Santa Cruz. The admission agreements offered by these campuses vary according to their requirements. Contact a counselor for more information.

Transfer to UC Berkeley
UCB has been limiting its acceptance of transfer applicants to those who have completed at least 60 UC transferable semester units. Students should consult with a counselor to select a major early in their academic career and complete the lower-division course work for that major and meet admission requirements to transfer as juniors.

Transfer students applying for fall term at UCB in most cases must have completed all course and unit requirements by the end of the previous spring term. Recently, applications to UCB are accepted for fall terms only.

UCB College of Letters and Science
The college accepts transfer students with at least 60 UC transferable semester units who have completed the reading and composition, foreign language and quantitative reasoning requirements or the IGETC. Transfer students should have also completed the lower division requirements for their major. Consult with a counselor for more information.

UCB Walter A. Haas School of Business
The school accepts students who have completed at least 60 UC transferable semester units. This is a highly-impacted program and transfer students must have satisfied the following requirements:

• Students must complete all approved, letter graded prerequisite courses in accounting/business, economics, English, foreign language, mathematics and statistics.

• Students must complete the seven course breadth requirement: with a unit value of at least three semester units each, in subjects related to behavioral sciences, international studies, natural sciences, and social sciences. Consult a counselor for specifics of the articulation agreement.

  *subject to change

• Students must participate in extracurricular activities or work experience and demonstrate good writing skills.

• Students are expected to maintain full-time enrollment in each of two semesters at some time prior to transfer.

UCB College of Engineering
Students interested in the majors offered by the College of Engineering should note that the lower-division programs are similar in all curricula. In addition to engineering courses, students are required to take mathematics, chemistry, computer science, biology (for bioengineering students), and English composition courses.

UCB College of Chemistry
Students interested in the majors offered by the College of Chemistry should complete a year of general chemistry lecture and laboratory as well as mathematics, physics and English composition courses. In addition, chemical engineering students should complete a computer programming course for science and engineering students.

UCB College of Environmental Design
Students interested in the majors offered by the College of Environmental Design should complete all prerequisite courses and required units by the end of the preceding spring term.

UCB College of Natural Resources
Students are screened for completion of major prerequisites and content of the application essay. Students should use the essay to discuss their educational and career objectives in relation to their intended major.

Transfer to private colleges and universities
Each year many DVC students go on to pursue their fields of interest and earn their degrees at private four-year institutions. Admissions requirements and general education requirements vary from college to college. To make transferring to a private or independent college as smooth as possible, students should contact the school directly early in their academic career. The Transfer Center can provide assistance with making contact.
REQUIREMENTS
for associate degrees, general education, and certificate programs

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DVC ASSOCIATE DEGREES

DVC offers associate degrees in arts and science. These degrees are comprised of specific general education and other requirements, major requirements and elective opportunities.

Goals of DVC’s associate degrees
The goals of DVC’s associate degrees are:

- the development of college-level skills;
- the acquisition of basic principles in the major disciplines and methods of discovery and problem solving;
- the formation of insights from several disciplines in order to make better-informed decisions;
- an appreciation of our multicultural heritage;
- an understanding of the values we hold so that we may use them to examine and guide our life choices.

Associate degree general information
The completion of the associate in arts or science degree provides students with strong academic skills and a broad in-depth general education. Students may explore their interests by selecting from a different major emphasis and electives as well as completing required general education courses. Associate degrees are college and state approved and accredited programs.

Non degree applicable courses
Units from courses numbered below 100 cannot be applied to the degree. Non degree applicable course grades will not be included in calculating GPA for a degree.

Note: ENGL 105 and 110 are also non degree applicable. Only one of ENGL 116 or 118 may be applied to the associate degree.

Upper division coursework
Upper division coursework may be applied to meet IGETC and DVC General Education requirements based on equivalency criteria. Official transcripts must be submitted to the Admissions and Records Office. No units will be assigned; students are required to fulfill a minimum of 60 units in order to apply for the associate degree.

Meet with a counselor
It is very important to consult with a counselor before selecting courses. Counselors help students discover and examine all their available choices including petitioning for exemption from courses whose requirements the student may have already met.

Graduation
It is the student's responsibility to file a Petition to Graduate by the deadline date during the semester in which he/she plans to complete the requirements. Diplomas are mailed at the end of each term. Please allow for 6-8 weeks processing time. Graduation ceremonies are held annually at the end of spring term.

Catalog rights and continuous enrollment for degrees and certificates
The college catalog specifies the requirements to earn a degree or certificate. The requirements in a specific academic year's catalog are the student’s contract (catalog rights) with the college and that catalog defines what the student must complete to earn a degree or certificate.

Students may follow the catalog requirements that were in effect for the academic year when their attendance began at Diablo Valley College or follow the catalog requirements in effect during subsequent years of attendance provided that continuous enrollment has been maintained. Effective
fall 2009, continuous enrollment is defined as enrollment in at least one course at Diablo Valley College, Los Medanos College or Contra Costa College in an academic year (fall, spring, summer). The student must receive a grade or notation on their transcript of “A,” “B,” “C,” “D,” “F,” “P,” “NP,” “I” or “W” for the course. This continuous enrollment policy applies to students who are new, returning or continuing.

Students completing a degree may choose a GE pattern under one academic year and major program requirements from a different academic year. The academic year(s) chosen will need to be declared on the application for the degree. If there is a break in continuous enrollment, a student will be subject to the requirements of the academic year at the time of re-enrollment.

The college may authorize or require course substitution for discontinued/changed courses or unit requirements. The college reserves the right to change catalog rights or program requirements based upon legal mandate and accreditation standards at any time. A student must complete a Course Substitution Form to initiate substitutions to program requirements.

Catalog rights do not apply to CSU or IGETC certification. Students must follow the CSU or IGETC GE pattern in effect when they petition for certification. Courses used for certification must be on the approved list at the time they are taken.

ASSOCIATE DEGREE GRADUATION REQUIREMENTS FOR STUDENTS ENTERING FALL 2009

To be awarded the associate degree students must meet the following requirements:

1. **Unit requirement**
   A student is eligible for graduation with the Associate in Arts or Associate in Science degree after the satisfactory completion of a minimum of sixty (60) units of degree applicable coursework with a grade point average of 2.0 (C) or higher. At least 12 units of degree applicable course work must be earned at DVC.

2. **Major/area of emphasis requirements**
   This requirement is satisfied by completing the courses listed as the major under various disciplines in the college catalog.

3. **General Education requirements**
   Students select from three options for General Education:
   
   - **Option 1 – Diablo Valley College General Education Pattern, See page 61**
   - **Option 2 – IGETC – Intersegmental General Education Transfer Curriculum, See page 63**
   - **Option 3 – CSU – California State University General Education Pattern, See page 67**
4. Additional requirements

I. AMERICAN INSTITUTIONS

0-6 units
Courses may also satisfy other degree requirements, but the units are only counted once.
Complete one of:
Political Science 121
Social Science 111
Or one of the following pairs of course:
History 120 and History 121
History 120 and History 124
History 120 and History 128
History 120 and History 171
History 120 and Political Science 121
History 120 and Political Science 151
History 120 and Social Science 111
History 120 and Social Science 220
History 121 and History 127
History 121 and Political Science 121
History 121 and Social Science 111
History 121 and Social Science 115
History 121 and Social Science 120
History 121 and Social Science 220
History 124 and History 127
History 124 and Social Science 120
History 125 and Political Science 121
History 125 and Social Science 111
History 125 and Social Science 220
History 126 and Political Science 121
History 126 and Social Science 111
History 126 and Social Science 220
History 127 and History 128
History 127 and History 171
History 127 and Political Science 121
History 127 and Political Science 151
History 127 and Social Science 111
History 127 and Social Science 220
History 128 and Political Science 121
History 128 and Social Science 111
History 128 and Social Science 115
History 128 and Social Science 120
History 128 and Social Science 220
History 129 and Political Science 121
History 129 and Social Science 111
History 129 and Social Science 220
History 130 and Political Science 121
History 130 and Social Science 111
History 130 and Social Science 220
History 170 and History 171
History 170 and Political Science 121
History 170 and Social Science 111
History 170 and Social Science 220
History 170 and Social Science 120
History 171 and Social Science 111
History 171 and Social Science 115
History 171 and Social Science 120
History 171 and Social Science 220
Political Science 121 and Social Science 120
Political Science 151 and Social Science 120
Social Science 111 and Social Science 120
Social Science 120 and Social Science 220

Note: These pairs of courses also satisfy the CSU US History, Constitution and American Ideals statutory requirement.

II. ECOLOGY OF HUMAN HEALTH
Course requirement - 0-3 units
Courses may also satisfy other degree requirements, but the units are only counted once.
Complete one course from:
Health Science 124, 140, 164, 170
Nutrition 115, 160

III. PHYSICAL EDUCATION
Course requirement - 2 units
Complete one or more of the following physical education courses: activity, adaptive, combative, dance, or intercollegiate athletics courses to meet the PE requirement.

Note: Physical education theory courses may not be used. Courses vary in units; more than one course may be needed to meet this requirement.
DVC general education
DVC requires that all students complete general education course work as part of their associate degree requirements. General education courses ensure that students have breadth of knowledge.

Associate degree general education philosophy
Diablo Valley College encourages all students to have a body of common course experiences, the results of which are known as general education.

We believe that realizing your academic and career goals can best evolve out of studying a broad range of college courses from mathematics to science, language, technology, and the humanities.

We also want to remind you of a wisdom shared among all of these areas of study, across cultures, and through the ages: that seeking and possessing knowledge for its own sake, in addition to more practical motives, is an immensely worthwhile endeavor.

Moreover, we believe that all academic disciplines are related and, taken together, best prepare you to interact in our world.

The faculty’s goal is for students to acquire the following lifelong skills and abilities:

The ability to:
• write clearly and read critically;
• use scientific reasoning to understand the physical and biological world and how we affect it;
• adapt to change by being flexible, curious, and open to new experiences;
• understand oneself, and others in relationships.

The knowledge of:
• the applications of mathematical concepts;
• U.S. history and government;
• information technology;
• the connections across disciplines.

The skills in:
• critical thinking and problem solving;
• effective interpersonal oral communication;
• economic survival in the culture and structure of the workplace and marketplace;
• healthy living and wellness in physical, intellectual, emotional, and social dimensions.

The appreciation of:
• the arts, through analysis and participation;
• self and others in a culturally-diverse world;
• how the past, present, and future interrelate on local, national, and global levels;
• ethics, integrity, and our responsibility to contribute to the community.
GENERAL EDUCATION OPTIONS

OPTION 1

DVC GENERAL EDUCATION REQUIREMENTS

These are the 2009-2010 DVC G.E. requirements and are subject to change. Please check with the counseling department for up-to-date information or visit www.dvc.edu.

I. LANGUAGE AND REASONING

A. English composition
   Course requirement - 3 units
   Complete with a “C” grade or higher:
   English 122
   AP English Language or English Literature with a score of 3 or higher meets this requirement.

B. Communications and analytical thinking
   Course requirement - 3-4 units
   Complete one course from:
   Business 240, 250, 255
   Computer Science 100, 105, 110, 255, 265
   English 123, 126
   History 122
   Mathematics 124, 125, 125SP (4 units), 142, 181, 182, 183, 191, 192, 193, 194, 195, 292, 294
   Philosophy 130
   Psychology 145
   Sociology 122
   Speech 121
   AP Calculus AB or Calculus BC or Statistics with a score of 3 or higher meets this requirement.

C. Mathematics comprehension
   Course requirement - 0-4 units
   Satisfy either 1) or 2) below.
   1) Complete one of the following courses with a grade “C” or higher, or transfer credit for an equivalent course from another accredited college or university.
      Business 240
      Engineering 111
   2) Satisfy one of the following:
      • Receive a “C” grade or higher in the second term of a two-term course in high school algebra.
      • Score at least 400 on the SAT Math test.
      • Score 22 or above on the math section of the ACT test.
      • Pass any CLEP math exam.
      • Score 3 or higher on AP Calculus AB or Calculus BC or Statistics.

Note: Students are responsible for notifying the Admissions and Records Office if the requirement is met by submitting the proper documents.

II. NATURAL SCIENCES

Course requirement - 3-5 units
Complete one course from:
   Anthropology 115, 140
   Astronomy 110, 120, 128
   Biological Science 101, 102, 116, 117, 119, 120, 126, 130, 131, 139, 140, 146, 160, 170, 205
   Chemistry 106, 108, 109, 120, 121, 226, 227
   Geography 120, 121, 140, 141
   Geology 120, 121, 122, 124, 125
   Oceanography 101, 102
   Physical Science 112
   Physics 110, 111, 113, 120, 121, 129, 130, 230, 231

One of the following AP tests with a score of 3 or higher meets this requirement: Biology, Chemistry, Environmental Science, Physics B, or Physics C
III. ARTS AND HUMANITIES
Course requirement - 3-4 units
Complete one course from A or B:

A. Arts courses
Art Digital Media 214
Art History 193, 195, 196, 197, 199
Dance 201
Drama 139, 140, 141, 142, 180, 181
Film 140, 160, 180, 280, 281, 282, 283, 284
Music Literature 110, 112, 113, 114, 115, 116, 117, 118

B. Humanities courses
Arabic 121
Architecture 155, 160
Chinese 121, 220, 221
English 150, 151, 152, 153, 154, 162, 163, 164, 166, 167, 168, 170, 172, 173, 175, 177, 180, 190, 252, 253, 262, 263, 272, 273
French 121, 220, 221, 230, 231
German 121, 147, 220, 221, 230, 231
History 120, 121, 124, 125, 126, 127, 128, 129, 130, 135, 136, 140, 141, 150, 151, 170, 171, 240
Italian 121, 147, 220, 221, 230, 231
Japanese 121, 147, 220, 221, 245
Latin 121
Persian 121
Philosophy 120, 122, 140, 141, 220, 224, 225
Russian 121, 220, 221
Spanish 121, 220, 221, 230, 231, 250
One of the following AP tests with a score of 3 or higher meets this requirement: Art History, Chinese Language and Culture, English Literature, European History, French Language, French Literature, German Language, Italian Language and Culture, Japanese Language and Culture, Latin Literature, Latin: Vergil, Spanish Language, Spanish Literature, U.S. History, World History

IV. SOCIAL AND BEHAVIORAL SCIENCES
Course requirement - 3 units
Complete one course from:
Administration of Justice 120
Anthropology 120, 125, 130, 135, 150
Early Childhood Education 124
Economics 101, 200, 220, 221
Geography 130, 135
History 120, 121, 124, 125, 126, 127, 128, 129, 130, 135, 136, 140, 141, 150, 151, 170, 171, 240
Journalism 110
Political Science 120, 121, 151, 220, 240, 250
Psychology 122, 130, 140, 141, 160, 190, 210, 220, 225, 230, 240
Social Science 110, 111, 115, 120, 123, 220
Sociology 120, 121, 123, 124, 125, 131, 135, 140
One of the following AP tests with a score of 3 or higher meets this requirement: Comparative Government and Politics, European History, Human Geography, Macroeconomics, Microeconomics, Psychology, U.S. Government and Politics, U.S. History, World History

V. MULTICULTURAL STUDIES
Course requirement - 0-3 units
(Courses may also satisfy other degree requirements, but the units are only counted once.)
Addiction Studies 155
Administration of Justice 130
Anthropology 120, 135
Broadcast Communication Arts 260
Culinary Arts 228
Drama 142
Early Childhood Education 144
English 162, 168, 170, 173, 177, 190, 225, 262
Film 160
Geography 135
History 124, 125, 126, 127, 128, 129, 130, 170, 171
Humanities 115
Music Literature 112, 114, 115, 116
Psychology 140, 141
Social Science 115, 120, 220
Sociology 125, 131, 135*

VI. INFORMATION LITERACY
Course requirement 0-1 unit
(Courses may also satisfy other degree requirements, but the units are only counted once.)
Biological Science 130
Career 110
Dental Hygiene 134
Health Science 124
Library Studies 121
Nutrition 120
Physical Education Theory 210
OPTION 2

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

At the time this catalog went to press, the IGETC list for 2009-2010 had not yet been approved. The information on these pages is the list that was approved for 2008-2009 and is subject to change. Please check with the counseling department for up-to-date information. The current IGETC list may be found at www.assist.org.

Although courses may be listed in more than one area, they may be used to satisfy the requirement in only one area except for courses in Languages other than English.

AREA 1.

ENGLISH COMMUNICATION

Course requirement:
CSU - 3 courses required, 1 each from group A, B and C.
UC - 2 courses required, 1 each from group A and B.

1-A. English composition
Course requirement - 3 units, 1 course
English 122

Note: AP English Language or English Literature with a score of 3 or higher meets this requirement.

1-B. Critical thinking - English composition
Course requirement - 3 units, 1 course
Complete 1 course from:
English 123, 126
History 122
Philosophy 130
Sociology 122
Speech 121+

1-C. Oral communication - CSU requirement only
Course requirement - 3 units, 1 course
Speech 120

Note: 1-C is a CSU requirement only. Students transferring to UC do not have to meet the Area 1-C, “oral communication” requirement.

AREA 2.

MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Course requirement - 3 units, 1 course
Complete 1 course from:
Business 240+
Math 124+, 135+, 135SP+ (3 units), 142+, 181, 182+, 183+, 191+, 192+, 193+, 194, 195, 292, 294

Note: AP Calculus AB or Calculus BC or Statistics with a score of 3 or higher meets this requirement.

AREA 3.

ARTS AND HUMANITIES

Course requirement - 9 units, at least 3 courses
This requirement includes taking at least one course from the Arts (3-A) and one from the Humanities (3-B).

3-A. Arts
Complete 1 or more courses from:
Art Digital Media 214
Art History 193, 195, 196, 197, 199
Dance 201
Drama 139, 140, 141, 142, 180, 181
Film 140, 160, 180+, 280, 281+, 282, 283, 284
Music Literature 110, 112, 113+, 114, 115, 116, 117+, 118+

Note: AP Art History with a score of 3 or higher counts as one course towards this requirement.

3-B. Humanities
Complete 1 or more courses from:
Arabic 121+
Architecture 155+, 160+
Chinese 121+, 220+, 221+
English 150, 151, 152+, 153, 154, 162, 163, 164, 166, 167, 168, 170, 172, 173, 175, 177, 180, 190, 252, 253, 262, 263, 272, 273
French 121*, 220*, 221*, 230*, 231*
German 121*, 147*, 220*, 221*, 230*, 231*
Italian 121*, 147*, 220*, 221*, 230*, 231*
Japanese 121*, 147*, 220*, 221*, 245*
Latin 121*
Persian 121*
Philosophy 120, 122, 140, 141, 220, 224, 225
Russian 121*, 220*, 221*
Spanish 121*, 220*, 221*, 230*, 231*, 250*

* Course may be listed in more than one area, but shall not be certified in more than one area except for courses in Languages other than English.
+ Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

Note: Each of the following AP tests with a score of 3 or higher counts as one course towards this requirement: Art History; Chinese Language and Culture; English Literature; European History; French Language; French Literature; German Language; Italian Language and Culture; Japanese Language and Culture; Latin Literature; Latin: Vergil; Spanish Language; Spanish Literature; U.S. History; World History.

† Two of the three courses must be from different disciplines. Administration of Justice and Sociology are in the same discipline. Early Childhood Education and Psychology are in the same discipline.

AREA 5.
PHYSICAL AND BIOLOGICAL SCIENCES

Course requirement - 7-9 units, at least 2 courses
This requirement includes taking one physical science course and one biological science course from each of groups 5-A and 5-B. At least one course must have a laboratory.
Courses that meet the laboratory requirement are underlined and must be taken with matching lecture course.

5-A. Physical science

Course requirement - 3-5 units
Complete at least 1 course from:
Astronomy 110+ (add Astronomy 130 for lab), 120+ (add Astronomy 130 for lab), 128+
Chemistry 106+, 108+, 109+, 120, 121, 226, 227
Geography 120, 121, 140, 141
Geology 120, 121, 122, 124, 125
Oceanography 101, 102
Physical Science 112+
Physics 110+, 111+, 113, 120+, 121+, 129+, 130+, 230+, 231+

Note: AP Chemistry or Environmental Science or Physics B or Physics C with a score of 3 or higher meets both 5A and 5C requirements.
5-B. Biological science

Course requirement – 3-5 units, at least 1 course
Complete at least 1 course from:

- Anthropology 115 (no lab), 140 (add Anthropology 141L for lab)
- Biological Science 101+, 102+, 116+, 117+, 119+, 120+, 126, 130, 131, 139+, 140+, 146+, 160, 170, 205

Note: AP Biology with a score of 3 or higher meets both 5B and 5C requirements.

5-C. Laboratory

Courses that meet the laboratory requirement are underlined in Area 5-A and 5-B and must be taken with matching lecture course.

* Course may be listed in more than one area, but shall not be certified in more than one area except for courses in Languages other than English.
+ Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

AREA 6.
LANGUAGES OTHER THAN ENGLISH
(UC REQUIREMENT ONLY)

Students shall demonstrate proficiency in a language other than English in one of the following ways:

- Proficiency equivalent to two years of high school study in the same language. Three years of high school study in American Sign Language. (A junior or senior high school transcript or approved test score must be on file in the Admissions and Records Office.)

or

- Must have successfully completed one of the following foreign language courses:
  - Arabic 120
  - Chinese 120
  - French 120
  - German 120+, 146+
  - Italian 120+, 146+
  - Japanese 120+, 146+
  - Latin 120
  - Persian 120
  - Russian 120
  - Sign Language 281
  - Spanish 120

or

- Requirement validated by more advanced course.

Please see a counselor for details on required test scores or other alternatives to demonstrating proficiency.

Note: Advanced placement exams - Acceptable scores of 3 or higher can be used in some areas towards meeting IGTC subject areas as noted in that section. Note that an acceptable score on an English exam may not be used to meet the Critical Thinking - English Composition requirement.

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

6 units

The CSU graduation requirement may be fulfilled, but is not required, prior to transfer. Courses used to fulfill this requirement also meet course requirements in IGTC areas 3 or 4.

- History 120 and History 121
- History 120 and History 124
- History 120 and History 128
- History 120 and History 171
- History 120 and Political Science 121
- History 120 and Political Science 151
- History 120 and Social Science 111
- History 120 and Social Science 220
- History 121 and History 127
- History 121 and Political Science 121
- History 121 and Social Science 111
- History 121 and Social Science 115
- History 121 and Social Science 120
- History 121 and Social Science 220
- History 124 and History 127
- History 124 and Social Science 120
- History 124 and Social Science 120
- History 125 and Political Science 121
- History 125 and Social Science 111
- History 125 and Social Science 220
- History 126 and Political Science 121
- History 126 and Social Science 111
- History 126 and Social Science 220
- History 127 and History 128
- History 127 and History 171
- History 127 and Political Science 121
OPTION 3

CSU GENERAL EDUCATION - BREADTH REQUIREMENTS

At the time this catalog went to press, CSU had not approved the G.E. list for 2009-2010. The information on these two pages is the list that was approved for 2008-2009 and is subject to change. Please check with the counseling department for up-to-date information. The current CSU G.E. list may be found at www.assist.org.

Note: A course may be listed in more than one area, but it may be used to satisfy only one subject requirement except in U.S. History, Constitution and American Ideals.

A. COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING

Complete 9 units (one course from A-1, A-2 and A-3). A grade of “C” or higher is required for certification, CSU admission and/or graduation.

A-1. Oral communication
Course requirement - 3 units
Speech 120

A-2. Written communication
Course requirement** - 3 units
English 122

**AP English Language or English Literature with score of 3 or higher meets this requirement.

A-3. Critical thinking
Course requirement - 3 units
Complete one course from:
English 123, 126
History 122
Philosophy 130
Psychology 145
Sociology 122
Speech 121, 123

History 127 and Political Science 151
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History 130 and Political Science 121
History 130 and Social Science 111
History 130 and Social Science 220
History 170 and History 171
History 170 and Political Science 121
History 170 and Social Science 111
History 170 and Social Science 220
History 171 and Political Science 121
History 171 and Social Science 111
History 171 and Social Science 115
History 171 and Social Science 120
History 171 and Social Science 220
Political Science 121 and Social Science 120
Political Science 151 and Social Science 120
Social Science 111 and Social Science 120
Social Science 120 and Social Science 220

(U.S. History, Constitution and American Ideals is considered by CSU to be a statutory rather than a general education requirement.)
B. PHYSICAL UNIVERSE AND ITS LIFE FORMS
At least 3 units from B-1, at least 3 units in B-2, at least one lab course to meet B-3; at least 3 units in B-4. Courses that meet the laboratory requirement are noted below by an asterisk (*) beside the number.

B-1. Physical science
Course requirement ** - 3-5 units
Complete one course from:
Astronomy 110 (add Astronomy 130* for lab), 120 (add Astronomy 130* for lab), 128*
Chemistry 106*, 108*, 109*, 120*, 121*, 226*, 227*
Geography 120 (add Geography 121* for lab), 140 (add Geography 141* for lab)
Geology 120 (add Geology 122* for lab), 121 (add Geology 124* for lab), 125
Oceanography 101, 102*
Physical Science 112
Physics 110 (add Physics 111* for lab), 113, 120*, 121, 129*, 130*, 230*, 231*
**AP Chemistry or Environmental Science or Physics B or Physics C with a score of 3 or higher meets both B-1 and B-3 requirements.

B-2. Life science
Course requirement ** - 3-5 units
Complete one course from:
Anthropology 115, 140 (add Anthropology 141L* for lab)
Biological Science 101, 102*, 116, 117*,119*, 120*, 126*, 130*, 131*, 139*, 140*, 145*, 150*, 170, 205*
**AP Biology with a score of 3 or higher meets both B-2 and B-3 requirements.

B-3. Laboratory activity
Course requirement:
One course in B-1 or B-2 must be a laboratory course. Courses that meet the lab requirement are designated by an asterisk (*) following the course number.

B-4. Mathematics/quantitative reasoning
Course requirement ** - 3-4 units
A grade of "C" or higher is required.
Complete one course from:
Business 240
Mathematics 121, 124, 135, 135SP (3 units), 142, 181, 182, 183, 191, 192, 193, 194, 195, 292, 294
**AP Calculus AB or Calculus BC or Statistics with a score of 3 or higher meets this requirement.

C. ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE
Course requirement - 9 units
Complete at least one 3 unit course in the Arts (C-1), one 3 unit course in the Humanities (C-2), and 3 units from C-1 and/or C-2, for the total requirement of 9 units.

C-1. Arts (Art, Dance, Music, Theater)
Course requirement - 3-6 units
Complete one or more courses from:
Architecture 120, 121, 130, 155, 160
Art 105, 120, 126, 140, 152, 160
Art Digital Media 214
Art History 193, 195, 196, 197, 199
Broadcast Communication Arts 140
Dance 201
Drama 122, 139, 140, 141, 142, 150, 170, 180, 181
English 152
Film 140, 160, 180, 280, 281, 282, 283, 284
Music 252, 255
Music Literature 110, 112, 113, 114, 115, 116, 117, 118
Speech 148
**AP Art History with a score of 3 or higher counts as one course towards this requirement.

C-2. Humanities (Literature, Philosophy, Foreign Language)
Course requirement ** - 3-6 units
Complete one or more courses from:
Arabic 121
Architecture 155, 160
Broadcast Communication Arts 260
Chinese 121, 220, 221
Drama 142
English 150, 151, 152, 153, 154, 162, 163, 164, 166, 167, 168, 170, 172, 173, 175, 177, 180, 190, 222, 223, 224, 225, 252, 253, 262, 263, 272, 273
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German 121, 147, 220, 221, 230, 231
History 120, 121, 124, 125, 126, 127, 128, 129, 130, 135, 136, 140, 141, 150, 151, 160, 170, 171, 240
Italian 121, 147, 220, 221, 230, 231
Japanese 121, 147, 220, 221, 245
D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR, HISTORICAL BACKGROUND

At least 9 units required with courses in at least 2 disciplines. A course may be listed in more than one group, but may be counted only once.

D-1. Anthropology and archaeology
Anthropology 120, 125, 130, 135, 150

D-2. Economics
Economics 101, 200, 220, 221

D-3. Ethnic studies
Anthropology 120, 135
History 124, 125, 126, 127, 128, 129, 130, 170, 171
Psychology 140, 141
Social Science 115, 120, 220
Sociology 131, 135

D-4. Gender studies
History 170, 171
Social Science 120, 220
Sociology 124

D-5. Geography
Geography 130, 135

D-6. History
History 120, 121, 124, 125, 126, 127, 128, 129, 130, 135, 136, 140, 141, 150, 151, 160, 170, 171, 240

D-7. Interdisciplinary social or behavioral science
Gerontology 100
Journalism 110
Social Science 110, 111, 115, 120, 123, 162, 163, 220

D-8. Political science, government and legal institutions
Political Science 120, 121, 151, 220, 240, 250

D-9. Psychology
Early Childhood Education 124

D-10. Sociology and criminology
Administration of Justice 120, 139
Sociology 120, 121, 123, 124, 125, 131, 135, 140

**Each of the following AP tests with a score of 3 or higher counts as one course towards this requirement: Comparative Government and Politics; European History; Human Geography; Macroeconomics; Microeconomics; Psychology; U.S. Government and Politics; U.S. History; World History

E. LIFELONG UNDERSTANDING AND SELF DEVELOPMENT

Course requirement - 3 units

Complete one course from:

Career 110
Counseling 120
Early Childhood Education 124
Health Science 124, 140, 170
Nutrition 115, 160
Physical Education-Dance 130, 136, 142
Psychology 122, 140, 141, 160, 200
GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS

6 units

The CSU graduation requirement may be fulfilled, but is not required, prior to transfer. Courses used to fulfill this requirement also meet course requirements in CSU GE areas C OR D.

History 120 and History 121
History 120 and History 124
History 120 and History 128
History 120 and History 171
History 120 and Political Science 121
History 120 and Political Science 151
History 120 and Social Science 111
History 120 and Social Science 220
History 121 and History 127
History 121 and Political Science 121
History 121 and Social Science 111
History 121 and Social Science 115
History 121 and Social Science 120
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History 127 and Political Science 121
History 127 and Political Science 151
History 127 and Social Science 111
History 127 and Social Science 220
History 128 and Political Science 121
History 128 and Social Science 111
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History 128 and Social Science 120
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History 130 and Political Science 121
History 130 and Social Science 111
History 130 and Social Science 220
History 170 and History 171
History 170 and Political Science 121
History 170 and Social Science 111
History 170 and Social Science 220
History 171 and Political Science 121
History 171 and Social Science 115
History 171 and Social Science 120
History 171 and Social Science 220
Political Science 121 and Social Science 120
Political Science 151 and Social Science 120
Social Science 111 and Social Science 120
Social Science 120 and Social Science 220

Note: These pairs of courses also satisfy the CSU US History, Constitution and American Ideals statutory requirement.

(U.S. History, Constitution and American Ideals is considered by CSU to be a statutory rather than a general education requirement.)
Offering more than 30 career/technical programs and over 50 certificates and degrees, DVC provides students with the educational background and training they need to achieve their career goals. By completing a career/technical program, students can show employers that they have acquired the most appropriate and up-to-date skills. Technology is changing the way we live and perform our jobs. Staying on top of these changes is an important priority. DVC’s excellent reputation is a distinct advantage to our students as they compete in today’s demanding job market.

Career/technical certificate and degree programs vary in length; most certificate programs require less than two years of full-time study to complete. Most programs may be completed on a part-time basis. DVC offers two types of certificates; certificates of achievement and certificates of accomplishment. In some cases, courses completed in a certificate program can be applied to a degree program. Only certificates of achievement and degrees are recorded on the student official transcript.

Students who successfully complete their certificate or degree course work must apply to the Admissions and Records Office to receive their award. To qualify for a certificate, students must complete at least twenty-five percent of the required courses at DVC. Students must also maintain a grade point average of “C” (2.0) or higher in the certificate’s required courses. Some certificates require a higher grade point average in required courses. See specific program description for details.

Students who would like help in planning for their career or profession should seek the advice of a counselor or program advisor. DVC offers a wide range of educational opportunities and the counseling department is available to help students carefully plan a course of study that takes into consideration personal interests, aptitudes and experiences. Studies show that careful planning will help to ensure students’ college and future success.
# DVC CERTIFICATE PROGRAMS AND ASSOCIATE DEGREES

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<th>Cert of Achievement</th>
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<td>Engineering/Engineering Technology</td>
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<td>Administration of Justice</td>
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<td>Civil Drafting</td>
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<tr>
<td>Architecture Technology/Design</td>
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<td>Mechanical Drafting</td>
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<tr>
<td>Art Digital Media</td>
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<td>English</td>
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<tr>
<td>Behavioral Health</td>
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<td>Foreign Language - French</td>
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<td>Broadcast Communications Arts</td>
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<td>Foreign Language - German</td>
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<td>Business - Real Estate</td>
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<td>Foreign Language - Spanish</td>
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<td>Computer Technical Support</td>
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<td>Horticulture - Landscape Construction</td>
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<tr>
<td>Microcomputer Software Support</td>
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<td>Horticulture - Landscape Design</td>
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<td>Construction - Building Inspection</td>
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<td>Horticulture - Landscape Maintenance</td>
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<td>Construction - Management</td>
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<td>Culinary Arts</td>
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<td>Music Industry Studies</td>
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<td>Physical Education</td>
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<td>Dental Hygiene</td>
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<td>Dental Laboratory Technology</td>
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<tr>
<td>Associate Teacher</td>
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<tr>
<td>Teacher</td>
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<td>Psychology</td>
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<tr>
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* offered in collaboration with Ohlone College, which grants the degree
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Understanding the course descriptions

Course descriptions and numbering
The courses listed in our catalog may not be offered every term or every year. Check the schedule of classes for the course offerings for the current term.

Course numbering
Course descriptions with numbers below 100 are not college level (degree applicable) courses and do not apply as credit toward the associate degree. Courses with numbers between 100 and 299 are generally freshman and sophomore level college courses. Students should carefully review each specific course description to ensure that the selected courses will satisfy requirements for transfer, degree or certificate goals.

Prerequisites
When a course description lists a prerequisite, it means that the prerequisite must be successfully completed before the student may enroll in that course. When a course description lists a co-requisite, it means that students must be concurrently enrolled in the co-requisite and respective courses.

If a student has completed the prerequisite at another college, he or she must request to have an official transcript sent to the Admissions and Records Office before registration. For complete information about prerequisites and corequisites please refer to the “Academic Policy” section of this catalog.

Recommendations
Students are advised to complete the recommended course or courses before enrolling in the selected course. Recommendations increase the student’s ability to succeed.

Grade codes
The course descriptions in this catalog and in the schedule of classes use codes to identify grading, transferability, and repeatability options. These codes are defined as follows:

P/NP - The course may only be taken for a pass/no pass grade.
LR - The course may only be taken for a letter grade.
SC - Students may choose P/NP grading before the sixth week of the term. If they do not choose pass/no pass grading, a letter grade will be issued. For a short course, students must choose the grading method before they have completed 30 percent of the course. For more information, see the College Policies section of this catalog.

CSU transferable (CSU)
Courses identified with the CSU code at the end of the description are transferable to campuses of the CSU system. However, they may only be transferable as an elective. Students should check with their counselor or the Transfer Center for complete information about the transferability of courses toward meeting general education breadth requirements or major requirements.

UC transferable (UC)
DVC offers many courses that are transferable to all UC campuses. A course must be on the Transfer Course Agreement (TCA) at the time it is taken to be transferable to UC. Courses identified with a UC code at the end of the description are transferable. Lists of UC transferable courses are available at www.assist.org.

Availability of course offerings
The courses listed in the DVC catalog include all of the courses that are currently approved by the college. Every course is not necessarily offered every term.
ACCOUUiNG
See Business Accounting - BUSAC

ADDICTION STUDIES – ADS
Diablo Valley College is approved by the California Board of Registered Nurses for continuing education credits. All ADS courses can be used. (Provider # CEIP 7992). Biological and Health Sciences Division
Dennis Smith, Dean
Science Center 100
925-685-1230 ext. 2359

Possible career opportunities
Addiction studies students develop an in-depth understanding of the addiction process and how to motivate someone towards positive change. The addiction counseling certificate prepares students for a career as a substance abuse counselor, community services worker, or an addiction/prevention/intervention educator.

Associate in science degrees
Addiction counseling
Addiction studies

Certificates of achievement
Addiction counseling
Addiction studies

Associate in science degree - Addiction counseling
The associate degree program in addiction counseling provides students with the academic preparation needed for employment in the addiction counseling field. Earning this degree may also facilitate the student’s transfer to a four-year college or university. Students who wish to transfer must consult with program faculty and college counselors to insure that the requirements for transfer to appropriate institutions are met. To earn an associate in science degree, students must complete each course used to meet a major requirement with a “C” grade or higher. Some courses may satisfy both major and other graduation requirements, however the units are only counted once.

Upon completing this degree, a student may apply for any of the state recognized professional credentials offered by the following organizations: California Association of Alcoholism and Drug Abuse Counselors (CAADAC), California Association of Alcohol and Drug Educators (CAADE), and the California Association of Addiction Recovery Resources (CAARR). Each of these credentials has additional testing and/or field practicum hours required, but all of the educational coursework is completed when you finish the addiction counseling program at DVC.

major requirements

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<th>Title</th>
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<td>ADS 102</td>
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<td>3</td>
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<td>ADS 152*</td>
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<td>3</td>
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<td>ADS 154*</td>
<td>Dual Disorders</td>
<td>3</td>
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<tr>
<td>ADS 155</td>
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</tr>
<tr>
<td>ADS 171*</td>
<td>ADS Field Work 1</td>
<td>5.5</td>
</tr>
<tr>
<td>ADS 172*</td>
<td>ADS Field Work 2</td>
<td>5.5</td>
</tr>
</tbody>
</table>

Total units for the major 37.5

*The above courses have specific prerequisites. See course descriptions for details.

To assist students in planning their schedules, Diablo Valley College has prepared a list of courses to be offered at a minimum each semester. This list is subject to change due to fiscal constraints and availability of staff and/or facilities, but it should help you in planning your schedule. By scheduling your classes according to this course sequencing guide, you will be able to finish the major requirements/certificate of achievement in addiction counseling requirements in two to three years, depending on the number of units you take each semester. Verify offerings with college counselors, program faculty, and the online schedule of classes. Students starting the program in a spring or summer semester should meet with a counselor or program advisor to plan their schedule.
Addiction counseling course sequence

X= semester offered
recommended sequence

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<th>Course</th>
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<th>Units</th>
<th>Fall</th>
<th>Spring</th>
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<tr>
<td>ADS 101</td>
<td>1st year</td>
<td>3</td>
<td>X</td>
<td>X</td>
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<td>ADS 102</td>
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<td>2nd year</td>
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<tr>
<td>ADS 151</td>
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<td>ADS 152</td>
<td>2nd year</td>
<td>3</td>
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<tr>
<td>ADS 154</td>
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<td>ADS 155</td>
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<tr>
<td>ADS 163</td>
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<tr>
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<td>3rd year</td>
<td>5.5</td>
<td>X</td>
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<tr>
<td>ADS 172</td>
<td>3rd year</td>
<td>5.5</td>
<td>X</td>
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</tr>
</tbody>
</table>

Total units for the major 21

To assist students in planning their schedules, Diablo Valley College has prepared a list of courses to be offered each semester. This list is subject to change due to fiscal constraints and availability of staff and/or facilities, but it should help you in planning your schedule. By scheduling your classes according to this course sequencing guide, you will be able to finish the major requirements/certificate of achievement in addiction studies requirements in two to three years, depending on the number of units you take each semester. Verify offerings with college counselors, program faculty, and the online schedule of classes. Students starting the program in a spring or summer semester should meet with a counselor or program advisor to plan their schedule.

Addiction studies course sequence

X= semester offered
recommended sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Year</th>
<th>Units</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tr>
<td>ADS 155</td>
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<td>ADS 170</td>
<td>1st year</td>
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</table>

Certificate of achievement - Addiction counseling

The addiction counseling certificate provides students with the academic preparation needed for employment in the addiction counseling field. Upon completing this certificate, a student may apply for any of the state recognized professional credentials offered by the following organizations: California Association of Alcoholism and Drug Abuse Counselors (CAADAC), California Association of Alcohol and Drug Educators (CAADE), and the California Association of Addiction Recovery Resources (CAARR). Each of these certificates has additional testing and/or field practicum hours required, but all of the educational coursework is completed when you finish the addiction counseling certificate at DVC.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Required courses are primarily available in the evening and late afternoon. Although students may start during any semester and progress at their own pace, completion of the certificate will take approximately four semesters.
Addiction studies

Certificate of achievement - Addiction studies

The addiction studies certificate is for students who want a specialized focus in addiction, treatment and recovery but are not preparing to become an addiction counselor. This certificate may be useful for teachers, human services personnel, or community service personnel who want to have a deeper understanding of the addiction process.

Important note: Once this certificate is completed, if you choose to continue in the addiction studies program, you may apply these units towards the more in-depth addiction counseling certificate. When a student has enough units to earn either certificate, they need to fill out an “application for a certificate” form during the semester in which they will complete the units. This form must be picked up and turned in to the Admissions and Records Office. If the form is not filled out, a student will not receive the certificate from the college even if they have completed all the units.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Required courses are primarily available in the evening and late afternoon. Although students may start during any semester and progress at their own pace, completion of the certificate requirements will take a minimum of two semesters.

<table>
<thead>
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<th>required courses</th>
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<tr>
<td>ADS 172*</td>
<td>5.5</td>
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</table>

Total units required 37.5

*The above courses have specific prerequisites. See course description for details.

For recommended sequence of study, see major requirements for A.S. degree in Addiction Counseling above.

ADS-101 Introduction to Substance Abuse and Treatment
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent

This course provides basic core knowledge and theories about addiction, treatment, and public policy. CSU

ADS-102 Introduction to Motivational Interviewing Skills
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent

This course provides an overview of motivational interviewing and the stages of change. Essential communication and charting skills needed for working in the substance abuse and chemical dependency field will be explored. CSU

ADS-103 Group Process
2 units SC
• 36 hours lecture per term
• Prerequisite: ADS 101 or equivalent and ADS 102 or equivalent
• Recommended: ADS 151 or equivalent and ADS 170 or equivalent

This course provides an introduction to the dynamics of group interaction in working with people with histories of substance abuse, co-dependence, and other addictive behaviors. Students will gain theoretical understanding of group process and dynamics, experience group membership, and demonstrate their ability to function in a group. CSU
ADS-150  Topics in Addiction Studies
3-4 units  SC
• May be repeated three times
• Variable hours
• Recommended: Eligibility for ENGL 122 or equivalent
A supplemental course in addiction studies to provide a study of current concepts and problems in addiction studies and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ADS-151  Ethical and Legal Concerns for ADS Paraprofessionals
1.5 units  SC
• 27 hours lecture per term
• Prerequisite: ADS 101 or equivalent; ADS 102 or equivalent (may be taken concurrently)
This course is designed to familiarize ADS paraprofessionals with the legal and ethical issues involved in alcohol/drug counseling. CSU

ADS-152  Relapse Prevention
3 units  SC
• 54 hours lecture per term
• Prerequisite: ADS 101 or equivalent and ADS 102 or equivalent (may be taken concurrently)
This course examines the research that describes the progressive and predictable warning signs of relapse in addicts and alcoholics. Students will study and practice skills and techniques used to develop a relapse prevention program. CSU

ADS-154  Dual Disorders
3 units  SC
• 54 hours lecture per term
• Prerequisite: ADS 101 or equivalent
This course addresses the common preexistent or concurrent psychiatric disorders that may surface in the area of substance abuse. The relationships between mental health and substance abuse facilities will be examined. CSU

ADS-155  Diverse Communities and Social Services
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: Meets the State Department of Social Services licensing requirement for DDS III, Program and Curriculum Development
This course investigates the impact of health status, lifestyle/behavior patterns and personal and cultural beliefs, on individual and group access to social services. Groups studied will include Asian Americans, African Americans, Hispanic/Latino Americans, Native Americans, and Pacific Rim cultures, among others. The course will examine in detail effective strategies for cross and intercultural work in social services, with particular emphasis on addiction prevention, intervention, and treatment services. CSU

ADS-153  Pharmacology and Medical Aspects of Alcohol and Other Drugs
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course provides an in-depth look at physiological effects and medical consequences of alcohol and other drugs. How drugs are metabolized, their effects on body systems and behavior, the addictive process, and current research are covered. CSU

ADS-158  Group Leadership
2 units  SC
• 36 hours lecture per term
• Prerequisite: ADS 101 or equivalent; ADS 102 or equivalent; ADS 103 or equivalent
• Recommended: ADS 151 or equivalent and ADS 170 or equivalent
This course explores the theory and practice of group facilitation. Students will study and develop the basic observation and communication skills needed for leading support groups. Administrative tasks related to group leadership responsibilities will also be examined. CSU

ADS-170  Introduction to Codependency and Family Issues
3 units  SC
• 54 hours lecture per term
• Recommended: ADS 101 or equivalent; eligibility for ENGL 122 or equivalent
This course is an examination of biological, psychological, and sociological issues relevant to family functioning, with a focus on chemically dependent families. Included in this is a close examination of codependency and family system variables, such as family structure, communication, and emotional closeness. CSU

ADS-171  ADS-Field Work I
5.5 units  SC
• 54 hours lecture/144 hours laboratory per term
• Prerequisite: ADS 101 or equivalent ADS 102 or equivalent, ADS 170 or equivalent
• Co-requisite: ADS 151 or equivalent (may be taken previously)
• Note: Formerly a seven unit block consisting of ADS 169, CARER 130 and COOP 170A
This is the first clinical course required for the addiction counseling certificate. Students will have the opportunity to work in community clinical settings that serve clients with substance abuse problems. They will gain first-hand experience and develop clinical competency in assessment, treatment planning, group facilitation, record-keeping, and general agency procedures. The course will consist of seminar and clinical experiences. Students will have supervision on-site, and then debrief their experiences with fellow students, sharing the learning as well as the challenges of providing substance abuse services in a com-
munity clinic setting. Additionally students will explore possible locations for employment and interviewing skills. They will also develop skills in treatment planning and understanding all the necessary requirements for state and other professional certification. CSU

**ADS-172 ADS-Field Work II**
5.5 units SC
- 54 hours lecture/144 hours laboratory per term
- Prerequisite: ADS 171 or equivalent
- Note: Formerly a seven unit block consisting of ADS 169, CARER 130, and COOP 170A

This is the second clinical course required for the addiction counseling certificate of achievement. Students will have the opportunity to work in community clinical settings that serve clients with substance abuse problems. They will gain first-hand experience and develop clinical competency in group facilitation, case-management, and system approaches to addiction treatment in a community setting. The course will consist of seminar and clinical experiences. Students will have supervision on-site, and then debrief their experiences in class, sharing both the learning and the challenges. Students will also prepare for state certification and employment. CSU

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**ADMINISTRATION OF JUSTICE – ADJUS**

Social Sciences Division
Lyn Krause, Dean
Faculty Office 136
925-685-1230 ext. 2518

**Possible career opportunities**

Law enforcement study prepares students for a career as a: police officer, sheriff, California Highway Patrol Officer (CHP), Federal Bureau of Investigation Agent (FBI), Drug Enforcement Administration Agent (DEA), Secret Service Agent, U.S. Border Patrol Agent, Fish and Game Warden, or Customs Agent. Corrections study prepares students for a career as a: correctional officer, parole officer, probation officer, youth counselor, prison warden, or criminologist. A pre-law specialization prepares students for further study towards the advanced degree required to become a: lawyer, district attorney, public defender, defense lawyer, prosecutor, judge or bailiff.

**Associate in science degree**
Administration of justice

**Certificate of achievement**
Administration of justice

**Certificates of accomplishment**
Administration of justice - Community relations specialist
Administration of justice - Correctional specialist
Administration of justice - Crime scene investigator
Administration of justice - Criminal law specialist
Administration of justice - Juvenile counseling
Administration of justice - Patrol specialist

**Associate in science degree - Administration of justice**

Students wishing to pursue a career in the field of law enforcement, crime scene investigation, probation, parole, corrections, private security, law, criminal behavior studies, rehabilitation programs or the like should consider this two-year program. All students planning to seek employment with a government or private agency after they graduate should speak with a faculty member of the department in order to review the special requirements of the various agencies.

To earn an associate in science degree, students must complete each required course with a “C” grade or higher. Degree requirements can be completed by attending classes in the day, the evening, or both. Some courses may satisfy both major and other graduation requirements; however the units are only counted once.

**major requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ADJUS 120</td>
<td>Introduction to the Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 121</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 122</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 124</td>
<td>Elements of Corrections</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 130</td>
<td>Police Multicultural Relations</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 221</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 284</td>
<td>Interviewing and Counseling</td>
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**plus at least 7-9 units from:**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ADJUS 125</td>
<td>Report Preparation for Criminal Justice</td>
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</tr>
<tr>
<td>ADJUS 139</td>
<td>Gangs and Threat Groups in America</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 203</td>
<td>Physical Evidence and the Crime Laboratory</td>
<td>4</td>
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<tr>
<td>ADJUS 222</td>
<td>Criminal Investigation</td>
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<tr>
<td>ADJUS 230</td>
<td>Juvenile Procedures</td>
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<td>ADJUS 260</td>
<td>Patrol Procedures</td>
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<tr>
<td>ADJUS 270</td>
<td>Personal Self-Defense and Firearms</td>
<td>2</td>
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<tr>
<td>ADJUS 280</td>
<td>Probation and Parole</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 298</td>
<td>Independent Study</td>
<td>3</td>
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</table>

**Total units for the major** 28-30
Certificate of achievement - Administration of justice

Students wishing to pursue a career in the field of law enforcement, crime scene investigation, probation, parole, corrections, private security, law, criminal behavior studies, rehabilitation programs or the like should consider this two-year program. All students planning to seek employment with a government or private agency after they graduate should speak with a faculty member of the department in order to review the special requirements of the various agencies.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements can be completed by attending classes in the day, the evening or both.

**required courses**

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<tr>
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<tbody>
<tr>
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<td>Gangs and Threat Groups in America</td>
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<td>Criminal Evidence</td>
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<td>ADJUS 280</td>
<td>Probation and Parole</td>
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<tr>
<td>ADJUS 284</td>
<td>Interviewing and Counseling</td>
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</tr>
</tbody>
</table>

**plus at least 7-9 units from:**

- ADJUS 125 Report Preparation for Criminal Justice...
- ADJUS 139 Gangs and Threat Groups in America...
- ADJUS 203 Physical Evidence and the Crime Laboratory...
- ADJUS 222 Criminal Investigation...
- ADJUS 230 Juvenile Procedures...
- ADJUS 260 Patrol Procedures...
- ADJUS 270 Personal Self-Defense and Firearms...
- ADJUS 280 Probation and Parole...
- ADJUS 298 Independent Study...

**Total units required** 28-30

Certificate of achievement - Administration of justice - Correctional specialist

This certificate prepares students for entry-level careers in corrections such as working as inmates, correctional officers, parole agent, and counselors working with adult offenders. Completion of this certificate will greatly improve the opportunity for employment in these fields.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements may be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program. Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.

**required courses**

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<td>ADJUS 280</td>
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<tr>
<td>ADJUS 284</td>
<td>Interviewing and Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units required** 12

Certificate of achievement - Administration of justice - Community relations specialist

This certificate prepares students for entry-level careers either as law enforcement or civilian positions that require a better than average understanding of multicultural issues as they impact the community and the criminal justice system. Anyone contemplating a career in the criminal justice field should consider taking these courses. Citizens active in their community such as teachers, activists, political and social leaders, and members of cultural organizations will find this series of courses an excellent resource in better understanding the issues that impact their communities.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements may be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program.

Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.

**required courses**

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<tr>
<td>ADJUS 284</td>
<td>Interviewing and Counseling</td>
<td>3</td>
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</tbody>
</table>

**Total units required** 12

Certificate of accomplishment - Administration of justice - Crime scene investigator

This certificate prepares students for entry-level careers as crime scene investigators, criminal analysts, and fingerprint examiners, examiners in limited areas of expertise, crime scene photographers, private security investigators, and criminal investigators. It also is a basic for those students who wish to pursue advanced careers as criminal profilers or advanced criminalists. Completion of this certificate will greatly improve the opportunity for employment.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements may
be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program. Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.

**Certificate of accomplishment - Administration of justice - Criminal law specialist**
This certificate prepares a student for entry-level careers in many areas of the criminal justice system where a basic understanding of statutory and procedural criminal law is necessary. Examples of these positions would be law enforcement officers, lawyers, investigators, correctional personnel and private and corporate security. Anyone choosing a career in the criminal justice field should complete this certificate as a minimum.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements may be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program. Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.

**Certificate of accomplishment - Administration of justice - Criminal law counseling**
This certificate prepares students for entry-level careers working with juvenile offenders, crime prevention, juvenile correctional facilities, and juvenile counseling and rehabilitation programs. Since juveniles commit most crimes, law enforcement officers should have a good understanding of the juvenile justice system. Those persons wishing to work as probation officers or parole officers should strongly consider taking these courses to greatly improve their opportunity for employment.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements may be completed by a combination of day, evening or weekend courses listed in the Administration of Justice (AJ) Program. Successful completion of the certificate of accomplishment requirements also counts towards the completion of the AJ certificate of achievement.
**ADJUS-120 Introduction to the Administration of Justice**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course addresses the history and philosophy of justice as it evolved throughout the world. It addresses in detail: a) the American system of justice and the various subsystems, i.e. the police, the courts, corrections, etc.; b) the roles and interrelationships of criminal justice agencies; c) concepts of crime causations, punishments, and rehabilitation; and d) issues pertaining to ethics, education, and training for participants in the criminal justice system. CSU, UC

**ADJUS-121 Criminal Law**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course involves a detailed analysis of: a) the historical development and philosophy of American law; b) statutory law, including classifications, definitions and legality; c) case and constitutional law as it applies to situations and individuals in the justice system; and d) methodology and concepts of law and their role as a social force. The course emphasizes California criminal statutes. CSU, UC

**ADJUS-122 Criminal Procedure**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course examines in detail the legal processes from pre-arrest, arrest through trial, sentencing and correctional procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in course decisions; a study of case law, methodology and case research as the decisions impact upon the procedures of the justice system. California law and procedures are emphasized. CSU

**ADJUS-124 Elements of Corrections**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
An introduction to major types of criminal behavior, patterns of career offenders, causal factors of crime and delinquency, and methods used in dealing with violators in the justice system. Emphasis will be placed on changing roles in corrections as practiced by law enforcement, courts, and correctional agencies. CSU

**ADJUS-125 Report Preparation for Criminal Justice**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course emphasizes the practical aspects of gathering, organizing, and preparing written reports for law enforcement and correctional activities on local, state, and federal levels. It will cover the techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner for various types of criminal justice system reports, letters, memoranda, directives and administrative reports. Students will gain practical experience in note-taking, report writing, and presenting testimony in court. CSU

**ADJUS-130 Police Multicultural Relations**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
A theoretical and conceptual overview of multicultural concepts and issues, including those related to gender, age, and sexual preference; an application of those concepts and issues to the three public safety disciplines (Law Enforcement, Judiciary, and Corrections); identification of problems related to our increasingly diverse population; and examination of strategies to overcome those problems, particularly in relation to the maintenance of social order. CSU, UC

**ADJUS-139 Gangs and Threat Groups in America**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
An introduction to modern criminal gangs, their philosophy, history, structure, impact on the community and the criminal justice system. A study of the legal codes and prosecution of gang members. Evaluation of prison gangs and their impact on the community. An examination of treatment programs in the institutions and the community. CSU

**ADJUS-203 Physical Evidence and the Crime Laboratory**  
4 units LR  
- 54 hours lecture/54 hours laboratory per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course is an in-depth analysis and discussion of the nature and significance of various types of physical evidence commonly found at crime scenes. Areas of emphasis include: (1) the use of physical evidence in the forensic setting, (2) types of physical evidence, (3) the identification, collection and packaging of physical evidence, (4) principles of crime scene photography, (5) crime scene sketching, (6) evidence collection techniques: casting shoe and tool marks, lifting latent fingerprints and (7) the preservation of trace evidence, i.e. physiological fluids, hair, soil, fibers,
glass, etc. This is a “hands on” class combining the theoretical concepts associated with use of physical evidence in the forensic setting with student involvement in the processing of simulated crime scenes. The laboratory component, will focus on the student applying the principles learned in lectures and will be mandatory. CSU

**ADJUS-221 Criminal Evidence**
3 units LR
- 54 hours lecture per term
- **Recommended: Eligibility for ENGL 122 or equivalent**
Origin, development, philosophy and constitutional basis of evidence; 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

**ADJUS-222 Criminal Investigation**
3 units LR
- 54 hours lecture per term
- **Recommended: Eligibility for ENGL 122 or equivalent**
Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi sources of information; interviews and interrogation; follow-up and case preparation. CSU

**ADJUS-230 Juvenile Procedures**
3 units LR
- 54 hours lecture per term
- **Recommended: Eligibility for ENGL 122 or equivalent**
Organization, functions, and jurisdiction of juvenile agencies, the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. CSU

**ADJUS-260 Patrol Procedures**
3 units LR
- 54 hours lecture per term
- **Recommended: Eligibility for ENGL 122 or equivalent**
Responsibilities, techniques, purpose and methods of police patrol; decision making and judgment of their community effect. CSU

**ADJUS-270 Personal Self Defense and Firearms**
2 units SC
- May be repeated once
- 18 hour lecture/54 hours laboratory per term
- **Recommended: Eligibility for ENGL 122 or equivalent**
- **Note:** Requires ability to participate in vigorous physical activity. Persons with any felony convictions may not take this course.

This course was designed for anyone seeking training in the area of personal self-defense and firearms training. Although originally developed for law enforcement personnel re-certification, the course will benefit anyone desiring proficiency with handguns, personal safety and defensive tactics. Experienced law enforcement instructors with many years of teaching and training experience will instruct the course. In addition to moral and legal aspects, as well as safety in the use of side arms and the shotgun, the course will include training in the use of pepper spray and mace. Training in the use of electronic stun guns will also be available as part of this course. CSU

**ADJUS-280 Probation and Parole**
3 units LR
- 54 hours lecture per term
- **Recommended: Eligibility for ENGL 122 or equivalent**
An introduction to probation and parole, its philosophy, history, legal mandates, relations to courts, basic procedures and common treatment approaches. A study of legal codes affecting probation and parole; evaluation of the prison system and inmate community; parole supervision and examination of the success of a contemporary prison and parole system. CSU

**ADJUS-284 Interviewing and Counseling**
3 units LR
- 54 hours lecture per term
- **Recommended: Eligibility for ENGL 122 or equivalent**
An introduction to the concepts and techniques of communication, casework and counseling as utilized by practitioners in the administration of justice field. Students will review the interview and interrogation process as applicable to the social work function in policing and corrections. A basic course for students planning to enter or for those already employed within the administration of justice field. CSU

**ADJUS-298 Independent Study**
.5-3 units SC
- May be repeated three times
- Variable hours
- **Prerequisite:** Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

An opportunity for students to pursue special interests under direction of faculty. CSU
### ALTERNATE ENERGY TECHNOLOGIES – AET

**Physical Sciences and Engineering Division**  
Dennis Smith, Dean  
Physical Science Building 263  
925-685-1230 ext. 2359

#### Possible career opportunities
An area of increasing job opportunities is in the various fields of alternate or renewable energy. This includes areas related to solar photovoltaics, solar water heating, wind energy systems, biodiesel and biofuels, biomass, fuel cells and related hydrogen energy devices and other small technologies. Most of the jobs in these areas are involved with the installation, design or maintenance of these systems. Most of these areas require skills in electricity, science, and math.

#### Associate in science degree
Photovoltaic systems

#### Certificate of achievement
Photovoltaic systems

#### Associate in science - Photovoltaic Systems
This program prepares students for jobs installing, designing, servicing and maintenance of photovoltaic systems. Students from this program will be able to work with residential, commercial and industrial size photovoltaic systems. Many of the skills learned in these courses relate to solar thermal systems as well. The following courses are part of the Electricians Trainee Program and approved by the Division of Apprenticeship Standards: Electricity 120, 121, 266, 267.

Selected courses may meet some of the lower division requirements for bachelor of science programs in engineering technology and industrial technology at certain California State University campuses, and private technical colleges. Consult with electronics department faculty and college counselors for more information.

To earn an associate in science degree, students must complete each course used to meet a major requirement with a “C” grade or higher, maintain an overall GPA of 2.5 or higher in the coursework required for the major and complete all graduation requirements as listed in the catalog.

#### Certificate of Achievement - Photovoltaic Systems
This program prepares students for jobs installing, designing, servicing and maintenance of photovoltaic systems. Students from this program will be able to work with residential, commercial and industrial size photovoltaic systems. Many of the skills learned in these courses relate to solar thermal systems as well. The following courses are part of the Electricians Trainee Program and approved by the Division of Apprenticeship Standards: Electricity 120, 121, 266, 267.

Selected courses may meet some of the lower division requirements for bachelor of science programs in engineering technology and industrial technology at certain California State University campuses, and private technical colleges. Consult with electronics department faculty and college counselors for more information.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the certificate.

<table>
<thead>
<tr>
<th>major requirements</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 130 Photovoltaic Systems Design and Installation</td>
<td>2</td>
</tr>
<tr>
<td>AET 230 Advanced Photovoltaic Systems</td>
<td>2</td>
</tr>
<tr>
<td>CONST 110 Occupational Safety</td>
<td>2</td>
</tr>
<tr>
<td>CONST 114 Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>CONST 135 Construction Processes (Residential)</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 120 Direct Current Circuits</td>
<td>4</td>
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<tr>
<td>ELECT 121 Alternating Current Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 266 Electrical Codes: Articles 90–398</td>
<td>3</td>
</tr>
<tr>
<td>ELECT 267 Electrical Codes: Articles 400–830</td>
<td>3</td>
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</tbody>
</table>

<table>
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<tr>
<th>recommended courses</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CNT 103 Voice, Video and Network Cabling</td>
<td>1</td>
</tr>
<tr>
<td>CNT 105 Computer Networking Hardware/Software</td>
<td>3</td>
</tr>
<tr>
<td>COMTC 110 Introduction to Computer Hardware/Software</td>
<td>4</td>
</tr>
<tr>
<td>ELECT 130 Motors and Motor Controllers</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total units for the major:** 26

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<ARCHIVED>
AET-120  Introduction to Alternate Energy Systems
2 units  SC
• 36 hours lecture/18 hours laboratory per term
This course will cover present day energy systems, and then cover an in-depth analysis of the design and installation of alternate energy systems. Alternate energy systems to be covered in detail are solar water heating systems, solar electrical systems, wind electrical systems, wind mechanical systems, small hydroelectric systems and unique conservation methods. Also presented are topics on geothermal energy, fuel cells, and biomass systems. Additional topics include applications of alternate energy in transportation, industrial, commercial and residential systems. CSU

AET-130  Photovoltaic Systems Design and Installation
2 units  SC
• May be repeated once
• 36 hours lecture/18 hours laboratory per term
Students will learn how to do solar site evaluations, electrical load calculations, solar system size calculations, and installation techniques for grid-tie and off-the-grid photovoltaic systems. Students will learn how to design and install their own solar system and obtain skills for employment. This course is approved by the North American Board of Certified Energy Practitioners (NABCEP) and the students can take the optional Photovoltaic Systems Entry Level certification exam as part of the course. CSU

AET-150  Topics in Alternate Energy Technologies
3-4 units  SC
• May be repeated three times
• Variable hours
A supplemental course in Alternate Energy Technology that provides a study of current concepts and practices in Alternate Energy Technology and related subdivisions. Specific topics will be announced in the schedule of courses. CSU

AET-230  Advanced Photovoltaic Systems
2 units  LR
• May be repeated once
• 27 hours lecture/27 hours laboratory per term
This course will cover the National Electrical Code (NEC) specifics concerning photovoltaic installations. The topics include code compliant wiring of modules, inverters, charge controllers, batteries, grounding techniques and related topics. Additional topics include the design and installation of large commercial photovoltaic systems. CSU

ANTHROPOLOGY – ANTHR

Possible career opportunities
Anthropology is a basic component for careers like anthropologist, anthropology instructor, museum curator, population analyst, urban planner, social services consultation, and environmental impact analyst. Most career options require more than two years of college study.

ANTHR-115  Primate Evolution and Adaptation
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122
An introduction to the biology, behavior, ecology, and evolutionary history of the primates order. Emphasis will be given to the following topics: 1) evolutionary theory; 2) mammalian biology, anatomy, and osteology; 3) primate behavior, ecology, and biogeography; 4) primate evolutionary history; 5) fossil man. CSU, UC

ANTHR-120  Magic, Witchcraft, and Religion in the Americas
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
A cross-cultural, multicultural examination of the forms and functions of supernatural belief systems and associated rituals that have developed in various societies in the Americas. Basic ethnographic and archaeological concepts and methodologies will be introduced and applied to the assessment and analysis of selected New World cultural/religious traditions. Emphasis will be placed on understanding religious belief systems within their given social contexts. The course will also provide a compara-
tive assessment of the major prehistoric and historic social and religious patterns that developed in the Americas, and will include a cross-cultural comparison of the social and religious traditions that developed within various Native American, African American, Latino/Hispanic American, and Euro-American communities in order to illustrate major systems types and to provide insight into the general functions of religious belief and ritual in human life. CSU, UC

ANTHR-125 Introduction to Archaeology and Prehistory
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
An introduction to archaeological methods and the study of prehistory. Course will deal with field work techniques, the classification and interpretation of artifacts, theory in archaeology and prehistory, and will introduce students to the key developments in the study of human prehistory. Emphasis will be given to the study of the prehistoric inhabitants of the San Francisco Bay Region. CSU, UC

ANTHR-126 Introduction to Archaeological Field Methods
3 units SC
• 18 hours lecture/108 hours laboratory per term
• Recommended: ANTHR 125 or equivalent; eligibility for ENGL 122 or equivalent
This course provides training in surface survey, mapping, scientific excavation, classification and analysis of excavated material, writing interpretive reports, and preparation of museum exhibits. Aspects emphasized will depend on available archaeological opportunities in the Bay Area. A significant portion of class time will be in the field. CSU

ANTHR-130 Cultural Anthropology
3 units LR
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
A survey of culture as a basic aspect of the human adaptation. Topics include the concept of culture, human cultural development, processes of enculturation, language, and the patterns and principles of ethnographic research. CSU, UC

ANTHR-135 Native Americans
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
A survey of the Native American cultures that developed in North America. The course also explores the effects of European contact, conquest, colonization, United States expansion, acculturation, U.S. Government policies, wars and treaties, and reservation life of Native Americans, as well as the past and present roles of Native Americans in U.S. society. CSU, UC

ANTHR-140 Physical Anthropology
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122
The physical nature of man including evolution, fossil man, race, and differences. The relationships between human biology and cultural development will receive special emphasis. CSU, UC

ANTHR-141L Physical Anthropology Lab
1 unit SC
• 54 hours laboratory per term
• Prerequisite: ANTHR 115 or equivalent or ANTHR 140 or equivalent (may be taken concurrently)
• Recommended: Eligibility for ENGL 122 or equivalent
An introductory laboratory course in which scientific methodology is taught and used to explore/experiment with topics found in introductory physical anthropology and primate evolution courses. Topics will include: paleontology, hands-on study of fossils, Mendelian and population genetics, human variability, forensics, medical anthropology, epidemiology, non-human primates, primate dental and skeletal anatomy, paleoprimatology, paleoanthropology, hominid dietary patterns, the study of hominids as bio-culturally adapted animals, and a survey of general methodologies utilized in physical anthropological research. Field trips may be included. CSU, UC

ANTHR-150 Foundations of Mesoamerican Civilizations
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
An introduction to the study of the various civilizations which developed in Mesoamerica prior to European contact. Emphasis will be on the development of the Maya and Aztec civilizations through an examination of Mesoamerican cultures from the earliest hunting levels through the Formative, Classic, Post-Classic, Spanish Conquest, and early Colonial Periods. CSU, UC

ANTHR-155 Topics in Anthropology
.5-3 units SC
• May be repeated three times
• Variable hours
An in-depth study of selected topics, issues, and problems related to anthropological aspects of human behavior. The topic to be offered in a particular term is indicated in the current class schedule. CSU
ANTHR-298 Independent Study
.5-3 units SC
• May be repeated three times
• Variable hours
• Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered
An opportunity for advanced students to pursue special interests under the direction of the faculty. CSU

ARABIC – ARABC
Applied and Fine Arts Division
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

ARABC-120 First Term Arabic
5 units SC
• 90 hours lecture/18 hours laboratory by arrangement per term
This is a beginning level language course in Modern Standard Arabic. The course will be proficiency based, covering all four language skills (speaking, listening, reading, and writing). Considerable emphasis will be placed on active use of the language both in class and in daily homework assignments. The class introduces students to the basic phonology and script of the Arabic alphabet, as well as aspects of the sociolinguistics of Arab culture. Students will practice writing the letters in sequence while developing comprehension skills. CSU, UC

ARABC-121 Second Term Arabic
5 units SC
• 90 hours lecture/18 hours laboratory per term
• Recommended: ARABC 120 or equivalent
This is the second level language course in Modern Standard Arabic. This course is designed to build upon skills in reading and writing developed in ARABC 120. Students will gain increased vocabulary and a greater understanding of more complex grammatical structures. They will be able to approach prose, fiction, and non-fiction written in the language. Students will also increase their proficiency in Arabic script and sound system, widen their working vocabulary, learn key grammatical points, and practice conversation and dictation. Students deliver oral presentations and write academic papers in Arabic. A variety of Arabic texts covering many subjects of interest such as literature, classical writing, poetry, media reports, and news will be introduced. CSU, UC

ARABC-150 Topics in Arabic
.3-4 units SC
• May be repeated three times
• Variable hours
A supplemental course in Arabic to provide a study of current concepts and problems in Arabic and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ARCHITECTURE – ARCHI
Physical Sciences and Engineering Division
Dennis Smith, Dean
Physical Science Building 263
925-685-1230 ext. 2359

Possible career opportunities
Students are provided with a strong background in spatial composition, design theory, and production methods that prepare them for employment as an architectural technician. Many general courses in the architecture program offer education in areas that are also applicable to an entry-level internship position performing manual or computer-aided drafting, furniture or cabinet design, or architectural rendering and illustration.

Associate in science degrees
Architecture design
Architecture technology

Certificate of achievement
Architecture technology

Associate in science degree - Architecture design
Students in the architectural design program will develop the necessary skills to analyze, modify or create architectural space and the abilities to present their ideas in graphic form using a variety of media. The program emphasizes spatial and architectural theories relating to design, architectural history, and methods of graphic composition and presentation.

The DVC Architecture Design major is intended for transfer. Students who intend to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intend to transfer are advised to select General Education Option 2 (IGETC) or Option 3 (CSU Breadth). Option 1 (DVC General Education) is not generally advised.
To earn an associate in science degree with a major in architecture design, students must complete each course used to meet a major requirement with a grade of "C" or higher, maintain an overall GPA of 2.75 or higher and complete all graduation requirements as listed in the catalog. Many upper level architecture degree programs require specific physics, math and general education preparation. Please consult the transfer institution for required courses. Some courses may satisfy both major and other graduation requirements; however the units are only counted once.

**major requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ARCHI 120 Introduction to Architecture and Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 121 Architectural Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 130 Architectural Graphics I</td>
<td>4</td>
</tr>
<tr>
<td>ARCHI 131 Architectural Graphics II</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 220 Architectural Design II</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 221 Architectural Design III</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 222 Architectural Working Drawings I</td>
<td>3</td>
</tr>
<tr>
<td>CONST 144 Materials of Construction</td>
<td>3</td>
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**plus at least 3 units from:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHI 155 History of Architecture: Europe and World</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 160 History of American Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units for the major**

29

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**Certificate of achievement - Architecture Technology**

This program offers students the opportunity to earn a certificate of achievement in architecture technology, which prepares students for a career as an architectural intern, draftsman or designer. As an architecture technology student, students gain an in-depth understanding of the requirements and skills necessary for employment in an architect's office.

Architectural interns, draftsmen or designers prepare technical and presentation drawings, draft copies of specifications and cost estimates, revise plans, trace details from various sources, operate printing machines, and assemble prints and other documents for projects. Graduates with these skills are also employed by landscape architects, industrial designers, interior designers, and engineers.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Required courses are available in the day, and some are also offered in the evening.

**required courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ARCHI 120 Introduction to Architecture and Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 130 Architectural Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 222 Architectural Working Drawings I</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 126 Computer Aided Design and Drafting, AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>CONST 124 Construction Details and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CONST 135 Construction Processes (Residential)</td>
<td>4</td>
</tr>
<tr>
<td>CONST 144 Materials of Construction</td>
<td>3</td>
</tr>
</tbody>
</table>
plus at least 6 units from:
ARCHI 160 History of American Architecture................. 3
CONST 116 Surveying Related to Construction.............. 2
CONST 181 Building Code Interpretation:
Non Structural .................................................. 3
CONST 183 Title 24: Energy Conservation/Handicap Codes .............................................................. 3
COOP 170A Internship in Occupational Work Experience Education............................................................. 2-3
ENGIN 226 Computer Aided Drafting Design, Advanced Concepts-AutoCAD ........................................ 4

Total units required 29

ARCHI-119 Introduction to Technical Drawing
3 units SC
• 36 hours lecture/72 hours laboratory/36 hours laboratory by arrangement per term
• Note: Same as ENGIN 119. For students with no previous drafting experience

Introduction to the use of technical drawing tools, technical lettering and line work, geometric construction, sketching and shape description, orthographic projection, dimensioning, section views, auxiliary views and pictorials. Introduction to the use of computers to produce technical drawings. CSU

ARCHI-120 Introduction to Architecture and Environmental Design
3 units LR
• 36 hours lecture/72 hours laboratory per term

Introduction to the professional field of architecture, architectural design and planning. Investigation and evaluation of the architectural environment with identification and utilization of a creative design process. Study of the use of line, shape, form, texture, light, color, scale, and structure in relation to the creation of architectural space. CSU, UC (credit limits may apply to UC - see counselor)

ARCHI-121 Architecture Design I
4 units SC
• 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term
• Recommended: ARCHI 120 or equivalent and ARCHI 130 or equivalent

First level studio design class in architectural design. Course focuses on development of fundamental design skills and spatial theory. Exploration of concepts related to site planning and site analysis, spatial qualities of architecture, movement through architectonic space, material qualities, and precedent studies. CSU, UC (credit limits may apply to UC - see counselor)

ARCHI-126 Computer Aided Design and Drafting, AutoCAD
4 units SC
• May be repeated once when software changes
• 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term
• Recommended: ARCHI 119 or ENGIN 119 or equivalent.
• Note: Same as ENGIN 126

Introductory course covering the computer application AutoCAD as it relates to the creation of technical drawings. Course covers two dimensions of computer aided drafting of objects in orthographic projection. Hands-on training utilizing a comprehensive overview of the software package and its applications in architectural drafting is stressed. Students are recommended to have a basic knowledge of technical drawing. CSU, UC (credit limits may apply to UC - see counselor)

ARCHI-130 Architectural Graphics I
3 units LR
• 36 hours lecture/72 hours laboratory per term
• Recommended: ARCHI 119 or ENGIN 119 or equivalent.

An introduction to architectural graphics related to projection systems, the representation of architectural forms, rendering and shadow casting. Course covers a series of lectures on the history of architectural rendering, methods of graphic representation used by architects, and assignments introducing problem solving in orthographic and pictorial projection and drawing, architectural lettering, shades and shadows and color rendering techniques. Emphasis on mechanical drafting with pencil and beginning introduction to other art media. CSU, UC (credit limits may apply to UC - see counselor)

ARCHI-131 Architectural Graphics II
4 units SC
• 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term

Prerequisite: ARCHI 130 or equivalent

Advanced exploration of drawing techniques utilizing freehand and mechanical drawing methods of representation. Emphasis on perspective drawing, shade and tone, color theory, and the mental ordering processes involved in accurately representing the built environment. CSU, UC (credit limits may apply to UC - see counselor)

ARCHI-132 Architectural Graphics III
4 units SC
• 36 hours lecture/108 hours laboratory per term

Prerequisite: ARCHI 131 or equivalent

Continuation of ARCHI 131 with emphasis on advanced rendering in color. Class covers the professional techniques utilized to create drawings using a variety of graphic media
and processes. Further study of significant buildings in the history of architecture in relation to the methods used for architectural rendering and presentation. CSU

ARCHI-135 Digital Tools for Architecture
4 units SC
- 36 hours lecture/72 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ARCHI 130 or equivalent

An introduction to the use of computers in architectural design and representation. Course covers topics in presentation graphics, digital modeling and digital portfolio design. Students will be introduced to a variety of software packages for graphic presentations and design, web authoring and publication, and three dimensional modeling. CSU

ARCHI-150 Topics in Architecture
3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in architecture designed to provide a study of the current developments in the field and related subdivisions. Specific topics to be announced. CSU

ARCHI-155 History of Architecture: Europe and the World
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A comprehensive architectural history course emphasizing the development of architectural movements from 5000 B.C. to the present. Course discusses architectural building types in relation to their geographic and cultural content. CSU, UC (credit limits may apply to UC - see counselor)

ARCHI-156 History of Architecture: Early Civilizations to Renaissance
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A comprehensive architectural history course covering the development of architectural styles and movements from Prehistoric times through the Renaissance. Course discusses architectural building types in relation to their geographic and cultural context beginning with early civilizations and settlements in Turkey, Mesopotamia and Egypt and continues to developments in architecture in Greece, Rome, Italy, France, Germany and England concluding with the Renaissance. Topics of interest covered in the course include early megalithic monuments, Byzantine Architecture, the Romanesque movement, and developments in Gothic design and structure. Course concludes with the development of architecture in France and Italy during the Renaissance with a focus on the work of Michelangelo, Rafael and Brunelleschi, as well as English and French contributions in the realm of public monuments, landscape, building and castles. CSU

ARCHI-157 History of Architecture: Renaissance to 20th Century
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A comprehensive architectural history course emphasizing the development of architectural movements from the end of the Renaissance to the present. Course discusses architectural building types in relation to their geographic and cultural content beginning with the period after the Renaissance. Course contains an architectural survey of a variety of topics in Baroque architecture and architecture of the 18th, 19th and 20th Centuries. Course covers technical developments in the use of iron, steel and glass in architecture in studies of building in Italy, France and Germany as well as the United States. Course concludes with an in-depth analysis of the Modernist movement during the 20th Century, and the recent developments of contemporary architectural movements and theories such as Postmodernism and Deconstructivism. CSU

ARCHI-160 History of American Architecture
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A survey of American architectural history from Native American dwellings to the present, utilizing lectures, slides, prints and field trips. Course covers the architectural influence of immigrant groups from multiple cultural and ethnic backgrounds as well as the influences of architectural design movements through the course of history. Topics in architecture and urbanism are presented in relation to their social, political and economic contexts. CSU, UC (credit limits may apply to UC - see counselor)

ARCHI-220 Architectural Design II
3 units LR
- 36 hours lecture/108 hours laboratory per term
- Prerequisite: ARCHI 121 and 130, or equivalents

Second level studio design class continuing the study of architectural design. Course focuses on development of fundamental design skills utilizing concepts related to site planning and site analysis, spatial qualities of architecture and movement through architectonic space. Continuing investigation of topics in material qualities, general methods of assembly and construction, and human factors in
design. Methods of presentation and design development include drawing, model making and architectural reviews and critiques. CSU, UC (credit limits may apply to UC - see counselor)

**ARCHI-221 Architectural Design III**

3 units LR
- 36 hours lecture/108 hours laboratory hours per term
- Prerequisite: ARCHI 220 or equivalent

Third level studio design class continuing the study of architectural design. Course focuses on development of applying fundamental design skills and spatial theories to design projects of greater architectural complexity. Projects will incorporate the use of concepts of site planning, structural systems and circulation through space into a variety of design problems. Projects will also explore concepts in human, cultural, historical and advanced structural and circulation systems in architectural design. CSU, UC (credit limits may apply to UC - see counselor)

**ARCHI-222 Architectural Working Drawings I**

3 units SC
- 36 hours lecture/72 hours laboratory per term
- Recommended: ARCHI 130 or equivalent

Preparation and interpretation of architectural working drawings and specifications, with emphasis on light wood-frame construction. Use of reference material such as local planning ordinances, Uniform Building Code, Architectural Graphic Standards, and information published by building product manufacturers. CSU

**ARCHI-223 Architectural Working Drawings II**

3 units SC
- 36 hours lecture/72 hours laboratory per term
- Recommended: ARCHI 222 or equivalent

Preparation and interpretation of architectural working drawings and specifications, with emphasis on heavy timber, concrete, masonry, and steel construction. Use of reference material such as local planning ordinances, Building Codes, Architectural Graphic Standards, and information published by building product manufacturers. CSU

**ARCHI-226 Computer Aided Drafting Design, Advanced Concepts - AutoCAD**

4 units LR
- May be repeated once
- 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ARCHI 126 or ENGIN 126 or equivalent

Course is designed for students with previous knowledge and experience in using AutoCAD. Course covers (1) surface/wireframe and solid modeling features of AutoCAD for 3-dimensional modeling and photo realistic rendering, (2) customization and optimal application of AutoCAD and (3) utility options for presentation purposes and project management. CSU, UC (credit limits may apply to UC - see counselor)

**ARCHI-298 Independent Study**

.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

Selected students may pursue independent study and development of projects under guidance of faculty. CSU

**ART - ART**

Applied and Fine Arts Division
Michael Almaguer, Dean
Humanities Building 112
315-685-1230 ext. 2312

**Possible career opportunities**

Career options include professions engaged in creating works of art as an artist, painter, sculptor, ceramist, engraver, printmaker, metal smith, illustrator, designer, muralist, and jeweler. Some careers requiring an education beyond the associate degree include: art critic, art dealer, educator, historian, arts administrator, advertising specialist, computer graphics illustrator, display designer, gallery director, and visual information specialist.

**ART-105 Introduction to Drawing, Color, and Two Dimensional Design**

3 units SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: Eligibility for ENGL 116/118
- Note: ART 105A and 105B combined are equal to ART 105.

Presentation of drawing concepts and techniques, perspective, as well as color theory fundamentals, with emphasis on design principles and composition. CSU, UC
ART-105A Introduction to Drawing
1.5 units SC
• May be repeated once
• 18 hours lecture/36 hours laboratory per term
• Note: ART 105A is equivalent to the first half of ART 105. ART 105A and 105B may be taken in reverse order.
• Formerly ART 100
Presentation of fundamentals of drawing and composition and the basic application thereof. CSU, UC

ART-105B Introduction to Color
1.5 units SC
• May be repeated once
• 18 hours lecture/36 hours laboratory per term
• Note: ART 105B is equivalent to the second half of ART 105. ART 105A and 105B may be taken in reverse order.
• Formerly ART 101
Presentation of the fundamentals of color theory, color function, and color application. CSU, UC

ART-106 Drawing and Composition
3 units SC
• May be repeated once
• 36 hours lecture/72 hours laboratory per term
• Recommended: ART 105 or equivalent; eligibility for ENGL 116/118
An exploration of drawing concepts, descriptive drawing, and logical form rendering with an emphasis on stylistic development. May explore additional color media such as pastel and prismacolor pencils. CSU, UC

ART-106A Drawing and Composition: Expressive
1.5 units SC
• May be repeated once
• 18 hours lecture/36 hours laboratory per term
• Recommended: ART 105 or equivalent; eligibility for ENGL 116/118
• Note: ART 106A is the first half of ART 106.
Techniques of drawing including descriptive drawing and creative composition through the employment of traditional drawing media with an emphasis on pastel and charcoal. CSU, UC

ART-106B Drawing and Composition: Controlled
1.5 units SC
• May be repeated once
• 18 hours lecture/36 hours laboratory per term
• Recommended: ART 105A or equivalent; eligibility for ENGL 116/118
• Note: ART 106B is the second half of ART 106.
Techniques of drawing, descriptive drawing, and creative composition through the employment of traditional drawing media. May explore additional color media, such as pastel and prismacolor pencils. CSU, UC

ART-107 Figure Drawing I
3 units SC
• May be repeated once
• 36 hours lecture/72 hours laboratory per term
• Recommended: ART 105 or ART 106 or equivalents; eligibility for ENGL 116/118
Drawing from the human figure with emphasis on the traditional drawing media of pencil, charcoal, and ink. CSU, UC

ART-108 Figure Drawing II
3 units SC
• May be repeated once
• 36 hours lecture/72 hours laboratory per term
• Recommended: ART 105 or equivalent, ART 106 or equivalent, and ART 107 or equivalent; eligibility for ENGL 116/118
Drawing from the human figure. Emphasis on mixed media: pastels, gouache, and watercolor. CSU, UC

ART-109 Printmaking: Monotype
3 units SC
• May be repeated once
• 36 hours lecture/72 hours laboratory per term
• Recommended: ART 105 or equivalent, or ART 106 or equivalent
An exploration of monotype (single image) processes utilizing a painterly approach to printmaking. Emphasis on traditional and contemporary methods. CSU, UC

ART-110 Introduction to Printmaking
3 units SC
• May be repeated once
• 36 hours lecture/72 hours laboratory per term
• Recommended: ART 105 or equivalent, or ART 106 or equivalent
An introduction to various printmaking techniques: Monotype, Collagraph, Dry Point, Linoleum Cut. CSU, UC

ART-111 Printmaking: Etching
3 units SC
• May be repeated once
• 36 hours lecture/72 hours laboratory per term
• Recommended: ART 105 or equivalent
The study of intaglio printmaking: line etching, aquatint, deepbite, multiple color plates, and chine colle. Projects and discussions develop students’ understanding of how images can communicate our experience and imagination. Non-toxic methods are used. CSU, UC
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-120</td>
<td>Watercolor I</td>
<td>3</td>
<td>SC</td>
<td>A study of the materials and techniques of watercolor painting with emphasis on learning techniques, problem solving, concept development, and skills demonstration. CSU, UC</td>
</tr>
<tr>
<td>ART-120A</td>
<td>Introduction to Watercolor</td>
<td>1.5</td>
<td>SC</td>
<td>Emphasis on the study of beginning techniques and materials of watercolor painting.</td>
</tr>
<tr>
<td>ART-120B</td>
<td>Watercolor Workshop</td>
<td>1.5</td>
<td>SC</td>
<td>Emphasis on problem solving concept, development, and skill demonstration in watercolor.</td>
</tr>
<tr>
<td>ART-121</td>
<td>Watercolor II</td>
<td>3</td>
<td>SC</td>
<td>A continuation of watercolor skill development, with an emphasis on compositional components and painting concepts. CSU, UC</td>
</tr>
<tr>
<td>ART-125</td>
<td>Color Theory and its Application to 2-D Media</td>
<td>3</td>
<td>SC</td>
<td>The study, practice, and analysis of color theory as it affects formal and conceptual elements in 2-D media. May be offered in oil or water-based paint, as well as electronic media. CSU, UC</td>
</tr>
<tr>
<td>ART-126</td>
<td>Oil/Acrylic Painting I</td>
<td>3</td>
<td>SC</td>
<td>A study of the materials and techniques of oil and acrylic painting for the beginning student. CSU, UC</td>
</tr>
<tr>
<td>ART-126A</td>
<td>Introduction to Oil/Acrylic Painting A</td>
<td>1.5</td>
<td>SC</td>
<td>Course designed for the student who has had no experience with oil/ acrylic painting. The emphasis of the class is on basic painting techniques. Specific assignments are designed to enable students to achieve basic goals. CSU, UC</td>
</tr>
<tr>
<td>ART-126B</td>
<td>Introduction to Oil/Acrylic Painting B</td>
<td>1.5</td>
<td>SC</td>
<td>This course deals with painting as a means of communication and is a practical study of established styles and techniques of traditional painting with emphasis on direct and indirect painting methods. CSU, UC</td>
</tr>
<tr>
<td>ART-127</td>
<td>Oil/Acrylic Painting II</td>
<td>3</td>
<td>SC</td>
<td>This course is an intermediate level painting class. This course provides students with painting projects designed to further enhance techniques, technical skills, and problem solving abilities. CSU, UC</td>
</tr>
<tr>
<td>ART-128</td>
<td>Symbols and Visions</td>
<td>3</td>
<td>SC</td>
<td>A course designed to develop the artist’s imagination. Presentations of ideas and themes of historic and contemporary painting concerns will be made, with emphasis on the conceptualization of imagery. CSU, UC</td>
</tr>
</tbody>
</table>
ARt-129  Advanced Painting
3 units SC
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 105, ART 125, ART 126, ART 127, and ART 128 or equivalents; eligibility for ENGL 116/118
This course is an advanced level painting class. Approaches to painting issues concerning subject matter, composition, and expression will be studied. This course is designed to develop the artist’s portfolio with a cohesive and thematic series of paintings. CSU, UC

ARt-135  Art Gallery/Museum Management
3 units SC
- 36 hours lecture/72 hours laboratory per term
- Recommended: Eligibility for ENGL 116/118
A study of the skills, theories, and practices necessary to prepare works of art for public display and their practical application in the DVC Art Gallery. Matting and framing, exhibition design, conservation, advertising, legal issues, formal skills needed to interact within art and business environments, preparation and organization of art works for final presentation will be among the topics emphasized. Off-campus, professional internships may be possible upon completing this class. CSU

ARt-140  Introduction to Sculpture and 3-D Design
3 units SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: Eligibility for ENGL 116/118
A hands-on introduction to understanding the basic elements of three-dimensional form, volume, and spatial relationships through varied mediums and methods of sculptural formulation. CSU, UC

ARt-141  Sculpture I
3 units SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 140 or equivalent; eligibility for ENGL 116/118
A continuation of ART 140, which allows for further exploration of processes and principles of volume design, with representational and non-objective subject matter. This class allows for more study, giving students a less structured approach to problems in sculpture. Students are expected to maintain a conceptual dialogue with the instructor. CSU, UC

ARt-142  Metal Art I
3 units SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 140 or equivalent; eligibility for ENGL 116/118
Comprehensive introduction to various metal sculpture processes. This course involves mold-making techniques for casting bronze, aluminum, and iron objects, as well as basic welding and blacksmithing of steel sculpture. Emphasis will be on 3-D design quality, craftsmanship, and subject matter. CSU

ARt-143  Metal Art II
3 units SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 140 or equivalent and ART 142 or equivalent; eligibility for ENGL 116/118
A continuation of various aspects of metal arts. Advanced techniques in metal casting of bronze, aluminum, and iron are explored, as well as the fabrication of steel sculpture using the forge, welding, and grinding. Emphasis will be on advanced craftsmanship, technique, and 3-D design, with research in the history of traditional and contemporary metal sculpture. CSU

ARt-144  Metal Casting Techniques I
3 units SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 140, ART 142 and ART 143 or equivalents; eligibility for ENGL 116/118
Various aspects of metal sculpture using casting techniques. Investment molds and resin-bonded sand molds will be introduced for castings in bronze, aluminum, and iron. An in-depth investigation of traditional and contemporary metal sculpture processes with an emphasis on 3-D design quality. CSU

ARt-145  Metal Casting Techniques II
3 units SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 140 or equivalent and ART 144 or equivalent; eligibility for ENGL 116/118
This course is a continuation of ART 144 with emphasis on more complex casting problems. The casting process for aluminum, bronze, and iron will be thoroughly explored. Advanced mold-making techniques in resin-bonded sand molds, green sand, and burn-out investment molds are also covered. Research in traditional and contemporary cast metal art emphasized, as well as individual 3-D design quality. CSU
ART-146  Metalsmithing and Jewelry I
3 units  SC
• May be repeated once
• 36 hours lecture/72 hours laboratory per term
• Recommended: Eligibility for ENGL 116/118 or equivalent

This is a beginning course exploring basic jewelry and metalsmithing design and hands-on processes. The studio course work includes the techniques of soldering, cutting, stone setting, bezel work, rolling, chain making, metal forming, and metal finishing. The course further provides a foundation in traditional and contemporary jewelry design and aesthetic forms. CSU

ART-147  Metalsmithing and Jewelry II
3 units  SC
• May be repeated once
• 36 hours lecture/72 hours laboratory per term
• Recommended: ART 146 or equivalent

This is an advanced metalsmithing/jewelry course with emphasis on hands-on processes. It provides further exploration of traditional and contemporary metalsmithing design and aesthetics. Students participate in discussions of career paths, gallery affiliations, exhibitions and competitions, object photography, and portfolio preparation. A variety of techniques such as advanced chainmaking, advanced stone setting, anticlastic and synclastic forming, and raising, chasing, repousse, moldmaking, alternative casting, Mokume Gane, and reticulation are introduced along with emphasis of individual design and concept. CSU

ART-150  Topics in Studio Art
.5-3 units  SC
• May be repeated three times
• Variable hours
• Recommended: Eligibility for ENGL 116/118

This is a supplemental course in Studio Art Topics to provide a study of current concepts and problems in art and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ART-152  Wheel Thrown Ceramic Art
3 units  SC
• May be repeated once
• 36 hours lecture/72 hours laboratory by arrangement per term
• Recommended: Eligibility for ENGL 122 or equivalent

Students will explore the history of ceramic art which every civilization has used to record, innovate and advance human achievement. In this course students will examine various western and non-western cultures, learn the fundamentals of three-dimensional design and develop a vocabulary of aesthetic terms and theories for both critical discussion and creative application utilizing the potter’s wheel. CSU, UC

ART-153  Wheel-Thrown Ceramics II
3 units  SC
• May be repeated once
• 36 hours lecture/72 hours laboratory by arrangement per term
• Recommended: ART 152 or equivalent; eligibility for ENGL 116/118

Advanced problems in wheel-thrown forms, with emphasis on concept development, form analysis, and surface treatment. CSU, UC

ART-154  Hand-Built Ceramics
3 units  SC
• May be repeated two times
• 36 hours lecture/72 hours laboratory per term
• Recommended: Eligibility for ENGL 116/118

Using functional objects as a starting point, students will learn traditional and contemporary hand-building techniques. Then, students will explore the sculptural potential of these methods. CSU, UC

ART-155  The Art of Ceramic Sculpture
3 units  SC
• May be repeated once
• 36 hours lecture/72 hours laboratory by arrangement per term
• Recommended: Eligibility for ENGL 122 or equivalent

Students will explore the art history of ceramic art which every civilization has used to record, innovate and advance human achievement. In this course students will examine various western and non-western cultures, learn the fundamentals of three-dimensional design and develop a vocabulary of aesthetic terms and theories for both critical discussion and creative application producing ceramic sculpture. CSU, UC

ART-156  Figurative Ceramics
3 units  SC
• May be repeated two times
• 36 hours lecture/72 hours laboratory per term
• Recommended: Eligibility for ENGL 116/118

A sculptural exploration of the human figure through the use of the ceramic medium involving a variety of construction and firing techniques. Students will be introduced to a broad range of aesthetic styles and philosophies relevant to the human form. CSU, UC

ART-160  Black and White Photography I
3 units  SC
• 36 hours lecture/72 hours laboratory per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: Students supply 35mm single lens reflex camera.

An introductory photography class that offers students a working knowledge of the basics of traditional black and white darkroom photography including history, theory and
practice. This course will emphasize the technical aspects of black and white photography. Students will also explore the historical context of art and photography. Class critiques will be used to analyze and discuss photographic images. CSU, UC

**ART-161  Intermediate Photography**  
3 units SC  
- **May be repeated once**  
- 36 hours lecture/72 hours laboratory per term  
- **Recommended:** ART 160  
- **Note:** Students supply cameras.

An investigative approach to photography and photo imagery as “fine art” with emphasis on technical acuity, creative composition, and the conceptualized image. CSU, UC

**ART-162  Advanced Photography**  
3 units SC  
- 36 hours lecture/72 hours laboratory per term  
- **Recommended:** ART 161  
- **Note:** Students supply cameras

A continuance of intermediate photography with additional involvement in the concepts of photographic vision through the exercise of aesthetic and philosophical attitudes, investigation of individual photographic concepts and development of a personal aesthetic. CSU

**ART-163  Documentary Photography**  
3 units SC  
- **May be repeated three times**  
- 36 hours lecture/72 hours laboratory per term  
- **Recommended:** ART 160 or equivalent. Eligibility for ENGL 116/118.  
- **Note:** Students supply cameras

Intermediate level course in which students participate in field trips, in-class lectures, demonstrations, critiques, and studio time in order to develop their own documentary photo essays. The main emphasis will be on documentary photography, its definition, historical precedents, and image making. This course is appropriate for students in art, journalism, and communication. CSU

**ART-250  Projects in Art**  
1-3 units SC  
- **May be repeated three times**  
- **Variable hours**

This is a supplemental course in studio art topics, providing a study of current concepts and problems in art and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

**ART-265  Photography Workshop**  
3 units SC  
- **May be repeated three times**  
- 18 hours lecture/90 hours laboratory per term  
- **Recommended:** ART 160

Course designed to refine the aesthetic vision and visual literacy of the experienced photographer by offering a structured environment to cultivate an individual’s point of view. Students will define and develop an individual project based on their aesthetic concerns. CSU

**ART-298  Independent Study**  
.5-3 units SC  
- **May be repeated three times**  
- **Variable hours**  
- **Prerequisite:** Submission of acceptable educational contract to department and Instruction Office. Topics must extend study beyond courses offered.

An opportunity for advanced students or students with special interests to pursue specific topics under direction of the Art faculty. CSU

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**ART DIGITAL MEDIA – ARTDM**

Applied and Fine Arts Division  
Michael Almaguer, Dean  
Humanities Building 112  
925-685-1230 ext. 2312

**Possible career opportunities**  
Digital media or graphic design jobs cover all ends of the creative spectrum. Some possible career options include website designer/developer, multimedia designer, computer-graphic artist, animator and cartoonist, interface designer, instructional designer, production artist, video specialist, audio specialist, multimedia programmer, technical writer, informational designer, multimedia company executive, internet consultant, and computer game designer.

**Associate in arts**  
Art digital media

**Certificates of achievement**  
Art digital media - Character animation  
Art digital media - Digital audio  
Art digital media - Digital imaging  
Art digital media - Motion graphics  
Art digital media - 3D Modeling and animation  
Art digital media - Web design

**Certificate of accomplishment**  
Art digital media - Foundation
Associate in arts - Art digital media

The art digital media associate in arts program prepares students for entry level employment in one of six specialty areas of the multimedia industry: character animation, digital imaging, web design, motion graphics, 3D animation, and digital audio. This program of study will provide students with the design and technical skills needed for creating non-linear interactive digital media. Students will participate in a collaborative, team-oriented learning experience that mirrors the multimedia industry design and production process. Additionally, students will explore multimedia career opportunities and develop a professional digital media portfolio for entry into the workforce.

To earn an associate in arts degree, students must complete each course used to meet a major requirement with a “C” grade or higher. Required courses are available in the evening and during the day. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.

**major requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 107</td>
<td>Figure Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 15</td>
<td>Introduction to Drawing, Color, and 2D Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 110</td>
<td>Digital Imaging Process and Technique I</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 111</td>
<td>Digital Imaging Process and Technique II</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 130</td>
<td>Introduction to Digital Audio</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 149</td>
<td>Introduction to Digital Video</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 190</td>
<td>Projects in Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 191</td>
<td>Multimedia Portfolio Development</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 8-9 units from one of the following six specialty areas:

**character animation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDM 165</td>
<td>Cartoon Drawing for Digital Animation</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 170</td>
<td>Multimedia for Web Delivery</td>
<td>3</td>
</tr>
</tbody>
</table>

**digital audio**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 172</td>
<td>Introduction to Electronic Music and MIDI</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 173</td>
<td>Advanced Electronic Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 174</td>
<td>Introduction to ProTools</td>
<td>3</td>
</tr>
</tbody>
</table>

**digital imaging**

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>ARTDM 112</td>
<td>Digital Imaging for the Artist</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 214</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 115</td>
<td>Digital Imaging Process and Technique III</td>
<td>3</td>
</tr>
</tbody>
</table>

**motion graphics**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDM 140</td>
<td>Motion Graphics for Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 145</td>
<td>Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 170</td>
<td>Multimedia for Web Delivery</td>
<td>3</td>
</tr>
</tbody>
</table>

**3D modeling and animation**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDM 160</td>
<td>3D Modeling and Animation I</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 161</td>
<td>3D Modeling and Animation II</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 165</td>
<td>Cartoon Drawing for Digital Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

**web design**

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>ARTDM 170</td>
<td>Multimedia for Web Delivery</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 171</td>
<td>Web Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Additional requirements: at least 9 units from:**

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</tr>
</thead>
<tbody>
<tr>
<td>ART 106</td>
<td>Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>Figure Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 125</td>
<td>Color Theory and Its Application to 2-D Media</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 100</td>
<td>Introduction to Multimedia Workstations</td>
<td>1</td>
</tr>
<tr>
<td>ARTDM 112</td>
<td>Digital Imaging for the Artist</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 115</td>
<td>Digital Imaging Process and Technique III</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 117</td>
<td>Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 120</td>
<td>Interactive Authoring for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 140</td>
<td>Motion Graphics for Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 145</td>
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<tr>
<td>ARTDM 171</td>
<td>Web Design</td>
<td>3</td>
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<tr>
<td>ARTDM 175</td>
<td>Flash Interactivity</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 214</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 224</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>BUS 109</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUSMG 191</td>
<td>Small Business Management</td>
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<tr>
<td>COMSC 095</td>
<td>WWW Publishing with HTML</td>
<td>1</td>
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<tr>
<td>COMSC 096</td>
<td>Advanced WWW Publishing</td>
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<tr>
<td>COMSC 255</td>
<td>Programming with Java</td>
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<tr>
<td>COMSC 265</td>
<td>Advanced Programming with C and C++</td>
<td>4</td>
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<tr>
<td>LT14</td>
<td>Developing Web Pages for Library Information</td>
<td>2</td>
</tr>
<tr>
<td>MUSIC 172</td>
<td>Introduction to Electronic Music and MIDI</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 173</td>
<td>Advanced Electronic Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 174</td>
<td>Introduction to Pro Tools</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units for the major** 32-33

Note: There may be no duplication of course units between major specialty area requirements and elective courses.

Certificate of achievement - Art digital media

The art digital media program prepares students for entry level employment in one of six specialty areas of the multimedia industry: character animation, digital audio, digital imaging, motion graphics, 3D modeling and animation, and web design. This program of study will provide students with the design and technical skills needed for creating non-linear interactive digital media. Students will participate in a collaborative team-oriented learning experience that mirrors the multimedia industry design and production process. Additionally, students will explore multimedia career opportunities and develop a professional digital media portfolio for entry into the workforce.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Required courses are available in the evening and during the day.

DIABLO VALLEY COLLEGE Catalog 2009-2010 • Programs and course descriptions 97
Art digital media

**required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 105</td>
<td>Introduction to Drawing, Color, and Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 110</td>
<td>Digital Imaging Process and Technique I</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 111</td>
<td>Digital Imaging Process and Technique II</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 130</td>
<td>Introduction to Digital Audio</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 149</td>
<td>Introduction to Digital Video</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 190</td>
<td>Projects in Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 191</td>
<td>Multimedia Portfolio Development</td>
<td>3</td>
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</table>

**plus 8-9 units from one of the 6 specialty areas listed below:**

**character animation**

<table>
<thead>
<tr>
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<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ART 107</td>
<td>Figure Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 165</td>
<td>Cartoon Drawing for Digital Animation</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 166</td>
<td>Intermediate Cartoon Drawing for Digital Animation</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 170</td>
<td>Multimedia for Web Delivery</td>
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</tr>
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</table>

**digital audio**

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<tr>
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<td>Audio Production for Digital Media</td>
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<td>Introduction to Electronic Music and MIDI</td>
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**digital imaging**

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<tbody>
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<td>ARTDM 112</td>
<td>Digital Imaging for the Artist</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 214</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 115</td>
<td>Digital Imaging Process and Technique III</td>
<td>3</td>
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</table>

**motion graphics**

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>ARTDM 140</td>
<td>Motion Graphics for Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 145</td>
<td>Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 170</td>
<td>Multimedia for Web Delivery</td>
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</tr>
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</table>

**3D modeling and animation**

<table>
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<tr>
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<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ARTDM 160</td>
<td>3D Modeling and Animation I</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 161</td>
<td>3D Modeling and Animation II</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 165</td>
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**web design**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDM 170</td>
<td>Multimedia for Web Delivery</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 171</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 095</td>
<td>WWW Publishing with HTML</td>
<td>1</td>
</tr>
<tr>
<td>COMSC 096</td>
<td>Advanced WWW Publishing</td>
<td>1</td>
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</table>

**plus at least 9 units from:**

<table>
<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ART 106</td>
<td>Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>Figure Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 125</td>
<td>Color Theory and Its Application to 2-D Media</td>
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</tr>
<tr>
<td>ARTDM 100</td>
<td>Introduction to Multimedia Workstations</td>
<td>1</td>
</tr>
<tr>
<td>ARTDM 112</td>
<td>Digital Imaging for the Artist</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 115</td>
<td>Digital Imaging Process and Technique III</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 117</td>
<td>Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 120</td>
<td>Interactive Authoring for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 136</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 140</td>
<td>Motion Graphics for Digital Media</td>
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</tr>
<tr>
<td>ARTDM 145</td>
<td>Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 160</td>
<td>3D Modeling and Animation I</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 161</td>
<td>3D Modeling and Animation II</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 165</td>
<td>Cartoon Drawing for Digital Animation</td>
<td>3</td>
</tr>
</tbody>
</table>

**ARTDM 166** Intermediate Cartoon Drawing for Digital Animation | 3
**ARTDM 170** Multimedia for Web Delivery | 3
**ARTDM 171** Web Design | 3
**ARTDM 175** Flash Interactivity | 3
**ARTDM 214** Introduction to Graphic Design | 3
**ARTDM 224** Typography | 3
**BUS 109** Introduction to Business | 3
**BUSMG 191** Small Business Management | 3
**COMSC 095** WWW Publishing with HTML | 1
**COMSC 096** Advanced WWW Publishing | 1
**COMSC 255** Programming with Java | 3
**COMSC 265** Advanced Programming with C and C++ | 4
**L 114** Developing and Managing Web Pages | 2
**MUSIC 172** Introduction to Electronic Music and MIDI | 3
**MUSIC 173** Advanced Electronic Music | 3
**MUSIC 174** Introduction to ProTools | 3

**Total units required** 32-33

Note: There may be no duplication of course units between specialty area requirements and elective courses.

**Certificate of accomplishment - Art digital media - Foundation**

Art digital media is a set of technologies and techniques that can be used to enhance the presentation of information. Art digital media uses computers to create productions that bring together text, sounds, animation, graphic art and video to educate, inform and entertain. Classes are designed to serve both working professionals who wish to upgrade their skills and students who wish to enter the field.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Required courses are available in the evening and during the day.

**required courses**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>Introduction to Drawing, Color, and Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 110</td>
<td>Digital Imaging Process and Technique I</td>
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<td>ARTDM 111</td>
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<tr>
<td>ARTDM 130</td>
<td>Introduction to Digital Audio</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 149</td>
<td>Introduction to Digital Video</td>
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**plus at least 6 units from:**

<table>
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<tr>
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<tbody>
<tr>
<td>ARTDM 100</td>
<td>Introduction to Multimedia Workstations</td>
<td>1</td>
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<tr>
<td>ARTDM 112</td>
<td>Digital Imaging for the Artist</td>
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<td>ARTDM 131</td>
<td>Audio Production for Digital Media</td>
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<tr>
<td>ARTDM 136</td>
<td>Digital Photography</td>
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</table>

**plus at least 8-9 units from one of the 6 specialty areas listed below:**

**character animation**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ART 107</td>
<td>Figure Drawing I</td>
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<td>ARTDM 166</td>
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<td>ARTDM 170</td>
<td>Multimedia for Web Delivery</td>
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**digital audio**

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<td>ARTDM 131</td>
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**digital imaging**

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**motion graphics**

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<tr>
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<tr>
<td>ARTDM 145</td>
<td>Digital Editing</td>
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</tr>
<tr>
<td>ARTDM 170</td>
<td>Multimedia for Web Delivery</td>
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**3D modeling and animation**

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<tr>
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<tbody>
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<tr>
<td>ARTDM 161</td>
<td>3D Modeling and Animation II</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 165</td>
<td>Cartoon Drawing for Digital Animation</td>
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</table>

**web design**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDM 170</td>
<td>Multimedia for Web Delivery</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 171</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 095</td>
<td>WWW Publishing with HTML</td>
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**plus at least 9 units from:**

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</table>
ARTDM-100 Introduction to Multimedia Workstations
1 unit SC
• 18 hours lecture per term
This course introduces students to the basic features of multimedia workstations. Students will have the opportunity to familiarize themselves with Windows or Macintosh workstations and multimedia accessory equipment. The course will involve hands-on work with a variety of digital workstations and multimedia software applications. CSU

ARTDM-110 Digital Imaging Process and Technique I
1.5 units SC
• 18 hours lecture/9 hours laboratory/18 hours laboratory by arrangement per term
• Note: Basic computer editing and file management skills
This course covers basic design concepts, processes, and aesthetic interpretation of making digital imagery. The course will provide students with experience creating computer graphics and with experience in editing digital images from scanned photographs and digital photography. CSU

ARTDM-111 Digital Imaging Process and Technique II
1.5 units SC
• May be repeated once
• 18 hours lecture/9 hours laboratory/18 hours laboratory by arrangement per term
• Recommended: ARTDM 110 or equivalent
This course builds on the introductory concepts of digital imaging and covers design concepts, processes, and aesthetic interpretation of making digital imagery. Students will learn advanced digital imaging techniques and will be further exposed to design and composition. CSU

ARTDM-112 Digital Imaging for the Artist
3 units SC
• May be repeated once
• 36 hours lecture/72 hours laboratory per term
• Recommended: ART 105 or equivalent; eligibility for ENGL 116/118 or equivalent
• Formerly ART 112
This is a course in digital imaging for the artist. This course is designed to develop a fine arts approach to computer-generated imaging. Students will utilize leading graphic arts software programs. An emphasis will be placed on the application and integration of color theory as well as design principles with digital imaging. CSU, UC

ARTDM-115 Digital Imaging Process and Technique III
3 units SC
• May be repeated once
• 36 hours lecture/18 hours laboratory by arrangement per term
• Recommended: ARTDM 111 or equivalent
This intermediate digital imaging course builds on the foundation learned in ARTDM 111. The deeper and more complex topics of digital imaging will be covered. Students will explore digital imaging for interface design as well as the creation of graphics for print, web, video, motion graphics and interactive CD/DVD content. Design and content will be stressed. Topics will include advanced image compositing, advanced color correction, filters, vectors, and text. CSU

ARTDM-117 Digital Illustration
3 units SC
• May be repeated once
• 36 hours lecture/54 hours laboratory per term
• Recommended: ARTDM 111 or equivalent
• Note: Course may be repeated only when software is revised.
This course introduces students to digital illustration. Students will engage in the production of vector graphics suitable for printing, multimedia presentation and the web. Instruction will utilize a variety of software programs including Adobe Illustrator and Macromedia Freehand. CSU

ARTDM-120 Interactive Authoring for Multimedia
3 units SC
• May be repeated once
• 36 hours lecture/54 hours laboratory per term
• Recommended: ARTDM 110 or equivalent
This course is an introduction to interactive authoring for multimedia projects. Students will create multimedia presentations using digital audio, video, graphics, text, computer animation and interactivity. The course will involve hands-on work with a variety of digital workstations and multimedia software applications. CSU

ARTDM-130 Introduction to Digital Audio
1.5 units SC
• May be repeated once
• 18 hours lecture/9 hours laboratory/18 hours laboratory by arrangement per term
• Note: Basic computer editing and file management skills
This is an introductory course about the application of audio to various forms of digital media. The course covers how to capture, edit and create digital audio for CD-ROM, DVDs, video and the Internet. The course will involve hands-on work with a variety of digital workstations and multimedia software applications. CSU
### ARTDM-131 Audio Production for Digital Media
- **Credits:** 3 units
- **SC:** Yes
- **Repetition:** May be repeated once
- **Lecture/Laboratory:** 36 hours lecture/54 hours laboratory per term
- **Recommended:** ARTDM 130 or equivalent

This course will cover audio production techniques for digital media. Topics will include digital multitrack recording, effects processing, streaming media and the integration of audio within a variety of digital media. The course will involve hands-on work with a variety of digital workstations and multimedia software applications. CSU

### ARTDM-136 Beginning Digital Photography
- **Credits:** 3 units
- **SC:** Yes
- **Repetition:** May be repeated once
- **Lecture/Laboratory:** 36 hours lecture/72 hours laboratory per term
- **Recommended:** ART 160 or equivalent
- **Note:** Students must have digital camera with manual functions

This introductory course focuses on the required skills to create effective digital photography using digital cameras. Students will be introduced to color correction, retouching, and compositing techniques, as well as digital capture, scanning and printing techniques with a specific focus on digital photographic practice in fine art. CSU, UC

### ARTDM-140 Motion Graphics for Digital Media
- **Credits:** 3 units
- **SC:** Yes
- **Repetition:** May be repeated once
- **Lecture/Laboratory:** 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- **Recommended:** ARTDM 110 or equivalent

This is an introductory course in motion graphics utilizing digital video and various graphics file formats. Students will learn how to create animations and output them for presentation on CD-ROM, the web and video tape. The course will involve hands-on work with a variety of digital workstations and applications. CSU

### ARTDM-145 Digital Editing
- **Credits:** 3 units
- **SC:** Yes
- **Repetition:** May be repeated once
- **Lecture/Laboratory:** 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term

An introduction to the techniques, concepts and aesthetics of digital non-linear, computerized editing for film, television and digital media. The student will become familiar with various professional software programs and develop an understanding of organization, timelines and story as well as editing for visual and audio effect. CSU

### ARTDM-149 Introduction to Digital Video
- **Credits:** 1.5 units
- **SC:** Yes
- **Repetition:** May be repeated once
- **Lecture/Laboratory:** 18 hours lecture/9 hours laboratory/18 hours by arrangement per term
- **Recommended:** Basic computer editing and file management skills

This is an introductory course about the application of video to various forms of digital media. The course covers how to capture, edit and create digital video for DVDs, interactive computer presentations, and the Internet. The course will involve hands-on work with a variety of digital workstations and multimedia software applications. CSU

### ARTDM-150 Topics in Digital Media
- **Credits:** 0.5-4 units
- **SC:** Yes
- **Repetition:** May be repeated three times
- **Variable Hours**

Supplementary topics to the digital media curriculum designed to provide a study of current concepts and problems in multimedia. Specific topics will be announced. CSU

### ARTDM-160 3D Modeling and Animation I
- **Credits:** 3 units
- **SC:** Yes
- **Repetition:** May be repeated once
- **Lecture/Laboratory:** 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- **Recommended:** ARTDM 110 or equivalent

This course covers the basic concepts of 3D modeling and animation. The fundamentals of computer geometry are taught by looking at the basic elements that make computer models: Cartesian Space, points, curves, surfaces, nurbs, polygons and textures. Students will explore production of three-dimensional computer animation. Modeling, animation, lighting, texture mapping and rendering are introduced. Several hands-on 3D animation projects will be planned, storyboarded, designed, and then produced. CSU

### ARTDM-161 3D Modeling and Animation II
- **Credits:** 3 units
- **SC:** Yes
- **Repetition:** May be repeated once
- **Lecture/Laboratory:** 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- **Recommended:** ARTDM 160 or equivalent

Building on the skills acquired in 3D Modeling and Animation I, this course will focus on the creation of short animated movies. Students will explore the principles that govern animation and learn techniques for implementing them in 3D. CSU
ARTDM-165 Cartoon Drawing for Digital Animation
3 units SC
- May be repeated once
- 36 hours lecture/54 hours laboratory per term
- Recommended: ART 105 or equivalent
- Note: Course may be repeated only when software is revised.

This course will introduce students to the skills necessary to script and story board animations. It is designed to prepare students to develop a particular style of animation in any of a wide variety of other multimedia courses. This course is designed as a good companion to and/or preparation for ARTDM 170 and/or ARTDM 160. CSU

ARTDM-166 Intermediate Cartoon Drawing for Digital Animation
3 units SC
- May be repeated once
- 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ART 165 or equivalent

Students will be able to prepare a “story bible” that addresses fluidity of movement, multiple visual perspectives, and creating a unified cast of characters. Through a series of projects and experiments we will explore the above subjects and discover how to create an animator’s “story bible.” CSU

ARTDM-170 Animation and Interactivity
3 units SC
- May be repeated once
- 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ARTDM 110 or equivalent

This course will provide an introduction to animated web design which includes fundamentals of cell-based animation and the integration of sound and video elements. Design concepts that are unique to the World Wide Web’s nonlinear, interactive features are emphasized. Publishing multimedia websites will also be covered. The course will also involve hands-on work with a variety of computer work stations and applications. CSU

ARTDM-171 Web Design
3 units SC
- May be repeated once
- 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ARTDM 110 or equivalent

This course will cover concepts of designing and producing for the World Wide Web. Students will learn basic interactive design and technical skills for creating websites. An emphasis is placed on information architecture, navigation, and interface design. CSU

ARTDM-175 Flash Interactivity
3 units SC
- May be repeated once
- 36 hours lecture/54 hours laboratory per term
- Recommended: ARTDM 170 or equivalent
- Note: Course may be repeated only when software is revised.

This course will introduce students to the interactive possibilities of Macromedia Flash’s programming language, Action script. Basic programming principles will be covered to introduce students to the thought processes necessary to design interactive projects. This basic knowledge of programming will be adapted for use in developing interactive animated projects in Macromedia’s Flash authoring environment. CSU

ARTDM-190 Digital Media Projects
3 units SC
- May be repeated three times
- 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ART 105, ARTDM 110, 111, 130, 149 or equivalents

This advanced course is designed for students who are preparing for employment in the multimedia industry. Students will work on special production-oriented projects in multimedia. Working independently and in teams, students will design, create and produce multimedia projects they have developed in prior semesters. Students will involve themselves in the production process and create presentations combining a variety of digital media. CSU

ARTDM-191 Multimedia Portfolio Development
3 units SC
- May be repeated once
- 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ART 105, ARTDM 110, 111, 130, 149 or equivalents

This advanced course is designed for students who are preparing for employment in the multimedia industry. Students will explore multimedia career opportunities and the basic principles of professional portfolio preparation for digital media. Students will have the opportunity to view professional portfolios and present their own portfolios to their class peers. CSU

ARTDM-195 Applied Production For Digital Media
3 units SC
- May be repeated three times
- 36 hours lecture/54 hours laboratory per term
- Recommended: ARTDM 190 or equivalent

This course is designed to give students applied production and business experience with a wide variety of client-driven multimedia projects. Working independently and in teams, students will build upon the design, tools, and...
business skills developed in prior coursework. Students will involve themselves in the production process and create projects to meet client specifications. Students will also be intimately involved with the decision making process for running an independent multimedia business. Projects will vary significantly from semester to semester as well as within the course of a semester. CSU, UC

**ARTDM-214 Introduction to Graphic Design**

3 units SC
- May be repeated once
- 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly BUSGR 214

Fundamentals of graphic design including history, theory and practice. Students will use graphic design as a means of communicating ideas in a digital environment. Specific focus will be given to principles of design; balance and visual hierarchy; integration of text and image. Students will survey the history of 20th century design as a basis for exploring and understanding graphic design fundamentals. CSU, UC

**ARTDM-224 Typography**

3 units SC
- May be repeated once
- 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly BUSGR 224

Fundamentals of typography including history, theory, and practice, study of letterforms and type design. Emphasis on the vocabulary of typographic form and its relationship to message and purpose. CSU, UC

**ARTH-190 Topics in Art History**

1-3 units SC
- May be repeated three times
- Variable hours
- Recommended: Eligibility for ENGL 116/118

Analysis and appreciation of art through the problem-solving approach. Means of understanding the visual arts and their interrelationships with each other and with their social environment are emphasized. The content of this course changes each semester, depending on specific topic. CSU

**ARTH-193 History of Asian Art**

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 116/118

An introduction of major art forms and traditions in Asia from prehistoric time to the present. Topics of the artists and patrons will be addressed. Comparison will be made between the course material with other world art traditions. CSU, UC

**ARTH-195 History of Prehistoric and Ancient Art**

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 116/118

A history of Western art from the Paleolithic cave paintings through the end of the Roman period and the beginning of early Christian art. Archeological and anthropological problems are discussed in relation to the study of art styles. Discussion of the social and cultural background of ancient civilizations and role of the artist. CSU, UC

**ARTH-196 History of Medieval and Renaissance Art**

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 116/118

A history of Western art from the Early Christian Period through the Renaissance. Stylistic changes are related to significant social and cultural changes. Consideration is given to the changing role of the artist. CSU, UC

**ARTH-197 History of Baroque to Early 20th Century Art**

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 116/118

A history of Western art from the 17th century to early 20th century. Stylistic changes are related to significant social and cultural changes. Consideration is given to the changing role of the artist. CSU, UC
ARThS-199 Contemporary Art History
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122
A survey of contemporary art in the United States from 1945 to the present. Emphasis is placed on identifying and understanding important contemporary art movements and images, as well as social and political issues that helped shape the character of art produced during this time. CSU, UC

ASTRO-120 Elementary Astronomy
3 units LR
- 54 hours lecture per term
- Recommended: MATH 110 and 114 or equivalent; eligibility for ENGL 122 or equivalent
Elementary mathematical approach to the solving of problems relating to solar and stellar systems. Topics include instrumentation used for and the analysis of electromagnetic radiation. Properties and evolution of stars and galaxies as well as their role in the evolution of the universe will be the major emphasis. CSU, UC (credit limits may apply to UC - see counselor)

ASTRO-128 The Universe for Beginners
4 units LR
- 54 hours lecture/54 hours laboratory per term
- Recommended: MATH 110 or equivalent, and eligibility for ENGL 122 or equivalent
This course provides an overview of our current state of knowledge concerning the universe and the methods astronomers use to arrive at their conclusions. Students will observe the sky and physical phenomena and will solve astronomical problems to solidify their knowledge and skills. The internet will be used extensively. CSU, UC (credit limits may apply to UC - see counselor)

ASTRO-130 Astronomy Laboratory
1 unit LR
- Prerequisite: ASTRO 110 or 120 or equivalent (may be taken concurrently)
The laboratory experience will involve the study of the fundamentals of astronomy and will include investigations of the sun, moon, planets, stars and galaxies. Telescopes and other instruments will be used by students to gather data. Students will analyze data they have collected as well as that collected by others. CSU, UC

ASTRO-298 Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered
An opportunity for advanced students to pursue special interests under the direction of the faculty. CSU
**BIOLOGICAL SCIENCE – BIOSC**

Diablo Valley College is approved by the California Board of Registered Nurses for continuing education credits (Provider # CEP7992). Biological Science courses which can be used are BIOSC 119, 120, 139, 140 and 146.

Biological and Health Sciences Division
Dennis Smith, Dean
Science Center 100
925-685-1230 ext. 2359

**Possible career opportunities**

Completion of the biology program prepares students for advanced study; for careers in government, industry, or secondary-school teaching. The program also partially satisfies the entrance requirements for medical and dental schools. Career options include: researcher, educator, laboratory technician, botanist, ecologist, and field technician.

**BIOSC-101  Fundamentals of Biological Science**
3 units  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: This course does not include a laboratory. Students requiring or wanting a laboratory to accompany this course should enroll in BIOSC 102.

A selection of biological concepts which are relevant to the student and to other college courses. Inquiry into the process of evolution by means of natural selection, cell structure and function, plant and animal growth and development, reproduction, genetics and homeostasis within and among living things, populations and communities. CSU, UC (credit limits may apply to UC - see counselor).

**BIOSC-102  Fundamentals of Biological Science With Lab**
4 units  SC
- 72 hours lecture/36 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Not open to students who have taken BIOSC 101.

A study of the process of evolution by means of natural selection, cell structure, function and reproduction, plant and animal growth and development, genetics and homeostasis within and among living things, populations and communities. A laboratory component is included that introduces scientific method and experimentation, including data gathering and analysis with a variety of scientific equipment. CSU, UC (credit limits may apply to UC - see counselor).

**BIOSC-116  Human Biology**
3 units  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Not open to students who have taken BIOSC 117, 120, 139, or 140.

The broad concepts and principles of biology as applied to humans. Topics include human evolution, ecology, human genetics, DNA structure and function, disease factors, nutrition and metabolism, growth and development and survey of body systems. CSU, UC (credit limits may apply to UC - see counselor).

**BIOSC-117  Human Biology With Lab**
4 units  SC
- 72 hours lecture/36 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Not open to students who have taken BIOSC 116, 120, 139, or 140.

The basic principles of Biology will be covered, especially as they pertain to humans. Topics include cell structure, function and reproduction, human heredity, structure and function of a variety of human organ systems, ecology and evolution. A laboratory component is included that introduces scientific method and experimentation, including data gathering and analysis with a variety of scientific equipment. CSU, UC (credit limits may apply to UC - see counselor).

**BIOSC-119  Fundamentals of Microbiology**
4 units  SC
- 72 hours lecture/36 hours laboratory per term
- Recommended: High school or college biology or chemistry; ENGL 122 and MATH 120 or equivalents

Fundamentals of microbiology with an emphasis on microbiology as it pertains to the allied health professions. Topics include: microscopy, cell structure and function, aseptic technique, culture and control of microbes, metabolism, microbial genetics and biotechnology, medical microbiology and immunology, and microbes in the environment. CSU, UC (credit limits may apply to UC - see counselor).

**BIOSC-120  Introduction to Human Anatomy and Physiology**
5 units  SC
- 90 hours lecture/72 hours laboratory per term
- Recommended: High school or college biology or chemistry; ENGL 122 or equivalent

The structure and function of the human body stressing the levels of organization within the body, relationship between structure and function, and importance of maintaining relatively stable internal conditions for health and some health consequences resulting from loss of this stability. Hands-on laboratory work including microscopy, experiments, and dissection (including cadavers) reinforces the lecture material. CSU, UC (credit limits may apply to UC - see counselor).
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BIOSC-126</td>
<td>Nature Study and Conservation</td>
<td>4</td>
<td>SC</td>
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<tr>
<td>BIOSC-130</td>
<td>Principles of Cellular and Molecular Biology</td>
<td>5</td>
<td>SC</td>
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<tr>
<td>BIOSC-131</td>
<td>Principles of Organismal Biology, Evolution and Ecology</td>
<td>5</td>
<td>SC</td>
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<tr>
<td>BIOSC-139</td>
<td>Human Anatomy</td>
<td>5</td>
<td>SC</td>
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<tr>
<td>BIOSC-140</td>
<td>Human Physiology</td>
<td>5</td>
<td>SC</td>
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<tr>
<td>BIOSC-146</td>
<td>Principles of Microbiology</td>
<td>5</td>
<td>SC</td>
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<tr>
<td>BIOSC-150</td>
<td>Topics in Biology</td>
<td>.3-.4</td>
<td>SC</td>
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**BIOSC-126 Nature Study and Conservation**

<table>
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This course surveys the natural history of ecological communities in Northern California. Conservation of our natural resources is stressed. Frequent guided field labs emphasize: identification methods for native plants and animals; the ecology of the local communities; evolutionary adaptations and the influences of geological and meteorological phenomena on that community. CSU, UC

**BIOSC-130 Principles of Cellular and Molecular Biology**

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<td>90 hours lecture/72 hours laboratory per term</td>
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<tr>
<td>Prerequisite: CHEM 120 or equivalent</td>
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<tr>
<td>Recommended: Eligibility for ENGL 122 or equivalent</td>
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<tr>
<td>Note: Generally, BIOSC 130 and 131 can be taken in either order or concurrently; however, for students with little or no background in biology, BIOSC 130 is recommended before BIOSC 131</td>
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</table>

This course is intended for biology majors or other students with an in-depth interest in the biological sciences. The course studies the universal biological processes of all organisms with an emphasis upon the cellular level of organization. Topics include principles of biochemistry, cellular morphology and ultra structure, biochemical pathways and enzymes, cellular communication, classical and molecular genetics, gene control, embryology, immunology, and selected topics of animal physiology with emphasis on homeostatic control mechanisms. As part of the lab component students will design, execute and present in written and oral format an experimental research project. All aspects of the project will follow the format of a standard scientific investigation which includes the research, evaluation and appropriate incorporation of information already published in primary sources. CSU, UC

**BIOSC-131 Principles of Organismal Biology, Evolution and Ecology**

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<tr>
<td>Prerequisite: CHEM 120 or equivalent</td>
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<td>Recommended: Eligibility for ENGL 122 or equivalent</td>
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<tr>
<td>Note: Generally, BIOSC 130 and 131 can be taken in either order or concurrently; however, for students with little or no background in biology, BIOSC 130 is recommended before BIOSC 131</td>
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A study of universal biological processes with emphasis on the whole organism and higher levels of organization. The course is formed around three main biological principles: evolution, unity/diversity of life, and ecology. Topics include: evidence and mechanisms of evolution, speciation, origins of life and the cell, evolutionary history and diversity of life; general, population and community ecology; ecosystems and environmental concerns. The laboratory covers the same themes with hands-on observations, laboratory activities and field exercises. CSU, UC

**BIOSC-139 Human Anatomy**

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<tr>
<td>90 hours lecture/72 hours laboratory per term</td>
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<td>Prerequisite: BIOSC 102 and eligibility for ENGL 122 or equivalent</td>
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The physical structure of the human body as an integrated unit is studied stressing normal structure and the changes that occur with aging and disease. The course content is appropriate for majors in Physical and Health Education; Nursing; Physical, Occupational and Respiratory Therapy; Paramedical; Nurse Practitioner and Physician Assistant programs. Gross anatomy will be studied primarily through cadaver dissection in conjunction with preserved specimens, student self-reference, models and charts. Microscopic anatomy (histology) will be studied mainly through the use of microscope slides. CSU, UC (credit limits may apply to UC - see counselor)

**BIOSC-140 Human Physiology**

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<tr>
<td>90 hours lecture/72 hours laboratory per term</td>
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<tr>
<td>Prerequisite: BIOSC 139; CHEM 108 or one year high school chemistry or equivalents</td>
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<tr>
<td>Recommended: BIOSC 102; eligibility for ENGL 122; MATH 120 or equivalents</td>
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The lectures are designed to help students understand the physiological mechanisms of the human body. Special emphasis will be given to regulatory mechanism on the cell and organ-system level employing chemical, mathematical and physical principles. The laboratory section will focus on the application, analysis and evaluation of major physiological principles using molecular technologies, bioelectronics, computer analysis, and/or live organisms. CSU, UC (credit limits may apply to UC - see counselor)

**BIOSC-146 Principles of Microbiology**

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<tr>
<td>90 hours lecture/72 hours laboratory per term</td>
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<tr>
<td>Prerequisite: CHEM 108 or equivalent</td>
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<tr>
<td>Recommended: Eligibility for ENGL 122 and MATH 120 or equivalents</td>
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</table>

Topics include microscopy, culture of microbes and aseptic technique, control and identification of microbes, bacterial biochemistry, metabolism and physiology, cell structure and function, microbial genetics, recombinant DNA and biotechnology, viruses and their life cycles, immunology, epidemiology and study of select infectious diseases. CSU, UC (credit limits may apply to UC - see counselor)

**BIOSC-150 Topics in Biology**

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<th>.3-.4 units</th>
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<tr>
<td>May be repeated three times</td>
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<td>Variable hours</td>
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</table>

A supplemental course in biology to provide a study of current concepts and problems in biology and related subdivisions. Specific topics will be announced. CSU
**BioSC-160 Introduction to Marine Biology**  
4 units SC  
- 72 hours lecture/36 hours laboratory per term  
- Recommended: Eligibility for ENGL 122 or equivalent  

This course is an introduction to marine organisms, marine environments, and the ecological relationships that exist between them. Lecture topics will include (but are not limited to): the scientific method and its utilization in the marine sciences; physical, chemical and geological properties of the marine environment; marine organisms (including their classification, diversity and evolutionary adaptations); marine ecosystems; marine ecology; and marine resources and sustainable use of the sea. CSU, UC

**BioSC-170 Environmental Science**  
3 units SC  
- 54 hours lecture per term  
- Recommended: BIOSC 101 or 102 or equivalent; eligibility for ENGL 122 equivalent  
- Note: Class trips may be organized to local sites related to course topics.

An introductory course designed to expose students to environmental science. This course will examine human interactions with the environment and their consequences for living and nonliving systems. Topics include evolution, ecology biodiversity, human population dynamics, natural resource use, pollution, environmental degradation, risk and human health, and environmental policy. CSU, UC

**BioSC-205 Introduction to Plant Biology**  
4 units SC  
- 54 hours lecture/54 hours laboratory per term  
- Recommended: Eligibility for ENGL 122  

The dynamics of plants including structure and function. The application of current understandings in plant science to promote successful plant growth and development. CSU, UC

**BioSC-210 Field Biology**  
3 units P/NP  
- May be repeated three times  
- 36 hours lecture/54 hours laboratory per term  
- Required: BIOSC 101 and 102 or equivalent; eligibility for ENGL 122  
- Note: This course may be repeated when student is completing a different project report or a different habitat is studied.

This is a hands-on methods course where students learn techniques for assessing living and nonliving components of ecosystems. This course is intended to introduce students to: special methods of characterizing environmental conditions and features, taking effective field notes, sampling plants and animals in aquatic and terrestrial systems, and testing soil, water and other physical parameters of local ecosystems. Students will apply statistical methods for analyzing field data and prepare environmental assessment reports. CSU

**BioSC-216 Natural History of Lassen Volcanic National Park**  
1 unit SC  
- 9 hours lecture/27 hours laboratory per term  
- Recommended: Eligibility for ENGL 122 or equivalent  

This short-term course gives an overview of the biological, geological, and historical aspects of Lassen National Park. Emphasis is on common plant and animal identification and the ecology of the area. Much of the course consists of field experiences at local sites and at Lassen National Park. A weekend field trip to Lassen National Park is a fundamental component of the course. CSU

**BioSC-217 Natural History of Mount Diablo**  
1 unit SC  
- 9 hours lecture/27 hours laboratory per term  
- Recommended: Eligibility for ENGL 122 or equivalent  

This short-term course gives an overview of the biological, geological, and natural history of Mount Diablo State Park. Emphasis is on common plant and animal identification and the ecology of the area. Much of the course consists of field experiences at local sites. CSU

**BioSC-218 Natural History of Yosemite National Park**  
1 unit SC  
- 9 hours lecture/27 hours laboratory per term  
- Recommended: Eligibility for ENGL 122 or equivalent  

This short-term course gives an overview of the biological, geological, and historical aspects of Yosemite National Park. Emphasis is on common plant and animal identification and the ecology of the area. Much of the course consists of field experiences at local sites and at Yosemite National Park. A weekend field trip to Yosemite National Park is a fundamental component of the course. CSU

**BioSC-239 Advanced Dissection**  
1-3 units P/NP  
- May be repeated once  
- Variable hours  
- Prerequisite: BIOSC 120 or BIOSC 139 or equivalents  
- Formerly BIOSC 141

The course is intended for those students who have demonstrated an interest and aptitude for cadaver dissection. The students will be expected to guide beginning students in cadaver dissection. In addition students will demonstrate their technique with a special dissection project. CSU
Possible career opportunities
Students majoring in BCA enter broadcasting, cable, online media, and related industries. They can pursue graduate degrees in the field of mass or electronic communication for work in audio and video production, web development, radio and television, cable television, and media departments of agencies, institutions, and businesses.

Associate in arts degree
Broadcast communication arts

Certificate of achievement
Broadcast communication arts

Certificate of accomplishment
Broadcast communication arts - Basic digital field production
Broadcast communication arts - Basic studio production
Broadcast communication arts - Basic writing for digital medium

Associate in arts degree - Broadcast communication arts
The associate degree program in broadcast communication arts is designed as a two-year curricular pathway that offers a broad general education while preparing students for entry-level positions in the broadcast communication industries such as: associate producer, assistant director, on-camera talent, camera operator, sound technician, video switcher, floor director, videotape editor, production assistant, radio board operator, radio producer, radio production engineer, and radio on-air talent.

Students must complete each of the required courses with a “C” grade or higher. Required courses can only be completed by attending a combination of day and evening classes. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once. Selected courses in the program may also meet some lower division requirements for bachelor of arts programs at certain California State University campuses. Students who intend to transfer are advised to consult with a counselor regarding specific requirements.

major requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARTDM 110 Digital Imaging Process and Technique I</td>
<td>1.5</td>
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<tr>
<td>BCA 120 Introduction to Television Production Techniques</td>
<td>3</td>
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<tr>
<td>BCA 125 Introduction to Digital Film Style Production</td>
<td>3</td>
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<tr>
<td>BCA 130 Intermediate TV Studio Production</td>
<td>3</td>
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<tr>
<td>BCA 140 History of Broadcasting</td>
<td>3</td>
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<tr>
<td>BCA 165 Digital Editing</td>
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plus at least 3 units from:

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<tr>
<td>BCA 290 Beginning Writing for Digital Media</td>
<td>3</td>
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<tr>
<td>JRNL 110 Mass Media of Communication</td>
<td>3</td>
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plus at least 3 units from:

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<tbody>
<tr>
<td>BCA 110 Introduction to Radio Production</td>
<td>3</td>
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<tr>
<td>BCA 126 Intermediate Digital Field Production</td>
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<tr>
<td>BCA 132 Advanced TV Studio Production</td>
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<tr>
<td>BCA 150 Music Video Production</td>
<td>3</td>
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<tr>
<td>BCA 166 Intermediate Digital Editing</td>
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<tr>
<td>BCA 190 Topics in Broadcast Communication Arts</td>
<td>0.3-4</td>
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<tr>
<td>FILM 293 Fundamentals of Film Making - Intermediate</td>
<td>3</td>
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plus at least 3 units from:

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<tr>
<td>ARTDM 195 Applied Production for Digital Media</td>
<td>3</td>
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<tr>
<td>COOP 170 Occupational Work Experience Education</td>
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plus at least 6 units from:

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<td>ARTDM 115 Digital Imaging Process and Technique III</td>
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<tr>
<td>ARTDM 149 Introduction to Digital Video</td>
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<td>ARTDM 170 Multimedia for Web Delivery</td>
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<td>BCA 126 Intermediate Digital Field Production</td>
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<tr>
<td>BCA 260 Independent Study</td>
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<td>BUSMG 191 Small Business Management</td>
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<tr>
<td>BUSMG 192 Entrepreneurship and Venture Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSMK 255 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 122 Basic Principles of Acting</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 123 Intermediate Principles of Acting</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 124 Advanced Principles of Acting</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 126 Acting on Camera</td>
<td>3</td>
</tr>
<tr>
<td>ELTRN 116 Introduction to Electronics</td>
<td>2-4</td>
</tr>
<tr>
<td>ENGL 151 The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 152 The Short Film</td>
<td>3</td>
</tr>
<tr>
<td>FILM 180 Comparative Film Studies</td>
<td>3</td>
</tr>
<tr>
<td>FILM 280 Introduction to Film: American Cinema - 1900 to 1950</td>
<td>3</td>
</tr>
<tr>
<td>FILM 281 Introduction to Film: World Cinema - 1900 to 1960</td>
<td>3</td>
</tr>
<tr>
<td>FILM 282 Introduction to Film: American Cinema - 1950 to the Present</td>
<td>3</td>
</tr>
<tr>
<td>FILM 283 Introduction to Film: World Cinema - 1960-Present</td>
<td>3</td>
</tr>
</tbody>
</table>
Broadcast communication arts course sequence

To assist students in planning their schedules, Diablo Valley College has prepared a list of courses to be offered at a minimum each semester. This list is subject to change due to fiscal constraints and availability of staff and/or facilities, but it should help you in planning your schedule. By scheduling your classes according to this course sequencing guide, you will be able to finish the major requirements/ certificate of achievement in broadcast communication arts requirements in two years, depending on the number of units you take each semester. Verify offerings with college counselors, program faculty, and the online schedule of classes. Students should also meet with a counselor or program advisor to plan their schedule.

Broadcast communication arts course sequence

$X =$ semester offered

recommended sequence

<table>
<thead>
<tr>
<th>Units</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDM 110 4th semester</td>
<td>1.5</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ARTDM 195 4th semester</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BCA 120 1st semester</td>
<td>3</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BCA 125 3rd semester</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BCA 130 2nd semester</td>
<td>3</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BCA 140 1st semester</td>
<td>3</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>BCA 150 4th semester</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BCA 165 2nd semester</td>
<td>3</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>COOP 170 4th semester</td>
<td>3</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>JRNL 110 3rd semester</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Elective coursework</td>
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<tr>
<td>2nd - 3rd Semester</td>
<td>6</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Total units for the major 31.5

To earn a certificate of achievement, students must complete each of the required courses with a "C" grade or higher. Required courses can only be completed by attending a combination of day and evening classes.

Required courses

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDM 110 Digital Imaging Process and Technique I</td>
</tr>
<tr>
<td>BCA 120 Introduction to Television Production Techniques</td>
</tr>
<tr>
<td>BCA 125 Introduction to Digital Film Style Production</td>
</tr>
<tr>
<td>BCA 130 Intermediate TV Studio Production</td>
</tr>
<tr>
<td>BCA 140 History of Broadcasting</td>
</tr>
<tr>
<td>BCA 165 Digital Editing</td>
</tr>
</tbody>
</table>

plus at least 3 units from:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 290 Beginning Writing for Digital Media</td>
</tr>
<tr>
<td>JRNAL 110 Mass Media of Communication</td>
</tr>
</tbody>
</table>

plus at least 3 units from:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 110 Introduction to Radio Production</td>
</tr>
<tr>
<td>BCA 126 Intermediate Digital Field Production</td>
</tr>
<tr>
<td>BCA 132 Advanced TV Studio Production</td>
</tr>
<tr>
<td>BCA 150 Music Video Production</td>
</tr>
<tr>
<td>BCA 166 Intermediate Digital Editing</td>
</tr>
<tr>
<td>BCA 190 Topics in Broadcast Communication Arts</td>
</tr>
</tbody>
</table>

plus at least 3 units from:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDM 195 Applied Production for Digital Media</td>
</tr>
<tr>
<td>COOP 170 Occupational Work Experience Education</td>
</tr>
</tbody>
</table>

plus at least 6 units from:

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDM 111 Digital Imaging Process and Technique II</td>
</tr>
<tr>
<td>ARTDM 115 Digital Imaging Process and Technique III</td>
</tr>
<tr>
<td>ARTDM 149 Introduction to Digital Video</td>
</tr>
<tr>
<td>ARTDM 170 Multimedia for Web Delivery</td>
</tr>
<tr>
<td>BCA 126 Intermediate Digital Field Production</td>
</tr>
<tr>
<td>BCA 132 Advanced TV Studio Production</td>
</tr>
<tr>
<td>BCA 166 Intermediate Digital Editing</td>
</tr>
<tr>
<td>BCA 190 Topics in Broadcast Communication Arts</td>
</tr>
<tr>
<td>BCA 260 American Ethnic Images in Television</td>
</tr>
<tr>
<td>BCA 298 Independent Study</td>
</tr>
<tr>
<td>BUSMG 191 Small Business Management</td>
</tr>
<tr>
<td>BUSMG 192 Entrepreneurship and Venture Management</td>
</tr>
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<td>BUSMK 255 Advertising</td>
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</tr>
</tbody>
</table>

Certificate of achievement - Broadcast communication arts

This program prepares students for entry-level positions in the broadcast communication industries such as: associate producer, assistant director, on-camera talent, camera operator, sound technician, video switcher, floor director, videotape editor, production assistant, radio board operator, radio producer, radio production engineer, and radio on-air talent.

Selected courses in the program may meet some lower division requirements for the bachelor of arts program at certain California State University campuses. Consult with department faculty or a college counselor for more information.
The broadcast communication arts program prepares students for entry level in one of four specialty areas of broadcasting industry: studio production, field production, post production, and writing.

To earn a certificate of accomplishment, students must complete each of the required courses with a “C” grade or higher. Required courses can only be completed by attending a combination of day and evening classes.

### Certificate of accomplishment - Broadcast communication arts - Basic digital production

The broadcast communication arts program prepares students for entry level in one of four sub-specialty areas of broadcasting industry: studio production, field production, post production, and writing.

To earn a certificate of accomplishment, students must complete each of the required courses with a “C” grade or higher. Required courses can only be completed by attending a combination of day and evening classes.

### Certificate of accomplishment - Broadcast communication arts - Basic digital field production

The broadcast communication arts program prepares students for entry level in one of four specialization areas of broadcasting industry: studio production, field production, post production, and writing.

To earn a certificate of accomplishment, students must complete each of the required courses with a “C” grade or higher. Required courses can only be completed by attending a combination of day and evening classes.

### Certificate of accomplishment - Broadcast communication arts - Basic studio production

The broadcast communication arts program prepares students for entry level in one of four specialization areas of broadcasting industry: studio production, field production, post production, and writing.

To earn a certificate of accomplishment, students must complete each of the required courses with a “C” grade or higher. Required courses can only be completed by attending a combination of day and evening classes.

### Certificate of accomplishment - Broadcast communication arts - Basic writing for digital medium

The broadcast communication arts program prepares students for entry level in one of four specialization areas of broadcasting industry: studio production, field production, post production, and writing.

To earn a certificate of accomplishment, students must complete each of the required courses with a “C” grade or higher. Required courses can only be completed by attending a combination of day and evening classes.

### Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 125</td>
<td>Introduction to Digital Film Style Production...</td>
<td>3</td>
</tr>
<tr>
<td>BCA 126</td>
<td>Intermediate Digital Field Production...........</td>
<td>3</td>
</tr>
<tr>
<td>BCA 165</td>
<td>Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140</td>
<td>History of Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 110</td>
<td>Digital Imaging Process and Technique I..........</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 111</td>
<td>Digital Imaging Process and Technique II.........</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 195</td>
<td>Applied Production for Digital Media.............</td>
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<tr>
<td>BCA 190</td>
<td>Topics in Broadcast Communication Arts..........</td>
<td>3</td>
</tr>
<tr>
<td>BCA 260</td>
<td>American Ethnic Images in Television.............</td>
<td>3</td>
</tr>
<tr>
<td>BCA 298</td>
<td>Independent Study</td>
<td>0.5-3</td>
</tr>
<tr>
<td>COOP 170</td>
<td>Occupational Work Experience Education..1-4</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total units required**: 31.5

### Certificate of accomplishment - Broadcast communication arts - Advanced digital field production

The broadcast communication arts program prepares students for entry level in one of four specialization areas of broadcasting industry: studio production, field production, post production, and writing.

To earn a certificate of accomplishment, students must complete each of the required courses with a “C” grade or higher. Required courses can only be completed by attending a combination of day and evening classes.

### Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BCA 125</td>
<td>Introduction to Digital Film Style Production...</td>
<td>3</td>
</tr>
<tr>
<td>BCA 126</td>
<td>Intermediate Digital Field Production...........</td>
<td>3</td>
</tr>
<tr>
<td>BCA 165</td>
<td>Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140</td>
<td>History of Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 110</td>
<td>Digital Imaging Process and Technique I..........</td>
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</tr>
<tr>
<td>ARTDM 111</td>
<td>Digital Imaging Process and Technique II.........</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 195</td>
<td>Applied Production for Digital Media.............</td>
<td>3</td>
</tr>
<tr>
<td>BCA 190</td>
<td>Topics in Broadcast Communication Arts..........</td>
<td>3</td>
</tr>
<tr>
<td>BCA 260</td>
<td>American Ethnic Images in Television.............</td>
<td>3</td>
</tr>
<tr>
<td>BCA 298</td>
<td>Independent Study</td>
<td>0.5-3</td>
</tr>
<tr>
<td>COOP 170</td>
<td>Occupational Work Experience Education..1-4</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total units required**: 15

### Certificate of accomplishment - Broadcast communication arts - General digital field production

The broadcast communication arts program prepares students for entry level in one of four specialization areas of broadcasting industry: studio production, field production, post production, and writing.

To earn a certificate of accomplishment, students must complete each of the required courses with a “C” grade or higher. Required courses can only be completed by attending a combination of day and evening classes.

### Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 125</td>
<td>Introduction to Digital Film Style Production...</td>
<td>3</td>
</tr>
<tr>
<td>BCA 126</td>
<td>Intermediate Digital Field Production...........</td>
<td>3</td>
</tr>
<tr>
<td>BCA 165</td>
<td>Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140</td>
<td>History of Broadcasting</td>
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<tr>
<td>ARTDM 110</td>
<td>Digital Imaging Process and Technique I..........</td>
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<tr>
<td>ARTDM 111</td>
<td>Digital Imaging Process and Technique II.........</td>
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<tr>
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<td>Applied Production for Digital Media.............</td>
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<td>BCA 190</td>
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<td>American Ethnic Images in Television.............</td>
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</tr>
<tr>
<td>BCA 298</td>
<td>Independent Study</td>
<td>0.5-3</td>
</tr>
<tr>
<td>COOP 170</td>
<td>Occupational Work Experience Education..1-4</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total units required**: 15

### BCA-110 Introduction to Radio Production

3 units  SC

• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent

Theoretical and practical aspects of sound, acoustics, and audio signal flow in radio, television, and recording operations. Students will learn radio announcing, voice-over techniques, vocal characterization, as well as writing for radio. Includes aesthetic considerations of sound mixing in broadcasting application, production procedures and student projects utilizing control consoles, microphones, tape and digital recording, and computerized audio editing. CSU
BCA-120  Introduction to TV Production Techniques
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
An introduction to multi-camera studio television production techniques through demonstration and practice in switching, camera operation, audio, video tape, floor managing, directing, teleprompting, and producing. CSU

BCA-125  Introduction to Digital Film Style Production
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
Technical and aesthetic elements of small format television field production; videotape recording and editing; lighting and sound for remote production; program preplanning, production and post-production. Emphasis on program conceptualization, design and production. CSU

BCA-126  Intermediate Digital Field Production
3 units  SC
• 54 hours lecture per term
• Prerequisite: BCA 125 or equivalent
A course designed to increase the students’ skills in producing and directing electronic field production based programs, including preproduction planning, scripting, program concepts, directing, shooting and editing. CSU

BCA-130  Intermediate TV Studio Production
3 units  SC
• 54 hours lecture per term
• Prerequisite: BCA 130 or equivalent
• Recommended: Eligibility for ENGL 122 or equivalent
An intermediate class designed to advance the student’s skills in producing and directing TV programs and operating television equipment. The emphasis will be on producing and directing programs for cable casting. Designed to prepare students for positions in broadcast and cable TV as well as industrial television production facilities. CSU

BCA-132  Advanced TV Studio Production
3 units  SC
• 54 hours lecture per term
• Prerequisite: BCA 130 or equivalent; eligibility for ENGL 122 or equivalent
An advanced class designed to increase the student’s skills in producing and directing TV programs and operating television equipment. The emphasis will be on producing and directing programs for cable casting. Designed to prepare students for positions in broadcast and cable TV as well as industrial television production facilities. CSU

BCA-140  History of Broadcasting
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This is a survey course designed to provide the student with a fundamental knowledge of the history, trends, and the impact of electronic media on American society. Topic areas include: the role of government, radio and television regulation, cultural influences of media, advertising, commercial and noncommercial broadcasting, domestic and global audiences, emerging technologies, the Internet, and future uses of broadcast media. CSU

BCA-150  Music Video Production
3 units  SC
• 54 hours lecture per term
• Recommended: BCA 165 or equivalent, eligibility for ENGL 122 or equivalent
In this course, students will learn to produce music videos. Students will start with an audio master then utilizing single or multi-camera production methodologies produce a music video. Concept, design and implementation will be significant elements of the course content. CSU

BCA-165  Digital Editing
3 units  SC
• 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
An introduction to the techniques, concepts and aesthetics of digital non-linear, computerized editing for film, television and digital media. The student will become familiar with various professional software programs and develop an understanding of organization, timelines and story as well as editing for visual and audio effect. CSU

BCA-166  Intermediate Digital Editing
3 units  SC
• Prerequisite: BCA 165 or equivalent
• Recommended: Eligibility for ENGL 122 or equivalent
An intermediate class designed to advance the students’ skills in non-linear digital editing. The emphasis will be on utilizing software applications such as Avid and Final Cut Pro. CSU

BCA-180  Television and Film Lighting
3 units  SC
• May be repeated once
• 36 hours lecture/54 hours laboratory per term
An introduction to television and film lighting for studio and location productions. Students will learn to use a wide variety of lighting instruments, how to light typical situations, to solve common lighting problems, use of light meters and to make aesthetic choices part of the storytelling process. CSU
BCA-190  Topics in Broadcast Communication Arts

3-4 units SC
- May be repeated three times
- Variable hours

This is a supplementary course in broadcast communication arts, designed to provide a study of topics and current problems not covered in the regular broadcast communication arts curriculum. CSU

BCA-260  American Ethnic Images in Television

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course will evaluate and explore various American cultures: African American, American Indian, Asian American, Hispanic, and European American as represented in American Television. It will analyze similarities and differences paying particular attention to social and cultural representations. In addition, the course will include issues specific to the world of Broadcasting Television including how television communicates ideas and stimulates emotional responses, while FCC regulations and marketing practices limit what can be broadcast. CSU

BCA-290  Beginning Writing for Digital Media

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

Students in this course will learn to write for multimedia and short-form digital formats such as news, product introductions, sports and reality programming. The emphasis would be on scripts no longer than five minutes in length that rely on field production images, animation or combinations. Numerous writing assignments and exercises will be assigned with the intent of developing a student’s ability to write for a short-form visual medium. The course will include libel and slander laws and emphasize proper format as well as content. CSU

BCA-298  Independent Study

.5-3 units SC
- May be repeated three times
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend beyond courses offered

An opportunity for students to pursue special interests under direction of the faculty. CSU

BUSINESS – BUS

Business Division
Krista Johns, Dean
Business and Foreign Language Building 204
925-685-1230 ext. 2199

Associate in arts degree
Business transfer

Certificate of achievement
Business - core transfer

Certificate of accomplishment
Business essentials

Associate in arts - Business - transfer

This curriculum is designed to provide an opportunity for the business major to achieve an associate in arts degree in business transfer while completing the first and second year requirements for transfer to a four-year institution. A baccalaureate degree is recommended preparation for those considering professional careers in business. Completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work.

Although the associate degree recognizes the completion of lower division general education requirements, it does not guarantee admission to a specific college or university nor does it guarantee admission to a specific major. Some majors and colleges or universities may require different lower division preparation and/or a higher GPA than is necessary for this associate degree.

Students who intend to transfer must meet all current transfer requirements including minimum GPA. Students are strongly advised to meet with a counselor to discuss transfer requirements and lower division major preparation that is needed for their intended transfer school.

Note: a student may be awarded an associate degree in this major without being fully eligible for transfer.

To earn an associate degree, students must: complete each course used to meet a major requirement with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the major; complete all graduation requirements; and complete at least 25% of all major coursework at Diablo Valley College. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.

<table>
<thead>
<tr>
<th>major requirements</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAC 186 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUSAC 187 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ECON 220 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 221 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 182 Calculus for Management, Life Science and Social Science I</td>
<td>3</td>
</tr>
</tbody>
</table>
plus a minimum of 3 units from:
BUS 240* Business Statistics ....................................... 3
MATH 142* Elementary Statistics with Probability ........... 4

plus a minimum of 3 units from:
BUS 109 Introduction to Business .................................. 3
BUS 294 Business Law .................................................. 3

Total units for the major 23

*The above courses have specific prerequisites. See course description for details.

Certificate of achievement - Business - core transfer
This curriculum prepares the student for entry into business related professional programs or jobs that do not require degrees. Certificate requirements provide a strong general business foundation for employment in business administration, accounting, management, marketing, finance, international business, or other business related area. Additionally, it completes most, if not all, of the undergraduate business major requirements for transfer should a student decide to transfer prior to completing all the requirements for the DVC associate in arts degree in Business-transfer; or decide to complete the lower division general education requirements and transfer to a four-year institution at a later time. This certificate provides a core curriculum for employment in business or for the further study of business.

To earn a certificate of achievement students must complete each course used to meet a certificate requirement with a “C” grade or higher; maintain an overall GPA of 2.5 or higher in the coursework required for the certificate; and complete at least 25% of all coursework at Diablo Valley College.

required courses units
BUSAC 186 Principles of Accounting I .................................. 4
BUSAC 187* Principles of Accounting II .......................... 4
ECON 220* Principles of Macroeconomics .......................... 3
ECON 221* Principles of Microeconomics .......................... 3
MATH 182* Calculus for Management, Life Science and Social Science I .............................................. 3

plus a minimum of 3 units from:
BUS 240* Business Statistics ....................................... 3
MATH 142* Elementary Statistics with Probability ........... 4
plus a minimum of 3 units from:
BUS 109 Introduction to Business .................................. 3
BUS 294 Business Law .................................................. 3

Total units required 23

*The above courses have specific prerequisites. See course description for details.

Certificate of accomplishment - Business essentials
This certificate of accomplishment provides a core curriculum of business skills necessary for obtaining entry-level employment in a business or office environment. This certificate or its equivalent is required in order to complete the requirements for a certificate of achievement in the business or accounting areas.

To earn a certificate of accomplishment, students must complete the required courses with a “C” grade or higher. Certificate requirements may be completed by attending a combination of day and evening, hybrid and/or online classes.

required courses units
BUS 101 Business English ............................................. 3
BUS 103 Applied Business Mathematics .......................... 3
LS 121 Information Competency and Research Skills .......................... 1

Total units required 7

BUS-096NC Basic Money Management
1 unit SC
• Non degree applicable
• 18 hours lecture per term
A basic class to introduce students to financial literacy topics, such as budgeting, credit, debt management, credit reports, and identity theft. This class is also designed to assist students with understanding education financing, from grants and scholarships to student loans.

BUS-101 Business English
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122
A study of the English language from a business approach involving grammar, punctuation, spelling, business vocabulary, and sentence structure. This course is required for the Office Professional Certificate of Achievement. CSU

BUS-103 Applied Business Mathematics
3 units SC
• 54 hours lecture/18 hours laboratory by arrangement per term
• Recommended: Eligibility for ENGL 122 or equivalent
An examination of key concepts and applications of mathematics to solve business problems. Topics include calculating percentages and commissions, trade and cash discounts, markups and markdowns, banking, payroll, taxes, insurance, simple and compound interest, inventory and turnover, depreciation, analysis of financial statements, international business mathematics applications, stocks and bonds, and annuities. CSU
## BUS-105 Business Etiquette

1 unit SC
- 18 hours lecture per term

A study of the principles of etiquette for the business professional. Students will engage in activities which will cover introductions, shaking hands, exchanging business cards, listening, conversational techniques, diplomacy, manners, proximity, telephone manners, office equipment and technology etiquette, professional appearance, grooming, gift giving, entertainment, handling social events, business travel, meeting protocol, dining, tipping, showing appreciation, etiquette, and intercultural business etiquette. CSU

## BUS-107 Business Job Search Skills

1.5 units SC
- 27 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course will cover all employment-related aspects of succeeding in a professional job search in business. Students will explore sources of job listings in business; learn how to conduct a successful job search, including searching for positions using traditional and electronic methods, preparing employment documents (resume, cover letter, follow-up messages), and interviewing skills; practice salary negotiation techniques; practice how to receive and respond effectively to constructive criticism during performance reviews; design strategies for advancing in the business environment; and plan methods for resigning from a position with tact. CSU

## BUS-109 Introduction to Business

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122

This survey course provides an introduction to the study of the modern business enterprise. Included will be an examination of the role of business in a market economy; the evolution, formation, and management of American and international operations; the financial, legal, and environmental issues affecting business decisions; the use of information and technology in business decision-making; and the part marketing plays in developing, pricing, promoting, and distributing products. CSU, UC

## BUS-115 Business E-Mail and Web-Based Communication

1 unit SC
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A course in how to prepare professional, high-quality e-mail messages and Web-based communications for both internal and external audiences. Students will learn how these tools are used in the workplace and how to use them professionally and effectively. CSU

## BUS-150 Topics in Business

.3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in business to provide a study of current concepts and problems in business and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

## BUS-161 Personal Money Management

3 units SC
- 54 hours lecture per term
- Recommended: BUS 109 or equivalent; eligibility for ENGL 122 or equivalent

An introductory course for planning and managing individual finances and for money management. Topics will include purchasing decisions, sources of credit, personal tax strategies, budgeting, saving, investing in real estate and securities, insuring personal resources and retirement planning. CSU

## BUS-209 International Business

3 units SC
- 54 hours lecture per term
- Recommended: BUS 109 or equivalent; eligibility for ENGL 122 or equivalent

An overview of the theories and practices of modern international businesses. This course examines the key functional areas related to global businesses, including international marketing, finance and management, as well as the political, social, economic and cultural factors that help shape and influence today’s international business environment. Students will be able to get hands-on international business experience through developing a market entry strategy for a local business to enter a particular foreign country or region. CSU

## BUS-240 Business Statistics

3 units SC
- 54 hours lecture/18 hours laboratory per term
- Prerequisite: MATH 120 or equivalent

Business Statistics is an introduction to concepts, methods and models employed in reasoning with numbers and in presenting cogent statistical arguments or solutions. The course introduces students to the organization, analysis and inference-making processes, using sample data to graphically and numerically describe samples. The course details how to estimate confidence intervals, test hypotheses and develop projections for inferential purposes in a variety of contexts and disciplines such as business, social science, biology, economics, and health science. Many different probability distributions are covered: poisson, binomial, normal, student-t, chi-square, F-distribution and others. Estimating simple and multiple regressions and making inference from such analysis is another major theme of this course. Using spreadsheet-based software (such as MS Excel) to compute statistics in large-data applications. CSU, UC (credit limits may apply to UC - see counselor)
BUS-250  Business Communications I
3 units  SC
- 54 hours lecture per term
- Recommended: BUS 101 or equivalent; eligibility for ENGL 122 or equivalent
- Note: Strongly recommended for all business administration, office professional, and management students

A course designed to help students develop the skills necessary to communicate effectively in a professional business environment. The focus will be on communicating clearly, concisely, considerately, and correctly, both orally and in writing. Students will learn to prepare basic business documents, including letters, memos, and short reports and proposals; to use technology to communicate, including email and discussion boards; and to prepare and deliver short oral presentations. The course will also contain an introduction to employment communication, including resumes, application letters, and interview skills. Emphasis throughout the course will be placed on intercultural communication and the ethics of communication. CSU

BUS-255  Business Communications II
3 units  SC
- 54 hours lecture per term
- Recommended: BUS 101 or equivalent; BUS 250 or equivalent; eligibility for ENGL 122 or equivalent

An advanced course designed to help students continue to develop and refine the skills necessary to communicate effectively in a professional business environment. The focus will be on communicating clearly, concisely, considerately, and correctly, both orally and in writing. Students will learn to prepare advanced business documents, including sales letters, proposals, and research reports; to use advanced technology to communicate, including mailing lists, virtual chat rooms, basic Web site development, and audio and video-conferencing equipment; and to prepare and deliver complex multimedia presentations. The course will also contain segments on documenting resources properly; conflict resolution; negotiation techniques; meeting management; and utilizing the Internet for job searching and networking. Emphasis throughout the course will be placed on intercultural communication and the ethics of communication. CSU

BUS-261  Investments
3 units  SC
- 54 hours lecture per term
- Recommended: BUS 109 or equivalent

A comprehensive course that: 1) provides an overview of financial markets and financial assets such as stocks, bonds and mutual funds; 2) develops a basic understanding of how to value different financial assets and select investment opportunities; and 3) improves research and analytical skills for better investment decision making. CSU

BUS-291  Wills, Trusts, and Estate Planning
1.5 units  SC
- 27 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course will provide an introduction to the areas of business law concerned with wills, trusts, and estate planning. Students will learn about living trusts, probate avoidance, joint tenancy, estate taxes, asset control, wills, and power of attorney. In addition, students will learn how to prepare various types of wills for personal use, how to make health-care decisions, and how to create durable powers of attorney. The course will also cover advanced topics such as estate planning and various types of trusts. CSU

BUS-294  Business Law
3 units  SC
- 54 hours lecture per term
- Recommended: BUS 109 or equivalent, eligibility for ENGL 122 or equivalent

Provides a general overview of the specific areas of the legal environment that effect individuals and businesses. Major emphasis on contracts, including the Uniform Commercial Code, Article 2. Other subjects studied may include legal history, civil procedure, constitutional law, torts, intellectual property, cyber law, criminal law, international law, labor and employment law, and agency. CSU, UC

BUS-296  Mediation and Arbitration
3 units  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 118

An introduction to the use and practice of alternative processes for the prevention and resolution of commercial and noncommercial disputes. These processes include conciliation, mediation, arbitration, mini-trial, summary jury trial and other advisory techniques including fact-finding. Topics covered in lectures, simulations, and readings include interviewing and counseling, the roles of lawyers and courts, local and national laws on arbitration and mediation, negotiation, and simulations involving the laws of tort, contract, property, Uniform Commercial Code, and criminal law pertaining to commercial transactions. The course emphasizes the advantages over litigation relative to confidentiality, costs, the preservation of beneficial business relations, and the neutrality of the intermediary in the use of the Alternative Dispute Resolution (ADR) process. CSU

BUS-298  Independent Study
.5-3 units  SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

An opportunity for students to pursue special interests under direction of the faculty. CSU
BUSINESS ACCOUNTING – BUSAC

Possible career opportunities
The accounting certificate prepares students to seek employment or career advancement in public, private and governmental institutions. The coursework provides the basics for an advanced degree that can lead to a career as an account clerk, auditing clerk, accountant, auditor, analyst, tax preparer, cost accountant, financial service representative, and as an insurance agent or representative. Certificate holders can also work as a bookkeeper for accounts receivable, accounts payable, payroll, and general ledger.

Certificate of achievement
General Accounting

Certificate of achievement - General Accounting
This entry-level accounting certificate provides students with basic accounting and computer accounting coursework. Completion of the certificate will enable students to apply for entry-level positions in accounting.

Students are required to obtain a grade of “C” or higher in all required courses. Certificate courses are offered in a combination of day, evening, weekend and online courses. At least 25 percent of the units must be completed at DVC. Requests for course substitution are made to the business administration department chairperson.

Required courses

| Course | Title | Units
|--------|-------|-------|
| BUS 101 | Business English | 3
| BUS 103 | Applied Business Mathematics | 3
| BUSAC 186 | Principles of Accounting I | 4
| BUSAC 187 | Principles of Accounting II | 4
| BUSIM 145 | Business Spreadsheet Applications | 2

plus at least 3 units from:

| Course | Title | Units
|--------|-------|-------|
| BUSAC 182 | Computer Income Tax Preparation - Individuals | 1.5
| BUSAC 185 | QuickBooks Accounting for Business I | 1.5
| BUSAC 188 | Computer Accounting for Business II | 1.5
| BUSAC 190 | Payroll Accounting | 1.5
| BUS 240 | Business Statistics | 3
| BUS 250 | Business Communications I | 3
| COOP 170 | Occupational Work Experience Education | 1-3

Total units required 20

BUSAC-181 Applied Accounting
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: BUS 103 or equivalent; eligibility for ENGL 122 or equivalent
- Note: This course is a recommended primer for the BUSAC 186 “business major” transfer course

A beginning accounting course. Involves a practical approach emphasizing small business applications. Covers the accounting cycle for a service business and a merchandising business. Includes journals and ledgers, financial statements; adjusting, correcting, and closing entries; bank reconciliation; payroll; calculations for interest, discounts, sales, and payroll taxes. Also includes an introduction to the use of a microcomputer as an accounting tool. CSU

BUSAC-182 Computer Income Tax Return Preparation - Individuals
1.5 units SC
- May be repeated once
- 18 hours lecture/9 hours laboratory by arrangement per term
- Recommended: BUSAC 285 or equivalent; eligibility for ENGL 122 or equivalent
- Note: Course may be repeated when software program or online filing system changes.

This is a course that uses a popular tax software program or online filing system to prepare income tax returns for an individual. Topics will include the basic tax formula, filing status, exemptions, dependents and the procedures for creating a taxpayer file and processing income, deductions, credits, capital gains and losses, and business activities to produce a final tax return. CSU

BUSAC-185 QuickBooks Accounting for Business I
1.5 units SC
- May be repeated once
- 18 hours lecture/9 hours laboratory/18 hours laboratory by arrangement per term
- Recommended: Completion of at least one half (1/2) of BUSAC 181 or 186 or equivalent; eligibility for ENGL 122 or equivalent

An introductory course to computer accounting for business. Applies basic accounting knowledge and theory in QuickBooks. Includes sales, invoicing and receivables, payables and purchases, general accounting, financial statements, and end-of-period procedures for a service business. This course builds upon knowledge of bookkeeping principles. CSU

BUSAC-150 Topics in Business Accounting
.3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in Business Accounting to provide a study of current concepts and problems in Business Accounting and related subdivisions. Specific topics will be announced in the schedule of classes. CSU
BUSAC-186 Principles of Accounting I
4 units SC
- 72 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Students seeking an introduction to bookkeeping techniques should register for the Applied Accounting course, BUSAC 181.

A theory and procedures course required for many business administration and accounting majors. Introduction to fundamental financial accounting principles, theory, concepts and procedures as the basis of an information system. Includes the role of financial information in business decisions, basic financial statements and the processes used to prepare these financial statements. CSU, UC

BUSAC-187 Principles of Accounting II
4 units SC
- 72 hours lecture per term
- Prerequisite: BUSAC 186 or equivalent

A second semester theory and procedures course required for many business administration and accounting majors. Emphasis is on fundamental managerial accounting concepts that aid in decision making, performance evaluation, planning and cost control. CSU, UC

BUSAC-188 Computer Accounting for Business II
1.5 units SC
- May be repeated once
- 18 hours lecture/9 hours laboratory/18 hours laboratory by arrangement per term
- Recommended: Completion of BUSAC 185 or equivalent; eligibility for English 122 or equivalent
- Note: Course may be repeated when software program changes.

A second level course in computer accounting for business using a recognized software program. Focus will be on developing skills for creating a set of records and applications for a merchandising business including sales and receivables, payables and purchases, and end of period procedures. Topics will also include payroll and payroll tax reporting and related preparation of employee earnings reports. CSU

BUSAC-189 Payroll Accounting
1.5 units SC
- 27 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course will cover one of the most important accounting functions: payroll. Students will learn how to calculate wages, determine required employer and employee tax deductions, process payroll, and file required reports. The course will also cover employment legislation and tax laws that affect payroll. CSU

BUSAC-282 Intermediate Accounting
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Prerequisite: BUSAC 186 or equivalent
- Recommended: BUSAC 187 or equivalent

An advanced level financial accounting course that reviews and builds on the foundation material presented in Principles of Accounting I. Emphasizes financial accounting concepts and reporting issues in association with financial statement preparation and interpretation. CSU

BUSAC-283 Auditing
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Prerequisite: BUSAC 186 or equivalent
- Recommended: BUSAC 187 or equivalent

This is an intermediate level course on the role and responsibility of Certified Public Accountants in the audit of financial statements. Emphasis will be placed on verification of balance sheets and internal control of accounting systems and cycles. Topics include sampling techniques, auditing standards, professional ethics, legal liability, audit reports, and audit programs. CSU

BUSAC-284 Cost Accounting
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Prerequisite: BUSAC 187 or equivalent

Explores the accountant’s role in the decision making process. Emphasis on the determination, collection and analysis of cost information as it relates to planning and control. Job order costing, process costing, standard costing, other current costing methods, analysis of variances and analysis of cost information are included in this course. CSU

BUSAC-285 Federal Income Taxes—Individuals
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: BUSAC 186 or equivalent; eligibility for ENGL 122

An exploration of the framework of the federal tax system. Application and analysis of the Internal Revenue Code, regulations, rulings and court cases. This course concentrates on federal income tax law for individuals and includes problem solving, perspectives on tax saving, and tax planning techniques. Introduction to tax preparation software is provided. CSU
BUSAC-286 Governmental and Not-For-Profit Accounting
3 units SC
• 54 hours lecture/18 hours laboratory by arrangement per term
• Prerequisite: BUSAC 186 or equivalent
• Recommended: BUSAC 187 or equivalent
A study of accounting, budgeting, fiscal procedures and financial records of governmental agencies and private not-for-profit organizations. CSU

BUSAC-290 Corporate Financial Reporting and Financial Statement Analysis
3 units SC
• 54 hours lecture/18 hours laboratory by arrangement per term
• Prerequisite: BUSAC 282 or equivalent
• Recommended: Eligibility for ENGL 122 or equivalent
This course develops sophisticated users of financial statements by providing an overview of the use of financial accounting information for evaluating past performance and predicting future performance of a company. The focus will be on understanding and analyzing the financial statements of a firm and supporting notes, rather than preparing them. The course also focuses on estimating the value of publicly-traded common stocks using models developed for this purpose. The course teaches the importance of the accounting methods used by the firm and develops a framework to examine the economic environment in which the firm operates to determine its sources of value and the financial and environmental risks that it faces. CSU

Certificate of achievement - Office professional
This certificate program prepares students for entry-level positions in small and large business offices requiring support staff such as receptionists, administrative assistants, and general clerical assistance.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements can only be completed by attending both day and evening classes. Course requirements must be completed within three years of entering the program. At least 25 percent of the units must be completed at DVC. Substitutions will be considered on an individual basis.

Changes occur rapidly in the office information and technology environment; therefore, students should meet with an office professional certificate advisor in the business division to determine elective coursework that will assist them in reaching their personal and professional goals.

required courses

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUS 101</td>
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<td>BUS 103</td>
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<tr>
<td>BUS 250</td>
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<td>BUSAC 181</td>
<td>3</td>
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<td>BUSIM 111</td>
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<td>BUSIM 140</td>
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<td>BUSIM 145</td>
<td>2</td>
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<tr>
<td>BUSIM 211</td>
<td>3</td>
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effective units determined in consultation with certificate advisor 6-9

Total units required 29-32

Certificate participants must also meet established keyboarding and ten-key skill levels.

Keyboarding speed: 50 wpm; 10-Key: 120 kspm

Certificate of accomplishment - Office professional essentials
This certificate of accomplishment provides basic business knowledge and office assistant skills for obtaining entry-level employment in the business office.

To earn a certificate of accomplishment, students must complete the required courses with a “C” grade or higher. Certificate requirements may be completed by attending a combination of day and evening classes.

required courses

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<tr>
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<tbody>
<tr>
<td>BUS 101</td>
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<td>BUS 103</td>
<td>3</td>
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<tr>
<td>BUSIM 110</td>
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Total units required 9
BUSIM-025 ESL Keyboarding
1 unit  P/NP
• May be repeated once
• Non degree applicable
• 18 hours lecture/18 hours laboratory per term
• Note: CELSA recommendation for ESL 076 or higher class; for absolute beginners
A beginning computer keyboarding/word processing course for students who are non-native speakers. Students will learn how to operate the computer keyboard by touch and to use a word processing program for creating basic reports.

BUSIM-075 Business Training Workshops-Level I
.5-1 unit  P/NP
• May be repeated once
• Non degree applicable
• Variable hours
• Recommended: Previous Windows experience
Business training workshops to introduce students to business software applications. Fundamental features of the application programs will be introduced, and students will have an opportunity to apply the features to commonly used business documents, presentations, and/or publications. Topics will change to respond to the demand and interests of the business community.

BUSIM-110 Keyboarding I: Beginning Keyboarding/Introduction to Word Processing
3 units  SC
• 36 hours lecture/18 hours laboratory/54 hours laboratory by arrangement per term
• Recommended: Eligibility for ENGL 116/118 or equivalent
A beginning course in keyboarding using the touch method. Personal use and prevocational emphasis on acquiring basic keyboarding skills and on producing documents (e-mail, reports, letters, tables, memos) using word processing software. Preparation for learning office production skills. CSU

BUSIM-111 Keyboarding II: Intermediate Word Processing and Skill Development
3 units  SC
• 54 hours lecture/54 hours laboratory by arrangement per term
• Recommended: BUS 101 or equivalent and BUSIM 110 or equivalent
• Note: See schedule of classes for current software used.
This course is the second in the sequence of keyboarding/word processing courses offered. Preparation of common business documents using intermediate to advanced level word processing skills is emphasized. Skill building activities are also included to develop speed and accuracy to employability levels. CSU

BUSIM-140 Database Records and Information Management
3 units  SC
• May be repeated once when software is changed or upgraded
• 54 hours lecture/36 hours laboratory by arrangement per term
• Recommended: Eligibility for ENGL 122; keyboarding by touch
Beginning course in database records and information management. Course provides basic records management principles applied to various records systems based on ARMA (Association of Records Manager and Administrators) International rules. Current database software will be used to introduce information management functions. CSU

BUSIM-145 Business Spreadsheet Applications
2 units  SC
• May be repeated once
• 27 hours lecture/27 hours laboratory by arrangement per term
• Recommended: Keyboarding by touch; BUSIM 075E or equivalent; eligibility for ENGL 122
This is a business applications course, which uses a foundation of basic spreadsheet skills to emphasize the solving of business problems using a commercial spreadsheet program. Business oriented cases and problems will be used to present and reinforce procedures for planning, designing, creating, and preparing worksheets. Preparation of business reports, incorporating graphs and database features, and time saving techniques will also be presented. Development of business problem-solving skill is emphasized. Recommended for employment preparation and upgrading of business skills. CSU

BUSIM-155 Topics in Office Technology and Administration
.5-3 units  SC
• May be repeated three times
• Variable hours
A supplemental course designed to provide a study of current technology or techniques in office administration. Specific topics will be announced. CSU

BUSIM-211 Office Procedures and Technology
3 units  SC
• 54 hours lecture/18 hours laboratory by arrangement per term
• Recommended: BUS 101 or equivalent and BUSIM 111 or equivalent (may be taken concurrently); eligibility for ENGL 122 or equivalent
A comprehensive course covering the essentials that office professionals must know to succeed in a professional office environment. Students will study all aspects of administrative office work and complete projects that
simulate common office situations using various software packages, office equipment, and the Internet. Students will learn how to communicate effectively, process financial information, greet customers, handle multiple phone lines, operate standard office equipment, manage files, process mail, make travel arrangements, plan meetings, and use the Internet for business research. CSU

BUSINESS MANAGEMENT – BUSMG

Possible career opportunities
The management studies certificate provides career opportunities as an administrative analyst, office manager, small business owner, operations manager, program coordinator, human resources professional, facilities manager, organizational development specialist, branch manager, or shift supervisor.

Certificates of achievement
Management studies
Small business management

Certificate of achievement - Management studies
This program benefits students preparing to become managers and supervisors, and it is also valuable for persons already holding these positions.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Required courses are available in the evening and during the day.

required courses units
BUSMG 120 Introduction to Management Studies ........ 3
BUSMG 121 Practices and Concepts of Supervision .... 3
BUSMG 131 Gender Issues in Management ................. 3
BUSMG 132 Human Resource Management ............... 3
BUSMG 226 Group Behavior and Leadership ............ 3

Total units required 15

*To substitute courses requires department chairperson approval. Substitutions are limited to 6 units outside the management department.

Possible career opportunities
Upon completion of the small business management certificate, students will have built a foundation of business competencies and management strategies that will enable them to succeed as an entrepreneur, small business owner, partner, manager, or inventor.

Certificate of achievement - Small business management
This program is designed to prepare students for planning, organizing, and operating a business in wholesaling, retailing, and technology or service trade. The main thrust of the program is on managerial decision making under conditions of uncertainty and fierce competition. Courses involve studying case histories of decision-making issues and using business and management games to simulate the complicated interrelationships of various businesses.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements can be completed by attending in the day, the evening, or both.

required courses units
BUS 103 Applied Business Mathematics ................. 3
BUS 109 Introduction to Business .................... 3
BUS 294 Business Law .................................. 3
BUSMG 191 Small Business Management ............. 3
BUSMG 192 Entrepreneurship/Venture Management .... 3
BUSMG 226 Group Behavior and Leadership .......... 3
BUSMK 158 Professional Selling ......................... 3
BUSMK 255 Advertising .................................. 3

plus at least 3 units from:
BUSAC 181 Applied Accounting ........................... 3
BUSAC 186 Principles of Accounting 1 .................... 4

Total units required 27

BUSMG-120 Introduction to Management Studies
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent, BUS 109 or equivalent

This course is designed as an introduction to the skills and applications used in modern management practice. Topics may include foundation of management principles, planning, organizing, staffing, directing, controlling, ethical, and social responsibilities of management. CSU

BUSMG-121 Practices and Concepts of Supervision
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent

This course will provide the student with a real world approach that shows students how management practices and concepts are carried out. Each of the management functions — planning, organizing, influencing, and controlling — will be explained from the standpoint of how each function interrelates to the management process. Student participation includes a variety of management exercises and case study discussions. CSU
BUSMG-131 Gender Issues in Management
3 units LR
- 54 hours lecture per term
- Recommended: BUS 109 or equivalent; eligibility for ENGL 122 or equivalent

An exploration of gender issues in management resulting from the expansion of women’s roles at work during the past decades and the growth of the multicultural workforce. Leadership styles, use of power, mentoring, networking, communicating, team work, discrimination, sexual harassment and family/work balance will be studied in the context of the current diverse workplace. CSU

BUSMG-132 Human Resource Management
3 units SC
- 54 hours lecture per term
- Recommended: BUS 109 or equivalent; eligibility for ENGL 122 or equivalent

A comprehensive study of behavior in organizations, from individual behavior and motivation, to team interaction, to large organizational system issues and practices. The course will explore topics including values, individual and group decision making, leadership and communications, conflict, work design, and organizational culture. CSU

BUSMG-150 Topics in Management Studies
.3-.4 units SC
- May be repeated three times
- Variable hours
- Recommended: BUS 109 or equivalent; eligibility for ENGL 122 or equivalent

A supplemental course in business designed to provide a study of current business problems or activities. CSU

BUSMG-191 Small Business Management
3 units SC
- 54 hours lecture per term
- Recommended: BUS 103; BUS 109; eligibility for ENGL 122

An introductory course intended for students who want to start a new small business, or are already involved in the ongoing management of an existing small business. Small business owners differ from entrepreneurs in that they often keep their businesses small and do not emphasize rapid growth. A small business is independently owned and operated, and is typically not dominant in its field. This course will cover relevant functional areas such as marketing, finance and human resources. It will also cover topics unique to small businesses, including managing a family-owned business, becoming a franchisee, and applying for a Small Business Administration (SBA) loan. Students will get hands-on small business management experience by designing their own small businesses and putting together a business plan. CSU

BUSMG-192 Entrepreneurship and Venture Management
3 units SC
- 54 hours lecture per term
- Recommended: BUS 103, 109 or equivalent; eligibility for ENGL 122 or equivalent

A course designed for students who want to become entrepreneurs and successfully launch new business ventures. Entrepreneurs’ principle objectives are profitability and growth. They differ from other business owners in that they take more risks, and focus on developing innovative strategic practices and products in high tech and other high growth sectors. This course will cover the process of successfully launching, managing and growing an entrepreneurial firm, emphasizing opportunity recognition and feasibility analysis. It will also cover important topics such as developing an effective business model, protecting intellectual property and obtaining venture capital financing. Students will get hands-on entrepreneurial experience by designing and launching their own entrepreneurial venture and developing a business plan. CSU

BUSMG-226 Group Behavior and Leadership
3 units LR
- 54 hours lecture per term
- Recommended: BUS 109 or equivalent; eligibility for ENGL 122 or equivalent

This course will provide theoretical foundations and practical experiences with group behavior and leadership, resulting in increased awareness of the self in groups. The course includes the examination of workforce diversity, motivation, decision-making, and organizational politics. CSU

BUSINESS MARKETING – BUSMK

Possible career opportunities
Students can build a solid foundation in all phases of retailing, merchandising, and management, and are then prepared to work as a salesperson, store manager, merchandiser, account executive, buyer, market researcher, consultant, district manager, or store owner/operator. Some career options may require more than two years of college study.

BUSMK-158 Professional Selling
3 units SC
- 54 hours lecture per term
- Recommended: BUS 109 or equivalent; eligibility for ENGL 122 or equivalent

Theory and practice of personal selling with a focus on relationship marketing and a concentration on the selling process. Emphasis on sales strategies, techniques and settings. Skills development in product knowledge, customer analysis, prospecting, presenting, and closing the sale. Also addresses team sales presentations. CSU
BUSBK-255 Advertising
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
A study of the historical, social, ethical, economic, and regulatory aspects of advertising. The subject evaluates advertising, media, and creative strategies for traditional and electronic markets. Topics include effects of consumer behavior patterns, the client-agency relationship, and the development and evaluation of advertising campaigns. CSU

BUSBK-256 Marketing
3 units SC
- 54 hours lecture per term
- Recommended: BUS 109 or equivalent; eligibility for ENGL 122 or equivalent
Introduction to marketing functions involved in facilitating the exchange of goods and services. Focus on the analysis of markets: assessment of the marketing environment; formulation of marketing strategy; and development of the marketing mix variables of product, price, promotion, and distribution. Ethical issues considered. CSU

BUSBK-257 Applied Advertising and Promotion
3 units SC
- 54 hours lecture per term
- Recommended: BUSMK 255 or equivalent; eligibility for ENGL 122 or equivalent
This course uses advertising and promotional tools for planning and coordinating an integrated promotional campaign. Students will work in a group as an agency with one client to apply course materials to a client business. Groups identify the target audience, set the communications goals, develop the promotional strategies, and evaluate the results. Emphasis is placed upon the efficient use of the client’s resources to accomplish communications goals through an effective promotional program. CSU

BUSBK-298 Independent Study
.5-3 units SC
- May be repeated three times
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered
An opportunity for students to pursue special interests under direction of the faculty. CSU

BUSINESS REAL ESTATE – RE

Possible career opportunities
Real estate professionals may specialize in selling, appraising, inspecting, financing, managing, or leasing apartment, residential, recreational, commercial, and industrial or farm property. They may provide support services in real estate, such as title services, brokers, appraisers, and market analysis.

Real estate professionals must obtain a state license to practice their profession in California.

Once licensed, a professional can serve as an agent, property manager, developer, licensed broker, appraiser, escrow officer, investment specialist, insurance agent, claims adjuster, and estate administrator. Some career options may require more than two years of college study, or continuing education.

Certificate of achievement - Real estate
We offer evening classes for those interested in studying real estate in order to become a better-informed consumer, an investor, or a professional in the field.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. All required courses are available in the evening.

required courses units
select at least 24 units from:
RE 160 Real Estate Principles
RE 161 Legal Aspects of Real Estate
RE 162 Real Estate Appraisal
RE 163 Real Estate Practice
RE 164 Real Estate Finance
RE 165 Real Estate Economics
RE 166 Escrow Procedures
RE 167 Real Estate Property Management
RE 262 Real Estate Appraisal II

Total units required 24

RE-150 Real Estate Sales Training
1-3 units SC
- Variable hours
- Recommended: RE 160 (may be taken concurrently)
Based upon occupational analysis of the real estate salesperson’s job. Emphasizes current case studies and practical problems.
RE-160  Real Estate Principles  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
An introductory course of entry into the real estate profession, for investing in real estate or for a better understanding of transfers of real property. The course covers real and personal property acquisition, ownership, estates in real property, contracts, deeds, financing, taxes, property transfer, agency and other essential topics. It will also assist persons preparing for the real estate salesperson’s license examination, although it is not specifically or solely designed as a pre-licensing course. CSU

RE-161  Legal Aspects of Real Estate  
3 units  SC  
- 54 hours lecture per term  
- Recommended: RE 160 or valid CA RE license or equivalent; eligibility for ENGL 122 or equivalent  
- Note: Applies toward the state educational requirements for brokers license examination  
California law as it pertains to the practice of real estate. CSU

RE-162  Real Estate Appraisal  
3 units  SC  
- 54 hours lecture per term  
- Recommended: RE 160 or valid California real estate license; eligibility for ENGL 122  
- Note: Applies toward the state educational requirements for broker’s license examination  
Basic principles and influences on valuation; techniques of valuation, including the appraisal process; site analysis and depreciation; cost, market, data, and income approaches. Case studies illustrating the techniques and principles. Field work, single-family residential from appraisal report. CSU

RE-163  Real Estate Practice  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Valid real estate license or RE 160; eligibility for ENGL 122  
- Note: Applies toward the state educational requirements for brokers license examination  
A comprehensive presentation of techniques of prospecting, listing, selling, financing, purchase agreements, escrow, exchange, and property management. Subjects are covered primarily on a practical basis and include working knowledge of the practices necessary to be effective in the real estate industry. CSU

RE-164  Real Estate Finance  
3 units  SC  
- 54 hours lecture per term  
- Recommended: RE 160 or equivalent; eligibility for ENGL 122 or equivalent  
- Note: Applies toward the state educational requirements for the sales or broker’s license  
A broad overview of real estate finance including conventional, FHA-VA and non-institutional loans as well as construction, investment, and creative financing. CSU

RE-165  Real Estate Economics  
3 units  SC  
- 54 hours lecture per term;  
- Recommended: RE 160 or valid CA RE license or equivalent  
- Note: Serves to satisfy the license requirements for real estate sales and brokers and also the continuing education requirements of appraisers  
Applying economic concepts and theories to enhance the understanding of the functioning of real estate markets. Special attention to the role of government and other economic sectors in the observed value and returns on residential and commercial real estate will be observed. CSU

RE-166  Escrow Procedures  
3 units  SC  
- 54 hours lecture per term  
- Recommended: RE 160 or valid CA RE license or equivalent; eligibility for ENGL 122 or equivalent  
- Note: Applies toward the state educational requirements for sales and broker’s license examination  
A study of the procedures required to complete a valid escrow in order to close a real estate transaction. Emphasis placed on technical skills, legal aspects, ethical restrictions, interfacing with financing and real estate agents. CSU

RE-167  Real Estate Property Management  
3 units  SC  
- 54 hours lecture per term  
- Recommended: RE 160 or equivalent; eligibility for ENGL 122 or equivalent  
This course focuses primarily on managing residential and apartment properties. It also contains information on commercial and business properties. Relevant topics include: acquisition, financing, maintenance, taxes, insurance, furnishings, and tenant relations. CSU

RE-201  Advanced Real Estate Studies  
3-4 units  SC  
- May be repeated three times  
- Variable hours  
A supplemental course in real estate designed to provide a study of current real estate problems or activities. Specific topics to be announced. CSU
RE-262  Real Estate Appraisal II
3 units  SC
• 54 hours lecture per term
• Recommended: RE 160 and RE 162 or valid CA RE license or equivalent
• Note: Applies toward the broker’s license requirements and the continuing education of appraisers, sales and broker’s licenses
A careful study of the narrative appraisal report, the different approaches to appraisal including the market data approach, cost approach, gross income estimate, capitalization rates, building residual techniques, as used in the appraisal of commercial real estate. Advanced study in appraisal and valuation techniques with emphasis on income, commercial, and industrial properties. Prepare case testimony for governmental agencies. CSU

CARER-120  Career Assessment
1 unit  P/NP
• 18 hours lecture per term
• Note: Testing fee required. Not intended for students who have completed CARER 110.
This course is designed to promote self-awareness through the administration of career assessments, discussion and interpretation of interests, aptitude, personality and values assessments. Various career assessment inventories will be used as a starting point in the career exploration process. Recommended for people changing careers and/or re-entering the workforce. CSU

CARER-130  Career and Major Exploration
1 unit  P/NP
• 18 hours lecture per term
• Recommended: CARER 120 or equivalent
• Formerly CARER 160
This course is designed for students who are undecided about their career and/or educational goals. It includes an introduction to the basic career planning process and computerized information systems that aid in the research of occupational and college major options. CSU

CARER-140  Job Search Strategies
1 unit  P/NP
• 18 hours lecture per term
This course prepares students for the employment search process including identification of goals and job skills, how to complete an application, traditional and electronic cover letters and resumes, interviewing techniques, job market research and overview of employee and employer rights. Students will identify and discuss the employability skills most commonly sought by employers. CSU

CARER-150  Topics in Careers
.3-4 units  SC
• May be repeated three times
• Variable hours
This course is designed to address topics in career and job search related subjects. Specific topics will be announced in the schedule of classes. CSU

CARER-170  Career Transitions
1 unit  P/NP
• 18 hours lecture per term
This course provides a theoretical and practical basis for the student to define and plan individual career/life goals. Lecture and discussions will analyze the processes involved in making informed career decisions as well as effective strategies for determining career goals. Students will also identify and discuss the employability skills most commonly sought by employers. CSU
Possible career opportunities
Chemists identify and solve problems by applying logic, scientific thinking, and knowledge of natural laws. Chemistry majors work in educational settings and in government, non-profit charities, or research foundations. Chemists work in manufacturing companies, cosmetic companies, environmental assessment firms, medical laboratories, petroleum companies and pharmaceutical companies. They also can become health administrators, and physicians (all specialties). Many careers require more than two years of college study.

CHEM-106  Chemistry for Non-Science Majors
4 units    SC
• 72 hours lecture/36 hours laboratory per term
• Prerequisite: MATH 110 or one year of high school algebra or appropriate placement through the assessment process.
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: This is not a preparatory course for other chemistry courses.

This course is designed to develop scientific literacy for non-science majors and to meet the General Education requirement for physical science with lab. The course places chemistry concepts in a practical context using qualitative and quantitative examples that are encountered in everyday life. Laboratory exercises include hands-on experiments related to concepts covered in lecture. CSU, UC (credit limits may apply to UC - see counselor)

CHEM-108  Introductory Chemistry
4 units    SC
• 72 hours lecture/36 hours laboratory per term
• Prerequisite: MATH 110 or one year of high school algebra or appropriate placement through the assessment process.
• Recommended: Eligibility for ENGL 122 or equivalent

This course is an introduction to the experimental science of chemistry. Using mathematical word problems and chemical terms, the student will have an overview of inorganic chemistry that could be used to continue to General Chemistry or to complete the sequence of chemistry courses designed for nursing and dental hygiene (with CHEM 109). This course is appropriate for those that have no high school chemistry experience. CSU, UC (credit limits may apply to UC - see counselor)

CHEM-109  Introduction to Organic and Biochemistry
4 units    SC
• 72 hours lecture/36 hours laboratory per term
• Prerequisite: CHEM 108 or CHEM 120 or high school chemistry or equivalent

Chemistry 109 provides a focused introduction to the chemistry of living things. Organic Chemistry (the study of carbon compounds) is linked to biochemistry (the chemical basis of life) through the relationship of molecular structure and function. The Chemistry 108 and 109 sequence is designed to meet the needs of programs such as dental hygiene and nursing. CSU, UC (credit limits may apply to UC - see counselor)

CHEM-119  Chemistry 120 Supplemental Workshop
1 unit    P/NP
• 36 hours lecture/18 hours laboratory by arrangement per term
• Prerequisite: Concurrent enrollment in CHEM 120

This course is intended to enhance students' abilities to achieve their full potential in CHEM 120. Selected subject matter from CHEM 120 will be examined in the context of activities intended to solidify concepts and expand such skills as problem solving, learning how to learn chemistry, using resources, and working as a team. Activities will be predominantly collaborative. CSU

CHEM-120  General College Chemistry I
5 units    LR
• 90 hours lecture/72 hours laboratory per term
• Prerequisite: CHEM 108 or equivalent chemistry skill level demonstrated through Chemistry Diagnostic Test or equivalent; MATH 120 or appropriate placement through math assessment process or equivalent
• Recommended: Eligibility for ENGL122 or equivalent
• Note: Calculator used in this course

An introduction to the fundamentals of chemistry including the topics: atomic theory, chemical reactions, bonding, structure, stoichiometry, gases, solutions, redox, thermodynamics, equilibrium, and acid-base chemistry. CSU, UC

CHEM-121  General College Chemistry II
5 units    LR
• 90 hours lecture/72 hours laboratory per term
• Prerequisite: CHEM 120 or equivalent

This course is a continuation of CHEM 120, General College Chemistry I. Subject matter includes: buffers, titration curves, solubility products, thermodynamics, electrochemistry, kinetics, molecular orbital theory, coordination complexes, nuclear chemistry, organic chemistry, spectroscopy, quantitative experiments, and qualitative analysis. CSU, UC
CHEM-150  Topics in Chemistry  
.3-4 units SC  
* Variable hours
A supplemental course in chemistry to provide a study of current concepts and problems in Chemistry. Specific topics will be announced in the schedule of classes. CSU

CHEM-226  Organic Chemistry I  
5 units LR  
* 90 hours lecture/72 hours laboratory per term  
* Prerequisite: CHEM 121 or equivalent
This course is the first semester of a two semester sequence (CHEM 226-227) that covers structure and bonding, stereochemistry, conformational analysis, reaction mechanisms, and the nomenclature, physical properties, and reactions of various classes of organic compounds (alkanes, alkenes, alkynes, aromatics, alkyl halides, alcohols, and ethers). Basic organic laboratory techniques are introduced and used in syntheses or other projects. Chemical safety, information retrieval and good lab practices are emphasized. A variety of laboratory instrumentation skills are developed including operation and analysis using GC, IR and UV-Visible spectroscopy. CSU, UC

CHEM-227  General Organic Chemistry II  
5 units LR  
* 90 hours lecture/72 hours laboratory per term  
* Prerequisite: CHEM 226 or equivalent
A continuation of Chemistry 226, this second semester course covers spectroscopy, additional reaction mechanisms, the nomenclature, physical properties, and reactions of other basic classes of compounds (organometallics, aldehydes, ketones, carboxylic acids and their derivatives, and amines). The nature and reactions of multifunctional compounds, and the structure and reactions of biochemical molecules (carbohydrates, lipids, amino acids, proteins and nucleic acids) are also discussed. Laboratory work includes hands-on spectroscopic techniques (i.e. NMR, IR), qualitative organic analysis, more advance projects involving synthesis, and a library research project using university-level chemical literature resources. CSU, UC

CHEM-298  Independent Study  
.5-3 units SC  
* May be repeated three times  
* Variable hours  
* Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered
An opportunity for advanced students to pursue special interests under the direction of the faculty. CSU

CHINESE – CHIN

Students with prior foreign language instruction should check with a language teacher regarding their proper placement in foreign language courses. The following system is generally used to determine the appropriate term of college work based on high school language: two years equal one college term; three years equal two college terms; four years equal three college terms.

Applied and Fine Arts Division  
Michael Almaguer, Dean  
Humanities Building 112  
925-685-1230 ext. 2312

Possible career opportunities
The study of Chinese can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, teaching, professional translating, journalism, and all levels of education, including university teaching. Most foreign language careers require more than two years of study.

Certificate of achievement
Mandarin Chinese

Certificate of achievement - Mandarin Chinese
This certificate of achievement was created to give students the opportunity to show potential employers in this country and in other countries that the student has completed a certain number of courses in Chinese and prepares students with an intermediate to advanced knowledge of Chinese and familiarizes them with the culture of China and other Chinese-speaking countries.

This certificate of achievement provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 15 to 20 units from the following list of courses. Each course used to meet a certificate requirement must be completed with a grade of “C” grade or higher.

complete a minimum of 15 units from the following list of courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHIN 120</td>
<td>5</td>
<td>First Term Mandarin Chinese</td>
</tr>
<tr>
<td>CHIN 121</td>
<td>5</td>
<td>Second Term Mandarin Chinese</td>
</tr>
<tr>
<td>CHIN 220</td>
<td>5</td>
<td>Third Term Mandarin Chinese</td>
</tr>
<tr>
<td>CHIN 221</td>
<td>5</td>
<td>Fourth Term Mandarin Chinese</td>
</tr>
</tbody>
</table>

Total units required 15
ChiN-120 First-Term Mandarin Chinese
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
This beginning Chinese course emphasizes pronunciation drill, sentence pattern analysis and development of language skills in listening, speaking, reading, and writing. Character reading and writing are introduced. Cultural material and information are used extensively in this course. CSU, UC

ChiN-121 Second-Term Mandarin Chinese
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: CHIN 120 or equivalent
A continuation of CHIN 120 for verbal and written purposes. Use of original Chinese characters is introduced at the sentence and the paragraph level. Students will be familiarized with both simplified and original writing systems. Cultural topics may include education, family, and daily life. Writing skills will be emphasized. The proficiency level should develop to a basic survival level. CSU, UC

ChiN-150 Topics in Chinese
.3-.4 units SC
- May be repeated three times
- Variable hours
A supplemental course in Chinese to provide a study of current concepts and problems in Chinese and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ChiN-220 Third-Term Mandarin Chinese
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: CHIN 121 or equivalent
This is a third term intermediate course, the continuation of CHIN 121, with a review of grammar. The student will develop fluency in understanding, speaking, reading and writing Chinese. The uses of the six basic functional components of the Chinese sentence are expanded and new vocabulary and idiomatic expressions are introduced. Selected readings about Chinese culture and literature will be explored. This course is taught entirely in original Chinese characters, and students may use either Chinese written system to develop their knowledge and ability. CSU, UC

ChiN-221 Fourth-Term Mandarin Chinese
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: CHIN 220 or equivalent
This course is the continuation of CHIN 220 to develop fluency in all aspects of the Chinese language with particular attention to literary forms as reflected in the contemporary Chinese world. This course reviews grammar and develops reading and writing skills in Chinese. Passages from Chinese literature and readings about Chinese culture will be studied. Computer skills in Chinese will be introduced. CSU, UC

ChiN-298 Independent Study
.5-.3 units SC
- May be repeated three times
- Variable hours
- Note: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered
An opportunity for advanced students to study special interests under the direction of faculty. CSU

COLLOQUIA – COLQY

Social Sciences Division
Lyn Krause, Dean
Faculty Office 134
925-685-1230 ext. 2518

COLQY-120 Colloquia
.5-.3 units SC
- May be repeated three times
- Variable hours
A colloquium is a discussion group of students who meet with an instructor over the period of a term to consider ideas of continuing importance or a basic document of enduring significance. The purpose is to stimulate serious thought through discussion and analysis. The schedule of classes and student transcript will indicate the general subject matter of each colloquium offered. CSU
**COMPUTER INFORMATION SYSTEMS – CIS**

San Ramon Campus Division  
Julie Walters, Interim Dean  
925-866-1822 ext. 5103

**Associate in science**  
Computer information systems

**Certificates of achievement**  
Core  
Web technology  
Web graphics  
Database management  
Project management

**Certificates of accomplishment**  
Web technology  
Web graphics  
Database management  
Project management

**Associate in science - Computer information systems**

The computer information systems associate in science program prepares the student for jobs in business and government as information technologies and management workers. Principal areas of study are computer software applications, internet technologies, database systems, project management systems and basic network principles. These CIS courses prepare students for a career path in computer information systems and technologies. These courses teach terminology and provide hands-on laboratory experience with operating and network systems and stand alone and internet-based applications.

In order to obtain an associate in science degree, students must complete the courses required for the core certificate of achievement and a minimum of one area of technical specialization, and complete all graduation requirements as listed in the Diablo Valley College catalog. To earn a degree, students must complete each course used to meet a major requirement with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the major. Other electives and course substitutions not listed below are possible with department chairperson approval.

**major requirements**

<table>
<thead>
<tr>
<th>units</th>
<th>core courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>plus a minimum of 2 units from:</td>
</tr>
<tr>
<td></td>
<td>CIS 100 Microsoft Windows - Comprehensive ........................................... 2</td>
</tr>
<tr>
<td></td>
<td>CIS 101 Apple Mac Operating System ................................................................ 2</td>
</tr>
<tr>
<td>12</td>
<td>plus a minimum of 4 units from:</td>
</tr>
<tr>
<td></td>
<td>CIS 117 Microsoft Access - Comprehensive .................................................. 2</td>
</tr>
<tr>
<td></td>
<td>CIS 119 Microsoft Outlook - Comprehensive .................................................. 2</td>
</tr>
<tr>
<td></td>
<td>COMSC 138 Using Visual Basic for Applications ............................................ 2</td>
</tr>
<tr>
<td>18</td>
<td>Choose one of the following four technical specialization areas:</td>
</tr>
<tr>
<td></td>
<td>web technology - required courses</td>
</tr>
<tr>
<td></td>
<td>CIS 105 Introduction to Web Design ................................................................ 2</td>
</tr>
<tr>
<td></td>
<td>CIS 106 Adobe Dreamweaver - Comprehensive ................................................ 2</td>
</tr>
<tr>
<td></td>
<td>CIS 107 Web Database with Dreamweaver ....................................................... 2</td>
</tr>
<tr>
<td></td>
<td>web technology - recommended electives</td>
</tr>
<tr>
<td></td>
<td>CIS 117 Microsoft Access - Comprehensive .................................................. 2</td>
</tr>
<tr>
<td></td>
<td>CIS 160 Introduction to MySQL ....................................................................... 2</td>
</tr>
<tr>
<td></td>
<td>COMSC 095 WWW Publishing with HTML ............................................................ 1</td>
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<tr>
<td>12</td>
<td>web graphics - required courses</td>
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<tr>
<td></td>
<td>CIS 130 Adobe Photoshop Elements .................................................................. 2</td>
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<tr>
<td></td>
<td>CIS 131 Adobe Flash - Comprehensive ................................................................ 2</td>
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<tr>
<td></td>
<td>CIS 132 Adobe Premiere Elements - Comprehensive ......................................... 2</td>
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<tr>
<td>18</td>
<td>database management - required courses</td>
</tr>
<tr>
<td></td>
<td>CIS 107 Web Database with Dreamweaver ....................................................... 2</td>
</tr>
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<td></td>
<td>CIS 117 Microsoft Access - Comprehensive .................................................. 2</td>
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<td></td>
<td>CIS 160 Introduction to MySQL ....................................................................... 2</td>
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<tr>
<td>18</td>
<td>database management - recommended electives</td>
</tr>
<tr>
<td></td>
<td>CNT 134 Microsoft Internet Security and Acceleration (ISA) Server .................. 3</td>
</tr>
<tr>
<td></td>
<td>CNT 135 Programming a Microsoft SQL Server Database ................................... 3</td>
</tr>
<tr>
<td>18</td>
<td>project management - required courses</td>
</tr>
<tr>
<td></td>
<td>CIS 180 Introduction to Project Management/ CAPM Prep ................................ 3</td>
</tr>
<tr>
<td></td>
<td>CIS 181 Project Management Fundamentals/ PMI PMP Prep ................................ 3</td>
</tr>
<tr>
<td>18</td>
<td>project management - recommended electives</td>
</tr>
<tr>
<td></td>
<td>CIS 185 Microsoft Project ............................................................................... 2</td>
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<tr>
<td></td>
<td>CIS 186 Microsoft Visio .................................................................................. 2</td>
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**Total units for major** 18

**Core courses units subtotal** 12
### Certificate of achievement - computer information systems - core

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS 115 Microsoft Word - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 116 Microsoft Excel - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 118 Microsoft PowerPoint - Comprehensive</td>
<td>2</td>
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</tbody>
</table>

**Plus a minimum of 2 units from:**

<table>
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<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CIS 100 Microsoft Windows - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101 Apple Mac Operating System</td>
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</tbody>
</table>

### Certificate of achievement - computer information systems - web technology

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>CIS 105 Introduction to Web Design</td>
<td>2</td>
</tr>
<tr>
<td>CIS 106 Adobe Dreamweaver - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 107 Web Database with Dreamweaver</td>
<td>2</td>
</tr>
<tr>
<td>CIS 115 Microsoft Word - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 116 Microsoft Excel - Comprehensive</td>
<td>2</td>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CIS 117 Microsoft Access - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 119 Microsoft Outlook - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>COMSC 138 Using Visual Basic for Applications</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total units for the certificate:** 12

### Certificate of achievement - computer information systems - database management

<table>
<thead>
<tr>
<th>Required Courses</th>
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</thead>
<tbody>
<tr>
<td>CIS 107 Web Database with Dreamweaver</td>
<td>2</td>
</tr>
<tr>
<td>CIS 115 Microsoft Word - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 116 Microsoft Excel - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 117 Microsoft Access - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 118 Microsoft PowerPoint - Comprehensive</td>
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<tbody>
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**Plus a minimum of 4 units from:**

<table>
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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CIS 117 Microsoft Access - Comprehensive</td>
<td>2</td>
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<td>2</td>
</tr>
<tr>
<td>COMSC 138 Using Visual Basic for Applications</td>
<td>2</td>
</tr>
</tbody>
</table>

**Certificate of achievement units:** 18

### Certificate of achievement - computer information systems - project management

<table>
<thead>
<tr>
<th>Required Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CIS 115 Microsoft Word - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 116 Microsoft Excel - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 118 Microsoft PowerPoint - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 180 Introduction to Project Management/PMI PMP Prep</td>
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</tbody>
</table>

**Plus a minimum of 2 units from:**

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<tbody>
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### Certificate of achievement - computer information systems - web graphics

<table>
<thead>
<tr>
<th>Required Courses</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CIS 115 Microsoft Word - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 116 Microsoft Excel - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 118 Microsoft PowerPoint - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 130 Adobe Photoshop Elements</td>
<td>2</td>
</tr>
<tr>
<td>CIS 131 Adobe Flash - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 132 Adobe Premiere Elements - Comprehensive</td>
<td>2</td>
</tr>
</tbody>
</table>

**Plus a minimum of 2 units from:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100 Microsoft Windows - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101 Apple Mac Operating System</td>
<td>2</td>
</tr>
</tbody>
</table>
plus a minimum of 4 units from:
CIS 117  Microsoft Access - Comprehensive .................. 2
CIS 119  Microsoft Outlook - Comprehensive .................. 2
COMSC 138 Using Visual Basic for Applications .................. 2
Certificate of achievement units 18

project management - recommended electives
CIS 185  Microsoft Project ............................................. 2
CIS 186  Microsoft Visio ................................................. 2

Certificate of accomplishment - Computer information systems - project management
required courses units
CIS 180  Introduction to Project Management/ CAPM Prep .......................................................... 3
CIS 181  Project Management Fundamentals/ PMI PMP Prep .................................................. 3
Certificate of accomplishment units 6

project management - recommended electives
CIS 185  Microsoft Project ............................................. 2
CIS 186  Microsoft Visio ................................................. 2

CIS-050  Topics in Current Operating Systems
.3-2 units SC
• May be repeated three times
• Non degree applicable
• Variable hours
A supplemental course in CIS to provide a study and application of current techniques in computer operating systems. Specific topics will be announced in the schedule of classes.

CIS-051  Topics in Word Processing Applications
.3-2 units SC
• May be repeated three times
• Non degree applicable
• Variable hours
A supplemental course in CIS to provide a study and application of current techniques in word processing applications. Specific topics will be announced in the schedule of classes.

CIS-052  Topics in Spreadsheets and Financial Applications
.3-2 units SC
• May be repeated three times
• Non degree applicable
• Variable hours
A supplemental course in CIS to provide a study and application of current techniques in spreadsheets and financial applications. Specific topics will be announced in the schedule of classes.

CIS-053  Topics in Graphics and Presentation Applications
.3-2 units SC
• May be repeated three times
• Non degree applicable
• Variable hours
A supplemental course in CIS to provide a study and application of current techniques in graphics and presentation applications. Specific topics will be announced in the schedule of classes.
CIS-054  Topics in Database Applications  
.3-2 units  SC  
- May be repeated three times  
- Non degree applicable  
- Variable hours  
A supplemental course in CIS to provide a study and application of current techniques in database applications. Specific topics will be announced in the schedule of classes.

CIS-055  Topics in Internet and Web Design  
.3-2 units  SC  
- May be repeated three times  
- Non degree applicable  
- Variable hours  
A supplemental course in CIS to provide a study and application of current techniques in Internet and web design. Specific topics will be announced in the schedule of classes.

CIS-099  Special Topics in Software Applications  
.75-2 units  SC  
- May be repeated three times  
- Non degree applicable  
- Variable hours  
A supplemental course in CIS to provide a study of current concepts and techniques in computer software applications. Specific topics will be announced in the schedule of classes.

CIS-100  Microsoft Windows – Comprehensive  
2 units  SC  
- May be repeated once  
- 36 hours lecture/18 hours laboratory per term  
This course teaches the functions of Microsoft Windows Operating System (OS). It prepares students to use the various local and network functions of the current Windows OS. No previous computer experience is required. CSU

CIS-101  Apple Mac Operating System  
2 units  SC  
- May be repeated once  
- 36 hours lecture/18 hours laboratory per term  
This course teaches the functions of the Apple Mac Operating System, including the graphical user interface, file and folder management, system preferences, and networking. No previous computer experience is required. CSU

CIS-105  Introduction to Web Design  
2 units  SC  
- May be repeated once  
- 36 hours lecture/18 hours laboratory per term  
- Recommended: CIS 100 or CIS 101 or equivalent  
This course introduces students to the web development cycle. This process is used to create, organize, and maintain web sites that are easy to use and understand. Emphasis is placed on navigation, organization, presentation, and maintenance of web sites. No previous web design experience is required. CSU

CIS-106  Adobe Dreamweaver – Comprehensive  
2 units  SC  
- May be repeated once  
- 36 hours lecture/18 hours laboratory per term  
- Recommended: CIS 100 or CIS 101 or equivalent  
This course is for students who want to learn the comprehensive functions of Adobe Dreamweaver. This program, which is part of the Adobe Creative Suite, is a web authoring and web animation software that is used industry wide. This course is for students who want a deeper understanding of the program. No previous experience with this software is required. CSU

CIS-107  Web Database with Dreamweaver  
2 units  SC  
- May be repeated once  
- 36 hours lecture/18 hours laboratory per term  
- Recommended: CIS 100 or CIS 101 or equivalent  
This course will enable students to use Dreamweaver to develop database-driven web pages. Students will learn basic database concept and use Dreamweaver's server behaviors to connect to a database and display and manipulate database content over the web. CSU

CIS-115  Microsoft Word – Comprehensive  
2 units  SC  
- May be repeated once  
- 36 hours lecture/18 hours laboratory per term  
- Recommended: CIS 100 or CIS 101 or equivalent  
This course is for students who want to learn the comprehensive functions of Microsoft Word, a powerful word processing program which is part of the Microsoft Office Suite. This course prepares students for Microsoft certification testing but is also useful for students who want a deeper understanding of the program. No previous experience with this software is required. CSU

CIS-116  Microsoft Excel – Comprehensive  
2 units  SC  
- May be repeated once  
- 36 hours lecture/18 hours laboratory per term  
- Recommended: CIS 100 or CIS 101 or equivalent  
This course is for students who want to learn the comprehensive functions of Microsoft Excel, a powerful spreadsheet program which is part of the Microsoft Office Suite. This course prepares students for Microsoft certification testing but is also useful for students who want a deeper understanding of the program. No previous experience with this software is required. CSU
CiS-117  Microsoft Access – Comprehensive
2 units  SC
• May be repeated once
• 36 hours lecture/18 hours laboratory per term
• Recommended: CIS 100 or CIS 101 or equivalent

This course is for students who want to learn the comprehensive functions of Microsoft Access, a powerful database program which is part of the Microsoft Office Suite. This course prepares students for Microsoft certification testing but is also useful for students who want a deeper understanding of the program. No previous experience with this software is required. CSU

CiS-118  Microsoft PowerPoint – Comprehensive
2 units  SC
• May be repeated once
• 36 hours lecture/18 hours laboratory per term
• Recommended: CIS 100 or CIS 101 or equivalent

This course is for students who want to learn the comprehensive functions of Microsoft PowerPoint, a powerful presentation program which is part of the Microsoft Office Suite. This course prepares students for Microsoft certification testing but is also useful for students who want a deeper understanding of the program. No previous experience with this software is required. CSU

CiS-119  Microsoft Outlook – Comprehensive
2 units  SC
• May be repeated once
• 36 hours lecture/18 hours laboratory per term
• Recommended: CIS 100 or CIS 101 or equivalent

This course is for students who want to learn the comprehensive functions of Microsoft Outlook, a powerful email and personal information manager program which is part of the Microsoft Office Suite. This course prepares students for Microsoft certification testing but is also useful for students who want a deeper understanding of the program. No previous experience with this software is required. CSU

CiS-130  Adobe Photoshop Elements
2 units  SC
• May be repeated once
• 36 hours lecture/18 hours laboratory per term
• Recommended: CIS 100 or CIS 101 or equivalent

This course helps students to develop proficiency in Adobe Photoshop Elements, cover acquiring, organizing, fixing, enhancing and sharing images. CSU

CiS-131  Adobe Flash – Comprehensive
2 units  SC
• May be repeated once
• 36 hours lecture/18 hours laboratory per term
• Recommended: CIS 100 or CIS 101 or equivalent

This course is for students who want to learn the comprehensive functions and have a deeper understanding of Adobe Flash. This program, which is part of the Adobe Creative Suite, is a web authoring and web animation software that is used industry wide. No previous experience with this software is required. CSU

CiS-132  Adobe Premiere Elements – Comprehensive
2 units  SC
• May be repeated once
• 36 hours lecture/18 hours laboratory per term
• Recommended: CIS 100 or CIS 101 or equivalent

This course will allow students to gain proficiency in Adobe Premiere Elements, covering video acquisition, editing, titling, web and DVD authoring. CSU

CiS-133  Using Camtasia
1 unit  SC
• May be repeated once
• 18 hours lecture/18 hours laboratory per term
• Recommended: CIS 100 or CIS 101 or equivalent

A course on using Camtasia Studio to create training presentations and demonstrations. Students will learn screen capturing, editing, and production of final video for online and other digital media. CSU

CiS-134  Using Apple iLife
2 units  SC
• May be repeated once
• 36 hours lecture/18 hours laboratory per term
• Recommended: CIS 100 or CIS 101 or equivalent

An introduction to Apple's iLife to create, organize, view and publish digital content, such as pictures, movies, music, and web pages. The course will cover iPhoto, iMovie, iWeb, GarageBand, and iDVD. CSU

CiS-135  Podcasting
1 unit  SC
• May be repeated once
• 18 hours lecture/18 hours laboratory per term
• Recommended: CIS 100 or CIS 101 or equivalent

A course on creating and syndicating digital media over the internet. It covers the tools to create digital media and the techniques to promote them on the Internet. CSU

CiS-150  Topics in Computer Information Systems
.75-4 units  SC
• Variable hours

A supplemental course in Computer Information Systems to provide a study of current concepts and problems. Specific topics will be announced in the schedule of classes. CSU
**CIS-160  Introduction to MySql**

2 units  SC
- **May be repeated once**
- **36 hours lecture/18 hours laboratory per term**
- **Recommended:** CIS 100 or CIS 101 or equivalent

This course introduces students to the MySql database program, which is used to create, organize, and maintain dynamic web sites. Emphasis is placed on table creation, queries, and database management. CSU

**CIS-180  Introduction to Project Management/ CAPM Prep**

3 units  SC
- **54 hours lecture per term**

This course is an introductory course on formal professional project management. It will also prepare the student to take the internationally recognized Project Management Institute (PMI) Certified Associate in Project Management (CAPM) certification exam. Earning a CAPM certification demonstrates that an individual possesses the skills required to manage projects and deliver products. Students will gain a solid knowledge of the processes of project management. The CAPM certification is recognized by nearly every industry in over 120 countries around the world. This course requires no previous experience with project management. CSU

**CIS-181  Project Management Fundamentals/ PMI PMP Prep**

3 units  SC
- **54 hours lecture per term**
- **Recommended:** CIS 180 or equivalent

This course is an intermediate course on formal professional project management. This course prepares the student to take the internationally recognized Project Management Institute (PMI) Project Management Professional (PMP) certification exam. Earning a PMP certification demonstrates that the student has acquired the skills to manage projects, deliver products and has a solid knowledge of PMP fundamentals. CSU

**CIS-185  Microsoft Project**

2 units  SC
- **May be repeated once**
- **36 hours lecture/18 hours laboratory per term**
- **Recommended:** CIS 100 or CIS 101 or equivalent

This course introduces the basic features and tools of Microsoft Project, including the following: creating a task list, setting up and assigning resources, tracking progress on tasks, organizing and formatting project details, publishing project information, sharing project information with other programs, tracking project progress, and consolidating projects and resources. CSU

**CIS-186  Microsoft Visio**

2 units  SC
- **May be repeated once**
- **36 hours lecture/18 hours laboratory per term**
- **Recommended:** CIS 100 or CIS 101 or equivalent

Students will learn to use Microsoft Visio to create diagrams and flowcharts, including designing, creating, saving, and printing new Visio documents. CSU

**COMPUTER NETWORK TECHNOLOGY – CNT**

These CNT courses prepare students for a career path in computer network technologies. These courses teach terminology and provide hands-on laboratory experience with operating systems and network devices. These courses begin to prepare the student for popular vendor certifications such as MCSE, MCSA, MSDBA, CCNA, CCNP, CCDA, CCDP, and copper/fiber cabling to name a few.

Math and Computer Sciences Division
Rachel Westlake, Dean
Physical Science Building 263
925-685-1230 ext. 2359

Possible career opportunities
The job titles of people employed in computer networking include: systems administrator, network administrator, network engineer, database administrator, LAN specialist and network designer.

**Associate in science degree**
Microsoft Windows system administration

**Certificate of achievement**
Microsoft Windows system administration

**Associate in science degree - Microsoft Windows systems administration**
The associate degree in computer networking - Microsoft Windows systems administration prepares a student for a career in Information Technology while enabling the student to earn an associate in science degree. The degree offers students a broad general education while integrating an in-depth study of networking with Microsoft products. Students who intend to transfer to a four-year program should consult with a counselor regarding other course requirements. To earn a degree, students must complete each course used to meet a major requirement with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework for the major and complete all gradu-
Computer network technology

Certification requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.

major requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 250 Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>CNT 105 Computer Networking Software/Hardware</td>
<td>3</td>
</tr>
<tr>
<td>CNT 114 Microsoft Windows Operating System Essentials/Administration</td>
<td>3</td>
</tr>
<tr>
<td>CNT 117 Implementing Microsoft Windows Directory Services</td>
<td>3</td>
</tr>
<tr>
<td>CNT 118 Implementing a Microsoft Windows Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>CNT 223 Designing a Secure Microsoft Windows Network</td>
<td>3</td>
</tr>
<tr>
<td>COMTC 110B Introduction to Computer Hardware/Software</td>
<td>4</td>
</tr>
<tr>
<td>COMTC 118 Introduction to Operating Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

plus at least 6 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 131 Administering a Microsoft SQL Database...</td>
<td>3</td>
</tr>
<tr>
<td>CNT 134 Microsoft Internet Security and Acceleration (ISA) Server</td>
<td>3</td>
</tr>
<tr>
<td>CNT 138 Implementing and Managing Microsoft Exchange Server</td>
<td>3</td>
</tr>
</tbody>
</table>

Total required units 32

Certificate of achievement - Microsoft Windows systems administration

The Microsoft Windows systems administration program is designed to fully prepare students to install, configure and administer Microsoft products. The program focuses on Microsoft, but also includes support courses that are not vendor specific and better prepare the student to work in the field. Completion of the program helps to prepare students to take and pass the Microsoft series of certification exams. You will need to complete a separate testing process administered by Microsoft that generally requires payment of fees to receive the certification as a Microsoft Certified Systems Engineer (MCSE).

This curriculum provides preparation for a career in computer systems administration. These jobs go by a variety of titles such as: systems administrator, network administrator, network engineer, database administrator and LAN specialist. This program would be an excellent choice for a student interested in a career with any of those job titles. To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the certificate.

required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 250 Business Communications I</td>
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<tr>
<td>CNT 105 Computer Networking Hardware/Software</td>
<td>3</td>
</tr>
<tr>
<td>CNT 114 Microsoft Windows Operating System Essentials/Administration</td>
<td>3</td>
</tr>
<tr>
<td>CNT 117 Implementing Microsoft Windows Directory Services</td>
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<td>CNT 223 Designing a Secure Microsoft Windows Network</td>
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<td>COMTC 118 Introduction to Operating Systems</td>
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<tr>
<td>CNT 131 Administering a Microsoft SQL Database...</td>
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<tr>
<td>CNT 134 Microsoft Internet Security and Acceleration (ISA) Server</td>
<td>3</td>
</tr>
<tr>
<td>CNT 138 Implementing and Managing Microsoft Exchange Server</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units for the major 32
Computer network technology

ing Windows networks. This is an introductory course designed to provide knowledge of user accounts, groups and group scopes, permissions, security, Active Directory terminology, optimizing IP address allocation, utilities, and Web Services. CSU

CNT-116 Implementing Microsoft Windows Professional and Server
3 units LR
- May be repeated once when software version and networking technologies are upgraded.
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 114 or equivalent

Students will learn to install and configure Microsoft Windows Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows Server and to create file, print, and Terminal Servers. Students will administer an organizational unit within a single domain structure. CSU

CNT-117 Implementing Microsoft Windows Directory Services
3 units LR
- May be repeated once when software version and networking technologies are upgraded.
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 116 or equivalent

Students will learn to install, configure, and administer Microsoft Windows Active Directory directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Students will use Group Policies to configure and manage the user desktop environment, to configure and manage software, and implement and manage security settings. Students will install and manage Windows Domains and Domain Controllers through Active Directory. CSU

CNT-118 Implementing a Microsoft Windows Network Infrastructure
3 units LR
- May be repeated once when software version and networking technologies are upgraded.
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 116 or equivalent

This course will enable students to install, configure, manage and support a network infrastructure that uses the Microsoft Windows Server products. The course focuses heavily on TCP/IP and related services, including DHCP Server service, DNS Server service, WINS, network security protocols, Public Key Infrastructure (PKI), Internet Protocol Security (IPSec), and remote access. The course also enables the student to configure Windows as a network router, configure Internet access for a network, configure a Web server, and manage a Windows deployment using Remote Installation Services (RIS). CSU

CNT-131 Administering a Microsoft SQL Server Database
3 units LR
- May be repeated once when software version and networking technologies are upgraded.
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 116 or equivalent

This course provides students with the knowledge and skills required to install, configure, administer, and troubleshoot a Microsoft SQL Server client/server database management system. CSU

CNT-134 Microsoft Internet Security and Acceleration (ISA) Server
3 units LR
- May be repeated once when software version and networking technologies are upgraded.
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 118 or equivalent

This course provides Information Technology (IT) professionals with the knowledge and skills to deploy and manage Microsoft Internet Security and Acceleration (ISA) Server in an enterprise environment. Laboratory exercises allow hands-on implementation of methods taught in class. CSU

CNT-135 Programming a Microsoft SQL Server Database
3 units LR
- May be repeated once when software version and networking technologies are upgraded.
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 116 or equivalent

This course provides students with the technical skills required to implement a database solution with the Microsoft SQL Server Client/Server database management system, based on a case-study design. Laboratory exercises allow hands-on implementation of the case study design. CSU

CNT-138 Implementing and Managing Microsoft Exchange Server
3 units LR
- May be repeated once when software version and networking technologies are upgraded.
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 116 or equivalent

This course provides students with in-depth product information on the following topics: Planning deployment and installing Exchange Server, architecture of Exchange Server, supporting Exchange Server in a single site or multi-site enterprise environment, establishing messaging connectivity over the Internet, and supporting Web access to Exchange Server computers through Microsoft Outlook Web Access. CSU
### CNT-150  Topics in Computer Networking

- **.3-4 units SC**
  - May be repeated three times
  - Variable hours
  - Recommended: TBA

A supplemental course in Computer Networking Technology designed to provide a study of the current developments in the field and related subdivisions. Specific topics to be announced. CSU

### CNT-161  Router Configuration and Implementation

- **2 units SC**
  - May be repeated once
  - 27 hours lecture/27 hours laboratory per term
  - Recommended: CNT 105 or equivalent

This course is designed to introduce students to router configuration and implementation. Instruction includes safety, router commands, router bootup process, router IOS backup and restore process, TCP/IP addressing implementation, dynamic routing, and the administrator’s role and function. This course is part of the preparation for the Cisco Certified Networking Associate (CCNA) certification. CSU

### CNT-223  Designing a Secure Microsoft Windows Network

- **3 units LR**
  - May be repeated once when software and networking technologies are upgraded.
  - 45 hours lecture/27 hours laboratory per term
  - Recommended: CNT 117 or equivalent

This course provides students with the knowledge and skills necessary to design a security framework for small, medium and enterprise networks using Microsoft Windows technologies. Students will learn to provide secure access to local network users, to remote users and remote offices, between private and public networks, and to partners. Group Policy, site topology, Virtual Private Networks (VPNs), e-commerce, printer security, and security for non-Microsoft clients are also taught in the course. CSU

### COMPUTER SCIENCE – COMSC

The computer science department offers courses in three general areas, each targeted to serve students with specific needs:

#### a. General education students seeking a Computer Literacy course which will transfer to both CSU and UC campuses and/or provide hands-on instruction in the use of personal computer for classroom and research needs (COMSC 095, 100, 101E)

#### b. Computer science transfer students planning to major in Computer Science or computer engineering at a four-year school (COMSC 105, 110, 210, 255, 260, and 265)

#### c. Information systems (programming) professionals who are seeking to update their skills, (COMSC 98, 171, 172, 245, 255, 265, 266 and 267)

Math and Computer Science Division
Rachel Westlake, Dean
Math Building 267
925-685-1230 ext. 2609

### Possible career opportunities

Study in computer science prepares students for careers in programming, computer operations, systems analysis and engineering, and web design, as well as artificial intelligence, robotics, and software engineering and development. Some career options may require more than two years of college study.

Besides offering courses designed to meet lower-division requirements for a major in computer science, there is also a wide variety of courses covering current popular topics and new software development tools and languages. Such courses provide a path for working professionals to upgrade their skill-set and keep abreast with current technology.

### Associate in science degree

Computer science

### Certificates of achievement

Computer and information science
Microcomputer software support
Associate in science degree - Computer science

The associate in science in computer science is designed as a two-year curricular pathway that offers students a broad general education while integrating an in-depth study of computer science. Students will be prepared to assume entry-level positions in business and industry. Many of the courses are also applicable toward advanced levels of study. Students who intend to transfer to a four-year program in computer science should consult with a counselor regarding other mathematics and science requirements. To earn a degree, students must complete each course used to meet a major requirement with a “C” grade or higher, and complete all graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.

<table>
<thead>
<tr>
<th>major requirements</th>
<th>units</th>
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</thead>
<tbody>
<tr>
<td>COMSC 110</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 210</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 260</td>
<td>4</td>
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</table>

in addition, the student must complete either

<table>
<thead>
<tr>
<th>course</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC 265 Advanced Programming with C/C++</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>COMSC 266 Object Oriented Programming with C++</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 255 Programming with Java</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 256 Advanced Programming with Java</td>
<td>4</td>
</tr>
</tbody>
</table>

Total units for the major 20

Certificate of achievement - Computer and information science

This program prepares students for a variety of programming or information systems positions and is especially suitable for students who have four-year degrees.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher.* Certificate requirements may only be completed by attending a combination of day and evening classes.

*Up to 15.5 units may be P

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAC 186 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 110 Introduction to Programming</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 210 Program Design and Data Structures</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 260 Assembly Language Programming/Computer Organization</td>
<td>4</td>
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</tbody>
</table>

plus at least 4 units from:

<table>
<thead>
<tr>
<th>course</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC 100 Introduction to Computers and Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 100L Introduction to Computer Software</td>
<td>1</td>
</tr>
<tr>
<td>COMSC 105 Introduction to Computer Science</td>
<td>4</td>
</tr>
</tbody>
</table>

plus at least 12 units from:

<table>
<thead>
<tr>
<th>course</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAC 186 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 250 Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 100 Introduction to Computers and Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 100L Introduction to Computer Software</td>
<td>1</td>
</tr>
<tr>
<td>COMSC 110 Introduction to Programming</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 171 Introduction to UNIX and Linux</td>
<td>2</td>
</tr>
<tr>
<td>COMSC 245 Programming with Visual Basic.NET</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 255 Programming with Java</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 256 Advanced Java Programming</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 266 Object Oriented Programming with C++</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 267 Windows Programming with C#</td>
<td>4</td>
</tr>
</tbody>
</table>

Total units required 35

Certificate of achievement - Microcomputer software support

This program prepares students for a variety of programming, personal productivity applications, and data communications that they will need to succeed as a software support specialist in a typical office environment where administrative and financial management are supported by personal computers. To be successful the individual must have an understanding of the capabilities and limitations of microcomputers, be able to recommend personal productivity solutions to management, purchase and install stand alone and networked microcomputers and software, write instructions for using applications, and provide training on new systems.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher.* Certificate requirements may only be completed by attending a combination of day and evening classes.

*Up to 11 units may be P

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAC 186 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS 250 Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 100 Introduction to Computers and Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 100L Introduction to Computer Software</td>
<td>1</td>
</tr>
<tr>
<td>COMSC 110 Introduction to Programming</td>
<td>4</td>
</tr>
<tr>
<td>BUSAC 185 QuickBooks Accounting for Business I</td>
<td>1.5</td>
</tr>
<tr>
<td>CNT 105 Computer Networking Hardware/Software</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units required 35
CNT 114  Microsoft Windows Operating System Essentials/Administration ........................................ 3
COMSC 95  WWW Publishing with HTML .................................. 1
COMSC 96  Advanced WWW Publishing .................................... 1
COMSC 97  Advanced HTML - Style Sheets and DHTML .................. 1
COMSC 150** Topics in Computer Science ..................................... 0.3-4
COMSC 171 Introduction to UNIX and Linux .................................. 2
COMSC 245 Programming with Visual Basic .................................. 4
COMSC 255 Programming with Java .............................................. 4
COMSC 265 Advanced Programming with C/C++ ......................... 4

Total units required 27

** Up to 4 units total may be from COMSC 150.

COMSC-095  WWW Publishing with HTML
1 unit  P/NP
• May be repeated once
• Non degree applicable
• 18 hours lecture/9 hours laboratory per term
Learn to publish World Wide Web (WWW) pages using Hypertext Markup Language (HTML). Create your own web page and study how to create attractive and functional documents using text and graphics.

COMSC-096  Advanced WWW Publishing
1 unit  P/NP
• May be repeated once
• Non degree applicable
• 18 hours lecture/9 hours laboratory per term
• Recommended: COMSC 095 or equivalent
This is an advanced WWW Publishing course which builds on the skills learned in COMSC 095 and provides further hands-on development of WWW documents and web programming fundamentals.

COMSC-097  Advanced HTML - Style Sheets and DHTML
1 unit  P/NP
• May be repeated once
• Non degree applicable
• 18 hours lecture/9 hours laboratory per term
• Recommended: COMSC 095 or equivalent
This course will cover the use of “Style Sheets” to create formatting templates for a website and to precisely control the position and appearance of items on each web page. It will also cover DHTML techniques for creating animations. This class will open opportunities for students who want to be more involved in web page programming.

COMSC-098  PERL/CGI
1 unit  P/NP
• May be repeated once
• Non degree applicable
• 18 hours lecture/9 hours laboratory per term
• Recommended: COMSC 095 or equivalent
This course will help you become fluent in PERL, fully versed in the language syntax, semantics and elements of style. We will create Web Pages and link them to CGI scripts written in PERL. These scripts will be used to generate dynamic web pages, and access files and data bases on web servers. We will also install Apache server software and Active State PERL interpreter.

COMSC-100 Introduction to Computers and Information Systems
3 units  SC
• 54 hours lecture/18 hours laboratory by arrangement per term
A beginning course designed to acquaint the student with the general concepts and basic vocabulary of computers and information systems. Includes introduction to the organization and functions of basic components of computers, and information processing systems. Instruction in programming procedures and programming logic is provided. Appropriate for the student with a general interest in this area as well as for the student desiring to pursue further training in computer science or information systems. CSU, UC (credit limits may apply to UC - see counselor)

COMSC-100L Introduction to Computer Software
1 unit  SC
• 54 hours laboratory per term
• Recommended: Concurrent enrollment in COMSC 100
The student will learn to use the Microsoft Windows operating system and Microsoft Office, including the Excel spreadsheet program, the Access database program, the PowerPoint presentation program and the Word word processing program. The hands-on computer work will augment the basic concepts covered in COMSC 100. CSU, UC (credit limits may apply to UC - see counselor)

COMSC-102 Introduction to Programming Logic (Self-Paced)
.6 unit  SC
• May be repeated once
• 36 hours laboratory per term
• Note: May be taken concurrently with an introductory programming course.
A self-paced, language independent course in the basic logic and problem solving skills necessary for success in computer programming. CSU

COMSC-105 Introduction to Computer Science
4 units  SC
• 54 hours lecture/54 hours laboratory per term
• Note: This is the preferred introductory course for computer science majors.
A beginning course for computer science majors and students interested in programming. Basic hardware and software terminologies are covered. Students are introduced to program design and development methodologies, data representation, data structures, operating systems, and machine architecture. CSU, UC (credit limits may apply to UC - see counselor)
COMSC-110 Introduction to Programming
4 units SC
- 54 hours lecture/54 hours laboratory per term
- Recommended: COMSC 100 or equivalent OR COMSC 105 or equivalent

Introduction to programming emphasizing modular design and development of programs, coding style, documentation, debugging, and testing. All control structures and data types of a commonly-used language are covered. CSU, UC

COMSC-110X Extended Introduction to Programming
2 units P/NP
- 27 hours lecture/27 hours laboratory per term
- Prerequisite: COMSC 110 or equivalent
- Note: The four-unit COMSC 110 is offered in either C++ or Java. Students cannot repeat COMSC 110 for the purpose of taking it in a different language. COMSC 110X offers this opportunity, in a compare and contrast context, without repeating the programming concepts taught in COMSC 110.

An extension of COMSC 110, allowing students to take the programming language portion of COMSC 110 in another language (C++ or Java).

COMSC-120 SQL Programming
4 units SC
- 54 hours lecture/54 hours laboratory per term
- Recommended: COMSC 110 or ENGIN 135 or equivalent
- Note: Refer to class schedule for specific Oracle and SQL Server versions

This course covers the creation and maintenance of databases and tables. It also covers the storage, retrieval and manipulation of data. Both Oracle and Microsoft SQL Server are covered, including SQL script that is common to both, and product-specific variations. CSU

COMSC-121 Database Administration
4 units SC
- 54 hours lecture/54 hours laboratory per term
- Recommended: COMSC 105 or equivalent
- Note: Refer to class schedule for specific Oracle and SQL Server versions

This course is designed to give the database administrator (DBA) a firm foundation in basic administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot a database. Both Oracle and SQL Server are covered. CSU

COMSC-138 Using Visual Basic for Applications
2 units SC
- 27 hours lecture/27 hours laboratory per term
- Recommended: COMSC 100 or equivalent, COMSC 100L or equivalent

This course will teach the student to use Visual Basic for Applications (VBA) in all of the products of the Microsoft Office Suite, including Word, Excel, PowerPoint and Access. Topics covered will include the tools, properties, methods, objects, and language syntax of VBA. CSU

COMSC-142 XML (eXtensible Markup Language)
2 units SC
- 27 hours lecture/27 hours laboratory per term
- Recommended: COMSC 115 or equivalent

This course introduces eXtensible Markup Language (XML) Documents. Students will learn the difference between HTML and XML and learn how to use XML in Java applications. CSU

COMSC-150 Topics in Computer Science
3-4 units SC
- May be repeated three times
- Variable hours
- Prerequisite: TBA
- Recommended: TBA
- Note: May be repeated twice when software is changed.

A supplemental course in Computer Science to provide a study of current concepts and problems. Specific topics will be announced in the schedule of classes. CSU

COMSC-171 Introduction to UNIX and Linux
2 units SC
- 27 hours lecture/27 hours laboratory per term
- Recommended: COMSC 105 or equivalent

A beginning course to acquaint the student with the UNIX and Linux operating systems. Topics include: terminals, shells, processes, permissions, utility programs, editors, using network services, shell and AWK scripting, and X Window graphics. CSU, UC

COMSC-172 UNIX and Linux Administration
2.5 units SC
- 32 hours lecture/40 hours laboratory per term
- Recommended: COMSC 171 or equivalent
- Note: Course content will apply to all UNIX versions and Linux.

This course is designed to prepare the student to install, maintain, and administer a UNIX or Linux system. Topics include installation, booting, hardware configuration, kernel configuration, TCP/IP configuration, X Window configuration, user management, BOOTP/DHCP servers, routing, DNS servers, file servers, email, web servers, backup and security. CSU
COMSC-210  Program Design and Data Structures  
4 units LR  
- 54 hours lecture/54 hours laboratory per term  
- Prerequisite: COMSC 255 or equivalent or COMSC 265 or equivalent  
Techniques relevant to program design and selection of data structures for larger programs. Topics covered include design techniques, effective use of recursion, algorithmic efficiency and O-notation, linked lists, binary trees, B-trees, graphs, sorting, and searching techniques. Extensive programming of a variety of data structures is required. CSU, UC

COMSC-245  Programming with Visual Basic.NET  
4 units SC  
- May be repeated once  
- 54 hours lecture/54 hours laboratory per term  
- Recommended: COMSC 110 or equivalent  
- Note: May be repeated only when the software or language is changed.  
This course covers writing programs in the Microsoft Visual Basic programming language. Topics covered will include writing event-driven programs, designing context-sensitive Graphical User Interfaces (GUIs), and using structured exception-handling to manage runtime errors. Programming with an object-oriented approach will be emphasized. CSU

COMSC-255  Programming With Java  
4 units SC  
- 54 hours lecture/54 hours laboratory per term  
- Recommended: COMSC 110 or equivalent  
This course emphasizes programming techniques using the Java programming language. The syntax and deployment of Java applications are reviewed. Advanced topics such as objects, classes, methods, OOP principles, GUI interfaces, I/O, data structures, applets, networking, and threads are covered. CSU, UC

COMSC-256  Advanced Java Programming  
4 units SC  
- 54 hours lecture/54 hours laboratory per term  
- Recommended: COMSC 255 or equivalent  
This course will cover advanced topics in Java programming including multithreading, exception handling, serialization, reflection, model view controller architecture, java beans, servlets and database connectivity. CSU, UC

COMSC-257  Enterprise Java Programming  
4 units SC  
- 54 hours lecture/54 hours laboratory per term  
- Recommended: COMSC 255 or equivalent  
The course will comprise enterprise Java programming. It will cover the features of the Java 2 Enterprise Edition (J2EE). The topics presented will include Enterprise Java Beans, application servers, Remote Method Invocation, Servlets, Naming and Directory Services, Message and Web Services, Peer-To-Peer Services, and other facilities provided in J2EE. CSU

COMSC-260  Assembly Language Programming/Computer Organization  
4 units SC  
- 54 hours lecture/54 hours laboratory per term  
- Prerequisite: COMSC 265 or equivalent  
A course covering the basics of machine architecture, machine language, assembly language, operating system interface, and interfacing with high-level languages. Topics include data representation, instruction representation and execution, addressing, indexing, macros, subroutine linkages, storage and time efficiency issues, interrupt handling, virtual memory, cache memory, and dynamic address translation. CSU, UC

COMSC-265  Advanced Programming With C and C++  
4 units SC  
- 54 hours lecture/54 hours laboratory per term  
- Prerequisite: COMSC 110 or ENGIN 135 or equivalent  
The course emphasizes programming techniques using C and C++ languages. The syntax of C will be reviewed, then advanced topics such as string processing, pointers, linked lists, queues, stacks, and dynamic memory allocation will be covered. CSU, UC

COMSC-266  Object Oriented Programming C++  
4 units SC  
- 54 hours lecture/54 hours laboratory per term  
- Recommended: COMSC 265 or equivalent  
This course provides detailed coverage of the concepts and syntax of the C++ Language. Coverage includes inheritance, overloaded operators, overloaded default operators, virtual functions, memory management files, streams, templates, and exceptions. CSU, UC

COMSC-267  Windows Programming With C#  
4 units SC  
- May be repeated only when software or language is changed.  
- 54 hours lecture/54 hours laboratory per term  
- Recommended: COMSC 266 or equivalent or COMSC 256 or equivalent  
Design and implement application programs specifically for the Microsoft Windows platform. The student will learn techniques for designing context-sensitive user interfaces, writing event-driven programs, defining classes to build libraries, and how to use the .NET Framework class library. CSU
## COMPUTER TECHNICAL SUPPORT – COMTC

Physical Sciences and Engineering Division
Dennis Smith, Dean
Physical Science Building 261
925-685-1230 ext. 2359

**Possible career opportunities**
The field of computer technical support includes jobs related to computer assembly, computer upgrading, computer servicing, and computer networking including wireless systems. In the industrial area job opportunities include computer controls and data acquisition. Job opportunities are good for individuals with skills in computer hardware, computer software and electronics.

### Associate in science degree
Computer technical support

### Certificate of achievement
Computer technical support

### Certificate of accomplishment
Computer technical support

### Associate in science degree - Computer technical support
This two-year associate in science degree program is intended to prepare the student for jobs in business and government as computer support technicians. Principle areas of study are computer software applications, hardware, and basic network principles. Instruction will include the installation, support and repair of microcomputers, especially those attached to local area networks (LANs). To earn a degree, students must complete each course used to meet a major requirement with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework for the major, and complete all graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however the units are only counted once.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 250 Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>CNT 103 Voice, Video and Network Cabling</td>
<td>1</td>
</tr>
<tr>
<td>CNT 105 Computer Networking Hardware/Software</td>
<td>3</td>
</tr>
<tr>
<td>CNT 114 Microsoft Windows Operating System Essentials/Administration</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 100L Introduction to Computer Software</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 105 Introduction to Computer Science</td>
<td>4</td>
</tr>
<tr>
<td>COMTC 110 Introduction to Computer Hardware/Software</td>
<td>4</td>
</tr>
<tr>
<td>COMTC 118 Introduction to Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>COMTC 120 Computer Systems Troubleshooting</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total units required** 27

### Certificate of achievement - Computer technical support
This program is intended to prepare the student for jobs in business and government as computer support technicians. Principle areas of study are computer software applications, hardware, and basic network principles. Instruction will include the installation, support and repair of microcomputers, especially those attached to local area networks (LANs).

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the certificate. Certificate requirements are available in the evening, day and on weekends.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMTC 110 Introduction to Computer Hardware/Software</td>
<td>4</td>
</tr>
<tr>
<td>COMTC 118 Introduction to Operating Systems</td>
<td>4</td>
</tr>
<tr>
<td>CNT 105 Computer Networking Hardware/Software</td>
<td>3</td>
</tr>
<tr>
<td>CNT 114 Microsoft Windows Operating System Essentials/Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units required** 14

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140 DIABLO VALLEY COLLEGE Catalog 2009-2010 • Programs and course descriptions
COMTC-110 Introduction to Computer Hardware/Software
4 units LR
• May be repeated once
• 54 hours lecture/54 hours laboratory per term
• Formerly COMTC-110B

This is an introductory level course for students who have no computer hardware experience. Students will build and configure a variety of computer systems, and learn how to do basic hardware and operating system troubleshooting and repair. This course will also include topics in networking, printers, data acquisition and robotic controls. CSU

COMTC-115 A+ Exam Preparation
2 units SC
• 36 hours lecture/18 hours laboratory per term
• Recommended: COMTC 110 or equivalent

This course will cover the topics that are on the A+ computer technician exam. Students will learn the scope of the exam by taking practice exams and then study on the areas that they need to improve. CSU

COMTC-118 Introduction to Operating Systems
4 units LR
• May be repeated once
• 54 hours lecture/54 hours laboratory per term

This course combines theory with hands-on experience in an introduction to Central Processing Units (CPU), hard disk controllers, magnetic data storage, various file systems, and file maintenance tasks. This course will introduce students to the procedures involved in supporting various versions of Windows, DOS and LINUX operating systems. CSU

COMTC-120 Computer Systems Troubleshooting
4 units LR
• May be repeated once
• 54 hours lecture/54 hours laboratory per term
• Prerequisite: COMTC 110B and COMTC 118 or equivalents

This advanced level course provides instruction in computer systems troubleshooting and configuration for both hardware and software. Students will learn problem-solving techniques and how to solve problems using diagnostic software and hardware. Troubleshooting techniques will be applied through laboratory exercises. CSU

COMTC-150 Topics in Computer Service
3-4 units SC
• May be repeated three times
• Variable hours

A supplemental course in Computer Service Technology to provide a study of current concepts and practices in computer servicing and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

CONSTRUCTION – CONST

Physical Sciences and Engineering Division
Dennis Smith, Dean
Physical Science Building 261
925-685-1230 ext. 2359

Possible career opportunities
Students completing a certificate in construction are qualified for positions in middle management in the building and construction inspection field, and in supervision for the construction industry.

Certificates of achievement
- Construction and building inspection
- Construction management
- Construction supervision and superintendency

Certificate of achievement - Construction and building inspection
This program is designed to prepare students for a career in building or construction inspection, and it is also valuable for those already employed in the field who wish to upgrade their skills.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements can be completed by attending classes in the day, the evening, or both.

required courses units
CONST 114 Blueprint Reading ........................................ 2
CONST 124 Construction Details and Specifications ........ 3
CONST 170 Fundamentals of Building Inspection .......... 3
CONST 181 Building Code Interpretation: Non-Structural 3
CONST 182 Building Code Interpretation: Structural ...... 3
CONST 183 Title 24: Energy Conservation/Handicap Codes ......................................................... 3
CONST 191 Plumbing Code Interpretation ................. 3
CONST 192 Mechanical Code Interpretation ............... 3
CONST 266 Electrical Codes: Articles 90-398 .......... 3
CONST 267 Electrical Codes: Articles 400-830 .......... 3
CONST 273 Construction Management .................. 3

Total units required 32

Certificate of achievement - Construction management
This two-year program is designed to prepare students for positions in middle management or as technicians in the construction industry, working with a contractor, architect, engineer, or supplier and including such duties as material takeoff, estimating costs, purchasing, and timekeeping.
To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Certificate requirements can be completed by attending classes in the day, the evening, or both.

**Certificate of achievement - Construction and supervision and superintendency**
This program is designed for those preparing for supervision responsibilities in the construction industry.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Certificate requirements can be completed by attending classes in the day, the evening, or both.

**Required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHI 222</td>
<td>Architectural Working Drawings I</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 100</td>
<td>Introduction to Computers and Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 100L</td>
<td>Introduction to Computer Software</td>
<td>1</td>
</tr>
<tr>
<td>CONST 135</td>
<td>Construction Processes (Residential)</td>
<td>4</td>
</tr>
<tr>
<td>CONST 136</td>
<td>Construction Processes</td>
<td>4</td>
</tr>
<tr>
<td>CONST 144</td>
<td>Materials of Construction</td>
<td>3</td>
</tr>
<tr>
<td>CONST 244</td>
<td>Estimating - Residential</td>
<td>3</td>
</tr>
<tr>
<td>CONST 273</td>
<td>Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CONST 276</td>
<td>Legal Aspects - Construction Industry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 130</td>
<td>Introduction to Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 111</td>
<td>Mathematics for Technicians</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 110</td>
<td>Elementary Physics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units required** 37

**Certificate of achievement**

**Construction Processes**

- **CONST-114 Blueprint Reading**
  2 units SC
  - May be repeated once
  - 54 hours lecture/54 hours laboratory per term
  - Recommended: ENGIN 111 or equivalent
  Blueprint reading skills in the building industry. CSU

- **CONST-116 Surveying Related to Construction**
  2 units SC
  - May be repeated once
  - 54 hours lecture/54 hours laboratory per term
  - Recommended: CONST 114 or equivalent
  Introduction to principles of surveying related to construction. Emphasis on care and use of equipment, differential leveling, building layout, layout for earthwork and pipelines, contours, cross-sections, cut and fills, slope Staking, and earthwork computations. CSU

- **CONST-124 Construction Details and Specifications**
  3 units SC
  - 54 hours lecture per term
  - Recommended: CONST 114 or equivalent
  Advanced study of construction drawings of reinforced concrete, structural steel, and heavy timber buildings. Interpretation of details and in-depth correlation of heavy construction trade drawings. Relationships of trades and integration of submittal and shop drawings. CSU

- **CONST-135 Construction Processes (Residential)**
  4 units SC
  - 54 hours lecture/54 hours laboratory per term
  - Recommended: CONST 114 or equivalent
  Introduction to basic concepts of the construction industry. A study of the processes of light wood-frame construction, covering code requirements in construction. Areas of focus include quantity analysis, work activity sequencing and scheduling. This course lays the foundation for further study of other construction courses. CSU

- **CONST-136 Construction Processes**
  4 units SC
  - 54 hours lecture/54 hours laboratory per term
  A study of the processes of heavy construction, covering plans, construction sites, layout, substructures, superstructures of concrete, steel, and wood. CSU

- **CONST-144 Materials of Construction**
  3 units SC
  - 54 hours lecture per term
  A study of the performance characteristics of construction materials. Covers testing concepts and procedures. Includes basic properties of metals, concrete, timber, masonry, and roofing materials with emphasis on construction applications. CSU

This course covers the principles of safety in an industrial environment. Topics include: safety legislation and programs, management/supervisory and employee responsibilities and attitudes, physical hazards associated with chemicals, equipment, fire, compressed gases and other topics including eye, stress, lifting, office and noise safety, OSHA and EPA regulations as applied to the industrial environment. CSU
**CONST-150** Topics in Construction  
3-4 units SC  
- May be repeated three times  
- Variable hours  
A supplemental course in construction designed to provide a study of current concepts and problems in construction and related subdivisions. Specific topics to be announced in the schedule of classes. CSU

**CONST-170** Fundamentals of Building Inspection  
3 units SC  
- 54 hours lecture per term  
A study of basic construction inspection procedures, legal responsibility, structure, occupancy, safety, and proper record keeping. CSU

**CONST-181** Building Code Interpretation: Non-Structural  
3 units SC  
- 54 hours lecture per term  
- Recommended: CONST 170  
Acquaints the student with legal requirements associated with building inspection. Development of checklists and knowledge of a nonstructural plan check review. CSU

**CONST-182** Building Code Interpretation: Structural  
3 units SC  
- May be repeated once  
- 54 hours lecture per term  
- Recommended: CONST 136 or equivalent  
Acquaints the student with legal requirements associated with building inspection. Development of checklists and knowledge of a structural plan check review. CSU

**CONST-183** Title 24: Energy Conservation/Handicap Codes  
3 units SC  
- May be repeated once  
- 54 hours lecture per term  
- Recommended: CONST 170 and/or 124 or equivalent  
- Note: Valuable assistance for building instructors and contractors  
Course of study for the application of Title 24 Code mandates relating to construction of handicap facilities and energy conservation requirements in construction. CSU

**CONST-191** Plumbing Code Interpretation  
3 units SC  
- May be repeated once  
- 54 hours lecture per term  
- Note: May be repeated when code changes.  
Interpretation, understanding and application of codes and standards as they apply to construction of plumbing systems. CSU

**CONST-192** Mechanical Code Interpretation  
3 units SC  
- 54 hours lecture per term  
- Recommended: CONST 170 or equivalent  
Interpretation, understanding and application of codes and standards as they apply to construction of mechanical systems. CSU

**CONST-244** Estimating – Residential  
3 units SC  
- 54 hours lecture per term  
- Recommended: CONST 114 or equivalent, or CONST 135 or equivalent  
A basic course in estimating cost of labor and materials for residential construction. CSU

**CONST-245** Estimating – Commercial  
3 units SC  
- 54 hours lecture per term  
- Recommended: CONST 244 or equivalent  
A course in estimating quantities of materials and costs of materials, labor, and miscellaneous items for commercial buildings. CSU

**CONST-266** Electrical Codes: Articles 90-398  
3 units SC  
- May be repeated once  
- 54 hours lecture per term  
- Note: Same as ELECT 266. May be repeated when code changes.  
Interpretation of the National Electrical Code for general requirements, wiring and protection, wiring methods and materials (articles 90-398). Safety installation practices will be applied.

**CONST-267** Electrical Codes: Articles 400-830  
3 units SC  
- May be repeated once  
- 54 hours lecture per term  
- Note: Same as ELECT 267. May be repeated when code changes.  
Interpretation of the National Electrical Code for equipment for general use, special occupancies and special equipment (articles 400-830). Safety installation practices will be applied.

**CONST-273** Construction Management  
3 units SC  
- 54 hours lecture per term  
- Recommended: CONST 114, 135, 170, or ARCHI 222 or equivalents  
Introduction to and application of administrative procedures, contracts, plans and specifications, schedules, diaries, inspections, report writing, and other forms of communication in the construction field. CSU
CONSTRUCT-276 Legal Aspects of the Construction Industry
3 units SC
• 54 hours lecture per term
A summary of the legal implications of the duties of a construction supervisor, superintendent, or contractor. Attention given to contracts and their interpretations. Emphasis on the practical aspects. CSU

CONSTRUCT-298 Independent Study
.5-3 units SC
• May be repeated three times
• Variable hours
• Prerequisite: Submission of acceptable educational contract to department of Instruction Office; topics must extend study beyond courses offered.
An opportunity for advanced students to study special interests under the direction of the faculty. CSU

COOPERATIVE EDUCATION – COOP

Students may earn units for learning on-the-job through Cooperative Education. It is part of the total educational process that assists students in exploring and wisely choosing a career, preparing for full-time employment, and advancing in careers of their choice. The course is designed for students whose jobs relate to their college major or career goals and provides on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives.

Counseling Division
Terry Armstrong, Dean
Counseling Center 111
925-685-1230 ext. 2288

These courses are for students who are working full or part-time and interested in earning units while gaining practical work experience, either for pay, as interns or as volunteers. College credit is granted for the following: COOP 160: Students who are employed but have not declared major or their jobs are unrelated to the major. COOP 170: Students who are employed and their jobs are related to their major. COOP 170A: Students who are participating in internship or volunteer opportunities in jobs that are related to their major.

COOP-160 General Work Experience Education
1-3 units SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through Career and Employment Services. Students may earn 1 unit for 5 hours work per week or 75 hours work per term. Does not meet requirements for veterans’ benefits.
General work experience education (Cooperative Education) is supervised employment, which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. COOP 160 is designed for students whose jobs do not relate to their college major or career goal and provides an opportunity to explore areas of career interest, increase learning and responsibilities on current jobs under the supervision of a college instructor. CSU

COOP-170 Occupational Work Experience Education
1-4 units SC
• May be repeated three times
• Variable hours
• Note: Application must be approved through the Career and Employment Services Office. Hours by arrangement - 1 unit for 5 hours per week or 75 hours per semester (paid work). This course is designed for students who have selected a major or career goal.
Students may earn units for learning on-the-job through Cooperative Education. It is part of the total educational process that assists students in exploring and wisely choosing a career, preparing for full-time employment and advancing in careers of their choices. The course is designed for students whose jobs relate to their college major or career goal and provides on-the-job training in business and industrial establishments under supervision of a college instructor and is facilitated by the use of learning objectives. CSU

COOP-170A Internship in Occupational Work Experience Education
1-4 units SC
• May be repeated three times
• Variable hours
• Note: Approval by Career and Employment Services Office. Hours by arrangement - 1 unit for 5 hours per week or 75 hours per semester (paid work). 1 unit for 4 hours per week or 60 hours work per term (unpaid work).
The plan combines college study and work to give students the broadest possible preparation for a career. An internship involves working in a skilled or professional level assignment in the area of a student’s vocational or academic major or interest. Internships may be paid, non paid, or some partial compensation provided. The duration of an Internship is one to four terms, four to twenty hours per week. Intern program students earn college credit through the Department of Cooperation Work Experience Education. CSU
COUNSELING – COUNS

Counseling Division
Terry Armstrong, Dean
Counseling Center 111
925-685-1230 ext. 2288

Possible career opportunities
Diablo Valley College's counseling courses are designed to assist students in identifying educational and career goals, and enhancing their success by way of instruction in career and educational planning, and student success strategies.

COUNS-075 Topics in College Readiness
.3-4 units P/NP
- May be repeated three times
- Non degree applicable
- Variable hours

A supplemental course which provides a variety of topics for students preparing for college-level work. Specific topics will be announced in the schedule of classes.

COUNS-095 Orientation to College
.3-2 units P/NP
- Variable hours
- Note: Completion of English and math assessment seven days prior to this course will facilitate appropriate course selection. Please purchase a Starter Kit at the DVC Book Center prior to class meeting.
- Formerly COUNS 105

An introduction to college which is designed to provide students with a concrete plan for succeeding in college. Topics include: identification of educational and career goals, strategic use of student services, academic assessment (effective course selection and scheduling), geographical orientation, counseling and advising.

COUNS-096 Orientation to College for Student-Athletes
.3-2 units P/NP
- Variable hours
- Note: Completion of English and math assessment seven days prior to this course will facilitate appropriate course selection
- Formerly COUNS 106

An introduction to college for student-athletes, designed to provide students with a concrete plan for enrolling and succeeding in college. Topics include: overview of the higher education system in California, identification of educational and career goals, strategic use of student services, academic assessment, effective course selection and scheduling, geographical orientation, counseling and advising.

COUNS-097 Orientation to College for International Students
.3-2 units P/NP
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 116/118 or equivalent

An introduction to college for international students, designed to provide students with a concrete plan for enrolling and succeeding in college. Topics include overview of higher education systems in California, identification of educational and career goals, strategic use of student services, academic assessment, effective course selection and scheduling, geographical orientation, counseling and advising, DHS (Department of Homeland Security) and DVC regulations as well as campus services for international students will be emphasized.

COUNS-115 Resiliency and Student Success
1 unit P/NP
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 116/118 or equivalent

A course designed to help students identify "automatic thoughts" and to practice new critical thinking skills to become more resilient in dealing with problems and more successful in educational endeavors. Students will have the opportunity to gain new insight into their own thought processes while learning constructive ways to deal with anxiety and adversity. Students will also learn ways to improve relationships through more effective means of communication. CSU

COUNS-120 Student Success
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

An intensive course designed to assist students to identify and develop critical thinking and problem-solving skills that will facilitate their adjustment to the college environment and the productive pursuit of their educational objectives. The goal is to develop effective behavior patterns through self-evaluation related to many relevant areas such as motivation and discipline, memory development, time management, resource utilization, effective student behavior, and handling social and personal issues that face many college students. CSU, UC

COUNS-130 Ensuring Transfer Success
1.5 units SC
- 27 hours lecture per term
- Recommended: Eligibility for ENGL 116/118 or equivalent

In this course a student learns how to build an individual transfer plan that is well organized and customized to an individual’s life circumstance and educational goals. Students explore the world of transfer from academic, financial, and personal development perspectives. CSU
COUNS-150 Topics in Counseling
.3-4 units SC
• May be repeated three times
• Variable hours
This course is designed to specifically address topics in personal and social development, such as current concepts and issues arising from individual, family, college, and world of work challenges. Specific topics will be announced in the schedule of classes. CSU

COUNS-155 Topics in Group Counseling
.3-4 units P/NP
• May be repeated three times
• Variable hours
• Formerly COUNS 100
An interpersonal experience designed to develop self-awareness and to increase understanding of and competence in interpersonal relationships. CSU

CULINARY ARTS – CULN

Business Division
Krista Johns, Dean
Business and Foreign Language Building 204
925-685-1230 ext. 2199

Possible career opportunities
The culinary arts program provides professional training for employment as a chef, culinary supervisor, cookbook author, recipe taster, cook, kitchen manager, food server, caterer, food researcher, banquet chef, dining room manager, food stylist, menu planner, community nutrition specialist, and school foodservice specialist.

The baking program is designed to prepare students to work as pastry chefs in local restaurants, hotels, resorts, bakeries, and catering establishments. Career options include bakery production finisher, pastry decorator, caterer, baker assistant, bakery entrepreneur, and bakery chef at grocery food chains, cafes, restaurants, bakeries, hospitals, resorts, child care facilities, cafeterias, food preparation centers, and catering facilities.

The restaurant management program prepares students to enter the restaurant field as a manager-trainee in a food service establishment. Career options include: restaurant owner/operator, hotel banquet manager, dining room manager, purchasing specialist, catering manager, and food editor. Some career options may require more than two years of college study.

Certificates of achievement
Baking and pastry
Culinary arts
Restaurant management

Certificate of achievement - Baking and pastry
This in-depth training program prepares students for many entry-level positions in small and large bakeries, specialty pastry shops, dessert catering, and dessert preparation in restaurants. Our graduates enter the baking and pastry field, and many have started their own businesses.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements may only be completed by attending a combination of day and evening classes.

Certificates of achievement - Culinary arts
This in-depth, hands-on training program prepares students for a professional culinary career. Our certificate program is accredited by the American Culinary Federation Educational Institute, a national organization of professional chefs. Our graduates enter the culinary field, and many have progressed to the position of executive chef.
To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements may only be completed by attending a combination of day and evening classes.

**required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
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<td>0.5</td>
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<td>CULN 110</td>
<td>Orientation to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>CULN 115</td>
<td>Culinary Mathematics</td>
<td>1.5</td>
</tr>
<tr>
<td>CULN 120</td>
<td>Fundamentals of Cuisine</td>
<td>5</td>
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<tr>
<td>CULN 127</td>
<td>Garde Manger</td>
<td>2</td>
</tr>
<tr>
<td>CULN 153</td>
<td>Safety and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CULN 160</td>
<td>Fundamentals of Wine and Spirits</td>
<td>3</td>
</tr>
<tr>
<td>CULN 165</td>
<td>Dining Room Operations</td>
<td>2</td>
</tr>
<tr>
<td>CULN 166</td>
<td>Dining Room Operations Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>CULN 180</td>
<td>Fundamentals of Baking</td>
<td>3.5</td>
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<tr>
<td>CULN 185</td>
<td>Nutritional Guidelines in Food Preparation</td>
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<tr>
<td>CULN 190</td>
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<td>CULN 195</td>
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<tr>
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<td>Advanced Cuisine</td>
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</tr>
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<td>CULN 224</td>
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<tr>
<td>CULN 225</td>
<td>Laboratory Topics in Catering and Special Events</td>
<td>0.3-4</td>
</tr>
</tbody>
</table>

**Certificate of achievement - Restaurant management**

Our in-depth, hands-on training program prepares students to begin their careers in restaurant management. Our graduates enter the hospitality industry, and many progress to management positions.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Certificate requirements may only be completed by attending a combination of day and evening classes.

**required courses**

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<tr>
<td>CULN 201</td>
<td>Principles of Food, Beverage, and Labor Cost Controls</td>
<td>3</td>
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<tr>
<td>CULN 216</td>
<td>Food and Wine Pairing</td>
<td>1.5</td>
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<td>CULN 220</td>
<td>Advanced Cuisine</td>
<td>5</td>
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<td>CULN 224</td>
<td>Catering Business and Operations</td>
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<td>Occupational Work Experience</td>
<td>1-4</td>
</tr>
<tr>
<td>COOP 170A</td>
<td>Internship in Occupational Work Experience</td>
<td>1-4</td>
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</tbody>
</table>

**Total units required**  

47.5

Note: DVC's restaurant management certificate is geared primarily toward DVC's culinary students desiring some additional management coursework. Students who are interested in pursuing a management-focused program in hospitality should expect to complete a four-year degree program at a university.

**CULN-105 Introduction to the Kitchen**  

.5 unit  

- 27 hours laboratory per term

This course prepares students to begin the culinary arts program. It is for students who do not have familiarity with kitchen knife handling and working in the kitchen. This course provides an introduction to basic skills and safety practices. CSU

**CULN-110 Orientation to Hospitality**  

3 units  

- 54 hours lecture per term  

- Formerly HRMG 100

This course provides an introduction to career opportunities in food service, explores trade publications and professional organizations, and presents the basic organization and function of departments within hospitality and food service establishments. CSU

**CULN-115 Culinary Math**  

1.5 units  

- 27 hours lecture per term

This course focuses on the application of math competencies to specific business situations in the food service industry. CSU
CULN-120 Fundamentals of Cuisine
5 units SC
- 270 hours laboratory per term
- Prerequisite: CULN 105 or equivalent
- Co-requisite: CULN 153 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent

This course builds on basic student skills in knife, tool and culinary equipment handling, introduces basic food preparation, and provides a working knowledge of laws and regulations relating to safety and sanitation in the kitchen. The emphasis is on quantity for service. CSU

CULN-127 Garde Manger
2 units SC
- 18 hours lecture/54 hours laboratory per term
- Prerequisite: CULN 120 or equivalent

A study of the artistic side of cold food preparation from basic garnishes to advanced forcemeat preparations such as gallantines, pates and mousses. Emphasis on decorated platters, buffets, and food show competitions. CSU

CULN-150 Topics in Culinary Arts
3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in culinary arts to provide a study of current concepts and problems in culinary arts and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

CULN-153 Safety and Sanitation
2 units SC
- 36 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A course to develop a working knowledge of the basic principles of safety and sanitation and their application in food service operations. Effective hygiene habits and food handling practices are reinforced, for protection of consumers. This course must be taken before or concurrently with the first culinary laboratory course. CSU

CULN-155 Topics in Culinary Management
3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in culinary management to provide a student of current concepts and problems in culinary management and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

CULN-160 Fundamentals of Wine and Spirits
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course provides an extensive examination of beverage service operations and control, basic production and types of wines and spirits, merchandising, and regulations concerning service of alcoholic beverages. CSU

CULN-165 Dining Room Operations
2 units SC
- 36 hours lecture per term
- Co-requisite: CULN 166 or equivalent

Principles and techniques of dining room service and management, including various table settings and methods of service. CSU

CULN-166 Dining Room Operations Laboratory
2 units SC
- May be repeated three times
- 108 hours laboratory per term
- Co-requisite: CULN 153 or equivalent and CULN 165 or equivalent

This course provides practical experience in the fundamentals of dining room service, including rules and methods of service, handling various forms of food service, and conducting basic dining room management and planning. CSU

CULN-180 Fundamentals of Baking
3.5 units SC
- 18 hours lecture/135 hours laboratory per term
- Co-requisite: CULN 153 or equivalent
- Recommended: ENGL 122 or equivalent

An applied and theoretical study of basic principles of commercial baking as practiced in hotels, restaurants and retail bakeries. Students apply fundamentals of baking science to the preparation of a variety of products, learning to use and care for equipment normally found in the bakeshop or baking areas. CSU

CULN-185 Nutritional Guidelines in Food Preparation
2 units SC
- 36 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

Introduction to food composition, dietary guidelines, recipe modification, food cooking and storage techniques for nutrient retention, and contemporary nutritional issues. CSU
CULN-190  Purchasing Systems and Operations  
2 units  SC  
- 36 hours lecture per term  
- Co-requisite: CULN 191 or equivalent  
- Recommended: Eligibility for ENGL 122 or equivalent; MATH 110 or equivalent  
An application of principles in inventory control management, storage, and receiving. Fundamentals of purchasing based on analysis of quality, yield, cost of food and merchandise used in food service, control of purchases, receiving, storing, and issuing procedures using current computer application. CSU

CULN-191  Purchasing Systems and Operations Laboratory  
2 units  SC  
- May be repeated three times  
- 108 hours laboratory per term  
- Co-requisite: CULN 153 or equivalent and CULN 190 or equivalent  
This course is a laboratory application of inventory control, food storage, and receiving. Purchasing food merchandise based on analysis of quality, yield, cost of food, purchase control and issuing procedures using current computer applications. CSU

CULN-195  Supervisory Management in Food Services  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course focuses on application of supervisory management principles to specific business situations in food services. CSU

CULN-201  Principles of Food, Beverage, and Labor Cost Control  
3 units  SC  
- 54 hours lecture per term  
This course prepares students to apply cost control measures in restaurant and beverage management. Key principles and concepts are presented, and cost controls are demonstrated for each phase of beverage and food service operations. CSU

CULN-211  Patisserie Essentials  
1 unit  SC  
- May be repeated once  
- 9 hours lecture/27 hours laboratory per term  
The study and preparation of refined pastries and desserts; petit fours, tarts, bavarians, charlottes, mousses, soufflés, ice creams, sorbets, custards, puddings, and cakes. CSU

CULN-214  Cake and Pastry Decorating Essentials  
1 unit  SC  
- May be repeated once  
- 9 hours lecture/27 hours laboratory per term  
A course of practical instruction and skill development in decorating birthday, wedding, and special occasion cakes and pastries. CSU

CULN-215  Decorative Confectionary Showpieces  
1 unit  SC  
- 18 hours lecture per term  
- Recommended: CULN 180 or equivalent  
A course in the methodology of sugar work and advanced confectionary arts. CSU

CULN-216  Food and Wine Pairing  
1.5 units  SC  
- 27 hours lecture per term  
This course prepares students planning careers in restaurant management to present wines that complement menu offerings. CSU

CULN-220  Advanced Cuisine  
5 units  SC  
- 270 hours laboratory per term  
- Prerequisite: CULN 120 or equivalent  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course builds upon student skills honed in the fundamentals of cuisine course, emphasizing preparation of individual plates. Seasonal cooking and market variations, healthy cooking, curing meats, preparing flavored oils and dressing, and composition of effective menu items are integrated into the food preparation activities. CSU

CULN-224  Catering Business and Operations  
2 units  SC  
- 36 hours lecture per term  
An introduction to operating a catering business including effective client relations, event planning, pricing and cost controls, legal issues, equipment requirements and menu planning for a variety of events such as banquets, ethnic and a la carte affairs. CSU

CULN-225  Laboratory Topics in Catering and Special Events  
.3-.4 units  P/NP  
- May be repeated three times  
- Variable hours  
- Co-requisite: CULN 153 or equivalent  
- Recommended: CULN 120 or equivalent; eligibility for ENGL 122 or equivalent  
A catering applications course integrating catering fundamentals with specific events and themes. Events will vary by course section. Students will apply their food preparation and service skills to different needs of catering clients. CSU
CULN-226 California Cuisine
2 units SC
• May be repeated once
• 27 hours lecture/27 hours laboratory per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: Students who have substantial experience in the kitchen or who have completed most of their work in the culinary program will be comfortable with the instructional level.

This course is an introduction and demonstration of professional culinary presentations and preparations of California cuisine. Emphasis will be on cooking methods and ingredients that are freshly abundant in our state. Discussion will also stress the importance of California cuisine in today’s market and health conscious society. CSU

CULN-228 International Cuisine
2 units SC
• May be repeated once
• 27 hours lecture/27 hours laboratory per term
• Recommended: Eligibility for ENGL 122 or equivalent

Introduction and presentation of cuisines from around the world in the context of cultural, social and historical perspectives. Emphasis will be on cultural contrast that reflects the ethnic culinology of at least three non-European countries (e.g. Egypt, China, and India). This course will develop an understanding of ethnic cuisine in today’s multi-cultural society and its significance and influence on (North) American culture. CSU

CULN-280 Advanced Pastry and Baking
5 units SC
• May be repeated once
• 27 hours lecture/189 hours laboratory per term
• Prerequisite: CULN 180 or equivalent

Advanced theory and technique in pastry and baking, including fruit desserts, spoon desserts, tarts, pies, plated desserts, frozen desserts, modernist desserts, decorated cakes, and light and low-calorie desserts. CSU

CULN-298 Independent Study
.5-3 units SC
• May be repeated three times
• Variable hours
• Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

An opportunity for selected students to pursue special interests under direction of the faculty. CSU

DANCE-133 Ballet I
1 unit SC
• 54 hours laboratory per term
• Recommended: PEDAN 130 or equivalent

A ballet course for the intermediate student. This class will focus on intermediate ballet barre, center adagio, allegro work, and across-the-floor combinations. It will also include the history of classical ballet works and their influence on the ballet dancer and current ballet styles. CSU, UC

DANCE-134 Ballet II
1 unit SC
• May be repeated three times
• 54 hours laboratory per term
• Prerequisite: DANCE 133 or equivalent

A ballet course for the advanced student. This class will focus on advanced ballet barre, center adagio, allegro work, and across-the-floor combinations. Students will also learn basic choreographic principles as they relate to ballet. CSU, UC

DANCE-135 Pointe Technique
1 unit SC
• May be repeated three times
• 54 hours laboratory per term
• Prerequisite: DANCE 133 or equivalent or PEDAN 130 or equivalent
• Formerly PEDAN 133

This is a course in classical ballet training through the application of Pointe technique. The class will focus on line, musicality, sequences, strength and grace as it relates to Pointe technique. The historical origins of the pointe shoe, pointe work, conceptual principles of Pointe ballet as an art form, and the anatomical structure of the lower extremities are also presented. CSU, UC

DANCE-137 Jazz Dance I
1 unit SC
• 54 hours laboratory per term
• Recommended: PEDAN 136 or equivalent

A jazz dance course for the intermediate student. This class will focus on intermediate jazz dance from Broadway, Lyrical, Hip-Hop and Contemporary styles. It will also include the history of jazz dance on stage, movie, and videos and its influence on the dancer. CSU, UC
DANCE-138 Jazz Dance II
1 unit SC
- May be repeated two times
- 54 hours laboratory per term
- Prerequisite: DANCE 137 or equivalent

A jazz dance course for the advanced student. This class will focus on advanced jazz dance from Broadway, Lyrical, Hip-Hop and Contemporary styles. Students will also learn basic choreographic principles as they relate to jazz dance. CSU, UC

DANCE-144 Modern Dance I
1 unit SC
- 54 hours laboratory per term
- Recommended: PEDAN 142 or equivalent

A modern dance course for the intermediate student. This class will focus on intermediate axial and locomotor movements, styles from early modern, post-modern, and contemporary modern innovators. It will also include the history of modern dance and its influence on the modern dancer and current modern dance styles. CSU, UC

DANCE-145 Modern Dance II
1 unit SC
- May be repeated two times
- 54 hours laboratory per term
- Prerequisite: DANCE 144 or equivalent

A modern dance course for the advanced student. This class will focus on advanced axial and locomotor movements, styles from early modern, post-modern, and contemporary modern innovators. Students will also learn basic choreographic principles as they relate to modern dance. CSU, UC

DANCE-201 Western Culture Dance History: 20th Century to Present
3 units SC
- 54 hours lecture per term

A study of the role of dance within western culture, from the 20th century through the present day. The course includes the Diaghilev period of ballet, the introduction of modern dance, and their influences on today’s ballet, modern and contemporary dance. CSU, UC

DANCE-205 Rhythmic Analysis for Dancers
2 units SC
- May be repeated once
- 18 hours lecture/54 hours laboratory per term
- Note: Previous experience in any dance technique is suggested
- Formerly PEDAN-131

Exploration of rhythm, meter, measure and other compositional elements (forms and genres) of music in relationship to dance and dancers. Application of musical elements and components to the craft of making dances. CSU, UC

DANCE-240 Dance Choreography
2 units SC
- May be repeated once
- 18 hours lecture/54 hours laboratory per term
- Formerly PEDAN-140

Choreographic skills developed through dance movement phrasing, spatial design and relationships, rhythm, theme development, concert, solo and group work. CSU, UC

DANCE-244 Repertory Dance Production
2 units SC
- May be repeated three times
- 108 hours laboratory per term
- Recommended: Previous dance experience or equivalent

A dance performance class with an emphasis on experiential learning from participation in the planning, staging, rehearsing and performing of a faculty-choreographed dance production. CSU, UC

DANCE-245 Dance Production
1-2 units SC
- May be repeated three times
- Variable hours
- Formerly PEDAN-145

This course involves the creation and staging of original student dance compositions. It includes the study of theory and technique with emphasis on dance as a perform art and participation in the technical and business aspects of a student production. A final dance concert performed by the students will culminate the term’s work. CSU, UC

DENTAL ASSISTING – DENTL

Biological and Health Sciences Division
Dennis Smith, Dean
Science Center Building 100
925-685-1230 ext. 2357

Possible career opportunities
While most dental assistants find employment in dental offices, opportunities for employment also exist in clinics and hospitals, insurance agencies, dental x-ray laboratories, and supply houses. The dental assisting program provides an excellent path for those interested in a variety of positions in the dental field. With training from the program, students can choose a profession as a dental technician, a small business owner in the dental field, a marketing agent for a commercial laboratory, or a sales representative for a dental supplier. Dental assisting students can also choose to continue their education to become a dental hygienist or a dentist.
**Associate in science degree**  
**Dental assisting**

**Certificate of achievement**  
**Dental assisting**

**Associate in science degree - Dental assisting**

The associate in science program in dental assisting prepares students for administrative support and chair side assisting in dental offices, hospitals and clinics, insurance agencies, dental x-ray laboratories and supply houses. The program of classroom instruction and clinical experience, along with general education, leads to the associate degree in dental assisting. To earn a degree, students must complete each of the required courses with a “C” grade or higher and complete all graduation requirements as listed in the catalog. Major requirements for dental assisting courses are only available in the day. General education courses are available in the day or evening.

The dental assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association, and the United States Department of Education. Students completing the degree or certificate program in dental assisting are eligible to take California's Registered Dental Assistant examination and the national Certified Dental Assistant examination.

Selected classes may meet lower division requirements for a bachelor's degree at selected campuses of CSU or the Bachelor of Arts at private universities. Consult with college counselors for more information.

To be eligible for enrollment in the dental assisting program, students must complete the specified prerequisite course DENTL 120 (six hour course) which is offered during the first two weeks of June. Students in the program must complete a health care provider cardiopulmonary resuscitation course and have a valid copy of the certification card on file in the Dental Assisting Office by January of their second semester.

**program prerequisite**

<table>
<thead>
<tr>
<th>course</th>
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<tr>
<td>DENTL 120</td>
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**major requirements**  

<table>
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<td>DENTL 175</td>
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<td>DENTL 181</td>
<td>2</td>
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<tr>
<td>DENTL 182</td>
<td>2.5</td>
</tr>
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</table>

**Certificate of achievement - Dental assisting**

This program prepares students for administrative support and chair side assisting in dental offices, hospitals and clinics, insurance agencies, dental x-ray laboratories and supply houses. The program of classroom instruction and clinical experience leads to the certificate of achievement in dental assisting. To earn a certificate, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Requirements for dental assisting courses are only available in the day. However, required general education courses are available in the day or evening.

The dental assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association, and the United States Department of Education. Students completing the certificate are eligible to take California’s Registered Dental Assistant examination and the national Certified Dental Assistant examination.

Selected classes may meet lower division requirements for the bachelor degree at selected campuses of CSU or the bachelor of arts in health administration in private universities. Consult with college counselors for more information.

To be eligible for enrollment in the dental assisting program, students must complete the specified prerequisite course DENTL 120 (6 hour course), which is offered in the first two weeks of June. Students in the program must complete a health care provider cardiopulmonary resuscitation course and have a valid copy of the certification card on file in the Dental Assisting Office by January of their second semester.

**program prerequisite**  

<table>
<thead>
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**required course**

<table>
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<tr>
<td>DENTL 171 Oral Facial Structures and Body</td>
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<tr>
<td>Systems</td>
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<tr>
<td>DENTL 172 Dental Radiography I</td>
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<td>DENTL 173 Dental Operative Procedures I</td>
<td>2.5</td>
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<tr>
<td>DENTL 174 Dental Materials and Laboratory</td>
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<td>Procedures</td>
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<td>DENTL 175 Infection Control, Oral Inspection</td>
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<tr>
<td>and Theories of Dental Assisting</td>
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<td>DENTL 180 Office Management</td>
<td>3</td>
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<tr>
<td>DENTL 181 Dental Emergencies, Pharmacology</td>
<td>2</td>
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<tr>
<td>and Oral Pathology</td>
<td></td>
</tr>
<tr>
<td>DENTL 182 Dental Radiography II</td>
<td>2.5</td>
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<tr>
<td>DENTL 183 Advanced Dental Operative Procedures</td>
<td>4.5</td>
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<tr>
<td>DENTL 184 Clinical Experience</td>
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### Dental assisting

**plus at least 3 units from:**
- BUS 101* Business English ......................................... 3
- ENGL 118* College Writing Development .......................... 3
- ENGL 122* Freshman English: Composition and Reading I ................................................................. 3

**plus at least 3 units from:**
- PSYCH 122* Psychology in Modern Life ........................... 3
- PSYCH 210* General Psychology .................................... 3

**plus at least 3 units from:**
- SPCH 120* Fundamentals of Speech ................................. 3
- SPCH 121* Persuasion and Critical Thinking ........................ 3
- SPCH 128* Interpersonal Communication .......................... 3

**Total units required** 41.3

* Students are expected to take one or two of these courses in the summer prior to entering the program. Those considering applying to the dental hygiene program are required to take English 122, Psychology 122 and Speech 121 unless they hold a baccalaureate degree or higher.

**recommended course**
DENTL 110 Overview of the Dental Profession ....................... 1.5  
(Offered mid-Spring semester)

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**DENTL-110 Overview of the Dental Profession**

1.5 units P/NP
- 27 hours per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: This course is open to all students.
- Formerly DENTL 060

An overview of the dental profession with special emphasis on assisting, hygiene and dental technology concepts. This course may be particularly helpful to the students desiring to enter dental assisting, dental hygiene or dental technology programs. CSU

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**DENTL-120 Orientation to the Dental Assisting Program**

.3 unit P/NP
- 6 hours lecture per term
- Note: Students must complete health requirements before the beginning of the fall semester. This will allow the student to work on one another, on patients in the dental assisting clinic on patients at the University of the Pacific Dental School, and in the dental internship offices.

This course is designed for all students interested in enrolling into the dental assisting program. The orientation course will provide the student with detailed enrollment information and the health protocol standards for the dental assistant student. Emphasis will be placed on laboratory asepsis, infection control and disease transmission. Information will be given on the supplies and equipment needed for disease prevention in compliance with regulatory agencies such as the Dental Board of California, Center for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA). Career pathways of dental assisting, professionalism, malpractice insurance and dental assisting organizations will be discussed. Guidelines from the Dental Practice Act Rules and Regulations will be presented in relationship to the dental assistant, registered dental assistant, and the registered dental assistant in extended functions. CSU

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**DENTL-150 Topics in Dental Assisting**

.3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in Dental Assisting to provide a study of current concepts and methods in Dental Assisting and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

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**DENTL-171 Oral Facial Structures and Body Systems**

3.5 units LR
- 54 hours lecture/27 hours laboratory per term
- Prerequisite: DENTL 120 or equivalent.
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Required medical exam, TB clearance, hepatitis immunization, and malpractice insurance

Introduction to general anatomy, body systems, head and neck, with emphasis on the teeth and their supporting structures. CSU

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**DENTL-172 Dental Radiography I**

2 units LR
- 27 hours lecture/36 hours laboratory per term
- Prerequisite: DENTL 120 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Required medical exam, TB clearance, hepatitis immunization, and malpractice insurance

Principles of oral radiography, to include pre-clinical and clinical application of procedures involved in exposing, processing, mounting and interpretation of dental radiographs. Emphasis will be placed on radiation safety, infection control procedures, management of waste and other related environmental hazards. CSU

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**DENTL-173 Dental Operative Procedures I**

2.5 units LR
- 27 hours lecture/54 hours laboratory per term
- Prerequisite: DENTL 120 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Required medical exam, TB clearance, hepatitis immunization, and malpractice insurance

Principles of chairside assisting. Operative procedures which include chairside responsibilities, instrument identification, tray setups, four-handed techniques, and sequences of general dentistry procedures. Identification, care and maintenance of the operator and equipment. CSU
DENTL-174 Dental Materials and Laboratory Procedures
2.5 units LR
- 27 hours lecture/54 hours laboratory per term
- Prerequisite: DENTL 120 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Required medical exam, TB clearance, hepatitis immunization, and malpractice insurance

The study, manipulation, and safe handling of dental materials used in operative and restorative dentistry. Characteristics manipulation and handling of dental laboratory materials and equipment and usage of instruments will also be present. Emphasis on managing infection and hazard control protocol are stressed throughout the course. CSU

DENTL-175 Infection Control, Oral Inspection, and Theories of Dental Assisting
2.5 units LR
- 27 hours lecture/54 hours laboratory per term
- Prerequisite: DENTL 120 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent.
- Note: Required medical exam, TB clearance, hepatitis immunization, and malpractice insurance

Emphasis will be placed on physical and laboratory aseptic infection control procedures and disease transmission. Included will be the supplies and equipment needed for disease prevention, both personal and patient and office safety in compliance with regulatory agencies. Topics include: collecting medical/dental health history and vital signs, microbiology of dental disease and application of their relationships to the principles of oral hygiene, signs of periodontal disease and oral cancer, diet and nutrition, oral inspection, dental charting and bacterial of the oral cavity. Orientation to the roles, functions and duties of the members of the dental teams as governed by the Dental Board of California, Committee of Dental Auxiliaries and the California Dental Practice Act. Subject matter will also include career pathways of dental assisting, professionalism, dental specialties and organizations. CSU

DENTL-180 Office Management
3 units LR
- 54 hours lecture per term
- Prerequisite: DENTL 171 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Medical exam, TB clearance, hepatitis immunization, malpractice insurance, and current CPR (GLS for Health Care Provider with AED)

Front office duties include patient management and staff interaction, telephone technique, bookkeeping/financial transactions, patient record maintenance, correspondence, filing, insurance processing, appointment control, and recall systems. Legal and ethical aspects pertaining to dental office records will be presented in this course. Instruction in the implementation of DENTRIX dental software. CSU

DENTL-181 Dental Emergencies, Pharmacology and Oral Pathology
2 units LR
- 36 hours lecture per term
- Prerequisite: DENTL 175 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Medical exam, TB Clearance, hepatitis immunization, malpractice insurance, and current CPR (GLS for Health Care Provider with AED)

A course in office preparation, symptoms, assisting in management and legal and ethical responsibilities in the event of a medical or dental emergency. Pathology of the hard and soft tissues of the oral cavity and function of pharmacology are also covered. CSU

DENTL-182 Dental Radiography II
2.5 units LR
- 27 hours lecture/54 hours laboratory per term
- Prerequisite: DENTL 172 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Medical exam, TB clearance, hepatitis immunization, malpractice insurance, and current CPR (GLS for Health Care Provider with AED)

Emphasizes patient management and radiation safety. Infection control procedures in accordance with OSHA and CDC guidelines. Perform and evaluate various types of radiographs and interpretation thereof. Advanced principles and practices of dental radiography with emphasis on technique and diagnostic quality of dental film. CSU

DENTL-183 Advanced Dental Operative Procedures
4.5 units LR
- 63 hours lecture/72 hours laboratory per term
- Prerequisite: DENTL 173 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Medical exam, TB clearance, hepatitis immunization, malpractice insurance, and current CPR (GLS for Health Care Provider with AED)

Advanced studies and manipulative skills in the specialties of dentistry. These specialties include: orthodontics, pediatrics, oral surgery, periodontics, endodontics, prosthodontics, and public health. Board approved coronal polish and community service dental health projects. CSU

DENTL-184 Clinical Experience
7 units LR
- 36 hours lecture/288 hours laboratory per term
- Prerequisite: DENTL 174 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Medical exam, TB clearance, hepatitis immunization, malpractice insurance, and current CPR (GLS for Health Care Provider with AED)

Dental assisting experience with emphasis on private dental practice including the various specialties of dentistry. Clinical experience with dental students in a dental school setting. Seminar topics will include: dental office evaluation, job expectations, interviewing skills, resume writing
and employment agreements. Written and practical mock exams will be conducted for State and National Board exams upon completion of the program. Two weeks pre-clinical review prior to internship rotation. CSU

DENTL-190  **Ultra Sonic Scaling for Orthodontic Procedures for the RDA**

1 unit LR
- 9 hours lecture/18 hours laboratory per term
- **Prerequisite:** DENTL 183 or equivalent

Theory and utilization of an ultrasonic scaler for the removal of excess supragingival cement from the coronal surfaces of teeth undergoing orthodontic treatment as described by the Dental Board of California. Emphasis will be placed on following standard precautionary principles and infection control protocols before, during and after the procedure. CSU

DENTL-191  **Pit and Fissure Sealants for the RDA**

1.5 units SC
- 9 hours lecture/54 hours laboratory per term
- **Prerequisite:** DENTL 183 or equivalent

This course presents the theory, utilization, preparation and application of dental pit and fissure sealants for Registered Dental Assistants as outlined by the Committee on Dental Auxiliaries (COMDA) and the Dental Board of California (DBC). Emphasis will be placed on following standard precautionary principles and infection control protocols before, during and after procedure. CSU

DENTL-210  **RDA Written Review**

1 unit P/NP
- 18 hours lecture per term
- **Recommended:** Eligibility for ENGL 122 or equivalent
- **Note:** Eligible for California Registered Dental Assistant (RDA) Exam
- **Formerly** DENTL 062

A comprehensive review of Dental Assistant (DA) Registered Dental Assistant (RDA) and Registered Dental Assistant Extended Functions (RDAEF) concepts, practices and legal responsibilities. This course will be particularly helpful to those planning to take the Registered Dental Assistant (RDA) written exam. CSU

DENTL-220  **Coronal Polish Certification**

.4 unit P/NP
- 4.5 hours lecture/8 hours laboratory per term
- **Note:** Current CPR certificate (GLS health care provider with AED), malpractice insurance
- **Formerly** DENTL 064

This is a California Board approved coronal polishing course. This course will teach students to identify a stain and remove it from the coronal part of the tooth. The method of fluoride treatment will be taught as well. CSU

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**DENTAL HYGIENE – DENHY**

The following courses are open only to those accepted into the dental hygiene program.

Biological and Health Sciences Division
Dennis Smith, Dean
Science Center Building 100
925-685-1230 ext. 2359

Possible career opportunities

While most dental hygienists find employment in general dental practices, opportunities for employment also exist in specialty practices such as periodontics or pediatric dentistry. Hygienists may be employed to provide dental hygiene services for patients in hospitals, nursing homes and public health clinics.

With additional education, dental hygienists can choose to pursue a teaching career in a dental school or a dental hygiene education program. Research careers, office management, business administration and clinical practice careers, in school or public health programs, also generally require additional education.

Associate in science degree
Dental hygiene

Certificate of achievement
Dental hygiene

**Associate in science degree - Dental hygiene**

This two-year program of classroom instruction and clinical experience prepares students to perform the educational, clinical (teeth cleaning), and laboratory responsibilities of a dental hygienist. Students are prepared to take the National Board Examination, California Registered Dental Hygiene State Board Examination as well as board examinations in other states. The program is accredited by Commission on Dental Accreditation of the American Dental Association and by the United States Department of Education and approved by the California State Board of Dental Examiners.

To be eligible for enrollment into the dental hygiene program applicants must complete the specified prerequisite courses prior to submitting an application. All science prerequisite courses must be taken within the last five years.
Dental hygiene

To earn a degree, student must complete the A.S. degree requirements (unless they already hold this or a higher degree) and achieve a grade of “C” or higher in each of the required courses. Dental hygiene required program courses are only available in the day. However, required general education courses are available in the day or evening. Students who have the greatest success completing the dental hygiene program have taken the general education courses prior to application and have an overall GPA of 3.0 or higher. Certain courses may satisfy both prerequisite/ major and graduation requirements; however the units are only counted once.

Students in the dental hygiene program must present a current cardiopulmonary resuscitation card and results of a recent physical examination providing evidence of good health including tuberculosis clearance and immunization at the beginning of their first semester. For dental hygiene program information and an application packet for enrollment contact the Dental Hygiene Department, Counseling Office or DVC website.

major requirements

program prerequisites or equivalents

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>BIOSC 120*</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>5</td>
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<td>CHEM 108*</td>
<td>Introductory Chemistry</td>
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<td>CHEM 109*</td>
<td>Introduction to Organic and Biochemistry</td>
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<td>ENGL 122</td>
<td>Freshman English: Composition and Reading I</td>
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<tr>
<td>NUTRI 160*</td>
<td>Nutrition: Science and Applications</td>
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plus at least 4 units from:

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<td>BIOSC 119*</td>
<td>Fundamentals of Microbiology</td>
<td>4</td>
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<tr>
<td>BIOSC 146*</td>
<td>Principles of Microbiology</td>
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Total prerequisite units: 23-24

*These courses must have been completed within the past five years.

program requirements

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<td>DENHY 120</td>
<td>Introduction to Dental Hygiene: Theory, Process of Care and Practice</td>
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<td>DENHY 121</td>
<td>Introduction to Comprehensive Clinical Dental Hygiene Care</td>
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<td>DENHY 122</td>
<td>Clinical Dental Hygiene I</td>
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<td>DENHY 123</td>
<td>Oral Health Care Education</td>
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<td>DENHY 124</td>
<td>Fundamentals of Radiology for the Dental Hygienist</td>
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<td>DENHY 125</td>
<td>Head and Neck Anatomy, Histology, and Embryology</td>
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<td>DENHY 126</td>
<td>Dental Morphology</td>
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<td>DENHY 127</td>
<td>Infection Control: Theory, Practice and Communication</td>
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<td>DENHY 128</td>
<td>Periodontics for the Dental Hygienist</td>
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<td>Contemporary Dental Materials for the Dental Hygienist</td>
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<td>DENHY 130</td>
<td>Clinical Dental Hygiene II</td>
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<td>DENHY 131</td>
<td>Local Anesthesia</td>
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<td>DENHY 133</td>
<td>Behavioral Foundation and Communication Skills</td>
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<td>Evaluation of Scientific Research</td>
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<td>Pharmacology for the Dental Hygienist</td>
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<td>DENHY 136</td>
<td>Dental Hygiene Care for Clients with Special Needs</td>
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<td>DENHY 219</td>
<td>Pathology</td>
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<td>DENHY 223</td>
<td>Ethics, Jurisprudence, and Practice Management</td>
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<td>DENHY 224</td>
<td>Integration of Dental Hygiene and Dentistry</td>
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<td>DENHY 225</td>
<td>Community Oral Health</td>
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<td>DENHY 226</td>
<td>Community Oral Health Service Learning</td>
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<td>DENHY 227</td>
<td>Advanced Periodontal Dental Hygiene Care</td>
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<td>DENHY 230</td>
<td>Advanced Clinical Dental Hygiene Care I</td>
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<td>DENHY 231</td>
<td>Advanced Clinical Dental Hygiene Care II</td>
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<tr>
<td>PSYCH 122</td>
<td>Psychology in Modern Life</td>
<td>3</td>
</tr>
<tr>
<td>SOCIO 120</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SPCH 121</td>
<td>Persuasion and Critical Thinking</td>
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Total units for the program requirements: 66.8

Total units for the major: 89.8-90.8

Certificate of achievement - Dental hygiene

This two-year program of classroom instruction and clinical experience prepares students to perform the educational, clinical (teeth cleaning), and laboratory responsibilities of a dental hygienist. Students are prepared to take the National Board Examination, California Registered Dental Hygiene State Board Examination and many other state board examinations. The program is accredited by the Commission on Dental Accreditation of the American Dental Association and by the United States Department of Education and approved by the California State Board of Dental Examiners.

To be eligible for enrollment into the dental hygiene program applicants must complete the specified prerequisite courses prior to submitting an application. All science prerequisite courses must be taken within the last five years.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Dental hygiene required program courses are only available in the day. However, required general education courses are available in the day or evening. Students who have the greatest success completing the dental hygiene program have taken the general education courses prior to application and have an overall GPA of 3.0 or higher.

Students in the dental hygiene program must present a current cardiopulmonary resuscitation card and results of a recent physical examination providing evidence of good health including tuberculosis clearance and immunizations at the beginning of their first semester. For dental hygiene program information and an application packet for enrollment contact the Dental Hygiene Department, Counseling Office or DVC website.
program prerequisites or equivalents
BIOSC 120* Introduction to Human Anatomy and Physiology .......................... 5
CHEM 108* Introductory Chemistry ......................................................... 4
CHEM 109* Introduction to Organic and Biochemistry .......... 4
ENGL 122 Freshman English: Composition and Reading I ........................................ 3
NUTRI 160* Nutrition: Science and Applications ........................................... 3

plus at least 4 units from:
BIOSC 119* Fundamentals of Microbiology ........................................... 4
BIOSC 146* Principles of Microbiology ................................................... 5

Total prerequisite units 23-24

*These courses must have been completed within the past five years.

required general education courses
units
PSYCH 122 Psychology in Modern Life...................................................... 3
SOCI 120 Introduction to Sociology ......................................................... 3
SPCH 120 Fundamentals of Speech ........................................................... 3

Total general education units 9

dental hygiene program required courses
units
DENHY 101 Dental Hygiene Orientation .................................................... 0.3
DENHY 120 Introduction to Dental Hygiene: Theory, Process of Care and Practice ........................................ 1
DENHY 121 Introduction to Comprehensive Clinical Dental Hygiene Care .................................................... 5
DENHY 122 Clinical Dental Hygiene I .......................................................... 4
DENHY 123 Oral Health Care Education ...................................................... 2
DENHY 124 Fundamentals of Radiology for the Dental Hygienist ..................... 2
DENHY 125 Head and Neck Anatomy, Histology, and Embryology ................. 4
DENHY 126 Dental Morphology ............................................................... 2
DENHY 127 Infection Control: Theory, Practice and Communication ............. 2
DENHY 128 Periodontics for the Dental Hygienist ....................................... 2
DENHY 129 Contemporary Dental Materials for the Dental Hygienist .................. 1.5
DENHY 130 Clinical Dental Hygiene II ....................................................... 2
DENHY 131 Local Anesthesia ................................................................. 1
DENHY 133 Behavioral Foundation and Communication Skills ..................... 1
DENHY 134 Evaluation of Scientific Research ............................................ 1
DENHY 135 Pharmacology for the Dental Hygienist .................................... 3
DENHY 136 Dental Hygiene Care for Clients with Special Needs ................... 1
DENHY 139 Pathology ............................................................................. 1
DENHY 223 Ethics, Jurisprudence, and Practice Management ........................ 2
DENHY 224 Integration of Dental Hygiene and Dentistry ................................ 1.5
DENHY 225 Community Oral Health ......................................................... 2
DENHY 226 Community Oral Health Service Learning ............................... 1
DENHY 227 Advanced Periodontal Dental Hygiene Care .................................. 2
DENHY 230 Advanced Clinical Dental Hygiene Care I .................................. 6
DENHY 231 Advanced Clinical Dental Hygiene Care II .................................. 6.5

Total program units 57.8
Total units for the certificate 89.8-90.8

recommended courses:
DENTL 110 Overview of the Dental Profession ......................... 1.5
DENHY 299 RDH Examination Preparation ................................. 0.5

DENHY-101 Dental Hygiene Orientation
.3 unit  P/NP

- 6 hours lecture/12 hours laboratory per term
- Note: Only students who are accepted into the dental hygiene program (or accepted as an alternate) will be allowed to register for this course. See the catalog or website for program information.

This course is an overview of dental hygiene curriculum, dental terminology, introduction to instrumentation skills and areas of planning and time management for the dental hygiene student. CSU

DENHY-120 Introduction to Dental Hygiene: Theory, Process of Care and Practice
1 unit  LR

- 18 hours lecture per term
- Prerequisite: BIOSC 146 and DENHY 101 or equivalent

An introduction to the evolving profession of dental hygiene, the conceptual framework for dental hygiene and the dental hygiene process for the promotion of oral health and wellness. The course will focus on the dental hygiene human needs conceptual model and its application to the dental hygiene process of care. While all eight human needs related to dental hygiene care will be addressed, special focus will be given to assessment of the human needs for integrity of the skin and mucous membrane and a biologically sound and functional dentition. In addition, dental hygiene diagnosis and identification of dental hygiene interventions will be included. CSU

DENHY-121 Introduction to Comprehensive Clinical Dental Hygiene Care
5 units  LR

- 54 hours lecture/108 hours laboratory per term
- Prerequisite: DENHY 101 or equivalent
- Note: TB clearance and medical exam

Introduction to the dental hygiene process, technical skills and procedures used in the clinical practice of dental hygiene. Clinical competency development will focus on client assessments, dental hygiene diagnosis, treatment planning, case presentation and implementation of instrumentation techniques for providing prevention-oriented and therapeutic dental hygiene care. Post treatment evaluation is also emphasized. CSU
DENHY-122 Clinical Dental Hygiene I
4 units LR
- 36 hours lecture/108 hours laboratory per term
- Prerequisite: DENHY 101 or equivalent
- Note: Current certificate in CPR required

Application of the dental hygiene process of care guided by the human needs conceptual model to promote oral health and wellness. The course includes laboratory and clinical experiences in client assessments, problem identification (dental hygiene diagnosis), dental hygiene care planning, case presentation and implementation of dental hygiene care (preventive and therapeutic procedures, oral health education). Evaluation of dental hygiene care/oral health goals attainment is also emphasized as an essential component of the dental hygiene process. CSU

DENHY-123 Oral Health Care Education
2 units LR
- 36 hours lecture per term
- Prerequisite: DENHY 101 and NUTR 160 or equivalents

This course is designed to introduce the principles, theory, and practice of oral hygiene care. The focus is to develop educational techniques and technical skills that can be used to assist individuals and groups in becoming integrally involved in their dental/oral care. This course will also focus on gaining information and the application of information related to oral health care to help the student make informed decisions regarding oral health promotion and disease prevention. Personal mechanical removal of bacterial plaque through the use of toothbrushes and other oral physiotherapy aids is introduced. Case studies will be used to enhance the learning experience (i.e. critical thinking and problem solving skills). CSU

DENHY-124 Fundamentals of Radiology for the Dental Hygienist
2 units LR
- 18 hours lecture/54 hours laboratory per term
- Prerequisite: DENHY 101 and CHEM 108 or equivalents

The study of radiology includes principles of radiation physics, biology, radiation safety, imaging theory, analysis of radiographs and quality assurance. The course focuses on application of the principles of radiology for assessment of the teeth and surrounding structures as an integral component of dental hygiene care and for use in collaborating with other dental professionals to ensure comprehensive oral health care. Contemporary alternative imaging modalities will also be discussed. The laboratory component includes development of values, attitudes and skills to produce radiographs of the highest technical quality with minimum client and operator exposure. CSU

DENHY-125 Head and Neck Anatomy, Histology, and Embryology
4 units LR
- 54 hours lecture/54 hours laboratory per term
- Prerequisite: DENHY 101 and BIOSC 120 or equivalents

A course concerned with the functions of the head and neck, with special attention being given to the oral cavity. Included is the general micro-anatomy of the tissue and the embryological development of the head and neck. CSU

DENHY-126 Dental Morphology
2 units LR
- 36 hours lecture per term
- Prerequisite: DENHY 101 or equivalent

The study of the structures and forms of the human dentition through combined lecture and laboratory experience. Aspects related to dental hygiene care such as root morphology, restorative charting, occlusion and dental anomalies are emphasized. CSU

DENHY-127 Infection Control: Theory, Practice and Communication
2 units LR
- 36 hours lecture per term
- Prerequisite: DENHY 101 or equivalent

Presents epidemiology and biomedical information regarding infectious diseases, such as hepatitis, herpes and human immunodeficiency virus (HIV) and acquired immunodeficiency syndrome (AIDS) and prevention of disease transmission. This course will include infection control principles, protocols, CDC and OSHA recommendations/regulations and an introduction to effective communication techniques essential for dental hygiene care delivery. CSU

DENHY-128 Periodontics for the Dental Hygienist
2 units LR
- 36 hours lecture per term
- Prerequisite: DENHY 101 or equivalent

The study of the discipline of periodontics. This includes related biological, clinical and behavioral aspects of the disease. Specifically, content will include: etiology, histopathology, epidemiology of the periodontal diseases; anatomical and histological features of the healthy periodontium; dental hygiene diagnosis; the classification of the periodontal diseases; the principles of periodontal therapy including prevention, initial periodontal therapy (biologic basis and rationale); adjunctive therapy; periodontal maintenance; principles of resective regenerative surgery. CSU
DENHY-129  Contemporary Dental Materials for the Dental Hygienist
1.5 units LR
• 18 hours lecture/36 hours laboratory per term
• Prerequisite: DENHY 101 or equivalent
The study of dental materials science designed to achieve an understanding of the underlying principles of materials science as they apply to the selection and handling of those materials utilized as part of contemporary comprehensive dental hygiene care. Students will gain knowledge of the basic science and behavior of existing materials within a framework which will enable them to adapt to the rapidly evolving array of new dental materials and techniques in the professional arena. CSU

DENHY-130  Clinical Dental Hygiene II
2 units LR
• 18 hours lecture/54 hours laboratory per term
• Prerequisite: DENHY 101 and DENHY 127 or equivalents
• Note: Current certificate in CPR required
The course emphasis is on refining skills associated with preventive oral health services, initial periodontal therapy and periodontal maintenance. Improved proficiency will be expected in assessment, planning, problem identification, treatment planning, implementation and evaluation of client-centered dental hygiene care. It is anticipated that the student will have increased opportunities to provide initial periodontal therapy (non-surgical) in order to develop scaling and debridement skills along with the administration of local anesthetics. The seminar portion of this course will focus on the objectives and principles of comprehensive dental hygiene care through the use of case studies. CSU

DENHY-131  Local Anesthesia
1 unit LR
• 9 hours lecture/27 hours laboratory per term
• Prerequisite: DENHY 101 and DENHY 127 or equivalents
• Note: Current certificate in CPR required
A course covering the techniques of pain control by the administration of local anesthetics. The course prepares the student for management of the more complex clinical client during advanced dental hygiene care procedures. CSU

DENHY-133  Behavioral Foundations and Communications Skills
1 unit LR
• 18 hours lecture per term
• Prerequisite: DENHY 101 or equivalent
Introduction to principles drawn from the behavioral sciences which provide the knowledge base to guide dental hygienist-client communication. The course will include the basic components of the communication process, verbal and nonverbal communication, therapeutic and non-therapeutic communication techniques, listening skills, major theories of motivation, and the interrelationship between teaching, learning, and communication. Work will focus on the modification of teaching, learning, and communication techniques appropriate for clients throughout the life span and development of abilities to interact with the many individuals and groups who make up our multicultural environment. CSU

DENHY-134  Evaluation of Scientific Research
1 unit LR
• 18 hours lecture per term
• Prerequisite: DENHY 101 and ENGL 122 or equivalents
This course is designed to familiarize the student with scientific research methodology and provide the tools necessary to critically review, evaluate and interpret scientific research results as presented in scientific and professional literature. Additionally, this course will provide insight into the review process for popular literature. CSU

DENHY-135  Pharmacology for the Dental Hygienist
3 units LR
• 54 hours lecture per term
• Prerequisite: DENHY 101 and CHEM 109 or equivalents
The study of pharmaceuticals used in medicine and dentistry. Emphasis is placed on identifying and understanding drugs by category of therapeutic use (i.e. local anesthetics, antibiotics, anti hypertensives). The underlying physiologic basis for drug action is explored. Adverse reactions including side effects and allergic responses are addressed. The study of Nitrous Oxide as a dental sedative in preparation for the use of this drug clinically is a core component of the course. CSU

DENHY-136  Dental Hygiene Care for Clients with Special Needs
1 unit LR
• 18 hours lecture per term
• Prerequisite: DENHY 101 or equivalent
This course focuses on goals, principles, and treatment modification of comprehensive dental hygiene care for clients with special needs. CSU

DENHY-150  Topics in Dental Hygiene
.3-4 units LR
• May be repeated three times
• Variable hours
• Prerequisite: DENHY 101 or equivalent
A supplemental course in dental hygiene to provide a study of current concepts and problems in dental hygiene and related subdivisions. Specific topics will be announced in the schedule of classes. CSU
DENHY-219 Pathology
2 units LR
- 36 hours lecture per term
- Prerequisite: DENHY 120 or equivalent
This course is designed to provide an introduction to clinical and diagnostic general and oral pathology. Emphasis will be placed upon the recognition of the presence of abnormality and the acquisition by the student of sufficient knowledge upon which to base a reasonable differential diagnosis of any lesion which is likely to be met in general dental practice. CSU

DENHY-223 Ethics, Jurisprudence, and Practice Management for the Dental Hygienist
2 units LR
- 36 hours lecture per term
- Prerequisite: DENHY 120 or equivalent
The study of jurisprudence, ethics, and practice management as these concepts relate to dental hygiene care. A personal philosophy toward professional conduct, continued quality improvement, self-assessment and peer evaluation are developed. Management and leadership skills essential for dental hygienists practicing within the dental setting is emphasized. CSU

DENHY-224 Integration of Dental Hygiene and Dentistry
1.5 units LR
- 27 hours lecture per term
- Prerequisite: DENHY 120 or equivalent
A course covering various phases of dentistry including restorative dentistry, esthetic dentistry, prosthodontics, endodontics, orthodontics, pediatric dentistry, geriatric dentistry, oral/maxillofacial surgery, and new technology in dentistry. Students are exposed to how these various areas of dentistry are implemented in the general dental practice, how they are related to the practice of dental hygiene, as well as how to make a referral to a dental specialist in the case of the complex patient. Integration of dental concepts and comprehensive patient care in preparation for future collaborative practice between the dental hygienist and other health care providers is emphasized for each topic area. Ethical considerations and the role of effective communication and teamwork in providing comprehensive client care is emphasized throughout the course. Career satisfaction and opportunities for employment in multiple settings are discussed. CSU

DENHY-225 Community Oral Health
2 units LR
- 36 hours lecture per term
- Prerequisite: DENHY 120 and ENGL 122 or equivalents
- Formerly DENHY 132
This course is the study of oral health and disease in culturally and economically diverse community and public health settings. Course emphasis is on oral health education in a variety of environments with numerous oral health needs. The process of community and public health program planning includes the assessment, development, implementation and evaluation of community based oral health programs. This course will focus on the planning of a community based oral health project to implement next semester through action research and evaluation. CSU

DENHY-226 Community Oral Health Service Learning
1 unit LR
- 18 hours lecture/18 hours laboratory per term
- Prerequisite: DENHY 120 and DENHY 225 or equivalent
This course is the study of oral health and disease in culturally and economically diverse community and public health settings. Course emphasis is on oral health education in a variety of environments with numerous oral health needs. The process of community and public health program planning includes the assessment, development, implementation and evaluation of community-based oral health programs. This course will focus on the implementation and evaluation of a planned oral health project in the community through action research. CSU

DENHY-227 Advanced Periodontal Dental Hygiene Care
2 units LR
- 36 hours lecture per term
- Prerequisite: DENHY 120 or equivalent
Study of advanced principles of clinical dental hygiene care; including advanced instrumentation techniques, soft tissue (gingival) curettage, use of power driven scalers, dental hygiene diagnosis and dental hygiene care planning for clients with periodontal diseases. Current concepts about the adjunctive use of chemical agents in the prevention and treatment of inflammatory periodontal diseases will be explored in the context of dental hygiene care with case-based presentations. Additional supportive treatment procedures, which augment periodontal debridement and oral hygiene self-care, will be incorporated into an evidence-based approach to dental hygiene care. CSU
DENHY-230 Advanced Clinical Dental Hygiene Care I
6 units LR
- 18 hours lecture/279 hours laboratory per term
- Prerequisite: DENHY 120 and DENHY 127 or equivalents
- Note: Current CPR certificate required

This is a one semester clinical course designed to expand and develop dental hygiene skills in preventive therapy, oral prophylaxis, periodontal initial preparation, and periodontal maintenance therapy. Students will become competent in scaling and root debridement procedures, pain control and gingival curettage. Dental hygiene assessment (diagnostic) and dental hygiene care planning skills will continue to be developed. The student will also become competent in adjunct therapeutic skills. Techniques in the use and interpretation of radiographs, infection control and office procedures will be developed. Learning experiences will be conducted with a human needs framework. Care will be client centered. The course will consist of seminar and clinical experiences. Students will develop skills by working with clients in the college clinic and in outside clinical environments. The educational focus is on the refinement of periodontal process skills in scaling and debridement, the application of advanced instrumentation principles and early self assessment skills. CSU

DENHY-231 Advanced Clinical Dental Hygiene Care II
6.5 units LR
- 18 hours lecture/306 hours laboratory per term
- Prerequisite: DENHY 120 and DENHY 127 or equivalents
- Note: Current certificate in CPR

This course is a continuation of the advanced clinical dental hygiene care course designed to lead toward the achievement of clinical competence in preventive oral health care, oral prophylaxis, initial therapy and supportive periodontal therapy. Students will become proficient in scaling and debridement procedures, administration of local anesthetics and nitrous-oxide sedation, and gingival curettage. Dental hygiene assessment, diagnosis (based on human need theory) and dental hygiene care planning skills will be refined. Techniques in use and interpretation of radiographs, infection control and time management will be further developed. The student will also become proficient in adjunct therapeutic skills such as the local placement of antimicrobial agents. CSU

DENHY-298 Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable education contract to department and Instruction Office; topics must extend study beyond courses offered.

An opportunity for advanced students to study special interests under the direction of the faculty. CSU

DENHY-299 RDH Examination Preparation
.5 unit LR
- May be repeated three times
- 27 hours laboratory per term
- Prerequisite: DENHY 231 or equivalent
- Formerly DENHY 099

Advanced clinical dental hygiene experience with emphasis on preparation for the RDH Examination: including patient selection, preparation, self/peer evaluation to enhance performance on the State of California license examination

DENTAL LABORATORY TECHNOLOGY – DENTE

The following courses are open only to those accepted into the dental laboratory technology program.

Biological and Health Sciences Division
Dennis Smith, Dean
Science Center Building 100
925-685-1230 ext. 2359

Possible career opportunities
Upon completion of the dental technology program, students are eligible for the National Comprehensive Examination, which leads to certification sponsored by the National Board of Certified Dental Laboratories. Most graduates find job placements as technicians in dental labs.

Associate in science degree
Dental laboratory technology

Certificate of achievement
Dental laboratory technology

Associate in science degree - Dental laboratory technology

The associate in science program in dental technology prepares students to construct removable and fixed prosthetic appliances; construct and cast inlays, crowns, and bridges; and prepare ceramic jackets.

The program of classroom instruction and clinical experience, along with general education, leads to the associate degree in dental technology. To earn a degree, students must complete each of the courses required for the major with a “C” grade or higher and complete graduation requirements as listed in the catalog. Major requirements for dental technology courses are only available in the day. General education courses are available in the day or evening.

For an information sheet describing admission requirements, contact the Admissions and Records Office.
### Certificate of achievement - Dental laboratory technology

This program prepares students to construct removable and fixed prosthetic appliances; construct and cast inlays, crowns, and bridges; and prepare ceramic jackets.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Most required courses are only available in the day. However, some recommended courses are available in the day or evening.

For an information sheet describing admission requirements contact the Admissions and Records Office.

#### major requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>DENTE 120</td>
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<tr>
<td>Orientation, Ethics, Jurisprudence, and History of Dentistry</td>
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<tr>
<td>DENTE 122</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Dental Materials</td>
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<tr>
<td>DENTE 124</td>
<td>2</td>
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<tr>
<td>Introduction to Dental Morphology</td>
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<tr>
<td>DENTE 236</td>
<td>2</td>
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<tr>
<td>Dental Anatomy and Morphology</td>
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<tr>
<td>DENTE 237</td>
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<tr>
<td>Intermediate Crown and Bridge Techniques</td>
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<td>DENTE 238</td>
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<td>Advanced Crown and Bridge Techniques</td>
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<tr>
<td>DENTE 240</td>
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<td>Introduction to Dental Ceramics</td>
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<td>DENTE 242</td>
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<tr>
<td>Dental Ceramics Substructure and Designs</td>
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<tr>
<td>DENTE 250</td>
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<td>Practical Fixed and Removable Techniques</td>
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**Total units for the major**  
20

#### recommended courses

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<td>BUSMG 191</td>
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<td>Small Business Management</td>
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<td>COOP 170</td>
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<td>Occupational Work Experience</td>
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<tr>
<td>DENTL 110</td>
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<tr>
<td>Overview of the Dental Profession</td>
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<td>PHYSC 112</td>
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<td>Fundamentals of Physical Science</td>
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**Total units required**  
20

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<td>COOP 170</td>
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<td>Occupational Work Experience</td>
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<td>DENTL 110</td>
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<td>Overview of the Dental Profession</td>
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<td>ENGL 122</td>
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<td>PHYSC 112</td>
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<tr>
<td>Fundamentals of Physical Science</td>
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#### DENTE-120 Ethics, Jurisprudence and History of Dentistry

1 unit LR  
- **18 hours lecture per term**  
- **Note: This course to be taken in the first semester.**  
Principles of ethics in the dental profession; History and jurisprudence of dental laboratory technology. CSU

#### DENTE-122 Introduction to Dental Materials

1 unit LR  
- **18 hours lecture/18 hours laboratory per term**  
- **Note: This course to be taken in the first semester.**  
Introduction to the various metallic and nonmetallic materials used in dental laboratory practices. The development of the manipulative skill necessary for the proper use of the materials. CSU

#### DENTE-124 Introduction to Dental Morphology

2 units LR  
- **18 hours lecture/54 hours laboratory per term**  
- **Note: This course to be taken in the first semester.**  
Introduction to anatomy of the head and oral cavity with emphasis on the individual teeth. Reproduction of the individual teeth in wax. CSU

#### DENTE-150 Topics in Dental Technology

.3-4 units LR  
- **May be repeated three times**  
- **Variable hours**  
A supplemental course in Dental Technology to provide a study of current concepts and problems in Dental Technology and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

#### DENTE-236 Dental Anatomy and Morphology

2 units LR  
- **18 hours lecture/54 hours laboratory per term**  
- **Note: This course to be taken in the first semester.**  
Instruction in dental anatomy and morphology; principles of occlusion and introduction to crown and bridge. CSU

#### DENTE-237 Intermediate Crown and Bridge Techniques

2 units LR  
- **18 hours lecture/54 hours laboratory per term**  
- **Note: This course to be taken in the first semester.**  
The presentation of techniques necessary for the fabrication of fixed restorations including types of fixed restorations, prepared tooth forms, impressions, casts, dies, related occlusion, waxing of patterns, carving of patterns, investing of patterns, casting of patterns, and finishing of castings. CSU
DENTE-238 Advanced Crown and Bridge Techniques
4 units LR
• 36 hours lecture/108 hours laboratory per term
• Prerequisite: DENTE 122, DENTE 236, and DENTE 237, or equivalents
The presentation of techniques necessary for advanced fabrication of fixed and removable prosthetics including the development of single and multiple unit ceramic restorations in various combinations as well as the fabrication of restorations on natural cases. CSU

DENTE-240 Introduction to Dental Ceramics
2 units LR
• 18 hours lecture/54 hours laboratory per term
• Note: This course to be taken in the first semester.
The techniques of manipulation for single units of porcelain bonded to metal including opaquing, building, firing, grinding, glazing, and staining. CSU

DENTE-242 Dental Ceramics Substructure and Designs
4 units LR
• 36 hours lecture/108 hours laboratory per term
• Prerequisite: DENTE 240 or equivalent
Continued advanced techniques of dental ceramics, including the fabrication of porcelain margins and characterized staining of ceramic porcelain restorations. CSU

DENTE-250 Practical Fixed and Removable Techniques
2 units LR
• 18 hours lecture/54 hours laboratory per term
• Prerequisite: DENTE 124 or equivalent
This course is part of the total educational process that assists students in exploring and choosing a career, preparing for full-time employment and advancing in career specialty areas. The plan combines students skills applications, practical cases (real cases) prescriptions and case due dates, which are similar to those in commercial laboratories. This plan also prepares students for the transition from the community college setting into the commercial dental laboratory setting. CSU

DENTE-252 Prosthodontic Custom Provisionals and Orthodontic Appliances
4 units SC
• 36 hours lecture/108 hours laboratory per term
• Recommended: DENTE 236 and DENTL 174 or equivalents
Special instruction in the development of removable partial dentures, custom temporary restorations, Night Guards, Hawley retainers, stay plates and removable appliances designed for the oral cavity. CSU

DRAMA – DRAMA

Applied and Fine Arts Division
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

Possible career opportunities
Most careers related to theatre require education beyond the associate degree, however, an understanding and mastery of technical theatre skills provides some preparation for work in local community and professional theatre. Possible career options include: set designer, model builder, makeup artist, lighting designer, stage manager, scenic artist, set builder, set carpenter, set painter, stage technician, sound technician, prop maker, and lighting operator.

Associate in arts degree
Technical theater

Certificate of achievement
Technical theater

The program in technical theatre prepares students for an entry-level career in community and professional theater. Careers may include scene shop technician, property artisan, electrician, costume technician, makeup technician, scenic artist, or stage manager. The program also prepares students who wish to expand their careers to entry-level technical video and film positions, as well as entry into a four-year university or professional school.

While this program of study is not designed as a transfer program, selected courses in the program meet lower division requirements for the bachelor of arts degree at many California State University and University of California campuses. Consult with department faculty and a college counselor for more information.

Students must complete each course used to meet a major or certificate requirement with a “C” grade or higher, maintain an overall GPA of 2.5 or higher in the coursework required for the certificate and/or degree. Students who wish to apply for the associate degree must also complete graduation requirements as listed in the catalog.

The technical theatre program is composed of seven core courses supplemented by fifteen restricted electives from which students select a minimum of nine units to meet their individual educational and career goals. The certificate program can also be used as the “major” that is required for the associate in arts degree in technical theatre at Diablo Valley College.
Drama

Associate in arts degree - Technical theater

**major requirements**

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<tr>
<th>Course Code</th>
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<tr>
<td>DRAMA 111</td>
<td>Fundamentals of Stage Production (Lighting)</td>
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<tr>
<td>DRAMA 112</td>
<td>Stage Makeup</td>
<td>2</td>
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<tr>
<td>DRAMA 122</td>
<td>Basic Principles of Acting</td>
<td>3</td>
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<tr>
<td>DRAMA 139</td>
<td>Introduction to Theater</td>
<td>3</td>
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<tr>
<td>DRAMA 200</td>
<td>Introduction to Technical Theater</td>
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<tr>
<td>DRAMA 201</td>
<td>Technical Theater Laboratory</td>
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**plus** 3-4 units from:

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COOP 170A</td>
<td>Internship in Occupational Work Experience Education</td>
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**plus at least 9 units from:**

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<tr>
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<tbody>
<tr>
<td>ARCHI 130</td>
<td>Architectural Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ART 105</td>
<td>Introduction to Drawing, Color, and Two-Dimensional Design</td>
<td>3</td>
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<tr>
<td>ART 106</td>
<td>Drawing and Composition</td>
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<tr>
<td>ART 108</td>
<td>Figure Drawing II</td>
<td>3</td>
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<tr>
<td>ARTDM 130</td>
<td>Introduction to Digital Audio</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 149</td>
<td>Introduction to Digital Video</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 160</td>
<td>3D Modeling and Animation I</td>
<td>3</td>
</tr>
<tr>
<td>BCA 120</td>
<td>Introduction to TV Production Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BCA 125</td>
<td>Introduction to Digital Film Style Production</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 113</td>
<td>Introduction to Costume Design</td>
<td>0.5-3</td>
</tr>
<tr>
<td>ENGIN 119</td>
<td>Introduction to Technical Drawing and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 126</td>
<td>Computer Aided Design and Drafting and AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>FILM 292</td>
<td>Fundamentals of Film Making - Beginning</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 172</td>
<td>Introduction to Electronic Music and MIDI</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total units required** 27-29

Certificate of achievement - Technical theater

**required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>DRAMA 111</td>
<td>Fundamentals of Stage Production (Lighting)</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 112</td>
<td>Stage Makeup</td>
<td>2</td>
</tr>
<tr>
<td>DRAMA 122</td>
<td>Basic Principles of Acting</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 139</td>
<td>Introduction to Theater</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 200</td>
<td>Introduction to Technical Theater</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 201</td>
<td>Technical Theater Laboratory</td>
<td>1-2</td>
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**plus** 3-4 units from:

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>COOP 170A</td>
<td>Internship in Occupational Work Experience Education</td>
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</table>

**plus at least 9 units from:**

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<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ART 105</td>
<td>Introduction to Drawing, Color, and Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 106</td>
<td>Drawing and Composition</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>Figure Drawing II</td>
<td>3</td>
</tr>
</tbody>
</table>

**ARTDM 130** Introduction to Digital Audio 1.5
**ARTDM 149** Introduction to Digital Video 1.5
**ARTDM 160** 3D Modeling and Animation I 3
**BCA 120** Introduction to TV Production Techniques 3
**BCA 125** Introduction to Digital Film Style Production 3
**DRAMA 113** Introduction to Costume Design 3
**DRAMA 298** Independent Study 0.5-3
**ENGIN 119** Introduction to Technical Drawing 3
**ENGIN 126** Computer Aided Design and Drafting 4
**AutoCAD** 4
**FILM 292** Fundamentals of Film Making - Beginning 3
**MUSIC 172** Introduction to Electronic Music and MIDI 3

**Total units required** 27-29

Drama

**DRAMA-111 Fundamentals of Stage Production - Lighting**

<table>
<thead>
<tr>
<th>Units</th>
<th>SC</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**3 hours lecture per term**

Theory and techniques of stage lighting including the function of lighting equipment, the operation of basic dimmer systems, and the creation of light designs for selected plays. CSU, UC

**DRAMA-112 Stage Makeup**

<table>
<thead>
<tr>
<th>Units</th>
<th>SC</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**May be repeated once**

**18 hours lecture/54 hours laboratory per term**

This course studies the aesthetics, materials, and procedures of stage makeup involving: latex and derma wax for witches and fairies, corrective and aging techniques, the creation of animals and monsters, and the construction of beards and mustaches. CSU, UC

**DRAMA-113 Introduction to Costume Design**

<table>
<thead>
<tr>
<th>Units</th>
<th>SC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5</td>
<td></td>
</tr>
</tbody>
</table>

**May be repeated once**

**18 hours lecture/36 hours laboratory/54 hours laboratory by arrangement per term**

Theory and application of costume design and construction for the theater including fabric, basic patterns, wardrobe plotting, and historical styles. Working in crews for construction of costumes for theatrical productions. CSU, UC

**DRAMA-122 Basic Principles of Acting**

<table>
<thead>
<tr>
<th>Units</th>
<th>SC</th>
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</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**May be repeated once**

**54 hours lecture per term**

This is the first term in acting fundamentals with emphasis upon physical and vocal release. It includes the theory and practice of improvisation, sensory awareness, communication of emotions, and scene playing. CSU, UC
DRAMA-123 Intermediate Principles of Acting
3 units SC
- 54 hours lecture per term
- Recommended: DRAMA 122 or equivalent
This course is the continuation of the acting study sequence with focus on the synthesis of the actor's internal and external techniques through physical and vocal action to realize the playwright's concept. CSU, UC

DRAMA-124 Advanced Principles of Acting
6 units SC
- 108 hours lecture per term
- Prerequisite: DRAMA 122 and DRAMA 123 or equivalents; audition required
The study of acting with extensive participation in the performance of selected scenes from contemporary realism. A special emphasis will be on script analysis, personalization, improvisation, intensive listening and interaction modes with partners. This also includes the further study and application of physical and vocal gestures and dynamics. A special emphasis is an organic approach to acting. CSU, UC

DRAMA-126 Acting on Camera
3 units SC
- 36 hours lecture/54 hours laboratory per term
- Recommended: DRAMA 122 and 123 or equivalents
Practical training and practice in acting on camera for the performer. Close attention to those techniques of acting that have special application to television and film. CSU, UC

DRAMA-127 Auditioning Techniques
3 units SC
- 54 hours lecture per term
- Recommended: DRAMA 122 or equivalent
The course will cover the elements of auditioning techniques that include, but are not limited to: monologue selection, styles, actor's preparation, research, theory and practical application. Students will learn to prepare for college, community and professional theater auditions and create a portfolio. CSU

DRAMA-130 Principles of Directing
3 units SC
- 54 hours lecture per term
- Recommended: DRAMA 122 and 123 or equivalents; concurrent enrollment in DRAMA 230 or equivalent; eligibility for ENGL 122 or equivalent
Study and analysis of the stage director, his or her function, and the preparation of a play script from the first reading through casting, rehearsals, and performances. Emphasis will be placed on theory of directing as well as its practical application. CSU, UC

DRAMA-139 Introduction to Theater
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
A comprehensive examination of the multiple disciplines of theater and the collaboration process within. This introductory course surveys the roles of actors, directors, playwrights and designers (set, costume, sound and lighting). It will also cover the origins of theater, history, dramatic structure, the audience and theater performance spaces. CSU, UC

DRAMA-140 History of the Theater Before 1700
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course is a survey of the development of dramatic art from prehistoric time to 1700. It includes the exploration of experience, imagination and expression in dramatic art forms throughout the world. CSU, UC

DRAMA-141 History of the Theater from 1700 to the Present
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course is a survey of dramatic art from the 1700's to the present. It includes the exploration of experience, imagination, and expression in dramatic art forms throughout the world. CSU, UC

DRAMA-142 Multicultural Perspectives in American Theater
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
Students will explore and evaluate contemporary dramatic literature (1965-present) of Native American, African American, Asian-Pacific American, Asian American and Chicano/Latino cultures. They will also examine the historical as well as the cultural and social conditions in which these plays developed. CSU, UC

DRAMA-150 Children's Theater
3 units SC
- May be repeated three times
- 54 hours lecture per term
This is a course in the theory and principles of children's theater. It features the creation of a production using an adult cast with emphasis upon performance for an audience of children. The production will tour local elementary schools. Each term new literature is studied. CSU
DRAMA-155 Topics in Drama
1-3 units SC
• May be repeated three times
• Variable hours
• Formerly DRAMA 290
A supplemental course in drama to provide a study of current concepts, problems, and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

DRAMA-170 Introduction to Musical Theater
4 units SC
• 72 hours lecture per term
• Recommended: MUSIC 170 or equivalent
This course develops audition and performance skills combining singing, dancing, and acting in the presentation of scenes, as well as the rehearsal and performance of dance routines from a variety of musicals. A survey of the history and development of musical theater is included. CSU, UC

DRAMA-180 Literature of World Drama: Pre-Greek to 17th Century
3 units SC
• 54 hours lecture per term
This course examines great works of world dramatic literature from the periods of pre-Greek civilization to the Elizabethan Renaissance. Through reading, writing, scene work, and viewing stage and film productions, students will gain an understanding of how the transformation of great dramatic literature from text to performance had a profound influence on past civilizations, and how it continues to influence us today. CSU, UC

DRAMA-181 Literature of World Drama: 17th Century to Present
3 units SC
• 54 hours lecture per term
This course examines works of great dramatic literature from the period of the Elizabethan Renaissance to the present day. Through reading, writing, scene work, and viewing stage and film productions, students will gain an understanding of how the transformation of great dramatic literature from text to performance had a profound influence on past civilizations, and how it continues to influence us today. CSU, UC

DRAMA-200 Introduction to Technical Theater
3 units SC
• 54 hours lecture per term
• Co-requisite: DRAMA 201 or equivalent
Introduction to technical theater will provide students with a theoretical as well as a practical overview of the elements of technical theater. This would include the following: safety precautions, stage management, stage design, scenery, lighting, sound, acting, make-up, and costuming. Also included will be the discussion of job opportunities in theater. CSU, UC

DRAMA-201 Technical Theater Laboratory
1-2 units SC
• May be repeated three times
• Variable hours
• Prerequisite: DRAMA 200 (may be taken concurrently)
Technical Theater laboratory will provide students with practical applications of technical theater. Students will obtain hands-on experience working on main stage productions, arena productions, and student-directed projects. They will assist in the following areas: safety precautions, stage management, stage design, scenery, lighting, sound, make-up, and costuming. CSU, UC

DRAMA-230 Directing Projects
1-2 units SC
• May be repeated once
• Variable hours
• Recommended: Concurrent enrollment in DRAMA 130 and eligibility for ENGL 122 or equivalents
Practical application of Drama 130; preparation of script through performance under rehearsal conditions of student-directed scenes in realistic style. Projects may culminate in limited public performance; intense development in student directed one-acts in varied theater styles for public performance; emphasis in the director-actor relationship and effective staging. May include original (not previously published) material. CSU, UC (credit limits may apply to UC - see counselor)

DRAMA-260 Acting in Student Directed Projects
1-2 units SC
• May be repeated three times
• Variable hours
• Recommended: Audition or equivalent
This is an open entry open exit class, where students receive practical experience in rehearsal and performance in student-directed scenes through performance under rehearsal conditions; rehearsal and performance in student directed one-acts in varied theater styles for public performance; rehearsal and performance in a short musical role; may be faculty or student directed. All projects culminate in public performance. CSU, UC (credit limits may apply to UC - see counselor)

DRAMA-270 Major Production
1-2 units SC
• May be repeated three times
• Variable hours
• Prerequisite: Audition and interview
This is an open entry, open exit class, where students participate in a faculty-directed, sustained, musical or non-musical role, with emphasis in rehearsal and performance. Involvement could include script analysis, coordination of voice, movement, costume, makeup, performance style, and technical theater. All projects culminate in public performance. CSU, UC (credit limits may apply to UC - see counselor)
**DRAMA-298 Independent Study**

.5-3 units SC  
- May be repeated three times  
- Variable hours  
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered.

An opportunity that provides advanced drama students with special interests to study selected topics under the direction of the faculty. CSU

**Related courses in other departments**

English 180 - Literature of the Drama  
Physical Education Dance 134 - Beginning Pointe Technique  
Physical Education Dance 136 - Beginning Jazz Dance  
Physical Education Dance 142 - Beginning Modern Dance  
Speech 162 - Project in Oral Interpretation

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**EARLY CHILDHOOD EDUCATION – ECE**

Social Sciences Division  
Lyn Krause, Dean  
Faculty Office 134  
925-685-1230 ext. 2518

**Possible career opportunities**

Early childhood educators focus on children from zero to age five. Some of the positions held by early childhood professionals are: classroom aide, ECE teacher, site supervisor, program director, child care provider, adult educator of families and other professionals, resource and referral professional, social service worker, youth and family service worker, camp counselor, recreation leader, foster care provider, mental health paraprofessional, or child advocate.

**Associate in science degree - Early childhood education**

The associate in science program in early childhood education is designed as a two-year curricular pathway that offers students a broad general education while integrating an in-depth study in child development and theory, principles and practices in early care and education. The early childhood education program prepares students for various careers working directly with children, families and other adults in the early childhood profession.

To earn a degree, students must complete each of the courses required for the major with a grade of “C” or higher and complete graduation requirements as listed in the catalog. Attending classes in the day, the evening or both can complete degree requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 124 Child Development and Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ECE 125 Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 126 Health, Safety and Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECE 128 Curriculum Development for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 130 Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 144 Diversity in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 249 Introduction to ECE Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>ECE 250 ECE Theory and Practice</td>
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</tbody>
</table>

**Total units for the major** 26

**Recommended degree electives**


**Certificate of achievement - Early childhood education - Basic**

This certificate prepares students to meet the demands of today’s childcare centers, preschool programs, and nursery schools. The certificate adds to the minimum requirements for the California State Department of Social Services, Community Care Licensing, Title 22 requirements for a fully qualified teacher.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Attending classes in the day, the evening, or both can complete certificate requirements.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ECE 124 Child Development and Psychology</td>
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<tr>
<td>ECE 128 Curriculum Development for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 130 Child, Family and Community</td>
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</tr>
<tr>
<td>ECE 144 Diversity in Early Childhood Education</td>
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<tr>
<td>ECE 249 Introduction to ECE Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>ECE 250 ECE Theory and Practice</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total units required** 26
Early childhood education

Certificate of achievement - Early childhood education - Family day care provider/foster care provider/in-home child care provider

This program prepares students to become family day care providers and/or foster care providers and in-home child care providers. It anticipates legislative mandate of such training or licensure.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Attending classes in the day, the evening or both can complete certificate requirements.

required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>ECE 124</td>
<td>3</td>
<td>Child Development and Psychology</td>
</tr>
<tr>
<td>ECE 126</td>
<td>3</td>
<td>Health, Safety and Nutrition for the Young Child</td>
</tr>
<tr>
<td>ECE 129</td>
<td>3</td>
<td>Dealing with Difficult and Aggressive Young Children</td>
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<td>ECE 130</td>
<td>3</td>
<td>Child, Family and Community</td>
</tr>
<tr>
<td>ECE 134*</td>
<td>3</td>
<td>Topics in Family Communication and Interaction</td>
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plus at least 3 units from:

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<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>ECE 125</td>
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<td>Introduction to Early Childhood Education</td>
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<tr>
<td>ECE 128</td>
<td>3</td>
<td>Curriculum Development for Young Children</td>
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<tr>
<td>ECE 144</td>
<td>3</td>
<td>Diversity in Early Childhood Education</td>
</tr>
<tr>
<td>ECE 220</td>
<td>3</td>
<td>Programs for the School Age Child</td>
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<tr>
<td>ECE 230</td>
<td>3</td>
<td>Infant and Toddler Care</td>
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<tr>
<td>ECE 269</td>
<td>3</td>
<td>Introduction to Special Needs in Young Children</td>
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plus 2 units from:

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<tr>
<td>ECE 245</td>
<td>1</td>
<td>Introduction to Day Care</td>
</tr>
<tr>
<td>ECE 246</td>
<td>1.5</td>
<td>Introduction to Foster Parenting</td>
</tr>
<tr>
<td>ECE 247</td>
<td>1</td>
<td>Issues of Foster Parenting</td>
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</table>

Total units required: 20

*Three units are required for the certificate program.

The following certificates meet the education requirements for the Associate Teacher, Teacher, Master Teacher and Site Supervisor levels of the Child Development Permit Matrix issued by the State of California Commission on Teacher Credentialing. After meeting additional experience requirements, graduates are qualified to apply for a Child Development Permit, which is required to work in federal and state funded programs for children aged 0-5.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Attending classes in the day, the evening or both can complete certificate requirements.

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<td>ECE 124</td>
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<td>Health, Safety and Nutrition for the Young Child</td>
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<td>Diversity in Early Childhood Education</td>
</tr>
<tr>
<td>ECE 249</td>
<td>4</td>
<td>Introduction to ECE Theory and Practice</td>
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<td>ECE 290</td>
<td>4</td>
<td>ECE Theory and Practice</td>
</tr>
<tr>
<td>ECE 293</td>
<td>3</td>
<td>Adult Supervision in EC Classrooms</td>
</tr>
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</table>

plus at least six units in any one of these areas of concentration:

Creative expression

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>ECE 237*</td>
<td>0.5-3</td>
<td>Topics in Current Theory, Research and Implementation</td>
</tr>
<tr>
<td>ECE 242</td>
<td>2</td>
<td>Music for the Young Child</td>
</tr>
<tr>
<td>ECE 243</td>
<td>1</td>
<td>Creative Art for the Young Child</td>
</tr>
<tr>
<td>ECE 245*</td>
<td>1</td>
<td>or one elective from ART 155, 160; or PEDAN 129, 130, 138, 139, 142; or DRAMA 150; or MUSIC 101, 102, 120, 150, 151, 171, or MUSLT 112</td>
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Family day care/Foster care provider

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tr>
<td>ECE 245</td>
<td>1</td>
<td>Introduction to Day Care</td>
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<tr>
<td>ECE 246</td>
<td>1.5</td>
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<tr>
<td>ECE 247</td>
<td>1</td>
<td>Issues of Foster Parenting</td>
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</table>

Infants and toddlers

<table>
<thead>
<tr>
<th>Course</th>
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<th>Description</th>
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<tbody>
<tr>
<td>ECE 230</td>
<td>3</td>
<td>Infant and Toddler Care</td>
</tr>
<tr>
<td>ECE 231</td>
<td>3</td>
<td>Infants and Toddlers: Issues and Applications</td>
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Language and literature

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>ENGL 177</td>
<td>3</td>
<td>Children’s Literature</td>
</tr>
<tr>
<td>ECE 237*</td>
<td>0.5-3</td>
<td>Topics in Current Theory, Research and Implementation</td>
</tr>
<tr>
<td>ECE 240</td>
<td>3</td>
<td>Language, Literacy, and Literature for the Young Child</td>
</tr>
<tr>
<td>L 111</td>
<td>2</td>
<td>Storytelling</td>
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Science and math

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECE 127</td>
<td>1</td>
<td>Nutrition and the Young Child</td>
</tr>
<tr>
<td>ECE 237*</td>
<td>0.5-3</td>
<td>Topics in Current Theory, Research and Implementation</td>
</tr>
<tr>
<td>ECE 241</td>
<td>3</td>
<td>Science and Mathematics for Early Childhood Education</td>
</tr>
</tbody>
</table>

(Note: Two ECE 237 courses in this category are required)
Certificate of achievement - Early childhood education - Teacher

This certificate meets the education requirements for the Teacher level of the Child Development Permit Matrix issued by the State of California Commission on Teacher Credentialing. After meeting additional experience requirements, graduates are qualified to apply for a Child Development Permit, which is required to work in federal and state funded programs for children aged 0-5.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Attending classes in the day, the evening or both can complete certificate requirements.

required courses

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<tr>
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<tbody>
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<tr>
<td>ECE 125</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 126</td>
<td>Health, Safety and Nutrition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECE 128</td>
<td>Curriculum Development for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 130</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
<tr>
<td>ECE 144</td>
<td>Diversity in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 249</td>
<td>Introduction to ECE Theory and Practice</td>
<td>4</td>
</tr>
<tr>
<td>ECE 250</td>
<td>ECE Theory and Practice</td>
<td>4</td>
</tr>
</tbody>
</table>

plus at least 16 units from:

general education courses | 16

Total units required 42

Certificate of accomplishment - Early childhood education - Associate teacher

This certificate meets the education requirements for the Associate Teacher level of the Child Development Permit Matrix issued by the State of California Commission on Teacher Credentialing and Community Care Licensing, Title 22 requirements for a fully qualified teacher. After meeting additional experience requirements, graduates are qualified to apply for a Child Development Permit, which is required to work in federal and state funded programs for children aged 0-5.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Attending classes in the day, the evening or both can complete certificate requirements.

required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 124</td>
<td>Child Development and Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ECE 125</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 128</td>
<td>Curriculum Development for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 130</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units required 12
Certificate of accomplishment - Early childhood education - Resource (foster) family specialist

This certificate meets the educational requirements for caregivers of children in out-of-home placement in Contra Costa County, including all resource families who were previously categorized as foster care providers, foster-adopt families, relative caregivers, non-relative extended family members and group home staff.

To earn a certificate of accomplishment, students must complete each course with a grade of “C” or higher. Certificate requirements can be completed by attending classes in the day, evening or weekends.

required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 246</td>
<td>Introduction to Foster Parenting</td>
<td>1.5</td>
</tr>
<tr>
<td>ECE 248</td>
<td>Child, Family, and Foster/Kin Care</td>
<td>1</td>
</tr>
</tbody>
</table>

plus at least 7 units from one of the 3 specialty areas listed below:

Providing care for children aged 0-5 years

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 266</td>
<td>Meeting the Developmental Needs of Children at-Risk 0-5 Years</td>
<td>1</td>
</tr>
<tr>
<td>ECE 129*</td>
<td>Dealing with Difficult and Aggressive Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 137*</td>
<td>Issues of Separation and Loss with Children and Families</td>
<td>3</td>
</tr>
<tr>
<td>ECE 150</td>
<td>Topics in Child Development</td>
<td>1-3</td>
</tr>
<tr>
<td>ECE 156</td>
<td>Topics for Caregivers 0-5 Years</td>
<td>0.3-4</td>
</tr>
<tr>
<td>ECE 247</td>
<td>Issues of Foster Parenting</td>
<td>1</td>
</tr>
<tr>
<td>ECE 263*</td>
<td>The Special Needs Child: Speech, Language, and Hearing Development</td>
<td>1</td>
</tr>
<tr>
<td>ECE 265*</td>
<td>Working with Young Children with Special Needs</td>
<td>2</td>
</tr>
<tr>
<td>ECE 269*</td>
<td>Introduction to Special Needs in Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Providing care for children aged 6-11 years

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 267</td>
<td>Meeting the Developmental Needs of Children at-Risk 6-11 Years</td>
<td>1</td>
</tr>
<tr>
<td>ECE 129*</td>
<td>Dealing with Difficult and Aggressive Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE 137*</td>
<td>Issues of Separation and Loss with Children and Families</td>
<td>3</td>
</tr>
<tr>
<td>ECE 157</td>
<td>Topics for Caregivers of Children in Out-of-Home Placement I</td>
<td>0.3-4</td>
</tr>
<tr>
<td>ECE 220</td>
<td>Programs for the School Age Child</td>
<td>3</td>
</tr>
<tr>
<td>ECE 247</td>
<td>Issues of Foster Parenting</td>
<td>1</td>
</tr>
<tr>
<td>ECE 263*</td>
<td>The Special Needs Child: Speech, Language, and Hearing Development</td>
<td>1</td>
</tr>
<tr>
<td>ECE 265*</td>
<td>Working with Young Children with Special Needs</td>
<td>2</td>
</tr>
<tr>
<td>ECE 269*</td>
<td>Introduction to Special Needs in Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

*Note: there may be no duplication of coursework in these two specialty areas.

Providing care for youth aged 12-18 years

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 060</td>
<td>Life Skills for Emancipating Youth I</td>
<td>1</td>
</tr>
<tr>
<td>ECE 061</td>
<td>Life Skills for Emancipating Youth II</td>
<td>1</td>
</tr>
<tr>
<td>ECE 158</td>
<td>Topics for Caregivers of Children in Out-of-Home Placement II</td>
<td>0.3-4</td>
</tr>
<tr>
<td>ECE 247</td>
<td>Issues of Foster Parenting</td>
<td>1</td>
</tr>
<tr>
<td>ECE 268</td>
<td>Meeting the Developmental Needs of Youth at-Risk 12-18 Years</td>
<td>1</td>
</tr>
</tbody>
</table>

or students may select one of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNS 115</td>
<td>Resiliency and Student Success</td>
<td>1</td>
</tr>
<tr>
<td>PSYCH 115</td>
<td>Resiliency and Student Success</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total units required</strong></td>
<td><strong>9.5</strong></td>
</tr>
</tbody>
</table>

ECE-060    Life Skills for Emancipating Youth I  
1.5 units  P/NP  
• Non degree applicable  
• 27 hours lecture per term  
This class begins to introduce the life skills necessary for youth who have been in out-of-home placement to begin living independent from the court system. The course is also open to professionals interested in assisting youth through the emancipation process. Anger management methods, self-esteem building exercises, positive communication techniques, and employment skills will be presented. Students will receive hands-on help completing the Vocational Assessment/Personality Inventory and Ansell Casey Prescription for Emancipation Readiness.

ECE-061    Life Skills for Emancipating Youth II  
1.5 units  P/NP  
• Non degree applicable  
• 27 hours lecture per term  
• Recommended: ECE 060 or equivalent  
This class continues to teach students a variety of independent living skills that were introduced in ECE 060. Topics include: money management, housing, employment skills, and community resources are addressed. Students receive hands-on help completing forms and applications to get started in a college or vocational training program of their choice. The course is designed for youths about to leave court control as well as professionals interested in assisting youth through the emancipation process.

ECE-124    Child Development and Psychology  
3 units  SC  
• 54 hours lecture per term  
• Recommended: Eligibility for ENGL 122 or equivalent  
• Note: Meets the State Department of Social Services Licensing requirement for DSS I Child/Human Growth and Development.  
This course is a study of human development and behavior from conception through adolescence with emphasis on the principal theories and supporting data basic to understanding the physiological, social and psychological determinants of human behavior. CSU, UC
ECE-125  Introduction to Early Childhood Education
3 units  SC
- 54 hours lecture per term
- Co-requisite: ECE 124 or equivalent (may be taken prior to enrollment in ECE 125).
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Meets the State Department of Social Services licensing requirement for DSS III, Program and Curriculum Development.

Specific training in observing, recording and evaluating the behavior of the preschool child. Includes history and philosophy of early childhood education. Orientation to careers working with children. Introduction to curriculum components with discussion on selecting and evaluating learning materials. Attention is given to the preparation of the basic curriculum areas of the child care center in the indoor and outdoor environment. CSU

ECE-126  Health, Safety, and Nutrition for the Young Child
3 units  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Meets the State Department of Social Services licensing requirement for DSS VII, Health and Safety.

This course is designed to provide knowledge of health, safety, and nutrition issues to child care providers in child care centers and preschool settings. Health concerns which affect young children and their care environments as well as sanitation, disease control, and basic first aid are covered. Knowledge about safety for the individual child and the design of a safe learning environment are emphasized. Planning and organizing nutritious food programs which integrate the food curriculum into the existing program and involve children in food preparation is stressed. CSU

ECE-127  Nutrition and the Young Child
1 unit  P/NP
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 116/118

Planning and organizing for a nutritious food program in the preschool setting using techniques and strategies for involving young children in all aspects of food preparation. Integration of the food curriculum with the program, discussion of current topics regarding health/safety precautions, awareness of nutrition needs of the young child and learning about the benefits of cooking with children. CSU

ECE-128  Curriculum Development for Young Children
3 units  SC
- 54 hours lecture per term
- Co-requisite: ECE 124 or equivalent (may be taken prior to enrollment in ECE 128)
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Meets the State Department of Social Services licensing requirement for DSS III, Program and Curriculum Development.

This course will focus on new trends, approaches and techniques in early childhood education curriculum. It will acquaint students with various curriculum approaches and give them practice in applying such approaches in an ECE program. CSU

ECE-129  Dealing with Difficult and Aggressive Young Children
3 units  SC
- 54 hours lecture per term
- Co-requisite: ECE 124 or equivalent (may be taken prior to enrollment in ECE 129)
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Meets the State Department of Social Services licensing requirement for DSS III, Program and Curriculum Development.

This course is designed to examine the reasons for children's difficult and aggressive behaviors. Strategies for prevention and intervention in the classroom and home will be studied. CSU

ECE-130  Child, Family, and Community
3 units  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Meets the State Department of Social Services licensing requirements for DSS II, Child, Family, and Community.

An introduction to the issues involved in early childhood education related to the entire learning environment of a child with emphasis on the family and community. Examination of the impact on a child of the variety of family systems including ethnic and subcultural variations. Study of community and society as it impacts the family and the child with an introduction to community resources available to support contemporary family life. CSU
ECE-134  **Topics in Family Communication and Interaction**  
.3-4 units  SC  
- May be repeated three times  
- Variable hours  
- Recommended: Eligibility for ENGL 116/118  
- Note: Meets the State Department of Social Services licensing requirement for DSS III Program and Curriculum Development.  
A supplemental course in family communication and interaction to examine establishing a home and family, raising children in positive and effective ways and adjusting to parents’ role such as single parents, working parents, step-parents and foster child care parents. Specific topics will be announced in the schedule of classes. CSU

ECE-137  **Issues of Separation and Loss with Children and Families**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: ECE 124 and eligibility for ENGL 122 or equivalents  
Review of major theories related to separations, loss, and their implications in working with young children. Cultural customs are explored along with resources that are available for teaching children about separation and loss. CSU

ECE-140  **Creative Activities for Young Children**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
- Note: Meets the Department of the Social Services licensing for DSS III Program and Curriculum Development.  
A hands-on broad scope curriculum course which covers many of the major components of quality programs for children. The focus is on “Developmentally Appropriate Practice” in various content areas such as art, science, literature, storytelling, dramatic play, puppetry, literacy, music, outdoor environments and circle time. CSU

ECE-144  **Diversity in Early Childhood Education**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
- Note: Meets the State Department of Social Services licensing requirements for DSS III, Program and Curriculum Development.  
This course examines contributions of biases regarding race, gender, culture, disability, class and age in order to prepare students to work within diverse classrooms and communities. Through this examination students gain knowledge of experiences and perspectives other than their own, therefore, increasing tolerance, respect for, and interaction among people from diverse populations. CSU

ECE-150  **Topics in Child Development**  
1-3 units  P/NP  
- May be repeated three times  
- Variable hours  
- Note: TB clearance required for any laboratory work. Participation in Developmental Children’s Center Laboratory School or approved off-campus mentor site from 3 to 6 hours per week is required for 2 or 3 units. One unit: lecture only. Two units: lecture plus three laboratory hours per week. Three units: lecture plus six laboratory hours per week. Required of parents whose children are enrolled in Developmental Children’s Center.  
A supplemental course in child development to provide a study of current concepts and problems in child development related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ECE-151  **Topics in Cognitive Development**  
1-3 units  P/NP  
- May be repeated three times  
- Variable hours  
- Note: TB clearance required for any laboratory work. Participation in Developmental Children’s Center Laboratory School or approved off-campus mentor site from 3 to 6 hours per week is required for 2 or 3 units. One unit: lecture only. Two units: lecture plus three laboratory hours per week. Three units: lecture plus six laboratory hours per week. Required of parents whose children are enrolled in Developmental Children’s Center.  
A supplemental course in cognitive development to provide a study of current concepts and problems in cognitive development related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ECE-152  **Topics in Physical Development**  
1-3 units  P/NP  
- May be repeated three times  
- Variable hours  
- Note: TB clearance required for any laboratory work. Participation in Developmental Children’s Center Laboratory School or approved off-campus mentor site from 3 to 6 hours per week is required for 2 or 3 units. One unit: lecture only. Two units: lecture plus three laboratory hours per week. Three units: lecture plus six laboratory hours per week. Required of parents whose children are enrolled in Developmental Children’s Center.  
A supplemental course in physical development in the child through age six to provide a study of current concepts and problems in physical development and related subdivisions. Specific topics will be announced in the schedule of classes. CSU
ECE-153  Topics in the Role of Play in Development  
1-3 units  P/NP  
- May be repeated three times  
- Variable hours  
- Note: TB clearance required for any laboratory work. Participation in Developmental Children’s Center Laboratory School or approved off-campus mentor site from 3 to 6 hours per week is required for 2 or 3 units. One unit: lecture only. Two units: lecture plus three laboratory hours per week. Three units: lecture plus six laboratory hours per week. Required of parents whose children are enrolled in Developmental Children’s Center.

A supplemental course in the role of play in development to provide a study of current concepts and problems in play development related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ECE-154  Topics in Personality Development  
1-3 units  P/NP  
- May be repeated three times  
- Variable hours  
- Note: TB clearance required for any laboratory work. Participation in Developmental Children’s Center Laboratory School or approved off-campus mentor site from 3 to 6 hours per week is required for 2 or 3 units. One unit: lecture only. Two units: lecture plus three laboratory hours per week. Three units: lecture plus six laboratory hours per week. Required of parents whose children are enrolled in Developmental Children’s Center.

A supplemental course in personality development to provide a study of current concepts and problems in personality development related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ECE-155  Topics in Child Behavior  
1-3 units  P/NP  
- May be repeated three times  
- Variable hours  
- Note: TB clearance required for any laboratory work. Participation in Developmental Children’s Center Laboratory School or approved off-campus mentor site from 3 to 6 hours per week is required for 2 or 3 units. One unit: lecture only. Two units: lecture plus three laboratory hours per week. Three units: lecture plus six laboratory hours per week. Required of parents whose children are enrolled in Developmental Children’s Center.

A supplemental course in child behavior to provide a study of current concepts and problems in behavior related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ECE-156  Topics for Caregivers of Children in Out-of-Home Placement 0-5 Years  
.3-4 units  SC  
- May be repeated three times  
- Variable hours  

A supplemental course in Foster Care Education of children aged 0-5 to provide a study of current concepts and problems in Foster Care and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ECE-157  Topics for Caregivers of Children in Out-of-Home Placement I  
.3-4 units  SC  
- May be repeated three times  
- Variable hours  

This supplemental course in Foster Care Education of children aged 6-11 years to provide a study of current concepts and problems in Foster Care and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ECE-158  Topics for Caregivers of Children in Out-of-Home Placement II  
3-4 units  SC  
- May be repeated three times  
- Variable hours  

This supplemental course in Foster Care Education of children aged 12-18 years to provide a study of current concepts and problems in Foster Care and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

ECE-220  Programs for the School Age Child  
3 units  SC  
- 54 hours lecture per term  
- Prerequisite: ECE 124  
- Recommended: Eligibility for ENGL 122 or equivalent  

An overview of the developmental tasks and needs of the child between the ages of six and twelve. Fundamentals of planning, implementing, and evaluating programs for the school-aged child. Special consideration will be given to working with schools, community, and parents. CSU

ECE-230  Infant and Toddler Care  
3 units  SC  
- 54 hours lecture per term  
- Prerequisite: ECE 124 or equivalent  
- Recommended: Eligibility for ENGL 122 or equivalent  
- Note: Meets the State Department of Social Services licensing requirement for DSS IV, Infant Care and Development.  

Review of the developmental issues of infants and toddlers. Study of the basic components of the infant-toddler curriculum including methods of assessing child readiness, care giving and teaching strategies, environmental settings, selecting activity programs, and working with parents. Observations of infants and toddlers, learning environments, and caregiving strategies will be included. CSU
ECE-231 Infant and Toddlers: Issues and Application
3 units SC
- 54 hours lecture per term
- Prerequisite: ECE 230
- Recommended: Eligibility for ENGL 122
This course is designed to review current infant and toddler child development issues and discuss application and implementation in caregiving and learning environments. CSU

ECE-237 Early Childhood Education: Current Theory, Research, and Implementation
.5-3 units SC
- May be repeated three times
- Variable hours
- Recommended: Eligibility for ENGL 122 or equivalent
A supplemental course in child development to provide a study of current concepts and problems in the major theories of child development including their philosophical bases, their techniques and their materials and related subdivisions. Specific topics will be announced in the schedule. CSU

ECE-240 Language, Literacy and Literature for the Young Child
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
An introduction to young children's literature, emergent literacy and to the development of speech and language during infancy and early childhood. Students will explore teaching techniques which promote language, literacy and literature for the young child. Approaches to reading books, storytelling, story writing, etc. will be introduced and practiced. CSU

ECE-241 Science and Mathematics for Early Childhood Education
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122
- Note: Meets the State Department of Social Services licensing requirement for DSS III, Program and Curriculum Development.
Survey of the materials in science, nature, and mathematics fields suitable to teach young children. Training in materials, techniques, demonstrations and experiments which enable the teacher to arrange a learning environment. Special focus on concept-based, inquiry-oriented approaches. CSU

ECE-242 Music for the Young Child
2 units SC
- 36 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Meets the State Department of Social Services licensing requirement for DSS III, Program and Curriculum Development.
Exploration of media and techniques which enable the teacher to plan, conduct, and evaluate music and movement activities for the young child. Experiences in the integration of music, movement, and language as related to conceptual and sensory motor development. CSU

ECE-243 Creative Art for the Young Child
1 unit SC
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
Note: Meets the State Department of Social Services licensing requirement for DSS III, Program and Curriculum Development.
A study of the developmental stages of children's artistic expression. Includes an exploration of creative art activities along with developing and implementing a creative arts curriculum for the young child. CSU

ECE-244 Circle Time Activities
1 unit SC
- 18 hours lecture per term
This course is designed to present the value of circle or group time for young children. Written materials, demonstrations, lecture and discussions, and sharing of student experiences are utilized to teach practical and theoretical application of songs, stories, games, finger plays and other circle time activities. CSU

ECE-245 Introduction to Day Care
1 unit P/NP
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
A course designed to expand child care providers general knowledge of child development, guidance, enriched early childhood activities, and signals which alert the provider to a child's special needs. CSU

ECE-246 Introduction to Foster Parenting
1.5 units P/NP
- 27 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
Designed primarily for new foster parents and adopting parents. Describes the role of the social service agency, the special needs of children in foster care, and the rights, roles and responsibilities of foster and adopting families. CSU
ECE-247 Issues of Foster Parenting
1 unit  P/NP
• 18 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
  Designed for both new and experienced foster parents. Addresses in considerable depth some of the most basic issues faced by foster parents. Offers clarification of these issues and options for dealing with them. CSU

ECE-248 Child, Family and the Foster/Kin Care Community
1 unit  P/NP
• 18 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
  This course is an introduction to the issues in early childhood education of the foster/kin care children. It relates to the entire learning environment of a child with an emphasis on the foster family, family of origin, and the community. An examination of the impact on a child by the variety of family systems including ethnic and subculture variations. A study of community and society as it impacts the family and the child with an introduction to community resources available to support contemporary family life. CSU

ECE-249 Introduction to Early Childhood Education Theory and Practice
4 units  SC
• 36 hours lecture/108 hours laboratory per term
• Prerequisite: ECE 124 and ECE 125 or equivalents (may be taken concurrently)
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: TB clearance for students participating in laboratory work. Meets the State Department of Social Services licensing requirement for DSS III, Program and Curriculum Development.
  An introductory practicum study of curriculum methods and materials used in early childhood education. Focus is on practical application of early childhood education theories in a laboratory setting with infants, toddlers and young preschool children. Topics include developmentally appropriate practice, health and safety issues, credentialing, and licensing requirements, professional code of ethics, and guiding children's behavior. CSU

ECE-250 Early Childhood Education Theory and Practice
4 units  SC
• 36 hours lecture/108 hours laboratory per term
• Prerequisite: ECE 124 and ECE 125 or equivalents
• Co-requisite: ECE 249 or equivalent (may be taken previously)
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: Required TB clearance for students participating in laboratory work. Meets the State department of Social Services licensing requirement for DSS III, Program and Curriculum Development.
  A study of Emergent Curriculum, the Project Approach and the Developmentally Appropriate curriculum methods and materials to be used in early childhood education. Includes supervised teaching experience in a preschool laboratory setting and provides some understanding of and experience in assisting in various types of child care centers. Special focus on children's language skills, cognitive development and creative expression. CSU

ECE-251 Administration and Supervision of Early Childhood Education Programs
3 units  SC
• 54 hours lecture per term
• Prerequisite: ECE 124, 125 or equivalents
• Note: Meets the State Department of Social Services licensing requirement for DSS VI, Supervision and Administration.
  Provides study and understanding of administrative procedures and principles of supervision, management, and evaluation used in early childhood programs, with focus on practical application of theory. CSU

ECE-252 Staff Development and Supervision for Early Childhood Programs
3 units  SC
• 54 hours lecture per term
• Recommended: ECE 251; eligibility for ENGL 122 or equivalents
• Note: Meets the State Department of Social Services licensing requirement for DSS VI, Supervision and Administration.
  Required for those who plan to be directors in an early childhood program, both public and private, in the State of California. Course includes supervisory theory, organizational dynamics, and staff development as they relate to early childhood education. Focus on the development of supervisory style and management techniques to maximize staff motivation and teacher effectiveness. CSU

ECE-253 Adult Supervision in Early Childhood Classrooms
2-3 units  SC
• Variable hours
• Recommended: ECE 124, 125, 130 and 250 or equivalent; eligibility for ENGL 122 or equivalent
• Note: TB clearance required for students participating in laboratory work.
  This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in early childhood education/development classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. CSU
ECE-263 The Special Needs Child: Speech, Language and Hearing Development
1 unit SC
- 18 hours lecture per term
- Recommended: ECE 124; eligibility for ENGL 122 or equivalent

Study of speech and language development and its meaning for working with children with special needs. Introduction to speech and language remediation. Techniques for working with children who have speech and language problems. CSU

ECE-265 Working with Young Children with Special Needs
2 units SC
- 36 hours lecture per term
- Recommended: ECE 124 and eligibility for ENGL 122 or equivalents

An in-depth exploration of the strategies of working and/or living with children with special needs. Focus will be on various types of disabling conditions encountered in early care and education settings, evaluating the physical environment of typical educational settings, strategies for inclusion, managing challenging behaviors, curriculum development, and working with parents and other agencies. CSU

ECE-266 Meeting the Developmental Needs of Children at Risk 0-5 Years
1 unit P/NP
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A study of normal and abnormal human development and behavior from conception through 5 years of age. Focus on examples and principal theories basic to physiological, social, and psychological determinants of behavior. CSU

ECE-267 Meeting the Developmental Needs of Children at Risk 6-11 Years
1 unit P/NP
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A study of normal and abnormal human development and behavior from age 6 through 11. Focus on examples and principal theories basic to physiological, social, and psychological determinants of behavior. CSU

ECE-268 Meeting the Developmental Needs of Youth at Risk 12-18 Years
1 unit P/NP
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A study of normal and abnormal human development and adolescent behavior. Focus on examples and principal theories basic to physiological, social, and psychological determinants of behavior. CSU

ECE-269 Introduction to Special Needs in Young Children
3 units SC
- 54 hours lecture per term
- Recommended: ECE 124 and eligibility for ENGL 122 or equivalents

Theory, methods and materials to understand and work with young children with special needs. Examination of legal mandates, service delivery models and various disabling conditions. Identification and assessment for program planning will be addressed. CSU

ECE-298 Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered.

An opportunity for students to pursue special interests under direction of the family life education faculty. CSU

ECONOMICS – ECON

Social Sciences Division
Lyn Krause, Dean
Faculty Office 134
925-685-1230 ext. 2518

Possible career opportunities
Economics is a basic component for a career in management, sales, banking, health care industry, utility industry, consulting, statistical analysis, finance, and Foreign Service. Most career options require more than two years of college study.

ECON-101 Economics of Public Issues
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

Examination of the economic aspects of selected current public issues such as price controls, crime, education, poverty, pollution, international trade, and taxes. Analyzes the role of economics as a social science in understanding causes of, and policies for dealing with, current public issues. CSU, UC (credit limits may apply to UC - see counselor)
ECON-200 Introduction to Economics
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: Business and economics majors should take ECON 220 and ECON 221.

This course surveys the basic principles of economics, including both microeconomics and macroeconomics. Students are introduced to concepts such as market demand and supply, market structures, resource markets, business cycles, fiscal policy, the Federal Reserve System, and international trade. CSU, UC (credit limits may apply to UC - see counselor)

ECON-220 Principles of Macroeconomics
3 units SC
• 54 hours lecture per term
• Prerequisite: MATH 110 or equivalent, or one year of high school algebra or equivalent
• Recommended: Eligibility for ENGL 122

This is the first semester of a two-semester sequence in economics. Students are introduced to fundamental economic principles that recur throughout economics such as scarcity, opportunity cost, marginal decision making and the gains from trade. Macroeconomics focuses on broad economic aggregates such as total output, employment, the price level and the rate of economic growth. The course also examines fiscal and monetary policies and institutions, and finally, applies macroeconomic theories to current economic issues. CSU, UC (credit limits may apply to UC - see counselor).

ECON-221 Principles of Microeconomics
3 units SC
• 54 hours lecture per term
• Prerequisite: MATH 110 or equivalent, or one year of high school algebra or equivalent
• Recommended: ECON 220; eligibility for ENGL 122

This is the second semester of a two-semester sequence. Microeconomics focuses on the study of choices made by economic agents, namely, the consumers, resource owners, firms and government and how these decisions affect the market for a particular good or service. Typical topics include a more detailed study of the market mechanism, and the elasticity properties. CSU, UC (credit limits may apply to UC - see counselor).

ECON-298 Independent Study
.5-3 units SC
• May be repeated three times
• Variable hours
• Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered.

An opportunity for students to study special interests under the direction of the faculty. CSU

EDUCATION – EDUC

Social Sciences Division
Lyn Krause, Dean
Faculty Office 134
925-685-1230 ext. 2518

Possible career opportunities
There are two types of credentials for teaching in the public schools in California. One type is the Multiple Subjects Credential for teachers in a self-contained classroom, which generally means teaching in grades K-6 or K-8. The other is the Single Subject Credential for teachers responsible for only one subject, which in general is preparation for teaching high school (grades 9-12). Both career options require an advanced degree.

Preparation for teaching may be useful for students who also wish to pursue careers in human resources, counseling, communication studies, recreation administration, social welfare, and corporate training.

EDUC-120 Teaching as a Profession
3 units LR
• 45 hours lecture/27 hours laboratory by arrangement per term

The course invites the student to explore teaching as a profession. Effective teaching, experiences and expectations of a teacher, foundations of teaching, critical issues in education, student diversity and job options are emphasized. Students are required to complete 27 hours of field observation and field work. This course is designed for students considering teaching as a profession, and for parents of children in the American school system who want to be informed of current issues and practices in education. CSU, UC

EDUC-122 Introduction to Reading Development and Interventions for K-3
3 units LR
• 45 hours lecture/27 hours laboratory by arrangement per term

This course introduces students to the practice and theory of reading intervention in grades Kindergarten to 3. Students will be exposed to the developmental stages of language acquisition and literacy. Students will acquire a working vocabulary of pertinent terms and strategies appropriate to enhance the literacy of primary-age students. Fieldwork in designated schools is a key component of this course. Students will be expected to research a topic related to reading and report findings to the class. CSU
ELECTRICAL/ELECTRONICS TECHNOLOGY – ELECT/ELTRN

Physical Sciences and Engineering Division
Dennis Smith, Dean
Physical Science Building 263
925-685-1230 ext. 2359

Possible career opportunities
The types of jobs and careers involving electrical/electronics include: electrical, medical, industrial, and commercial electronic programmable logic controller systems; computers; consumer products; radio and television; instrumentation; communications; automotive and others.

Associate in science degree
Electrical/electronics technology

Certificates of achievement
Electrical/electronics technology

Associate in science - Electrical/Electronics Technology
This program prepares students for jobs installing, repairing, maintaining and servicing electrical and electronics equipment. Electrical/electronics jobs are found in the fields of electrical, medical, industrial, commercial systems, programmable logic controller systems, automotive, communications and others. The following courses are part of the Electricians Trainee Program and approved by the Division of Apprenticeship Standards: Electricity 120, 121, 271, 266, 267, Electronics 102B and CNT 103.

To earn an associate in science with a major in electricity/electronics, students must complete each course used to meet a major requirement with a "C" or higher, maintain an overall GPA of 2.5 or higher in the coursework required for the major and complete graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.

Certificate of achievement - Electrical/Electronics technology
This program prepares students for jobs installing, repairing, maintaining and servicing electrical and electronics equipment. Electrical/electronics jobs are found in the fields of electrical, medical, industrial, commercial systems, programmable logic controller systems, automotive, communications and others. The following courses are part of the Electricians Trainee Program and approved by the Division of Apprenticeship Standards: Electricity 120, 121, 271, 266, 267, Electronics 102B and CNT 103.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a "C" grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the certificate.

Selected courses may meet some of the lower division requirement for bachelor of science programs in engineering technology and industrial technology at certain California State University campuses and private technical colleges. Consult with electronics department faculty and college counselors for more information.

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECT 120</td>
<td>DC Circuits</td>
</tr>
<tr>
<td>ELECT 121</td>
<td>AC Circuits</td>
</tr>
<tr>
<td>ELECT 130</td>
<td>Motor and Motor Controllers</td>
</tr>
<tr>
<td>ELTRN 102B</td>
<td>Linear Circuits</td>
</tr>
<tr>
<td>ELECT 266</td>
<td>Electrical Codes: Articles 90-398</td>
</tr>
<tr>
<td>ELECT 267</td>
<td>Electrical Codes: Articles 400-830</td>
</tr>
<tr>
<td>ELECT 271</td>
<td>Programmable Logic Controllers</td>
</tr>
</tbody>
</table>

Total units required: 26

Recommended courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMTC 110</td>
<td>Introduction to Computer Hardware/Software</td>
</tr>
<tr>
<td>CNT 103</td>
<td>Voice, Video and Network Cabling</td>
</tr>
<tr>
<td>CNT 105</td>
<td>Computer Networking Hardware/Software</td>
</tr>
</tbody>
</table>

ELECT-120  Direct Current Circuits
4 units

- 54 hours lecture/54 hours laboratory per term

Basic direct current (DC) theory covering Ohm’s Law, series circuits, parallel circuits, series-parallel circuits, basic residential wiring and ladder logic. Also includes related laboratory experience. CSU
ELECT-121 Alternating Current Circuits
4 units LR
• 54 hours lecture/54 hours laboratory per term
• Recommended: ELECT 120 or equivalent
An in-depth study of alternating current (AC) circuits involving capacitance and inductance. Topics include RL, RC, RLC, and resonant circuits. The course covers three phase circuits, and computer simulations of circuits. Also includes related laboratory experience. CSU

ELECT-130 Motors and Motor Controllers
4 units SC
• 54 hours lecture/54 hours laboratory per term
• Recommended: ELECT 120 or equivalent
Students in this course will gain hands-on experience with the function, operation and characteristics of various types of direct current, single phase and three phase motors. The students will work with control devices and systems used for motor controls. CSU

ELECT-150 Topics in Electricity
3-4 units SC
• May be repeated three times
• Variable hours
• Recommended: TBA
A supplemental course in electricity designed to provide a study of the current developments in the field and related subdivisions. Specific topics to be announced. CSU

ELECT-266 Electrical Codes: Articles 90-398
3 units SC
• May be repeated once
• 54 hours lecture per term
• Recommended: CONST 170 or equivalent
• Note: Same as CONST 266. May be repeated when code changes.
Interpretation of the National Electrical Code for general requirements, wiring and protection, wiring methods and materials (articles 90-398). Safety installation practices will be applied.

ELECT-267 Electrical Codes: Article 400-830
3 units SC
• May be repeated once
• 54 hours lecture per term
• Recommended: CONST 170 or equivalent
• Note: Same as CONST 267. May be repeated when code changes.
Interpretation of the National Electrical Code for equipment for general use, special occupancies and special equipment (articles 400-830). Safety installation practices will be applied.

ELECT-271 Programmable Logic Controllers
4 units LR
• 54 hours lecture/54 hours laboratory per term
• Recommended: ELECT 120 or equivalent
• Formerly ELTRN 271
This course will cover programmable logic controller equipment, hardware, and programming. The topics include system descriptions, internal and input/output operations, installation and testing, trouble-shooting and maintenance, ladder diagrams, programming of counters, timers, and inputs/outputs, and other programming commands. CSU

ELTRN-102B Linear Circuits
4 units LR
• 54 hours lecture/54 hours laboratory per term
• Recommended: ELTRN 121 or equivalent
A study of operational amplifiers, timers, phase-locked loops, and other active devices. Includes analysis and design of basic circuits such as active filters and analog communication circuits. Also includes related laboratory experience. CSU

ELTRN-107 Introduction to Robotics
1 unit SC
• May be repeated once
• 27 hours lecture/27 hours laboratory per term
• Note: Can be repeated when hardware/software changes.
The course will introduce to students programmable controllers which have input devices such as infrared, ultrasonic, pressure sensors and output devices such as motors, servos, stepping motors, lights, relays, solenoids, and switching circuits. Students will be introduced to the languages for programming the programmable controllers. Pneumatics and hydraulics circuits will also be included in the course. CSU

ELTRN-116 Introduction to Electronics
2-4 units SC
• Variable hours
A survey of the general aspects of electronics, including a study of the basic principles, components, and techniques employed. Includes work with electronic test equipment. This course is intended for persons contemplating entering the field as well as those in related fields that use electronics as a tool. CSU

ELTRN-120 DC Circuits
4 units LR
• 54 hours lecture/54 hours laboratory per term
• Formerly ELTRN 101A
Basic direct current (DC) theory covering OHM’s Law, series circuits, parallel circuits, series-parallel circuits, basic residential wiring and ladder logic. Also includes related lab experience, including use of software to simulate electrical circuits. CSU
ELTRN-121 AC Circuits
4 units LR
- 54 hours lecture/54 hours laboratory per term
- Recommended: ELTRN 101A or equivalent
- Formerly ELTRN 101B

An in-depth study of alternating current (AC) circuits involving capacitance and inductance. Topics include RL, RC, RLC and resonant circuits. The course covers 3-phase circuits, computer-simulated circuits, and related laboratory experience. CSU

ELTRN-140 Electronics Fabrication
2 units LR
- May be repeated once
- 27 hours lecture/27 hours laboratory per term
- Recommended: ELECT 121 or equivalent

A study of electronics drafting, printed board design, and the development and construction of an electronic project. CSU

ELTRN-150 Topics in Electronics
3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in electronics to provide a study of current concepts and problems in electronics and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

Associate in science degrees
Civil design drafting technology
Mechanical design drafting technology

Certificates of achievement
Civil design drafting technology
Civil drafting - CAD
Mechanical design drafting technology
Mechanical drafting - CAD

Certificate of accomplishment
Drafting with CAD

Associate in science degree - Civil design drafting technology

The associate in science degree in civil design drafting technology provides students with the technical and analytical skills needed for employment in the field of civil or structural engineering drafting. Through both academic and laboratory study students gain the practical skills needed for entry into the job market. For example, civil drafters may work on plans for major construction projects such as dams, roads, bridges, and sewage systems; or prepare, interpret and revise topographic and/or relief maps using computer-aided-drafting (CAD).

To earn the degree, students must complete each course used to meet a major requirement with a “C” grade or higher and complete graduation requirements as listed in the catalog. Students who wish to transfer should consult with program faculty and college counselors to insure that the requirements for transfer to appropriate institutions are met. Some courses may satisfy both major and other graduation requirements; however the units are only counted once.

<table>
<thead>
<tr>
<th>major requirements</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONST 114 Blueprint Reading</td>
<td>2</td>
</tr>
<tr>
<td>ENGIN 121 Engineering Drawing/Descriptive Geometry</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 123 Principles of Civil Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 126 Computer-Aided Design and Drafting: AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>ENGIN 226 Computer-Aided Design Drafting, Advanced Concepts - AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>GEOG 127 Introduction to Global Positioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 110 Elementary Physics</td>
<td>3</td>
</tr>
</tbody>
</table>

plus at least 2 units from:
- CONST 116 Surveying Related to Construction | 2 |
- ENGIN 140 Plane Surveying I | 3 |

plus at least 3 units from:
- ENGIN 111 Mathematics for Technicians | 4 |
- MATH 121 Plane Trigonometry | 3 |

plus at least 3 units from:
- ENGIN 222 Principles of Structural Steel Drafting | 3 |
- ENGIN 223 Principles of Pipe Drafting | 3 |
- ENGIN 298 Independent Studies | 0.5-3 |
**Certificate of achievement - Civil design drafting technology**

This certificate program prepares students for an entry level job as a civil drafter. Drafters work under the supervision of civil or structural engineers, architects, and/or surveyors as support staff in jobs requiring them to prepare, interpret, and revise technical drawings, or gather and categorize field data. Engineering technicians work as support staff in field, laboratory, and/or office environments.

To earn a certificate of achievement, students must complete each of the required courses with a "C" grade or higher. Some courses are not offered every semester so please consult with the program director for assistance in scheduling classes.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGIN 111 Mathematics for Technicians</td>
<td>4</td>
</tr>
<tr>
<td>MATH 121* Plane Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>plus at least 3 units from:</td>
<td></td>
</tr>
<tr>
<td>ENGIN 222 Principles of Structural Steel Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 223 Principles of Pipe Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 298 Independent Studies</td>
<td>0.5-3</td>
</tr>
</tbody>
</table>

*Certain courses required for this certificate have recommended or prerequisite coursework that could add additional units.

**Certificate of achievement - Civil drafting, CAD**

This certificate program prepares students for further study or an entry-level training position in jobs requiring them to prepare and revise technical drawings used in civil engineering and surveying.

To earn a certificate of achievement, students must complete each of the required courses with a "C" grade or higher. Some courses are not offered every semester so please consult with the program director for assistance in scheduling classes.
Certificate of achievement - Mechanical design drafting technology

This certificate program prepares students for an entry level job as a mechanical drafter. Drafters work under the supervision of project engineers, senior designers and machinists to prepare, interpret and revise technical drawings using computer-aided drafting (CAD) methods. Engineering technicians work as support staff in field, laboratory and/or office environments.

To earn a certificate of achievement, students must complete each of the required courses with a “C” grade or higher. Some courses are not offered every semester so please consult with the program director for assistance in scheduling classes.

Certificate of accomplishment - Drafting with CAD

This certificate program is coursework which may lead to completion of higher unit certificates or an associate in science degree in the subject area.

Drafters make drawings and plans to specify dimensions, materials and processes used in the making of a final product. These drawings are guidelines for the workers who will actually build or make whatever is being produced. Drafters also make drawings from blueprints, engineering sketches, photos and other sources which show how parts and other objects work, their relation to one another, and how they will be put together.
Drafting work has many specialties, each with its own set of knowledge and skills and each applying to different fields. The five major specialties are: Architectural (see Architecture in the DVC catalog), Civil, Electrical and Electronic (see Electronics in the DVC catalog) and Mechanical. This program introduces students to the fields of mechanical or civil engineering drafting.

To earn a certificate of accomplishment, students must complete each of the required courses with a “C” grade or higher. Some courses are not offered every semester so please consult with the program director for assistance in scheduling classes.

**required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGIN 126</td>
<td>Computer-Aided Design and Drafting</td>
<td>4</td>
</tr>
<tr>
<td>ENGIN 226</td>
<td>Computer-Aided Drafting Design</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Advanced Concepts - AutoCAD</td>
<td></td>
</tr>
</tbody>
</table>

In addition, the student must complete either option A, option B, or option C

**Option A:** Emphasis in civil engineering

- ARCHI 120 Introduction to Architecture and Environmental Design............... 3
- CONST 114 Blueprint Reading......................................................... 2

plus at least 2 units from

- CONST 116 Surveying Related to Construction................................... 2
- ENGIN 123 Principles of Civil Drafting........................................... 3

**Option B:** Emphasis in manufacturing

- ENGIN 119 Introduction to Technical Drawing................................... 3
- MATEC 120 Introduction to Machine Technology................................. 4

**Option C:** Emphasis in engineering CAD design

- ENGIN 129 Introduction to Pro/Engineer......................................... 4
- ENGIN 229 Advanced Concepts in Pro/Engineer................................ 4

**Total units required** 15-16

*Certain courses required for this certificate have recommended or prerequisite coursework that could add additional units.

**ENGIN-111 Mathematics for Technicians**

4 units LR
- 36 hours lecture/54 hours laboratory by arrangement per term
- Recommended: MATH 110 or equivalent

A study of algebraic operations, factoring, fractional equations, quadratic equations, systems of equations, and trigonometric functions, especially as they apply to technical areas. Practical application to real job problems. CSU

**ENGIN-119 Introduction to Technical Drawing**

3 units SC
- 36 hours lecture/72 hours laboratory by arrangement per term
- Recommended: MATH 114 or equivalent, ENGIN 119 or equivalent

Introduction to the use of drawing tools, technical lettering and line work, geometric construction, sketching and shape description, orthographic projection, dimensioning, section views, auxiliary views and pictorials. Introduction to the use of computers to produce technical drawings. CSU

**ENGIN-120 Engineering Drawing**

3 units SC
- 36 hours lecture/72 hours laboratory by arrangement per term
- Recommended: MATH 114 or equivalent, ENGIN 119 or equivalent

Introduction to orthographic, oblique and perspective projections, auxiliary views and space dimensions, space relationships of points, lines and planes, rotation, tolerancing, threads and fasteners. Introduction to CAD systems and use of the computer to produce engineering drawings. Introduction to solid modeling to produce design drawings. Introduction to conceptual design and graphics as a form of communication in the engineering field. CSU

**ENGIN-121 Engineering Drawing/Descriptive Geometry**

3 units LR
- 36 hours lecture/72 hours laboratory by arrangement per term
- Recommended: ENGIN 120 or equivalent and MATH 121 or equivalent (may be taken concurrently)

Space relationships of points, lines, and surfaces; double auxiliaries, curved and warped surfaces; intersections, developments, vector analysis, introduction to three-dimensional CAD systems and solid modeling to solve descriptive geometry problems, engineering applications, graphical mathematics. CSU
ENGIN-122 Principles of Mechanical Drafting
3 units LR
- 36 hours lecture/72 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ARCHI 119 or ENGIN 119 or equivalents

Study of the principles of mechanical drafting and graphical problem solving. Course includes instruction in the use of drafting instruments, sketching and shape description, multiview projection, geometric constructions, section and auxiliary view development, axonometric pictorials, and geometric dimensioning and tolerancing (ANSI standards). Students will use both manual and computer methods to solve problems. CSU

ENGIN-123 Principles of Civil Drafting
3 units LR
- 36 hours lecture/72 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ENGIN 119 or equivalent, and ENGIN 111 or equivalent (may be taken concurrently), and ENGIN 126 or equivalent

Introduction to civil drafting as it relates to topographic maps and charts. Course covers reading, interpreting and constructing a variety of maps used for civil engineering such as surveyor maps, plat and plot maps, and aerial maps. Students will use both manual and computer methods for drafting of maps. CSU

ENGIN-126 Computer Aided Design and Drafting AutoCAD
4 units SC
- 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ARCHI 119 or equivalent
- Note: Same as ARCHI 126; may be repeated once when software changes

Introductory course covering the computer application AutoCAD as it relates to the creation of technical drawings. Course covers reading, interpreting and constructing a variety of maps used for civil engineering such as surveyor maps, plat and plot maps, and aerial maps. Students will use both manual and computer methods for drafting of maps. CSU, UC (credit limits may apply to UC - see counselor)

ENGIN-129 Introduction to Pro/ENGINEERING
4 units SC
- May be repeated once
- 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term
- Note: Can only be repeated when software version changes

Course is designed for students with no previous manual or computer drafting experience. Course will cover 2D and 3D computer aided drafting principles using feature manipula-

tion tools, dimensioning, sections, swept and blend features and assembly drawing. Previous knowledge of Pro/ENGINEER software is not required. CSU

ENGIN-130 Energy, Society, and the Environment
3 units SC
- 54 hours lecture/36 hours laboratory by arrangement per term
- Recommended: Eligibility for ENGL 122 or equivalent and MATH 110 or equivalent

An introduction to the sources, uses, economics, and environmental impacts of energy in contemporary society. The role of non-renewable and renewable energy systems and technologies in creating and maintaining sustainable energy systems is emphasized. CSU, UC

ENGIN-135 Programming for Scientists and Engineers
4 units LR
- 54 hours lecture/54 hours laboratory/18 hours laboratory by arrangement per term
- Recommended: MATH 192 or equivalent (may be taken concurrently); eligibility for ENGL 122 or equivalent
- Note: Required for engineering transfer students

An introduction to programming in C/C++ for engineers and scientists. Procedural and object-oriented programming applications encompassing data structures, use of computer software and programming techniques to solve various numerical problems are covered. CSU, UC

ENGIN-136 Computer Programming for Engineers Using MATLAB
4 units LR
- 54 hours lecture/54 hours laboratory/18 hours laboratory by arrangement per term
- Recommended: MATH 192 or equivalent (may be taken concurrently); eligibility for ENGL 122 or equivalent

An introduction to computer-based problem-solving methods for engineers and scientists using MATLAB. An application package known as MATLAB is used to introduce the elements of procedural and object-oriented programming, numerical analysis and operation within data structures. CSU, UC

ENGIN-140 Plane Surveying I
3 units SC
- 54 hours lecture/54 hours laboratory per term
- Prerequisite: ENGIN 119 and MATH 121 or equivalent

Principles and practices of surveying including measurement of distances, directions and elevations; measuring standards, introduction to electronic measurements and metric units; calibration, systematic and random-error analysis; traverse calculations; use of tape, transit, and level; horizontal and vertical curves and mapping. CSU, UC
ENGIN-141 Plane Surveying II
3 units SC
- 54 hours lecture/54 hours laboratory per term
- Prerequisite: ENGIN 140 or equivalent

A continuation of ENGIN 140. Includes cut and fill calculations, control surveys, surveying uses of astronomy, public land surveys, municipal surveys, state plane coordinate systems and photogrammetry, metric and customary units, introduction to computer calculation. CSU, UC

ENGIN-150 Topics in Engineering
3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in engineering designed to provide a study of the current developments in the field and related subdivisions. Specific topics to be announced. CSU

ENGIN-160 Introduction to Manufacturing
3 units LR
- 54 hours lecture/54 hours laboratory per term
- Recommended: ENGIN 120 or equivalent

This course will cover production and manufacturing techniques of metals, alloys and polymers. Students will learn techniques of casting, forming, forging, extrusion and sintering of materials. Blueprint reading, the use of measuring instruments and gauges, layout techniques and material removal using machine tools will also be covered. Instruction will include the set-up and operation of machine shop equipment. Principles of quality control and quality assurance with special emphasis on ANSI Y14 standards will be covered. CSU

ENGIN-222 Principles of Structural Steel Drafting
3 units LR
- 36 hours lecture/72 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ENGIN 122 or equivalent and MATH 110 or equivalent

Fundamental and practical knowledge of how structural steel is used to construct support frames for modern commercial and industrial buildings. Emphasis is placed on how structural drafters, in both design and fabrication offices, prepare the working drawings required to help transform the architect’s and/or structural engineer’s vision into reality. Course covers detailing of steel, concrete, rebar and timber. Typical design calculations are presented as well as Load and Resistance Factor Design. Extensive use of reference books and tables. Student will use both manual and computer methods to solve problems. CSU

ENGIN-223 Principles of Pipe Drafting
3 units LR
- 36 hours lecture/72 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ENGIN 122 or equivalent and ENGIN 126 or equivalent

Fundamentals of pipe drafting including nomenclature, specifications and symbols, notes and abbreviations, pipe representation and layout techniques, elevations, isometrics, fittings, valves and instruments, tanks and vessels, flow diagrams and flow lines. Students will use both manual and computer methods to solve practical problems. CSU

ENGIN-226 Computer Aided Drafting Design, Advanced Concepts - AutoCAD
4 units LR
- 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ENGIN 126 or ARCHI 126 or equivalent
- Note: May be repeated once when software changes.

Course is designed for students with previous knowledge and experience in using AutoCAD. Course covers (1) surface/wireframe and solid modeling features of AutoCAD for 3-dimensional modeling, (2) AutoLISP for customization and optimal application of AutoCAD and (3) some utility options for presentation purposes and project management. CSU, UC (credit limits may apply to UC - see counselor)

ENGIN-229 Advanced Concepts in Pro/ENGINEERING
4 units SC
- 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term
- Recommended: ENGIN 119 or equivalent, ENGIN 129 or equivalent
- Note: Can only be repeated when software version changes.

Course is designed for students with previous knowledge and experience in using Pro/ENGINEER. Students will continue to learn advanced techniques for capturing design intelligence. This class builds upon the basics covered in Introduction to Pro/ENGINEER. Some other aspects of mechanical design, such as assembly management techniques, creating models via surfacing and style features and working with skeletons will be introduced. Troubleshooting and managing existing models by tacking references and interdependencies is a driving consideration in the course. Upon completion of the course, student will exhibit a demonstrated competence in a comprehensive range of Pro/ENGINEER skills and techniques. CSU
ENGIN-230 Introduction to Circuits and Devices
4 units LR
- 54 hours lecture/54 hours laboratory per term
- Prerequisite: MATH 193 or equivalent and PHYS 230 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent

The course covers the subjects of electrical quantities that include Ohm's law, Kirchhoff's network theorems, AC and DC circuit analysis; transient and steady state response of circuits, digital circuits, solid state devices, magnetism and magnetic circuits. CSU, UC

ENGIN-239 Statics and Strength of Materials
4 units LR
- 54 hours lecture/54 hours laboratory/18 hours laboratory by arrangement per term
- Recommended: PHYS 110, MATH 121 or equivalents

A study of mechanics and strength of materials, including equilibrium of 2-D systems, internal forces in structures, hydrostatic forces, sectional properties, stress and strain, flexural and shear stresses, beams and columns and elastic stability. Laboratory experiments to determine selected properties of engineering materials and strength of structural elements. CSU

ENGIN-240 Properties of Engineering Materials
4 units LR
- 54 hours lecture/54 hours laboratory/18 hours laboratory by arrangement per term
- Prerequisite: CHEM 120 or equivalent and PHYS 130 or equivalent

The study of properties of engineering materials as related to their atomic, microscopic, and macroscopic structures. CSU, UC

ENGIN-255 Statics
3 units LR
- 54 hours lecture/18 hours laboratory per term
- Prerequisite: PHYS 130 or equivalent and MATH 193 or equivalent
- Recommended: ENGIN 135 or equivalent and eligibility for ENGL 122 or equivalent

A study of the effects of concentrated and distributed forces on the equilibrium of particles, rigid bodies, and fluids and energy equation approaches to equilibrium and stability. Statically determine analysis of balance of forces structures (trusses, beams, frames, arches, and cables) and machines. CSU, UC

ENGIN-256 Dynamics
3 units LR
- 54 hours lecture/18 hours laboratory by arrangement per term
- Prerequisite: ENGIN 255 or equivalent
- Recommended: MATH 294 or equivalent

This course introduces students to the principles of Newtonian Dynamics in one, two, and three dimensional motions. Students will study the kinematics and kinetics of a single particle, system of particles, and rigid bodies. This will include conservation laws, work, energy, impulse and impact. The student will also be presented with an introduction to free and forced vibrations. CSU, UC

ENGIN-298 Independent Study
.5-.3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered.

An opportunity for advanced students or students with special interest to study selected topics in a particular field to undertake special studies in that field under direction of the faculty. CSU

ENGLISH AS A SECOND LANGUAGE – ESL

ESL-067 ESL: Introduction to College English Skills
2 units P/NP
- Non degree applicable
- 18 hours lecture/54 hours laboratory per term
- Note: ESL assessment process before entering is recommended.

This course is designed for students for whom English is a second language at the introductory level who need to improve their speaking, listening, reading and writing skills to prepare them for entry into more advanced courses in the ESL program. The goals of the course are to develop and improve English language skills and to introduce students to the college environment.
**ESL-072**  
**ESL: Pronunciation/Listening Skills**  
2 units  
P/NP  
- May be repeated once  
- Non degree applicable  
- 18 hours lecture/54 hours laboratory per term  

This course is designed for ESL or international students who need instruction in improving listening comprehension and oral communication skills. Students will learn to perceive a variety of speech patterns and listening cues and a variety of speech forms, including conversations, directions, and lectures. Students will practice the sounds and rhythms of American English and improve their fluency by speaking in a variety of situations.

**ESL-076**  
**ESL: Intermediate Reading and Comprehension Skills**  
3 units  
SC  
- Non degree applicable  
- 54 hours lecture/18 hours laboratory per term  
- Recommended: ESL 067 or equivalent  
- Note: Each section has a weekly 1 hour scheduled study group. Students must check the class schedule and reserve the associated time.

This is an intermediate-level course designed for students for whom English is a second language who need instruction in reading comprehension and study skills to enhance their performance in future college courses. Students will continue to develop basic reading comprehension skills such as identifying main ideas in paragraphs, understanding paragraph organization, and using context clues to understand new vocabulary.

**ESL-078**  
**ESL: Intermediate Writing Skills**  
3 units  
SC  
- Non degree applicable  
- 54 hours lecture/18 hours laboratory per term  
- Recommended: ESL 067 or equivalent  
- Note: Each section has a weekly 1 hour scheduled study group. Students must check the class schedule and reserve the associated time.

This course is designed for ESL students at the intermediate level who need to improve their ability to write correct sentences and who are ready to begin writing paragraphs and narratives. Course work will include work on grammar, usage, parts of speech, punctuation, and idioms. Writing assignments will include sentences, paragraphs and narratives.

**ESL-081**  
**ESL: Studies in Reading, Writing, and Listening/Speaking Skills**  
2 units  
SC  
- May be repeated three times  
- Non degree applicable  
- 36 hours lecture per term  
- Recommended: Eligibility for ESL 086 and ESL 088

This course is designed for students for whom English is a second language who need to improve their speaking, listening, reading and writing skills to prepare them for more advanced courses in the ESL and English programs. Topics for the course may include reading comprehension, spelling, vocabulary, sentence structure, punctuation, and conversation.

**ESL-083**  
**ESL: Language Laboratory**  
2 units  
P/NP  
- May be repeated once  
- Non degree applicable  
- 18 hours lecture/54 hours laboratory per term  

This laboratory course is designed for ESL or international students who need to practice their reading, writing, listening and speaking skills. The course offers basic instruction on how to use word-processing, basic English language learning software, and the internet. The course offers individualized instruction to students at various skill levels, from beginning to advanced. The course provides the setting and instructional assistance for students to practice communication skills, to get help with English class assignments, and to employ computer resources.

**ESL-086**  
**ESL: High Intermediate Reading Comprehension**  
3 units  
SC  
- Non degree applicable  
- 54 hours lecture/18 hours laboratory per term  
- Recommended: ESL 076 or equivalent  
- Note: Each section has a weekly 1 hour scheduled study group. Students must check the class schedule and reserve the associated time.

This course is designed for ESL students at the high intermediate level who need preparation for college level reading and related study skills. Class activities include a close exploration of the reading process—especially of textbook materials; vocabulary development; listening practice and note-taking; use of library, dictionary and other reference resources; academic and cultural orientation.

**ESL-088**  
**ESL: High Intermediate Writing Skills**  
3 units  
SC  
- Non degree applicable  
- 54 hours lecture/18 hours laboratory per term  
- Recommended: ESL 078 or equivalent  
- Note: Each section has a weekly 1 hour scheduled study group. Students must check the class schedule and reserve the associated time.

This course is designed for ESL students at the high intermediate level who need to improve their writing skills to prepare for college-level writing and who are ready to begin writing essays. Course work will include instruction in sentence, paragraph and essay structure; principles of grammar and mechanics; voice-audience awareness; revising and editing techniques. Writing assignments will include paragraphs and essays.
ESL-091  ESL: Topics in Vocational English Skills

.5-3 units  SC
- May be repeated three times
- Non degree applicable
- Variable hours

ESL 091 is designed for advanced English as a Second Language students who may be concurrently enrolled in a course required for a certificate of achievement and completion. This course will teach reading skills, vocabulary-building strategies, writing skills, listening and oral communication skills, and study skills to help students master the content and requirements in a course leading to a certificate of achievement and completion. The focus of this course will change depending on the vocational area that it serves.

ESL-096A  Introduction to College Reading and Study Skills

3 units  SC
- Non degree applicable
- 54 hours lecture/18 hours laboratory per term
- Recommended: ESL 086 and ESL 088 or eligibility for ESL 096A based on the result from the ESL assessment process

This course is designed for advanced ESL students to develop the critical reading skills needed in college. Students will learn to identify themes and supporting details as well as to determine methods of organization and relationship of ideas in college-level materials. A primary aim is to increase students’ reading fluency as well as their ability to comprehend, interpret and remember what they read. This course will also emphasize effective college study skills and vocabulary development.

ESL-098A  Introduction to College Writing

3 units  SC
- Non degree applicable
- 54 hours lecture/18 hours laboratory per term
- Recommended: ESL 086 and ESL 088 or eligibility for ESL 098A based on the result from the ESL assessment process

This course is designed for advanced ESL students to gain confidence and fluency in writing essays or themes for American colleges. In this context, students will learn to write clear, complete and varied sentences and coherent paragraphs. An additional goal is for students to learn basic rules of grammar, punctuation and spelling and to be able to identify and correct errors in their writing. Students will also become familiar with the steps of the writing process: drafting, revising, editing, proofreading.

ENGLISH – ENGL

English Division
Krista Johns, Dean
Faculty Offices 136
925-685-1230 ext. 2519

Possible career opportunities
Career options that are available through the study of English include: advertising copy writer, columnist, editor, information specialist, interpreter, lawyer, lexicographer, legislative assistant, publisher, researcher, teacher, technical writer, and writing consultant. Some career options may require more than two years of college study.

Associate in arts - English
The English major at Diablo Valley College (DVC) offers students the opportunity to prepare for a broad range of professions through the study of language, literature, and composition, as well as the opportunity to transfer to UC, CSU, and other four-year colleges and universities to earn a bachelor's degree. The English major curriculum at DVC hones a student's critical thinking, reasoning, and communication skills as it also prepares students pursuing careers in law, government, business, entertainment (film, television, and theater), advertising, writing, editing, and education.

DVC's English major consists of 21 units of study. Students are required to take 6 units of core reading and composition courses, where they will develop their ability to craft clear prose through writing, reading, and research. In addition, students are required to complete 9 units of core genre and survey courses, and 6 units of specialized literature and writing courses, thereby developing individual interests and breadth of knowledge.

The DVC English major is intended for transfer. Students who intend to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intend to transfer are advised to select General Education Option 2 (IGETC) or Option 3 (CSU Breadth). Option 1 (DVC General Education) is not generally advised.

To earn an associate in arts degree with a major in English, students must complete each course used to meet a major requirement with a “C” or higher, maintain an overall GPA of 2.5 or higher in the coursework required for the major and complete all graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.
major requirements  

<table>
<thead>
<tr>
<th>Group 1: Core reading and composition courses</th>
<th>units</th>
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<tbody>
<tr>
<td>complete a minimum of 6 units from</td>
<td></td>
</tr>
<tr>
<td>ENGL 122* Freshman English: Composition and Reading</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 123* Critical Thinking: Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 126* Critical Thinking: The Shaping of Meaning in Language</td>
<td>3</td>
</tr>
</tbody>
</table>

| Group 2: Core genre                          |       |
| complete a minimum of 3 units from           |       |
| ENGL 150 Introduction to Literature          | 3     |
| ENGL 151 The Short Story                     | 3     |
| ENGL 153 Contemporary Poetry                 | 3     |
| ENGL 180** Literature of the Drama           | 3     |

| Group 3: Core survey                         |       |
| complete a minimum of 6 units from           |       |
| ENGL 154 Shakespeare and His World           | 3     |
| ENGL 252 Early English Literature            | 3     |
| ENGL 253 Survey of Late English Literature   | 3     |
| ENGL 262 Survey of American Literature I (First Contact-1865) | 3     |
| ENGL 263 Survey of American Literature       | 3     |

| Group 4: electives - Specialized literature and writing complete a minimum of 6 units from: |       |
| ENGL 162 Language, Literature and Culture    | 3     |
| ENGL 163 Asian American Literature           | 3     |
| ENGL 164 Native American Literatures         | 3     |
| ENGL 166 African American Literature         | 3     |
| ENGL 167 Latin American Literature           | 3     |
| ENGL 168 The Literatures of America          | 3     |
| ENGL 170 World Mythology                     | 3     |
| ENGL 172 The Bible as Literature             | 3     |
| ENGL 173 Introduction to Gay and Lesbian Multicultural Voices in Literature | 3     |
| ENGL 175 Science Fiction and Fantasy Literature | 3     |
| ENGL 177 Children’s Literature               | 3     |
| ENGL 190 Multicultural Literature by American Women | 3     |
| ENGL 222* Creative Writing                   | 3     |
| ENGL 223 Short Story Writing                 | 3     |
| ENGL 224 Poetry Writing                      | 3     |
| ENGL 225* Writing about Cultural Identity in America | 3     |

Total units for the major 21

| electives from a selection of degree applicable courses | 3-12 |

Total units for degree 60

*The above courses have specific prerequisites. See course description for details.

**Students taking English 180 may need to take one more course from the above list as Literature of the Drama does not articulate with some university English programs. If so, 3 units earned from English 180 will apply to Group 4: Electives.

ENGL-090 Introduction to College English
2.5 units SC
- Non degree applicable
- 45 hours lecture per term
- Recommended: Eligibility for ENGL 098 based on the reading/writing assessment process or ESL 098A

This supplemental course is designed to provide instruction in grammar, syntax, usage, punctuation and the writing process at an introductory level. The course will also cover the reading strategies necessary to write well. Weekly writing assignments will enable students to practice using the skills learned in class. This beginning course is intended to prepare students to succeed in basic skills English courses.

ENGL-091 Special Studies in Reading, Writing, Listening, Speaking Skills
1 unit P/NP
- May be repeated three times
- Non degree applicable
- 9 hours lecture/27 hours laboratory per term
- Note: Sections for ESL students available

A series of short-term, one-unit mini-courses which develop specific skills in reading, writing, listening, and speaking. Courses include reading comprehension, speed and efficient reading, spelling/vocabulary, sentence structure, punctuation and conversation. Special sections may be offered to foreign English as a Second Language students.

ENGL-092 College Study Skills
2 units P/NP
- Non degree applicable
- 36 hours lecture per term

This course is designed to improve the students’ study skills: goal setting; time management; note taking; reading comprehension; reading strategies for textbooks; main idea recognition; underlining and other text marking; concentration and memory; effective writing; test taking strategies. Students also determine their preferred learning style and discover ways to use that style most efficiently. Practice exercises will include readings from a variety of college subjects.

ENGL-096 Introduction to College Reading and Study Skills
3 units SC
- Non degree applicable
- 54 hours lecture/18 hours laboratory per term
- Recommended: Reading/writing assessment process or ESL 096A
- Note: ESL 096A is recommended for ESL students

This course is designed for students who need work in the basic reading skills required for college. Students will learn to identify main ideas and supporting details and to determine methods of organization and relationship of ideas. A primary aim is to increase students’ enjoyment of reading as well as their ability to comprehend, interpret, and remember what they read. The course will also emphasize effective study skills and vocabulary development.
ENGL-098  Introduction to College Writing  
3 units SC  
- Non degree applicable  
- 54 hours lecture/18 hours laboratory per term  
- Recommended: Reading/writing assessment process or ESL 098A  
- Note: ESL 098A is recommended for ESL students.  
This course is designed to help students gain confidence and fluency in writing essays or themes. In this context, students will learn to write clear, complete and varied sentences and coherent paragraphs. An additional goal is for students to learn basic rules of grammar, punctuation and spelling. Students will also become familiar with the steps of the writing process: drafting, revising, editing, proofreading.

ENGL-105  Studies in Writing  
.5-6 units SC  
- May be repeated three times  
- Non degree applicable  
- Variable hours  
- Recommended: ENGL 096 and ENGL 098 or equivalent recommendation from the assessment process  
This course focuses on developing students’ ability to write at the college level. Depending on the topic, the course may cover such diverse areas as: the writing process, developing a sense of voice in writing, critical analysis of student writing, identifying the organizational structures of various essays, and close analysis of fiction and nonfiction.

ENGL-110  English Grammar and Usage  
3 units SC  
- Non degree applicable  
- 54 hours lecture per term  
This course provides intensive instruction on the rules of grammar, punctuation, spelling and their application in writing. Students will learn to recognize grammatical errors in their writing, to make informed judgments about the style and syntax of the sentences they write, to reduce the number of misspelled words, and to use a broader vocabulary in their writing. The course is intended to prepare students for more advanced English classes and to increase their knowledge of the fundamentals of English.

ENGL-116  College Reading Development  
3 units SC  
- 54 hours lecture per term  
- Recommended: Successful completion of ENGL 096 or equivalent recommendation from the reading/writing assessment process  
- Note: Students may apply either ENGL 116 or 118 to the associate degree, but not both courses.  
This course is designed to develop strategies for reading a variety of college level materials. Students will learn ways to interact with what they read in order to increase appreciation as well as comprehension. The course will cover close analysis of reading, flexible approaches to reading, vocabulary development, and study skills.

ENGL-118  College Writing Development  
3 units SC  
- 54 hours lecture per term  
- Recommended: Successful completion of ENGL 098 or equivalent recommendation from the reading/writing assessment process  
- Note: Students may apply either ENGL 116 or 118 to the associate degree, but not both courses.  
This course helps students to improve their expression of ideas in college-level expository essays. Through continual writing practice, students will improve their skills in observation, fluency, organization, and revision, as well as other parts of the writing process. Students will learn to analyze a variety of texts with an emphasis on nonfiction.

ENGL-122  Freshman English: Composition and Reading  
3 units LR  
- 54 hours lecture per term  
- Prerequisite: Successful completion of ENGL 116 and ENGL 118 or equivalent recommendation from assessment process or English AP score of 3  
This course engages students regularly in the writing and reading process, requiring a substantial amount of reading of significant literature. Students will apply disciplined thought to language in order to comprehend and analyze college-level readings and to compose college-level essays that are coherent, detailed, and free of serious error. In their essays, students will use a variety of types of support including primary and secondary research. Students will understand and employ varied rhetorical strategies used by accomplished writers. CSU, UC

ENGL-123  Critical Thinking: Composition and Literature  
3 units LR  
- 54 hours lecture per term  
- Prerequisite: ENGL 122 or equivalent  
ENGL 123 is a continuation of ENGL 122 emphasizing the study of poetry, fiction, and drama. The course is designed to encourage continued improvement in essay composition through a focus on critical thinking about literary works. It will increase understanding of the creation of aesthetic meaning and the use of symbolic forms in language and thought; and introduce students to several literary genres in the context of culture. CSU, UC

ENGL-124  The Nature of Language: An Introduction To Linguistics  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course introduces students to the study of formal, psychological and socio/cultural properties of language. Students will learn the analysis, description, and functions of language in relation to culture, society, and personality. CSU, UC
ENGL-126  Critical Thinking: The Shaping of Meaning in Language
3 units  LR
• 54 hours lecture per term
• Prerequisite: ENGL 122 or equivalent
This course will focus on the development of logical reasoning and analytical and argumentative writing skills. It is designed to develop critical thinking, reading, and writing skills beyond the level expected in ENGL 122. This course also investigates meaning and its creation and transmission through language. CSU, UC

ENGL-130  Introduction to Technical Writing
3 units  SC
• 54 hours lecture per term
• Recommended: ENGL 122 or equivalent
This course is an introduction to writing in the unique technical environments of science and industry. Emphasis is on understanding various levels of technical discourse applied to different audiences, selecting appropriate evidence, and employing various levels of technical vocabulary and abstraction. Visual aids, technical metaphor and related communication principles are also addressed. CSU

ENGL-140  Tutor Training
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course introduces students to the basic principles and methods of tutoring, including but not limited to the tutoring sequence, the Socratic method of questioning, communication skills, and learning theory. Students will receive instruction in how to work with tutees who have difficulties comprehending reading, developing writing and utilizing study skills with the intent of making those tutees independent learners. CSU

ENGL-150  Introduction to Literature
3 units  SC
• 54 hours lecture per term
• Recommended: ENGL 122 or equivalent
This course will focus on representative works from the four major genres of literature (poetry, drama, the short story, the novel). This course will teach students to recognize the distinguishing elements of each literary form and develop a competency in the methods used to analyze all literature. The choice of texts will reflect the historical development of these genres in order to enhance students’ appreciation of the extent to which imaginative literature reflects its historical moment and shapes and is shaped by expressive and visual arts of the time. CSU, UC

ENGL-151  The Short Story
3 units  SC
• 54 hours lecture per term
• Recommended: ENGL 122 or equivalent
This course is an introduction to the short story: themes, forms, history of the form, individual writer’s techniques. Students read and discuss short stories and become more independent critics of them. In addition, as with the study of all literature, students can understand many aspects of life and themselves better as a result of the deep exposure to characters and cultures different from their own. CSU, UC

ENGL-152  The Short Film
3 units  SC
• 54 hours lecture per term
• Recommended: ENGL 122 or equivalent
This survey course explores the history, nature, and structure of the short narrative, documentary, and experimental film. The course compares and contrasts literature to film, noting how each medium deals with theme and structure. Many films from the DVC collection, including some showing the lives and stories of members of American subcultures and cultures around the world, along with new releases from major short-films distributors, will be viewed, discussed and written about. CSU, UC (credit limits may apply to UC - see counselor)

ENGL-153  Contemporary Poetry
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course focuses on the reading, critical study, critical analysis, and discussion of contemporary poetry. Postmodern American poetry is emphasized, although consideration will also be given to contemporary world poetry and other poetry written in English. Earlier traditions, such as modernism, will be briefly discussed. Historical, social, cultural, and psychological contexts will be provided. Consideration will be given to the forms, functions, and definitions of the poetry studied. Students should reach a heightened awareness and understanding of language and artistic excellence. CSU, UC

ENGL-154  Shakespeare and His World
3 units  SC
• 54 hours lecture per term
• Recommended: ENGL 122 or equivalent
Study of the language, structure, characterization, and philosophy of Shakespeare’s plays; the historical, social, and artistic forces which helped to shape his works during the Elizabethan and Jacobean ages; the relationship between Shakespeare’s work as literature, examined by close analysis and as performing arts, experienced in theater, film, opera, or television. CSU, UC
ENGL-155 Studies in Literature
.5-3 units SC
- May be repeated three times
- Variable hours
- Recommended: ENGL 122 or equivalent
This course focuses on the reading, critical study, critical writing and discussion of a special literature. Consideration will be given to the literature’s forms, functions, and definitions. Also of concern will be the literature’s significance in terms of historical, social, cultural, and psychological contexts. CSU

ENGL-162 Language, Literature and Culture
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 116/118 or equivalent
This course examines language, literature and the arts from a multi-cultural context. Students will read stories, drama, poetry and essays that reflect a broad range of cultural view points; they will observe and analyze relevant print and visual media; they will compare and consider such artistic forms as architecture, music, fashion and painting in the context of compared cultures. Attention will be devoted to understanding the linguistic or attitudinal challenges posed by cross-cultural communication. The course will be helpful to American-born students seeking a wider cultural perspective and to International students and other advanced ESL students in their acculturation and language development efforts. CSU, UC

ENGL-163 Asian American Literature
3 units SC
- 54 hours lecture per term
- Recommended: ENGL 122 or equivalent
This course introduces students to a variety of literary works from the Asian American culture, which are significant in illuminating the Asian American cultural experience. Readings are chosen for their literary, historical, cultural, philosophical and psychological importance. CSU, UC

ENGL-164 Native American Literatures
3 units SC
- 54 hours lecture per term
- Recommended: ENGL 122 or equivalent
Students will focus on the literary traditions and cultures of Native Americans, and through the study of various oral and written literary works (such as ceremonies, songs, myths, folk tales, oratories, autobiographies, poetry and prose) will examine issues important to Native peoples, such as cultural identity, language, self-determination. CSU, UC

ENGL-166 African American Literature
3 units SC
- 54 hours lecture per term
- Recommended: ENGL 122 or equivalent
This course is a study of the major works of fiction and poetry by black writers in Africa and America, spanning three hundred years. Students will gain an awareness of main themes, concepts, and characteristics of the literature. Emphasis is on the development of concepts and skills that will enable the student to study the literature, make comparisons, and draw conclusions about the nature of its development, its origins, and the influence of rhetoric, religion, philosophy, history, music, or other arts on literature. CSU, UC

ENGL-167 Latin American Literature
3 units SC
- 54 hours lecture per term
- Recommended: ENGL 122 or equivalent
The course focuses on the literature of Latin American cultures. Through analysis of poetry, fiction, drama, music and film, students will explore political, social, historical, and psychological elements that comprise the voices of Latin Americans. CSU, UC

ENGL-168 The Literatures of America
3 units SC
- 54 hours lecture per term
- Recommended: ENGL 122 or equivalent
This course examines the major literary works produced by selected authors of the main racial/cultural groups in American society: African American, Native American, Asian American, Chicano, Latino, and European American. Readings will be primarily fiction and poetry, but will include some essays, first-person narratives and journalistic pieces. Through reading, writing and discussing, students will explore the rich culture reflected in representative works. Through comparing and contrasting the contributions and points of view of various authors, students will gain an understanding of the issues important to these writers. In addition, students will consider the social and historical influences shaping the literatures of America. CSU, UC

ENGL-170 World Mythology
3 units SC
- 54 hours lecture per term
- Recommended: ENGL 122 or equivalent
This course explores myth as a vital part of human experience, individual and collective, past and present. Myths from a wide range of cultures (including Native American, African, Asian, Middle Eastern and European) are examined in terms of their appearance in folklore, ritual, literature and the arts, and are compared with regard to their thematic content and the beliefs and values they reflect. CSU, UC
ENGL-172  The Bible As Literature
3 units SC
• 54 hours lecture per term
• Recommended: ENGL 122 or equivalent

Students read the Hebrew Bible (Old Testament) and the New Testament as literature, looking closely at the physical, intellectual, political and spiritual environments of the writers. Major themes and characters are given close attention, as is the development of the canon. Literary genres such as poetry, essays, letters, and epics in scripture are compared with those genres found in other world literatures. CSU, UC

ENGL-173  Introduction to Gay and Lesbian Multicultural Voices in Literature
3 units SC
• 54 hours lecture per term
• Recommended: ENGL 122 or equivalent

This course presents literature and related arts by and about gay men and lesbians from Hispanic/Latino, African-American, European-American, Asian-American, Native American cultural, ethnic, and a variety of socio-economic groups. Under scrutiny will be literature written by gay men and lesbians with a focus on language, ideology, substance, and form. Through a study of the artists’ works and an understanding of the historical, social, and psychological forces shaping literature and related arts, students should reach a heightened awareness of a gay and lesbian culture. Through criticism of and writing about these works, students should also reach a greater understanding of artistic excellence in general. CSU, UC

ENGL-175  Science Fiction and Fantasy Literature
3 units SC
• 54 hours lecture per term
• Recommended: ENGL 122 or equivalent

This course will offer reading, critical study, and discussion of science fiction as a literary form with consideration of major types, authors, historical development, the media in which science fiction has been presented, how it both mirrors and influences cultural trends, and how it functions as modern mythology. CSU, UC

ENGL-177  Children's Literature
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent

This course examines literature written for children as literature, applying the methods of literary criticism to that literature. The course also places the literature in a historical context, tracing its development from its earliest oral origins to the present, comparing and contrasting the contributions and points of view of various underrepresented ethnic groups such as African American, Native American, European American, Asian American, and Hispanic. The course material includes literature from various cultures and from various time periods. CSU, UC

ENGL-180  Literature of the Drama
3 units SC
• 54 hours lecture per term
• Recommended: ENGL 122 or equivalent

This course examines representative works in dramatic literature and explores how these works are transformed by the process of filming or staging the play. Through reading, performance, writing, scene work, discussion, and, in some instances, interacting with professionals in the field, students will reach greater appreciation for major elements of drama like plot, characterization, theme, setting, and language. Reflecting on age-old themes and complex characters will give students new insights into their own values, choices, role models, and cultural heritage. CSU, UC

ENGL-190  Multicultural Literature by American Women
3 units SC
• 54 hours lecture per term
• Recommended: ENGL 122 or equivalent

This course presents literature and related arts by and about women from at least three of the following cultural, ethnic, and racial groups: Hispanic-Latina American, African American, European American, Asian American, and Native American cultural, ethnic and racial groups. Under scrutiny will be women’s prescribed role in society as well as the language, ideology, substance and form of the artistic renditions. Through a study of the artist’s work and an understanding of the historical, social, and psychological forces shaping the art, students should reach a heightened awareness of women’s contributions and struggles in our society as well as in others. Through criticism of and writing about the art, the students should also reach a greater understanding of artistic excellence. CSU, UC

ENGL-222  Creative Writing
3 units SC
• May be repeated once
• 54 hours lecture per term
• Prerequisite: eligibility for ENGL 122 or equivalent
• Note: The student is limited to a maximum of 12 units in any combination of ENGL 222, 223, and 224.

Students will analyze the varied creative writing techniques of selected authors and present original writing for discussion and criticism by the class and the instructor. CSU, UC (credit limits may apply to UC - see counselor)

ENGL-223  Short Story Writing
3 units SC
• May be repeated once
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: The student is limited to a maximum of 12 units in any combination of ENGL 222, 223, and 224.

In-depth study of the elements of the short story. Students write original stories for discussion and criticism by both class and instructor. CSU, UC (credit limits may apply to UC - see counselor).
ENGL-224  Poetry Writing  
3 units SC  
- May be repeated once  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
- Note: The student is limited to a maximum of 12 units in any combination of ENGL 222, 223, and 224.

In-depth study of the elements of poetry. Students write original poems for discussion and criticism by both class and instructor. CSU, UC (credit limits may apply to UC - see counselor)

ENGL-225  Writing About Cultural Identity in America  
3 units SC  
- May be repeated once  
- 54 hours lecture per term  
- Prerequisite: Eligibility for ENGL 122 or equivalent

This workshop of expository writing provides an environment in which students will develop skills related to research techniques, interviewing, and specialties of non-fiction such as autobiography, biography, and creative non-fiction. Students will read works of American authors with particular attention paid to multicultural groups. Students will present original prose writing (approximately 6000 words) for informal discussion and criticism. CSU, UC

ENGL-252  Early English Literature  
3 units SC  
- 54 hours lecture per term  
- Prerequisite: ENGL 122 or equivalent

Students read characteristic and significant British literature from its beginnings to Johnson; examine the evolution of style and manner in the written form of the language; appreciate the pressure of the cultural heritage upon native art forms, ideas and institutions; and generally learn to read literature more skillfully. The course relates the literature to historical and cultural developments as expressions of periods and their styles and consciously relates that to at least one art- painting, music, or architecture. CSU, UC

ENGL-253  Survey of Late English Literature  
3 units SC  
- 54 hours lecture per term  
- Prerequisite: ENGL 122 or equivalent

This course surveys British literature of the nineteenth and twentieth centuries. Students will read poems, fiction, drama and non-fiction from the Romantic, Victorian, modern and post-colonial periods. Attention will be focused on the development of literary forms and the relation between texts and broader historical and cultural themes and conditions. Topics include representations of class, gender, race, nature, and the self; critical questions such as the function of literature, the conventions of literary periods, canonicity, and issues of literary production. Students will also examine the aesthetic and/or cultural relationship between literature and one other art such as painting, music, or architecture. CSU, UC

ENGL-262  Survey of American Literature I (First Contact - 1865)  
3 units SC  
- 54 hours lecture per term  
- Prerequisite: ENGL 122 or equivalent

This course surveys the distinct voices that comprise American Literature from the 15th Century to the American Civil War. The works and viewpoints of Native Americans, Africans and African Americans, as well as those of English-speaking, Spanish-speaking and French-speaking colonials, will be examined. CSU, UC

ENGL-263  Survey of American Literature  
3 units SC  
- 54 hours lecture per term  
- Prerequisite: ENGL 122 or equivalent

Survey of major literary works produced by American writers from approximately 1865 to the present. Students read poetry, fiction, and drama by American poets, prose writers, and playwrights. Changes in literary style are closely examined and compared with corresponding changes in other art forms- painting, music, sculpture, architecture, film produced in America and abroad during the period. CSU, UC

ENGL-272  Early World Literature  
3 units SC  
- 54 hours lecture per term  
- Recommended: ENGL 122 or equivalent

Reading, presentation, and discussion of representative oral works and manuscripts of ancient, medieval, and renaissance literature in modern English translations. CSU, UC

ENGL-273  Late World Literature  
3 units SC  
- 54 hours lecture per term  
- Recommended: ENGL 122 or equivalent

Reading, presentation and discussion of representative works of modern and postmodern literature in English translations. CSU, UC

ENGL-298  Independent Study  
.5-3 units SC  
- May be repeated three times  
- Variable hours  
- Prerequisite: Students must submit an acceptable educational contract to department and Instruction Office; topics must extend beyond courses offered

This course provides an opportunity for students with special interests to pursue selected topics under the direction of the faculty. CSU
FIELD STUDIES – FIELD

Counseling Division
Terry Armstrong, Dean
Counseling Center 111
925-685-1230 ext. 2288

Possible career opportunities
Diablo Valley College’s field studies course offers students an opportunity to increase career awareness and expanded learning in a field in which they may want to further explore or gain experience.

FIELD-234 College Instructional Assistance Work
1-3 units SC

- May be repeated three times
- Variable hours
- Note: Applications must be approved through Career and Employment Services. Students must be supervised by a DVC instructor.

Students work as instructional assistants, laboratory assistants and research assistants in the various departments on the campus. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects outside of class and help the instructor with reading and evaluation of class assignments. Students may not assist in course sections in which they are currently enrolled. CSU

FILM – FILM

Applied and Fine Arts Division
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

Possible career opportunities
The study of film prepares students for careers in the entertainment industry, law, business, and education, or for further education at the graduate or professional level. Career options include: feature film editors, executives in video distribution companies, technicians for local news programs, and independent filmmakers. Other occupations include: cinematographer, movie and stage grip, technical writer, playwright, screenwriter, author, producer, editor, rigger, camera operator, and film laboratory technician. Some careers may require more than two years of study.

FILM-110 National Cinema
1 unit P/NP
- May be repeated three times
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

Each semester the class will focus on one specific country or geographic area looking for stylistic and thematic trends and conventions. This course will concentrate on major films and trends from specific countries or geographic areas such as China, India, Latin America, Asia, England, France, Italy, Germany, Russia, and Africa. CSU

FILM-120 Film Genre
1 unit P/NP
- May be repeated three times
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course is a study of major genres including romantic comedy, film noir, the western, the musical, the war film, etc. Each class will focus on one specific genre. This course will emphasize how genres develop, common themes, and characters and how the language and syntax of film is used in this specific genre. The student will compare the same genre in literature. The course will also examine the relationship of genres to historical, social and cultural trends. CSU

FILM-130 Great Directors
1 unit P/NP
- May be repeated three times
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course is a study of major film directors such as Chaplin, Hitchcock, Wilder, Spielberg, Fellini or Kurosawa. Each class will focus on one specific director, looking for stylistic and thematic trends and conventions and acknowledge their influence on other film makers. The course will place the director in the flow of historical, social and cultural trends. CSU

FILM-140 American Cinema/American Culture
3 units SC
- 54 hours lecture per term

This course is a history of cinema focusing on the development of American film making as part of a larger cultural context including literature, drama, various genres, vaudeville and related art forms. The course will investigate the interplay of economic, industrial, aesthetic, and cultural forces that shape the language of film- how film conveys meaning and functions as a work of art. Other themes to be explored include how Hollywood functions as a business, reflects societal values and concerns (such as the Great Depression and WWII), and responds to new technologies such as radio, television, and the coming of sound for film. CSU, UC
**FiLM-150  Topics in Film**  
1-3 units  SC  
- May be repeated three times  
- Variable hours  
- Recommended: Eligibility for ENGL 122 or equivalent  
A supplemental course in film designed to provide a study of topics not covered in the regular film classes. Specific topics to be announced. CSU

**FiLM-160  American Ethnic Cultures in Film**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course will evaluate and explore various American cultures, African American, American Indian, Asian American, Hispanic, and European American as represented in feature film. It will analyze similarities and differences paying particular attention to social and cultural representations. In addition, the course will include issues specific to the world of cinema including how film language communicates ideas and stimulates emotional responses while Hollywood distribution and marketing practices amount to a form of censorship. CSU, UC

**FiLM-165  Digital Editing**  
3 units  SC  
- 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term  
An introduction to the techniques, concepts and aesthetics of digital non-linear, computerized editing for film, television and digital media. The student will become familiar with various professional software programs and develop an understanding of organization, timelines and story as well as editing for visual and audio effects. CSU

**FiLM-180  Comparative Film Studies**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course will examine major trends and genres in the world of film. This course will emphasize how plot, theme and character are developed in a visual medium and how the language and syntax of film conveys meaning as compared to literature and drama. The course will also examine the relationship of film to historical, social, and cultural trends. CSU, UC (credit limits may apply to UC - see counselor)

**FiLM-280  Introduction to Film: American Cinema 1900-1950**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course is a survey of major trends in American Cinema from 1900 to the demise of the studio system in the 1950s. The methodology includes lectures and the viewing of key films from notable artists and movements that have influenced the development of film arts around the world. In addition, this course will analyze how social, economic, and historical forces shape film art, as well as, the development of global media culture, and understanding how cinema communicates as an art form. CSU, UC

**FiLM-281  Introduction to Film: World Cinema 1900-1960**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course is a survey of major trends in World Cinema from 1900 to the French New Wave of the 1960s. The methodology includes lectures and the viewing of key films from notable artists and movements that have influenced the development of film arts around the world. An analysis of how social, economic, and historical forces shape film art will be stressed, as well as, the development of global media culture, and understanding how film communicates as an art form. CSU, UC (credit limits may apply to UC - see counselor)

**FiLM-282  Introduction to Film: American Cinema 1950 to the Present**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course is a survey of major trends in American Cinema from the demise of the studio system in the 1950s to the present. The methodology includes lectures and the viewing of key films from notable artists and movements that have influenced the development of film arts around the world. An analysis of how social, economic, and historical forces shape film art will be stressed, as well as the development of global media culture, and understanding how film communicates as an art form. CSU, UC

**FiLM-283  Introduction to Film - World Cinema 1960 to the Present**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course is a survey of major trends in World Cinema since 1960 from French New Wave to the growth of Asian, Latin American, and Third-World cinema. The course methodology includes lectures and the viewing of key films from notable artists and movements that have influenced the
development of film arts around the world. It will stress the social, economic, and historical forces that shape film art, as well as the development of global media culture and understanding how film communicates as an art form. CSU, UC

**FILM-284 Introduction to Film - Women in Cinema**

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course is a survey of the major influences of women on film history. The course includes lectures and the viewing of key films made by notable women directors, producers, screenwriters, editors and actors who have influenced the development of film arts around the world. An analysis of how social, economic, and historical forces have shaped women’s role in the development of film will be stressed, as well as, growth of global media culture, and how film communicates as an art form. CSU, UC

**FILM-290 Film and TV Script Writing - Beginning**

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

The purpose of this class is to learn to write screenplays. Therefore the student will study film terms and formats, work with treatment, scenario and shooting scripts, analyze film and television clips, shorts, tapes, and full-length films with emphasis on understanding the writer’s perspective. Numerous writing assignments and exercises will be assigned with the intent of developing a student’s ability to write for a visual medium. CSU

**FILM-291 Film and TV Scriptwriting - Intermediate**

3 units SC
- 54 hours lecture per term
- Prerequisite: FILM 290 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent

The purpose of this class is to develop a student’s ability to write for a visual medium. There will be numerous writing assignments and exercises as well as analysis of film and television scripts, scenarios and treatments. CSU

**FILM-292 Fundamentals of Film Making - Beginning**

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This class is devoted to the intensive examination of film and video techniques applied to the execution of visual ideas. Pictorial composition, camera operation, basic script writing, directing, principles of editing, lighting and sound recording and mixing will be emphasized. This course is devoted to developing and refining technical, practical and creative film-making skills. Students will be expected to complete several projects during the course of the semester. These projects can be in super 8, 16mm or various video formats. The projects will be narrative in form. CSU, UC (credit limits may apply to UC - see counselor)

**FILM-293 Fundamentals of Film Making - Intermediate**

3 units SC
- 54 hours lecture per term
- Prerequisite: FILM 292 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent

The purpose of this class is to allow the serious continuing students the opportunity to improve their ability to shoot and edit for a visual medium. The students will be encouraged to expand their technical capabilities. In addition, they will be expected to produce richer, fuller works marrying their developing technical competence with increasingly meaningful themes. CSU, UC (credit limits may apply to UC - see counselor)

**FILM-294 Film and TV Scriptwriting - Advanced**

3 units P/NP
- 54 hours lecture per term
- Prerequisite: FILM 291 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent

The purpose of this class is for the advancing student to produce a feature length screenplay. Therefore, emphasis will be placed on developing and refining authentic characters, solid stories and dramatic structure. There will be numerous writing exercises and evaluations. CSU

**FILM-298 Independent Study**

.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

An opportunity for students to pursue special interests under direction of the faculty. CSU
FRENCH – FRNCH

Students with prior foreign language instruction should check with a language teacher regarding proper placement in foreign language courses. The following system is generally used to determine the appropriate term of college work based on high school language: two years equal one college term; three years equal two college term; four years equal three college terms.

Applied and Fine Arts
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

Possible career opportunities
The study of French can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, teaching, professional translating, journalism, and all levels of education, including university teaching. Most foreign language careers require more than two years of study.

Certificate of achievement - French
This certificate of achievement was created to give students the opportunity to show potential employers in this country and in other countries that the student has completed a certain number of courses in French and prepares students with an intermediate to advanced knowledge of French and familiarizes them with the culture of the Francophone world.

This certificate of achievement provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 13 to 18 units from the following list of courses which must be completed with a grade of “C” grade or higher.

Complete 13-18 units from the following list of courses: units
FRNCH 120 First Term French ............................................... 5
FRNCH 121 Second Term French ............................................. 5
FRNCH 220 Third Term French ............................................... 5
FRNCH 221 Fourth Term French ............................................. 5
FRNCH 230 Fifth Term French .............................................. 3
FRNCH 231 Sixth Term French ............................................... 3

Total units required 13-18

FRNCH-120 First Term French
5 units SC
• 90 hours lecture/18 hours laboratory by arrangement per term
• Note: FRNCH 120 and 121 combined are equivalent in content to FRNCH 145, 146 and 147 combined.
This is a basic course in understanding, speaking, reading, and writing French. There is extensive utilization of cultural material and information. CSU, UC

FRNCH-121 Second Term French
5 units SC
• 90 hours lecture/18 hours laboratory by arrangement per term
• Recommended: FRNCH 120 or equivalent
• Note: FRNCH 120 and 121 combined are equivalent in content to FRNCH 145, 146 and 147 combined
A second-term basic course at a more advanced level in understanding, speaking, reading, and writing French. There is extensive utilization of cultural material and information. CSU, UC

FRNCH-150 Topics in French
3-4 units SC
• May be repeated three times
• Variable hours
A supplemental course in French to provide a study of current concepts and problems in French and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

FRNCH-155 First Term Conversational French
3 units SC
• May be repeated once
• 54 hours lecture/18 hours laboratory by arrangement per term
• Note: This course does not satisfy the academic requirements of the FRNCH 120-121 series or the FRNCH 145, 146 and 147 series
Instruction in basic speaking, listening, and comprehensive skills. Introduction to simple grammatical structures and vocabulary to enable students to communicate in everyday situations. CSU

FRNCH-156 Second Term Conversational French
3 units SC
• 54 hours lecture/18 hours laboratory by arrangement per term
• Recommended: FRNCH 155 or equivalent
• Note: This course does not satisfy the academic requirements of the FRNCH 120-121 series or the FRNCH 145, 146 and 147 series
Second term conversational course designed to improve speaking and oral comprehension skills. Building on previously acquired knowledge, it will include a more extensive grammar and vocabulary to expand beyond the self and
onto conversation of a more general nature. Emphasis will be on oral use of the language. Comprehension will be reinforced through listening practice. CSU

FRNCH-157 Third Term Conversational French
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: FRNCH 156 or equivalent
- Note: This course does not satisfy the academic requirements of the FRNCH 120-121 series or the FRNCH 145, 146 and 147 series

This is a third term conversational French course designed to improve and refine speaking, listening, and comprehen- sive skills by reviewing and introducing target vocabulary and grammar. Students will be able to discuss topics of social, political, and cultural nature. Students will also have the opportunity to present a well-researched expose on various aspects of French culture. CSU

FRNCH-220 Third Term French
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: FRNCH 121 or equivalent

This course develops a functional fluency in understanding, speaking, reading and writing French, as well as providing an introduction to the study of French literature. This is a further study and interpretation of foreign culture. CSU, UC

FRNCH-221 Fourth Term French
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: FRNCH 220 or equivalent

Advanced grammar study and review. Study of franco- phone literature in French with emphasis on the short story and poetry. Cultural study integrated into class discussions. Class conducted in French. CSU, UC

FRNCH-230 Fifth Term French
3 units SC
- 54 hours lecture per term
- Recommended: FRNCH 221 or equivalent

This is a continuation of FRNCH 221 with intensive study of additional literary works. There is further development of language skills through student preparation and presentation of reports. This course is conducted entirely in French. CSU, UC

FRNCH-231 Sixth Term French
3 units SC
- 54 hours lecture per term
- Recommended: FRNCH 230 or equivalent

This is a continuation of FRNCH 230 with intensive study of additional literary works. There is further development of language skills through student preparation and presentation of reports. This course is conducted entirely in French. CSU, UC

FRNCH-298 Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

An opportunity for advanced students to study special interests under the direction of faculty. CSU

GEOGRAPHY – GEOG

Physical Sciences and Engineering Division
Dennis Smith, Dean
Physical Science Building 263
925-685-1230 ext. 2359

Possible career opportunities
Geography is an interdisciplinary study focusing on the spatial relations of physical, cultural and economic systems of our world. As such, geographers are employed in a wide array of fields in many capacities such as: city/county planning; surveying; cartography; aerial photographic interpretation; remote sensing; environmental studies; meteorology; GIS (geographic information systems) and GPS (global positioning systems). Geographers are employed by private sector firms, government and non-profit organizations. Many career options may require more than two years of college study.

Cultural geography careers include geography education at many levels, analyst, consultant and planner. Most career options require more than two years of college study.

Associate in arts degree:
Social/Cultural Geography

Associate in science degree:
Meteorology
Physical Geography
Geographic information systems/Global positioning system
**Certificate of achievement**  
Geographic information systems/Global positioning system

**Certificate of accomplishment**  
Geographic information systems/Global positioning system

**Associate in arts - Social/Cultural Geography**
The Social-Cultural Geography major at Diablo Valley College offers students the opportunity to prepare for a broad range of professions through the study of the spatial distribution of languages, religions and other aspects of human culture.

Students will be prepared to transfer to UC, CSU and other four-year colleges and universities to earn a Bachelor's degree.

DVC prepares students to pursue careers in government, business, international relations, and education.

The DVC Social-Cultural Geography major consists of 18 units of required courses in which students develop an understanding of the origin, diffusion and spatial distribution of various attributes of human culture.

The DVC Social-Cultural Geography major is intended for transfer. Students who intend to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intend to transfer are advised to select General Education Option 2 (IGETC) or Option 3 (CSU Breadth). Option 1 (DVC General Education) is not generally advised.

To earn an associate in arts degree with a major in Social-Cultural Geography, students must complete each course used to meet a major requirement with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the major, and complete all graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.

**major requirements**  
**units**
- GEOG 120 Introduction to Physical Geography 3
- GEOG 162 Maps and Cartography 3
- ANTHR 130 Cultural Anthropology 3
- SOCIO 131 The Urban Community 3

**Total units for major**  18

**Associate in science - Physical Geography**
The Physical Geography major at Diablo Valley College offers students the opportunity to prepare for a range of professions through the study of the spatial distribution of the physical environment. Students will be prepared to transfer to UC, CSU and other four-year colleges and universities to earn a Bachelor's degree. DVC prepares students for careers in spatial technologies and environmental sciences.

The DVC Physical Geography major consists of 24 units of study. Students are required to take 14 units of core courses in which they develop an understanding of the physical environment and learn how to acquire, map and analyze spatial data relevant to the physical environment.

The DVC Physical Geography major is intended for transfer. Students who intend to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intend to transfer are advised to select General Education Option 2 (IGETC) or Option 3 (CSU Breadth). Option 1 (DVC General Education) is not generally advised.

**major requirements**  
**units**
- GEOG 120 Introduction to Physical Geography 3
- GEOG 135 World Regional Geography 3
- GEOG 141 Weather Lab 1
- GEOG 162 Maps and Cartography 3
- PHYS 120 General College Physics 4

**Total units for major**  24

**Associate in science - Meteorology**
The Meteorology major at Diablo Valley College offers students the opportunity to prepare for a range of professions through the study of meteorology as an applied science. Students will be prepared to transfer to UC, CSU and other four-year colleges and universities to earn a Bachelor's degree. DVC prepares students to pursue careers in government, private forecasting and broadcast meteorology.

The DVC Meteorology major consists of 18 units of required core courses through which students develop an understanding of the atmosphere, the physical principles governing weather, the spatial distribution of weather and how the atmosphere links to other components of Earth's physical environment.

The DVC Meteorology major is intended for transfer. Students who intend to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intend to transfer are advised to select General Education Option 2 (IGETC) or Option 3 (CSU Breadth). Option 1 (DVC General Education) is not generally advised.

**major requirements**  
**units**
- GEOG 140 Introduction to Weather 3
- GEOG 162 World Regional Geography 3
- GEOG 141 Weather Lab 1
- GEOG 162 Maps and Cartography 3
- PHYS 120 General College Physics 4

**Total units for major**  18
To earn an associate in science degree with a major in Physical Geography, students must complete each course used to meet a major requirement with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the major, and complete all graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.

**major requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>GEOG 120</td>
<td>Introduction to Physical Geography</td>
<td>3</td>
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<td>GEOG 121</td>
<td>Physical Geography Lab</td>
<td>1</td>
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<td>GEOG 135</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
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<td>GEOG 140</td>
<td>Introduction to Weather</td>
<td>3</td>
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<td>GEOG 141</td>
<td>Weather Lab</td>
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<td>GEOG 162</td>
<td>Maps and Cartography</td>
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**plus 4 units from the following:**

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<tr>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOSC 126</td>
<td>Nature Study and Conservation</td>
<td>4</td>
</tr>
<tr>
<td>GEOG 125</td>
<td>Introduction to Geographic Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 127</td>
<td>Introduction to Global Positioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 120</td>
<td>Introduction to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 122</td>
<td>Physical Geography Lab</td>
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<tr>
<td>GEOG 125</td>
<td>Geology of California</td>
<td>3</td>
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</tbody>
</table>

**Total units for major** 18

**Certificate of achievement - Geographic information systems/GLOBAL POSITIONING system**

The geographic information systems (GIS)/global positioning system (GPS) program is designed to prepare students for entry into careers that employ generalized or specialized applications of GIS. GIS is a versatile and powerful technology that allows data input, data management, analysis and display of result within a single setup. Most local, state, and federal government agencies use GIS, as do businesses, planners, architects, foresters, geologists and a host of other occupations. Students learn technical and analytical skills for research as well as practical skills necessary to enter the job market and obtain positions with such titles as GIS technician, GIS specialist, GIS analyst, GIS programmer, GIS coordinator, GIS supervisor and GIS manager. To earn a degree, students must complete each course used to meet a major requirement with a “C” grade or higher and complete graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.

**major requirements**

<table>
<thead>
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<th>Units</th>
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<tbody>
<tr>
<td>GEOG 125</td>
<td>Introduction to Geographic Information Systems</td>
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<tr>
<td>GEOG 126</td>
<td>Advanced Geographic Information Systems</td>
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<tr>
<td>GEOG 127</td>
<td>Introduction to Global Positioning Systems</td>
<td>3</td>
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</table>

**Total units for the major** 31
GEOG 128  Advanced Global Positioning Systems (GPS) .................................. 3
GEOG 160  Remote Sensing ................................................................. 4
GEOG 162  Maps and Cartography ................................................. 3

plus at least 6 units from:
COMSC 100 Introduction to Computer and Information Systems ........................................... 3
COMSC 100L Introduction to Computer Software .................................................. 1
COMSC 118 Introduction to Programming .................................................. 4
COMSC 138 Using Visual Basic for Applications ........................................ 2
COMSC 172 UNIX and Linux Administration ................................................ 2
COMSC 245 Programming with Visual Basic.NET ........................................ 4
COMSC 255 Programming with Java .................................................... 4

plus at least 6 units from:
ANTHR 126 Introduction to Archeological Field Methods ............................................. 3
BIOSC 126 Nature Study and Conservation ................................................. 4
BIOSC 170 Environmental Science ................................................................ 3
COOP 170 Occupational Work Experience ......................................... 1-3
ENGIN 126 Computer Aided Design and Drafting - AutoCAD ..................................... 4
GEOG 120 Physical Geography ................................................................. 3
GEOL 120 Physical Geography ...................................................................... 3

Total units required ................................................................. 31

Certificate of accomplishment - Geographic information systems/Global positioning system

The geographic information systems (GIS)/global positioning system (GPS) program is designed to prepare students for entry into careers that employ generalized or specialized applications of GIS. GIS is a versatile and powerful technology that allows data input, data management, analysis and display of results within a single setup. Most local, state, and federal government agencies use GIS, as do businesses, planners, architects, foresters, geologists and a host of other occupations. Students learn technical and analytical skills for research as well as practical skills necessary to enter the job market and obtain positions with such titles as GIS technician, GIS specialist, GIS analyst, GIS programmer, GIS coordinator and GIS manager.

To earn a certificate of accomplishment, students must complete each course used to meet a certificate requirement with a “C” grade or higher. Required courses are available in the evening and during the day.

required courses units
GEOG 125 Introduction to Geographic Information Systems (GIS) ......................... 3
GEOG 126 Advanced Geographic Information Systems (GIS) .................................. 3
GEOG 127 Introduction to Global Positioning Systems (GPS) .................................. 3
GEOG 128 Advanced Global Positioning Systems (GPS) ........................................ 3

plus at least 3 units from:
ANTHR 126 Introduction to Archeological Field Methods ............................................. 3
BIOSC 126 Nature Study and Conservation ................................................. 4
BIOSC 170 Environmental Science ................................................................ 3
COMSC 100L Introduction to Computer Software .................................................. 1
COMSC 118 Introduction to Programming .................................................. 4
COMSC 138 Using Visual Basic for Applications ........................................ 2
COMSC 172 UNIX and Linux Administration ................................................ 2
COMSC 245 Programming with Visual Basic.NET ........................................ 4
COMSC 255 Programming with Java .................................................... 4

GEOG-120 Physical Geography

3 units LR

• 54 hours lecture per term
• Co-requisite: GEOG 120 or equivalent
• Note: Field trips may be included in the course.

A general course to introduce the fundamental principles of physical geography. This course is intended to provide an intelligent understanding of the Earth as the home of human beings and to show the interrelationships found within the physical environment. Quantitative reasoning, development of mathematical concepts and problem solving are emphasized. CSU, UC

GEOG-121 Physical Geography Lab

1 unit LR

• 54 hours laboratory per term
• Co-requisite: GEOG 120 or equivalent
• Note: Field trips may be included in the course.

A laboratory course to supplement for a course in general or physical geography. The materials of the Earth, internal structure and dynamic processes will be covered. CSU, UC

GEOG-125 Introduction to Geographic Information Systems (GIS)

3 units SC

• 54 hours lecture/18 hours laboratory per term
• Recommended: COMSC 100L or equivalent

An introduction to Geographic Information Systems (GIS) as a tool for spatial analysis. The course will cover GIS concepts, techniques and methodologies. Laboratory activities will be used to reinforce lecture concepts. The course will prepare students for advanced university level courses in spatial analysis or for entry level positions in GIS related fields. CSU
GEOG-126  Advanced Geographic Information Systems
3 units  SC
• 54 hours lecture/18 hours laboratory per term
• Prerequisite: GEOG 125 or equivalent
Application of advanced analytical techniques of geographic information systems (GIS) to manipulate, analyze and predict spatial patterns. Students will work on individual projects to learn the issues involved in managing and representing spatial information. CSU

GEOG-127  Introduction to Global Positioning Systems
3 units  SC
• 54 hours lecture per term
An introduction to the Global Positioning System (GPS). Development of the GPS, operational characteristics, limitations, potential errors and applications will be covered. Activities with GPS receivers will be required. This course will prepare students for advanced course work in the GPS or for course work in Geographic Information Systems. CSU

GEOG-128  Advanced Global Positioning Systems
3 units  SC
• 54 hours lecture per term
• Prerequisite: GEOG 127 or equivalent
An advanced course on the Global Positioning System (GPS). Advanced topics including data dictionaries, differential GPS and linking GPS to Geographic Information Systems will be covered. This course will prepare students for additional studies in specific applications of GPS or for course work in Geographic Information Systems. In addition, skills obtained in this course may allow students to seek employment in the spatial science field. CSU

GEOG-130  Cultural Geography
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
The nature and causes of the spatial distribution of human activity. Phenomena such as population, language, religion, popular culture, agricultural practices, political structure, economic organization, settlement patterns, resource exploration, and technological innovation are examined in order to understand the interactive relationship between human beings and their environment. CSU, UC

GEOG-135  World Regional Geography
3 units  SC
• 54 hours lecture per term
A geographic perspective of physical, cultural, political and economic characteristics of countries and regions of the world. A general survey of world place locations, and influence of geographic factors on international cooperation and conflicts. Survey of the transformation of the cultural landscape of the United States. CSU, UC

GEOG-140  Introduction to Weather
3 units  SC
• 54 hours lecture per term
• Recommended: It is strongly recommended that students have successfully completed MATH 110 (or equivalent) prior to taking this course
An introductory course in Meteorology that is both a descriptive and analytical course on the physical principles affecting the earth's weather. Topics covered include the nature of the atmosphere, solar energy, heat, temperature, pressure, stability, moisture, wind, storms, severe weather and forecasting. The course introduces Climatology as a scientific study and will look at Earth's climatic history. The course will also look at current research in climate modeling and the possibility of global climate change. CSU, UC

GEOG-141  Introduction to Weather Lab
1 unit  SC
• 54 hours laboratory per term
• Co-requisite: GEOG 140 or equivalent (may be taken previously)
• Recommended: MATH 110 or equivalent
A laboratory course to supplement GEOG 140 (Introduction to Weather). Fundamental concepts in meteorology and measurement techniques including selected mathematical concepts used in developing an understanding of weather and climate. Analysis of real-time weather data will be stressed. CSU, UC

GEOG-150  Topics in Geography
.5-3 units  LR
• May be repeated three times
• Variable hours
An in-depth study of selected subjects in geography. The topics to be offered each term will be indicated in the current class schedule. CSU

GEOG-160  Introduction to Remote Sensing
4 units  SC
• 54 hours lecture/54 hours laboratory per term
• Recommended: COMSC 100L or equivalent
This course introduces the basic principles of remote sensing techniques including aerial photographs, satellite imageries and radar imageries. It explains how these techniques are used for collecting data about the earth and how such data can be interpreted and mapped with the help of image processing software and geographic information systems. CSU
GEOG-162  Maps and Cartography
3 units  SC
• 36 hours lecture/54 hours laboratory per term
• Recommended: MATH 110 or equivalent

The course introduces basic principles of mapping and representation of spatial data using conventional and computerized cartographic techniques. Elements of map such as scale, distance, direction, and map projections as well as cartographic techniques of data analysis, processing, symbolization, and representation are examined in detail. This course is designed to develop a better understanding of maps and map-interpretation. CSU

GEOG-298  Independent Study
.5-3 units  SC
• May be repeated three times
• Variable hours
• Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

An opportunity for advanced students to study special interests under the direction of the faculty. CSU

GEOLOGY – GEOL

Physical Sciences and Engineering Division
Dennis Smith, Dean
Physical Science Building 263
925-685-1230 ext. 2359

Possible career opportunities
Geologists work in exploration for oil, natural gas, coal and uranium for energy, and for metals used in everyday life. They search for clean sources of groundwater for drinking and agriculture (hydrology). They seek to understand geologic hazards and how to mitigate them (seismology, flood and landslide control, and volcanology). They work to monitor and clean up pollutants in soil, groundwater and surface water. Currently, the best employment opportunities are in hydrology and pollution control. Many career options may require more than two years of college study.

GEOL-120  Physical Geology
3 units  LR
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent

A general course in geologic science which attempts to encompass nearly all phases of geology. The course is designed to give the student a greater appreciation and deeper understanding of the fundamental processes which have changed and are presently changing the Earth’s crust. The recognition of common minerals, rocks and landscape features of the Earth will be included. Practice in quantitative reasoning and development of mathematical concepts is provided. CSU, UC

GEOL-121  Earth and Life Through Time
3 units  LR
• 54 hours lecture per term
• Recommended: GEOL 120 or equivalent and GEOL 122 or equivalent

The history of the Earth from its beginning to the present. Topics included are the origin of the Earth, the development of plant and animal life and the physical changes in the Earth which have led to the features which are observed today. CSU, UC

GEOL-122  Physical Geology Laboratory
1 unit  LR
• 54 hours laboratory per term
• Co-requisite: GEOL 120 or 121 or equivalent (may be taken previously).
• Recommended: Math 110 or equivalent
• Note: Field trips may be included in the course.

A laboratory course to supplement for a course in general or physical geology. The materials of the Earth, internal structure and dynamic processes will be covered. CSU, UC

GEOL-124  Earth and Life Through Time lab
1 unit  LR
• 54 hours laboratory per term
• Prerequisite: GEOL 121 or equivalent (may be taken concurrently)

A laboratory course in the techniques of historical geological investigations. CSU, UC

GEOL-125  Geology of California
3 units  LR
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: A field trip may be required.

This course is designed to familiarize students with the varied geological, topographical and geographical aspects of California. This will include a general study of the provinces of California, the major rock types and their occurrence, the major earthquake faults and their frequency of activity, and the general geologic history. Mineral and petroleum resources of the state will be discussed. CSU, UC
GEOL-298  Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered.

An opportunity for advanced students to study special interests under direction of the faculty. CSU

GERMAN – GRMAN

Students with prior foreign language instruction should check with a language teacher regarding proper placement in foreign language courses. The following system is generally used to determine the appropriate term of college work based on high school language: two years equal one college term; three years equal two college term; four years equal three college terms.

Possible career opportunities
The study of German can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, teaching, professional translating, journalism, and all levels of education, including university teaching. Most foreign language careers require more than two years of study.

Certificate of achievement - German
This certificate of achievement was created to give students the opportunity to show potential employers in this country and in other countries that the student has completed a certain number of courses in German and prepares students with an intermediate to advanced knowledge of German and familiarizes them with the culture of the German-speaking world.

This certificate of achievement provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 13 to 18 units from one of the following lists of courses which must be completed with a grade of “C” grade or higher.

List A

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRMAN 120 First Term German</td>
<td>5</td>
</tr>
<tr>
<td>GRMAN 121 Second Term German</td>
<td>5</td>
</tr>
<tr>
<td>GRMAN 220 Third Term German</td>
<td>5</td>
</tr>
<tr>
<td>GRMAN 221 Fourth Term German</td>
<td>5</td>
</tr>
<tr>
<td>GRMAN 230 Fifth Term German</td>
<td>3</td>
</tr>
<tr>
<td>GRMAN 231 Sixth Term German</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units required: 13-18

List B

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRMAN 145 First Trimester German</td>
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</tr>
<tr>
<td>GRMAN 146 Second Trimester German</td>
<td>3</td>
</tr>
<tr>
<td>GRMAN 147 Third Trimester German</td>
<td>3</td>
</tr>
<tr>
<td>GRMAN 220 Third Term German</td>
<td>5</td>
</tr>
<tr>
<td>GRMAN 221 Fourth Term German</td>
<td>5</td>
</tr>
<tr>
<td>GRMAN 230 Fifth Term German</td>
<td>3</td>
</tr>
<tr>
<td>GRMAN 231 Sixth Term German</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units required: 13-16

GRMAN-120 First Term German
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Note: GRMAN 120 and 121 combined are equivalent in content to GRMAN 145, 146 and 147 combined.

Beginning German. Students learn basic communication skills, vocabulary, idioms, and grammatical structures. A new and exciting video program augments the course and provides cultural background for the German-speaking countries. Audio tapes further expose the student to everyday spoken German and provide an opportunity to practice the language. CSU, UC (credit limits may apply to UC - see counselor)

GRMAN-121 Second Term German
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: GRMAN 120 or equivalent
- Note: GRMAN 120 and 121 combined are equivalent in content to GRMAN 145, 146 and 147 combined.

Second semester of basic German. Emphasis is on communicative skills: vocabulary expansion, idioms, writing, and completion of a basic grammar overview. Study of culture, history, and geography of the German-speaking countries through the Focus Deutsch video and audio program. CSU, UC (credit limits may apply to UC - see counselor)
GRMAN-145 First Trimester German
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Note: GRMAN 120 and 121 combined are equivalent in content to GRMAN 145, 146 and 147 combined.
First term of a trimester course in beginning German. The student is introduced to the sounds and structures of the German language. A video and audio tapes provide cultural and historical background and expose the student to everyday spoken German. CSU, UC (credit limits may apply to UC - see counselor)

GRMAN-146 Second Trimester German
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: GRMAN 145 or equivalent
- Note: GRMAN 120 and 121 combined are equivalent in content to GRMAN 145, 146 and 147 combined.
This course in beginning German (level 2 of 3) continues to introduce the student to basic German grammar, vocabulary, and sentence structure. In the communicative approach employed, equal time is given to conversational, writing, and reading skills. With the aid of a video and audio program students are exposed to everyday language and life in the German speaking countries. CSU, UC (credit limits may apply to UC - see counselor)

GRMAN-147 Third Trimester German
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: GRMAN 146 or equivalent
- Note: GRMAN 120 and 121 combined are equivalent in content to GRMAN 145, 146 and 147 combined.
Third trimester of a first-year German course. By the end of the term the student will be familiar with basic vocabulary, idioms, and grammar in order to speak, read, and write simple German. As in GRMAN 145 and 146, a video and audio program provides variety, color, and cultural and historical background. CSU, UC (credit limits may apply to UC - see counselor)

GRMAN-150 Topics in German
3-4 units SC
- May be repeated three times
- Variable hours
A supplemental course in German to provide a study of current concepts and problems in German and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

GRMAN-155 First Term Beginning Conversational German
3 units SC
- May be repeated once
- 54 hours lecture/18 hours laboratory by arrangement per term
This is the first term of the beginning German conversation series. It is a participatory class based on practical material with oral-aural practice. The present tense is emphasized, and covers basic vocabulary and cultural material. CSU

GRMAN-156 Second Term Beginning Conversational German
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: GRMAN 155 or equivalent
This is the second term of the beginning German conversation series. It is a participatory class based on practical material with oral-aural practice. The present perfect and simple past tenses are introduced and contrasted. New vocabulary and cultural material are presented. CSU

GRMAN-157 Third Term Beginning Conversational German
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: GRMAN 156 or equivalent
This is third term of the beginning German conversation series. It is a participatory class based on practical material with oral-aural practice. The present perfect and simple past tenses are reviewed and practiced. Subjective, passive voice, and modals are introduced. New vocabulary and cultural material are presented. CSU

GRMAN-220 Third Term German
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: GRMAN 121 or equivalent
Intermediate German. Expand conversation skills, emphasizing speaking more fluently and with assurance. A grammar review and development of reading and writing skills. Short stories, video, and audio programs provide a rich basis for conversation, discussion, and cultural insights. CSU, UC
GRMAN-221 Fourth Term German
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: GRMAN 220 or equivalent
Intermediate German. This course is a continuation of GRMAN 220. Completion of a grammar review and exposure to the finer points of the language, such as particles and when and how to use indirect discourse. The video program exposes the student to many aspects of life in Austria, Germany, and Switzerland, including the various accents of the native speakers. CSU, UC

GRMAN-230 Fifth Term German
3 units SC
- 54 hours lecture per term
- Recommended: GRMAN 221 or equivalent
Advanced German. Students refine their knowledge of German and their insights into the culture of the German speaking countries through contemporary literature, popular writings, such as magazines, advertisements, videos, and film. Many group activities and projects, with an emphasis on communicative skills. CSU, UC

GRMAN-231 Sixth Term German
3 units SC
- 54 hours lecture per term
- Recommended: GRMAN 230 or equivalent
Intensive study of selected literary works (prose, poetry, drama) from the German speaking countries. Students deal critically with both the language and the content of the readings. Exploration of different writing styles and oral communication, such as debates, oratory, jokes, and storytelling. CSU, UC

Health science

Possible career opportunities
Gerontology provides an interdisciplinary approach to studying the human aging process and the challenges encountered by older adults and their families as they interact in society.

Career opportunities are available in both the private and public sectors. Students who have studied gerontology often work as counselors, advocates, social workers, nurses, and in areas such as recreation, and home health services. Most career options require more than two years of college study.

Specific careers include: counselor, adult protective services case worker/manager, guardian/conservator, information/referral specialist, legal aid assistant, ombudsman/advocate, program activities assistant, geriatric social worker, geriatric clinical nurse, and senior adult day care provider.

GERON-100 Adult Development and Aging
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course presents theories of adult development and social gerontology. An overview of the physical, psychological, and social aspects of aging are covered in this course. Interactions between elders and other members of society are addressed, as are stereotypes and images associated with older people. Social bonds, friendship, intimacy and sexuality, physical and mental health, death, dying and bereavement, are some of the topics presented. CSU

GERON-150 Topics in Gerontology
3-4 units SC
- May be repeated three times
- Variable hours
A supplemental course in gerontology designed to provide a study of current topics and issues pertaining to the elder community. Specific topics will be announced in the schedule of classes. CSU

Health science

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DIABLO VALLEY COLLEGE Catalog 2009-2010 • Programs and course descriptions 207
Associate in science Behavioral Health

The Associate of Science (AS) degree in Behavioral Health exposes the student to a multi-dimensional approach to health by incorporating the study of social, behavioral and physiological sciences. Students will learn about risk factors for disease and disability and be taught behavior-changing skills, all of which have broad applications in fields that teach Health Education such as academic, community, corporate, and/or medical. The course of study also provides a broad foundation in health sciences for those students who want to pursue specialized occupations in the health profession.

Students may apply the knowledge to work in areas such as a Workplace Wellness, County Health Department, Hospital/Health Insurance Education Center, State or University Health Center, Planned Parenthood, or any Health Club that offers health education information.

Students wishing to pursue a career in the field of public health education should consider this two year program as it provides preparation for baccalaureate degrees useful in the field of Health Education.

DVC Behavioral Health students who intend to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intend to transfer are advised to select either General Education Option 2 (IGETC) or Option 3 (CSU Breadth). General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer.

To earn an associate in science degree with a major in Behavioral Health, students must complete each course used to meet a major requirement with a "C" grade or higher and complete all graduation requirements as listed in the catalog. Degree requirements can be completed by attending classes in the day, evening, or both. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI 124 Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 140 Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>NUTRI 115 Nutrition and Health</td>
<td>3</td>
</tr>
<tr>
<td>PETHE 281 Principles of Optimizing Human Performance</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 210 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCIO 120 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 298 Health Science Independent Study</td>
<td>1</td>
</tr>
<tr>
<td>COOP 170A Internship in Occupational Work</td>
<td>2</td>
</tr>
<tr>
<td>Experience Education</td>
<td></td>
</tr>
</tbody>
</table>

plus a minimum of 3 units from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI 126</td>
<td>Stress Management and Health</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 164</td>
<td>Mind Body Healing</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 170</td>
<td>Women’s Health</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 230</td>
<td>Advanced First Aid/CPR</td>
<td>3</td>
</tr>
<tr>
<td>NUTRI 120</td>
<td>Sports Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTRI 160</td>
<td>Nutrition: Science and Application</td>
<td>3</td>
</tr>
<tr>
<td>LS 121</td>
<td>Information Competency and Research</td>
<td>1</td>
</tr>
<tr>
<td>ADS 101</td>
<td>Introduction to Substance Abuse and Treatment</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 115</td>
<td>Resiliency and Student Success</td>
<td>1</td>
</tr>
</tbody>
</table>

Total units for major 24

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI-124</td>
<td>Health and Wellness</td>
<td>3 SC</td>
</tr>
<tr>
<td></td>
<td>• 54 hours lecture per term</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Recommended: Eligibility for ENGL 122 or equivalent</td>
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</tr>
<tr>
<td></td>
<td>• Note: The nutrition, tobacco and substance abuse components of this course fulfill a portion of the state health education requirements for a teaching credential. For CPR training see HSCI 131.</td>
<td></td>
</tr>
</tbody>
</table>

An overview of all aspects of health and wellness, including physical, mental, spiritual, emotional, social dimensions.

The course examines current scientific research on methods of improving total health. The course introduces students to the concepts and skills of locating, evaluating, synthesizing, and communicating information in various formats. CSU, UC (credit limits may apply to UC - see counselor)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI-125</td>
<td>Consumer Health</td>
<td>3 SC</td>
</tr>
<tr>
<td></td>
<td>• 54 hours lecture per term</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Recommended: ENGL 116/118 or equivalent</td>
<td></td>
</tr>
</tbody>
</table>

This course is designed to examine consumer aspects of health and medical care in contemporary society. Course study will include topics such as evaluating health care delivery systems, health care providers, and health insurance plans. Students will also learn how to critically assess health information and health-related services and products, as well as where to obtain health information, services and products. CSU

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI-126</td>
<td>Stress Management and Health</td>
<td>3 SC</td>
</tr>
<tr>
<td></td>
<td>• 54 hours lecture per term</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Recommended: ENGL 116/118 or equivalent</td>
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</tr>
</tbody>
</table>

This course will examine the theoretical frameworks of stress research and common stress management techniques. Topics of study will include defining stress, understanding physiological theories of stress, defining sources and causes of stress, and examining health consequences of chronic stress. Students will examine and analyze the various strategies to manage and cope with stress such as: time management, relaxation techniques, communication skills, diet and exercise. CSU
HSCI-127  Drugs, Health and Society
3 units SC
- 54 hours lecture per term
- Recommended: ENGL 116/118 or equivalent
This course will be an in depth study of drug use in our society, particularly the most commonly used and abused drugs. This course will examine the common uses and health effects of drugs such as: over the counter remedies, prescription drugs, herbal remedies, recreational drugs and illicit drugs. CSU, UC (credit limits may apply to UC - see counselor)

HSCI-128  Medical Terminology
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly BUSIM 231
Medical Terminology will prepare students to work in the health care field. This course teaches construction, pronunciation, spelling, definition and common usage for all medical terms in anatomy, physiology, pathology and health care. This course includes an overview of body systems, pharmacology, diagnostic procedures and clinical test protocols. CSU

HSCI-131  Cardiopulmonary Resuscitation (CPR)
.5 unit SC
- May be repeated once
- 9 hours lecture/3 hours laboratory per term
- Recommended: ENGL 116/118 or equivalent
This course is designed to teach lifesaving skills to be used in respiratory and cardiac emergencies. CSU

HSCI-140  Human Sexuality
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This is an introductory course examining human sexuality from a biological and cross-cultural perspective. Historical and traditional influences, as well as current perspectives will be presented. This course will facilitate students’ knowledge of each other’s cultures and traditions as they relate to sexuality. Topics that will be examined include sexual anatomy and physiology, gender issues, sex research, relationships and intimacy, communication, sexual behaviors, sexual orientation, sexual minorities, contraception, abortion, sexually transmitted diseases, and enhancing sexual fulfillment. CSU, UC

HSCI-150  Topics in Health Science
.5-4 units SC
- May be repeated three times
- Variable hours
- Recommended: Eligibility for ENGL 122 or equivalent
A supplemental course in the Health Sciences which provides additional study of current concepts and problems in health and their related subdivisions. Specific topics will be announced in the schedule of classes. CSU

HSCI-164  Mind Body Healing: Cross-Cultural Perspectives
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Continuing Education Units (CEUs) for nurses
This course will examine healing from the perspectives of different cultures and healing systems. Many healing therapies, systems and traditions will be explored in order to discover the connections between mind, body, spirit and emotions. Many healing approaches will be covered including Traditional Chinese Medicine, personality theory of disease, shamanic healing herbs and plant medicine, Ayurveda and the chakra system, music therapy, art therapy, and conventional Western Medicine. CSU

HSCI-170  Women’s Health
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
An exploration of the biological, sociopolitical, and psychological aspects of women’s health and medical care in contemporary society. The course examines current scientific knowledge and human behavior as it relates to health issues of particular concern to women such as self-help, reproductive management, menopause, nutrition, health research, breast cancer, infectious disease and stress. CSU, UC (credit limits may apply to UC-see counselor)

HSCI-230  Advanced First Aid/CPR
3 units SC
- May be repeated three times
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Continuing Education Units (CEUs) for nurses
An advanced survey of emergency and non-emergency procedures and techniques used in the pre-hospital setting including basic life support CPR and first aid. This course is required training for medical professionals. CSU

HSCI-298  Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend beyond courses offered
- Recommended: Eligibility for ENGL 122 or equivalent
An opportunity for advanced students to study special interests under the direction of the faculty. CSU
Possible career opportunities
The study of history contributes to cultural literacy and develops critical thinking and other useful skills for a broad range of careers including education, public service and law. Most career options require more than two years of college study.

HIST-120 History of the United States Before 1877
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
A history of the United States before 1877. This course examines cultural, economic, political, and social factors and includes the experiences and contributions of Native American, African, Asian, Mexican/Latino and European men and women in the development of American society. The course will treat origins, nature, and impact of U.S. Constitution on American history before 1877 including the political philosophies of the framers, the operation of political institutions, and the rights and obligations of citizens. CSU, UC (credit limits may apply to UC - see counselor)

HIST-121 History of the United States After 1877
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course continues with the history of the United States from 1877 to the present. The course examines cultural economic, social, and political factors, including the operation and continuing evolution of local, state and federal governments under the U.S. and California Constitutions, and deals with the experiences of men and women from diverse backgrounds, including Asian Americans, African Americans, Native Americans and Mexican American/Latinas/os. In addition, this course will examine the international role of the United States during the 20th century. CSU, UC (credit limits may apply to UC - see counselor)

HIST-122 Critical Reasoning in History
3 units SC
• 54 hours lecture per term
• Prerequisite: ENGL 122 or equivalent
Critical reasoning in history is a process of questioning, analyzing, and evaluating oral and written ideas, concepts, and interpretation of the past. This process will include an introduction to the principles of inductive and deductive reasoning. The goal is to learn how to identify historical viewpoints, gather and organize historical information, recognize historical relationships and patterns, and see the relevancy of historical insights as background for an understanding of current events and issues. To achieve this goal, critical reasoning in history involves an understanding and practice of certain definable skills. CSU, UC

HIST-124 History of California
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
The course is a survey of the history of California, including the culture of the native Indian people, the Hispanic and early American settlement of California. The course also covers the California constitution, the formation and growth of state and local government, the social, political, economic and cultural forces in the growth of modern California with special emphasis on the state's ethnic diversity. CSU, UC

HIST-125 History of the United States: A Mexican American Perspective
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course covers U.S. history from 1848 to the present with an emphasis on the role of Mexican-origin people, both immigrants and U.S. born. It examines the history from a social, political, economic, and cultural perspective. It emphasizes the contributions of Mexican-origin people to the multicultural development of contemporary American society, including their interaction with other Latino communities, as well as people of European, African, Asian, and Native descent. The impact of U.S. attitudes and policies on Mexican-origin peoples is also addressed. CSU, UC

HIST-126 The American West
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course is a survey of the movement of the American people from the Atlantic seaboard across North America and into the Pacific. Focusing on the Westward Movement during the nineteenth century, it examines this historical experience from a social, political, economic, and cultural perspective up to the present. It emphasizes, too, the role of the diverse ethnic and racial communities of the West and their interaction with one another, as well as their contributions to the construction of the American national character. CSU, UC
### HIST-127  African American Perspective History of the US to 1865
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course is a survey of the United States from the perspective of African Americans, comparing the African American experience with the experiences of Europeans, Native Americans, Asian Americans and Hispanics. Part of the course will be devoted to the U.S. government and the Constitution, the California government and Constitution, and other constitutional models for comparison and contrast. The course will examine the early African presence in America, the origins of the slave trade, and explore political, economic, demographic and cultural influences shaping African American life and culture prior to 1865. CSU, UC (credit limits may apply to UC - see counselor)

### HIST-128  African American Perspective History of the US after 1865
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course is a survey of the history of the United States from the perspective of African Americans comparing the African American experience with the experiences of Native peoples, Europeans, Asian Americans and Hispanics/Latinos after 1865. The course explores the history of African American economic, cultural, institutional, political, and protest traditions from the post-Civil War period to the present. It also includes African American interaction with national, California state and local governments, especially with respect to the California Constitution. CSU, UC (credit limits may apply to UC - see counselor)

### HIST-129  History of Asians and Pacific Islanders in the United States
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

An historical survey of the United States from 1840 to the present, with an emphasis on the Asian and Pacific Islander experience. The course focuses on the major periods of national development such as the Civil War, Reconstruction, Industrialization, Age of Reform, Great Depression, World Wars, Cold War and Vietnam, and Age of Conflict and Reform. Within this broad context, the course will also examine the perspective, developments, increasing diversity of ethnic groups, and contributions of Asians and Pacific Islanders in the United States with an emphasis on California. CSU, UC

### HIST-130  History of the Peoples of North America Until the Late 19th Century
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A survey of the interaction of Native Americans, Europeans, and Africans in North America from the establishment of the first European colonies until the late 19th century. Emphasis will be placed on the diversity of Native American and West African cultures at the time of first contact with Europeans; the different motives and circumstances of Spanish, French and English colonizing in North America; the development of different patterns of interaction between North Americans, Europeans, and Africans in Mexico, Canada, and the United States; the development and evolution of Native American-European-African interaction in Colonial America and the new United States until 1890; and the legal-constitutional framework shaping this interaction, especially the Constitution of the U.S. and its 19th-century judicial interpretation. CSU, UC

### HIST-134  California Travel Study: An Individualized Approach
1 unit P/NP
- May be repeated three times
- 10 hours lecture/18 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Each of the three sections of History 134 may be devoted to any one of the three available tours. Students may choose one of the following: The California Missions: Myth and Reality; In Pursuit of Jack London; or Historic Sacramento.

An in-depth investigation of selected topics in California history. Students will complete the course by following a set of printed course instructions, traveling to historic sites in the state, listening to prerecorded lectures about the sites, and completing a written evaluation of the sites. See schedule of classes for topics offered. CSU

### HIST-135  History of Latin America - The Colonial Period
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

Early Latin American history from pre-Columbian indigenous cultures through the early nineteenth century independence movements. The course examines how geography, the encounter between pre-Columbian cultures and Spanish/Portuguese colonialism, the introduction of African slavery, and the movements for independence shaped Latin America and its inhabitants. CSU, UC
HIST-136 History of Latin America - The National Period
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
The history of Latin America during the National period. Emphasis is on the development of constitutional government, cultural and racial conditions, economic and social changes, and external relations among these countries and with the larger world. The history of all Latin America is surveyed. CSU, UC

HIST-140 History of Western Civilization to the Renaissance
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This history of Western civilization to the 17th century. Emphasis is upon developing an understanding of modern civilization by tracing political, economic, social, cultural, and intellectual developments and relationships of the past. CSU, UC

HIST-141 History of Western Civilization Since the Renaissance
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
The history of Western civilization from the 17th century to the present time. Emphasis is on understanding how the structures and outlook of modern civilization emerged by tracing political, economic, social, cultural, and intellectual developments from late medieval to contemporary times, with primary emphasis on developments of modern Europe. CSU, UC

HIST-150 History of East Asia (to 1600)
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
History of East Asia, with emphasis on China and Japan, from pre-historical times to the beginning of the 17th century. CSU, UC

HIST-151 History of East Asia (from 1600 - Present)
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
History of East Asia, with emphasis on China and Japan, from the 17th century to the present. The history of Korea and Vietnam will also be considered. CSU, UC

HIST-155 Topics in History
1-3 units SC
- May be repeated three times
- Variable hours
An in-depth study of selected subjects in history. These subjects may be in the realm of cultural, economic, intellectual, political, or social history as indicated in current schedule of classes. CSU

HIST-160 British Life and Culture
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course is designed to introduce the student to British life and culture through a combination of lectures, visits, and readings. HIST 160 will be taught at the London Study Center and will be required of all students in the London Program. CSU

HIST-170 History of Women in the United States (Pre-Colonial - 1877)
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course is a survey of United States history (pre-colonial 1877) emphasizing women's life experiences within the context of larger historical changes. The course will examine the commonalities of women's experience based on their gender and the differences among women based on their race, ethnicity, class, and region. The course will explore how women fostered and were affected by social, political, economic, and cultural transformations. The course will consider the impact of the U.S. and California Constitutions and the activities of federal, state, and local governments on the experience of women. CSU, UC (credit limits may apply to UC - see counselor)

HIST-171 History of Women in the United States (1877 - Present)
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course is a survey of United States history (1877- present) emphasizing women's life experiences within the context of larger historical changes. The course will also examine the commonalities of women's experience based on their gender and the differences among women based on their race, ethnicity, class, and region. The course will explore how women fostered and were affected by the industrialization, secularization and urbanization of the United States, and the development of the United States as a world power. Women's abilities to mobilize and change the political institutions and the Constitution will be a main theme. CSU, UC (credit limits may apply to UC - see counselor)
Horticulture Certificate of achievement

This broad program prepares students for employment in plant production, pest management and retail nurseries. It will assist students preparing to take the California Association of Nurseryperson's exam and the arboriculture certification exam.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Required courses are available in the evening and on weekends.

required courses units
HORT 110 Introduction to Horticulture................................. 4  
HORT 141 Tree Identification.............................................. 3  
HORT 143 Shrub Identification............................................ 3  
HORT 145 Groundcovers and Vines Identification................. 3  
HORT 147 Annuals and Perennials Identification................. 3  
HORT 161 Plant Pests and Diseases................................. 3  
HORT 164 Soil Science and Management........................... 3  
HORT 179 Arboriculture.................................................. 3

plus at least 3 units from:
HORT 140 Basic Plant Taxonomy........................................ 3  
HORT 160 Plant Propagation............................................. 3  
HORT 164L Soil Science Laboratory................................ 1  
HORT 298 Independent Study........................................... 0.5-3

Total units required 28

recommended courses
BIOSC 101-102 Fundamentals of Biological Science......... 7  
BIOSC 205 Introduction to Plant Biology........................... 4  
HORT 141L Tree Identification Laboratory.......................... 1  
HORT 143L Shrub Identification Laboratory......................... 1  
HORT 147L Annuals and Perennials Identification Laboratory  1

*For students with less than one year of full-time industry work experience.

Certificate of achievement - Landscape construction

This program prepares students to enter the landscape construction industry. Students are prepared to take the California C-27 Landscape Contracting examination. Elements of the program will assist students to prepare for the California Landscape Contractors Association's CLT examination.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Required courses are available in the evening and on weekends.

required courses units
HORT 110 Introduction to Horticulture................................. 4  
HORT 141 Tree Identification.............................................. 3  
HORT 143 Shrub Identification............................................ 3  
HORT 145 Groundcovers and Vines Identification................. 3  
HORT 147 Annuals and Perennials Identification................. 3  
HORT 170 Landscape Drafting......................................... 3  
HORT 171 Landscape Construction..................................... 3

Possible career opportunities

The horticulture program prepares students for numerous state licenses and industry certifications. State licenses include landscape contractor and pest control operator. Industry certifications include: nursery person, arborist, landscape technician, maintenance technician, and irrigation designer. Career choices in horticulture include: nursery technician, propagator, plant breeder, nursery manager, greenhouse grower, greenhouse manager, garden center manager, arborist/tree worker, landscape architect, landscape designer, grounds manager/municipal, landscape contractor, landscape maintenance contractor, golf course manager, and pest controller/advisor. Some career options may require more than two year of college work.

Certificate of achievement

Horticulture
Landscape Construction
Landscape Design
Landscape Maintenance

HIST-240 Contemporary Europe
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A study of the political, social, and cultural developments in recent European history. Topics include World War I and the consequences of Versailles, the Bolshevik Revolution and the rise of Communism, Italian Fascism, and German Nazism, the diplomacy of World War II, the Cold War, and current developments in Europe. CSU, UC

HIST-298 Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

An opportunity for students to study special interests under direction of the faculty. CSU
Certificate of achievement - Landscape design

This program prepares students for entry-level positions in landscape architecture offices. Elements of the program will assist students to prepare for the California Association of Nurseryperson's certification examination. Students will develop portfolios that may be necessary for entrance into landscape design baccalaureate degree programs at University of California, Davis, California Polytechnic State University at San Luis Obispo, and Pomona.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Required courses are available in the evening and on weekends.

**required courses**

- HORT 110 Introduction to Horticulture .................. 4
- HORT 141 Tree Identification ................................ 3
- HORT 143 Shrub Identification ................................ 3
- HORT 145 Groundcovers and Vines Identification ....... 3
- HORT 147 Annuals and Perennials Identification ...... 3
- HORT 164 Soil Science and Management .................. 3
- HORT 170 Landscape Drafting ................................ 3
- HORT 174 Landscape Design .................................. 3

**recommended courses**

For students with less than one year of full-time industry work experience:

- HORT 141L Tree Identification Laboratory ............. 1
- HORT 143L Shrub Identification Laboratory ............. 1
- HORT 147L Annuals and Perennials Identification Laboratory .......................... 1

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a "C" grade or higher. Required courses are available in the evening and on weekends.

**required courses**

- HORT 110 Introduction to Horticulture .................. 4
- HORT 141 Tree Identification ................................ 3
- HORT 143 Shrub Identification ................................ 3
- HORT 145 Groundcovers and Vines Identification ....... 3
- HORT 147 Annuals and Perennials Identification ...... 3
- HORT 161 Plant Pests and Diseases ......................... 3
- HORT 164 Soil Science and Management .................. 3
- HORT 177 Landscape Irrigation Installation ............. 3
- HORT 179 Arboriculture ...................................... 3

**recommended courses**

For students with less than one year of full-time industry work experience:

- HORT 141L Tree Identification Laboratory ............. 1
- HORT 143L Shrub Identification Laboratory ............. 1
- HORT 147L Annuals and Perennials Identification Laboratory .......................... 1

**Certificate of achievement - Landscape maintenance**

Students are prepared for positions in the landscape maintenance field and for the California Landscape Contractors Association’s CLTM examination. Elements of the program will also assist students preparing for the California Association of Nurseryperson’s certification examination.
HORT-092NC  Adaptive Horticulture - Landscape Skills and Practices
0 unit
• May be repeated once
• Non degree applicable
• 108 hours laboratory per term
• Note: This is an open entry/open exit course.
A horticultural and vocational training class adapted for students with special needs. Students will learn landscape prevocational and vocational training skills for a garden, residential, and commercial setting.

HORT-110  Introduction to Horticulture
4 units  SC
• 54 hours lecture/54 hours laboratory per term
• Recommended: Eligibility for ENGL 122, or equivalent
Introduction to horticulture explores the biology and economics of growing and care for plants. The course covers the breadth of basic horticulture practices and the biological and environmental principles on which they are used. The students are exposed to a variety of field studies that stress the practical applications of horticulture science: propagation, plant identification, pest/disease identification and control options, environmentally safe use of pesticides, and factors for favorable plant growth. There will be an overview to the different aspects of the horticulture industry. CSU, UC

HORT-115  Plant Terminology
3 units  SC
• 54 hours lecture per term
• Recommended: HORT 110 or equivalent; eligibility for ENGL 122 or equivalent
This class covers the nomenclature and scientific terminology necessary to accurately describe and classify plant species. Basic taxonomy and phylogeny will be emphasized in order to give the student a clear perspective on speciation and genetic pathways to plant diversity. Terminology concerning exterior as well as interior characteristics of vegetative and reproductive systems allows students to accurately identify those native and exotic species used in California landscapes. CSU

HORT-125  Indoor and Container Plants
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
The identification, propagation, and production of selected foliage plants common to indoor landscapes. CSU

HORT-132  Pest Management
1 unit  SC
• May be repeated three times
• 9 hours lecture/27 hours laboratory per term
• Recommended: Eligibility for ENGL 122 or equivalent
Course offers students an opportunity to examine and try different methods and tools for managing pests in the urban environment with special emphasis on preparation and continuing education for the California Pest Control Operator’s License (PCO) and Pest Control Advisors License (POA). CSU

HORT-140  Basic Plant Taxonomy
3 units  SC
• 54 hours lecture per term
• Recommended: HORT 110 or equivalent; eligibility for ENGL 122 or equivalent
An overview course designed to acquaint students with the artificial and phonetic systems of classification as applied to vascular plant species in cultivation. Topics to be presented include the nature and use of keys, the naming of plants, vegetative and reproductive terminology, modern phylogenetic systems, and a basic introduction to major plant groupings, ecologically and economically. CSU

HORT-141  Tree Identification
3 units  SC
• 54 hours lecture per term
• Recommended: HORT 110 or equivalent; eligibility for ENGL 122 or equivalent
• Note: This course meets the plant certification for California Association for Nurserymen; California Landscape Contractor’s Licensing and satisfies International Society of Arboriculture Continuing Education units.
Taxonomic and nomenclatural identity, habits of growth, liabilities, and geographical origin of landscape trees, native and exotic. Focus on tree valuation, landscape use, and structural analysis of species from nursery stock to mature specimens. CSU

HORT-141L  Tree Identification laboratory
1 unit  SC
• May be repeated once
• 54 hours laboratory per term
• Recommended: HORT 110 or equivalent
• Note: This course satisfies continuing education unit requirements for the International Society of Arboriculture Professional upgrades.
Field identification of trees, native and exotic. Cultural requirements, landscape design criteria and functional values. Field outings to local gardens and arboreta. Planting site analysis compared to tree candidate requirements are linked to standard arboricultural rating systems. CSU
**HORT-143  Shrub Identification**
3 units SC
- 54 hours lecture per term
- Recommended: HORT 110 or equivalent; HORT 140 or equivalent and eligibility for ENGL 122 or equivalent
- Note: This course meets the plant certification for California Association of Nurserymen; California Landscape Contractor’s Licensing and satisfies International Society of Arboriculture Continuing Education units.

Taxonomy, identity, growth habits, landscape values and nativities of shrubs, native and exotic, used in the urban landscape. Emphasis on contemporary and historical landscape design with shrubs, from maritime to continental environments. CSU

**HORT-143L  Shrub Identification Laboratory**
1 unit SC
- May be repeated once
- 54 hours laboratory per term
- Recommended: HORT 110 or equivalent
- Note: This course meets the plant certification requirements for California Association of Nurserymen and current guidelines for the State of California Landscape Contractors Association.

Field identification of shrubs, native and exotic. Cultural care requirements, landscape design criteria, and functional values. Field outings to local gardens and arboreta and parks. Introduction and identification of shrubs species less commonly seen in Mediterranean climate setting. CSU

**HORT-145  Ground Covers and Vines Identification**
3 units SC
- 54 hours lecture per term
- Recommended: HORT 110 or equivalent; eligibility for ENGL 122 or equivalent
- Note: This course meets the plant certification requirements for California Association of Nurserymen and current guidelines for State of California Landscape Contractors Association.

Taxonomic identity, habits of growth, cultural requirements and ecological origin of ground covers and vines, native and exotic, used in the urban landscape. Analysis and evaluation of local landscape settings that appropriately support ground cover species. Aerial and edaphic requirements of 180 species introduced and discussed. CSU

**HORT-147  Annuals and Perennials Identification**
3 units SC
- 54 hours lecture per term
- Recommended: HORT 110 or equivalent; eligibility for ENGL 122 or equivalent
- Note: This course meets the plant certification requirements for California Association of Nurserymen and current guidelines for the State of California licensing for landscape contractors.

Taxonomic identity, habits of growth, liabilities, cultural preferences and geographical origin of annual and perennials, native and exotic, used in the urban landscape. CSU

**HORT-147L  Annuals and Perennials Identification Laboratory**
1 unit SC
- May be repeated once
- 54 hours laboratory per term
- Recommended: HORT 110 or equivalent

Field identification of annuals and perennials, native and exotic. Cultural requirements, landscape design criteria, and the functional values. Field outings to local gardens and arboreta. CSU

**HORT-148  California Native Plants**
1 unit SC
- May be repeated three times
- 54 hours laboratory per term
- Note: Trip location varies for each course offering.

This is a field identification course of California native plants intended for landscape professionals involving the study of California plant communities and the environments that shape them. This course is designed to acquaint the landscape design student with the dominant and typical plant constituents of each vegetation unit in California, focusing primarily on those native species currently used in the nursery industry. Habitat, soil, and climatic factors are discussed in relationship with the plant species established in their natural and horticultural environment. Multiple field study trips to select California vegetation environments are taken to record relevant plant and habitat data. CSU

**HORT-149  Natural Landscape Interpretation**
1 unit SC
- May be repeated three times
- 54 hours laboratory per term
- Recommended: HORT 110 or equivalent, ENGL 122 or equivalent

A complementary course of contemporary/future landscape professionals involving the study of California plant communities and the environments that shape them. This course is designed to acquaint the landscape design student with the dominant and typical plant constituents of each vegetation unit in California, focusing primarily on those native species currently used in the nursery industry. Habitat, soil, and climatic factors are merged with the plant species to establish appropriate natural and horticultural context. CSU

**HORT-150  Selected Topics in Horticulture**
.3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in horticulture to provide a study of current concepts and problems in horticulture and related subdivisions. Specific topics will be announced in the schedule of classes. CSU
HORT-154  Regional Herbology
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course examines wild plants and cultivated herbs of California, western and eastern regions worldwide. Study will include specific plant characteristics, environmental relationships, contemporary and traditional employment of plants for food, tools, magic and medicine from the context of historic plant usage to theory and practice of contemporary herbalism. Observations will emphasize plant associations, ecological alliances, and the development of skills for correct identification. CSU, UC

HORT-156  Natural Gardening Systems
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course explores methods and techniques employed in understanding, developing and maintaining vegetable, fruit and landscape plants. Special emphasis will be on bio-intensive, low-impact practices based on sound biological principles, and appropriate resource management. Topics may include: soil building compost, vermiculture, cover crops, companion planting, biodynamic, French intensive and Permaculture techniques. CSU, UC

HORT-158  Revegetation and Restoration Practices
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course explores methods and techniques employed in understanding, developing and maintaining small-scale and large-scale restoration projects. Topics will include: design considerations, analysis of data, plant materials, technical resources, history of revegetation, literature/web-site research, field techniques and methods, government regulations and agencies involved. On-site evaluation of projects and resource planning strategies and management will be done. CSU

HORT-160  Plant Propagation
3 units SC
• 54 hours lecture per term
• Recommended: HORT 110 or equivalent; eligibility for ENGL 122 or equivalent
This course will teach the principles and practices of plant propagation by growing plants from seed and cuttings into marketable nursery stock. It will teach the student to understand the physiological process that a plant part goes through in becoming a living plant. CSU

HORT-161  Plant Pests and Diseases
3 units SC
• 54 hours lecture per term
• Recommended: HORT 110 or equivalent; eligibility for ENGL 122 or equivalent
Survey of major plant pests and diseases in Northern California, including bacteria, fungi, insects and mites. This course includes an introduction to the identification and recognition of pests, beneficials and diseases associated with plants. Emphasis will be on the biology of pest and beneficial species, and the ecologies within which they occur. Pest Management will be presented using Integrated Pest Management (IPM) and Plant Health Care (PHX) models. Lectures will focus on key concepts in applied ecology, along with pest, beneficial and disease identification. CSU

HORT-163  Nursery and Greenhouse Practices
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course is designed to introduce the student to the nursery industry and explore the science of greenhouse management. Topics cover all aspects: from greenhouse design and structure, manufacture and operation, to the business structure and management of a nursery. CSU

HORT-164  Soil Science and Management
3 units SC
• 54 hours lecture per term
• Recommended: HORT 110; eligibility for ENGL 122 or equivalent
An introductory course of soil science and management of soils in landscapes. Soil biology, physics and chemistry are integrated with geological concepts in the applied scientific course. Landscape scale projects and solutions are evaluated in terms of their soils related elements. CSU, UC

HORT-164L  Soil Science Laboratory
1 unit SC
• 54 hours laboratory per term
• Recommended: HORT 110 or equivalent (should be taken concurrently with HORT 164); eligibility for ENGL 122 or equivalent
Field trips, demonstrations, and experiments designed to strengthen understanding of topics presented in HORT 164. CSU
HORT-165  New Plant Introductions
3 units  SC

- 54 hours lecture per term
- Recommended: HORT 110 or equivalent; eligibility for ENGL 122 or equivalent

This course will help students learn the multitude of new plants becoming available in the nursery industry. It will help instruct the student in the selecting, testing and marketing process. It will cover the taxonomic identity of new plant introductions, habits of growth, liabilities, and geographical origin of plant materials used in the urban landscape. CSU

HORT-166  Fall Plant Production
1 unit  SC

- May be repeated once
- 54 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent, HORT 160 or equivalent

A continuing course on the principles and practices of container production. This course is designed to help students learn greenhouse management, the scheduling of fall and winter plant production and the marketing of fall and winter grown containerized nursery stock. CSU

HORT-167  Spring Plant Production
1 unit  SC

- May be repeated once
- 54 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent, HORT 160 or equivalent

A course on the principles and practices of container production. This course is designed to help students learn greenhouse management, the scheduling of spring and summer plant production and the marketing of spring and summer grown containerized nursery stock. CSU

HORT-170  Landscape Drafting
3 units  SC

- 54 hours lecture per term
- Recommended: HORT 110 or equivalent; eligibility for ENGL 122 or equivalent

A fundamental drafting course to acquaint the landscape design student with the tools, techniques and skills needed to develop aesthetically pleasing and functional plans and construction documents for a landscape project. CSU

HORT-171  Landscape Construction
3 units  SC

- 36 hours lecture/54 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent

Landscape Construction is intended to prepare the student with the skills and tools required to implement typical landscape hardscape features used in the landscape industry. The class will emphasize the practical application of these skills and tools. This course helps prepare for the C-27 landscape contracting license. CSU

HORT-174  Landscape Design
3 units  SC

- 54 hours lecture per term
- Recommended: HORT 170 or equivalent; eligibility for ENGL 122 or equivalent

This class will provide the landscape design student with the tools and techniques to prepare professional landscape plans and construction documents for a variety of landscape designs; industrial, commercial, public works and residential. The design process, design principles, design theory and presentation graphics will be introduced. This class will explore the techniques needed to move a design from site analysis to preliminary design to presentation and construction documents. CSU, UC

HORT-177  Landscape Irrigation Installation
3 units  SC

- 36 hours lecture/54 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent

Course is designed for landscape professionals to successfully plan, assemble components and install a landscape irrigation system to provide adequate irrigation of a landscape site. The course helps prepare for the C-27 landscape contracting license. CSU

HORT-179  Arboriculture
3 units  SC

- 54 hours lecture per term
- Recommended: HORT 110 and HORT 141 or equivalents; eligibility for ENGL 122 or equivalent
- Note: This course satisfies the continuing education requirement for the International Society of Arboriculture and the California Association of Nurserymen.

Introduction to Arboriculture, applied tree biology and forest ecology. How to care for and maintain trees in urban, rural and wildland settings. This course is a survey of current knowledge of trees as applied to tree care, landscape maintenance and landscape design fields. CSU

HORT-179L  Arboriculture Laboratory
1 unit  SC

- 54 hours laboratory per term
- Recommended: HORT 141 and 179 (may be taken concurrently with HORT 179L or equivalents); eligibility for ENGL 122 or equivalent

Course follows study guide prepared by National Arborist Association and the International Society of Arboriculture. Exposure to climbing techniques, knots, safety, chainsaw operation, and maintenance for certification as arborist or tree worker. CSU
To earn an associate in arts degree with an area of emphasis in humanities, students must complete each required course with a “C” grade or higher, and complete all graduation requirements as listed in the catalog. Degree requirements can be completed by attending classes in the day, the evening, or both. Some courses may satisfy both an area of emphasis and other graduation requirements, however the units are only counted once.

**area of emphasis requirements**

<table>
<thead>
<tr>
<th>Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>HUMAN 105 Introduction to Humanities: Arts and Ideas</td>
</tr>
<tr>
<td>3</td>
<td>HUMAN 108 The Roots of Hell</td>
</tr>
<tr>
<td>3</td>
<td>HUMAN 110 Introduction to Humanities: Ancient Civilizations (to 500 A.D.)</td>
</tr>
<tr>
<td>3</td>
<td>HUMAN 111 Introduction to Humanities: Middle Ages and Renaissance (500 A.D. – 1700 A.D.)</td>
</tr>
<tr>
<td>3</td>
<td>HUMAN 112 Introduction to Humanities: The Modern World (1700-present)</td>
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<tr>
<td>3</td>
<td>HUMAN 115 Introduction to Humanities: The American Multicultural Experience</td>
</tr>
<tr>
<td>3</td>
<td>HUMAN 116 The Arts and Culture of Asia</td>
</tr>
<tr>
<td>3</td>
<td>HUMAN 118 Film, Fiction, and Criticism</td>
</tr>
<tr>
<td>3</td>
<td>HUMAN 120 Introduction to Humanities: The African American Experience</td>
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<tr>
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<td>HUMAN 123 American Popular Culture</td>
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**complete 3 units from:**

<table>
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<tr>
<th>Units</th>
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<tbody>
<tr>
<td>3</td>
<td>PHIL 120 Introduction to Philosophy</td>
</tr>
<tr>
<td>3</td>
<td>PHIL 122 Introduction to Ethics</td>
</tr>
<tr>
<td>3</td>
<td>PHIL 130 Critical Thinking: Reasoning in Everyday Life</td>
</tr>
<tr>
<td>3</td>
<td>PHIL 140 Introduction to Judeo-Christian Tradition</td>
</tr>
<tr>
<td>3</td>
<td>PHIL 141 Introduction to the Philosophy of Religion</td>
</tr>
<tr>
<td>3</td>
<td>PHIL 150 Topics in Philosophy</td>
</tr>
<tr>
<td>3</td>
<td>PHIL 220 Comparative Religion</td>
</tr>
<tr>
<td>3</td>
<td>PHIL 221 Contemporary Religious Movements</td>
</tr>
<tr>
<td>3</td>
<td>PHIL 224 History of Western Philosophy: Pre-Socrates to Medieval Period</td>
</tr>
<tr>
<td>3</td>
<td>PHIL 225 History of Western Philosophy: Descartes to Present</td>
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**complete 9 units from:**

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<th>Units</th>
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<tr>
<td>3</td>
<td>ARCH 155 History of Architecture: Europe and the World</td>
</tr>
<tr>
<td>3</td>
<td>ARTH 190 Topics in Art History</td>
</tr>
<tr>
<td>3</td>
<td>ARTH 193 History of Asian Art</td>
</tr>
<tr>
<td>3</td>
<td>ARTH 195 History of Prehistoric and Ancient Art</td>
</tr>
<tr>
<td>3</td>
<td>ARTH 196 History of Medieval and Renaissance Art</td>
</tr>
<tr>
<td>3</td>
<td>ARTH 197 History of Baroque to Early 20th Century Art</td>
</tr>
<tr>
<td>3</td>
<td>ARTH 199 Contemporary Art History</td>
</tr>
<tr>
<td>3</td>
<td>DANCE 201 Western Culture Dance History: 20th Century to Present</td>
</tr>
<tr>
<td>3</td>
<td>DRAMA 141 History of the Theater from 1700 to the present</td>
</tr>
<tr>
<td>3</td>
<td>DRAMA 142 Multicultural Perspectives in American Theater</td>
</tr>
<tr>
<td>3</td>
<td>DRAMA 181 Literature of World Drama: 17th Century to Present</td>
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</table>
ENGL 123 Critical Thinking: Composition and Literature ........................................... 3
ENGL 126 Critical Thinking: The Shaping of Meaning in Language .................................. 3
ENGL 150 Introduction to Literature .......................................................... 3
ENGL 151 The Short Story ............................................................................. 3
ENGL 154 Shakespeare and His World ....................................................... 3
ENGL 155 Studies in Literature ............................................................... 3
ENGL 170 World Mythology .................................................................... 3
ENGL 180 Literature of the Drama .......................................................... 3
ENGL 253 Survey of Late English Literature ............................................ 3
ENGL 272 Early World Literature ............................................................ 3
ENGL 273 Late World Literature ................................................................. 3
MUSLT 110 Sounds of Music: Introduction to Music Literature ......................... 3
MUSLT 112 America’s Music - A Multicultural Perspective ......................... 3
MUSLT 114 World Music ............................................................................. 3
MUSLT 117 History of Rock and R&B ......................................................... 3
MUSLT 118 History of Jazz .......................................................................... 3

Total units for area of emphasis 18

HUMAN-105 Introduction to Humanities: Arts and Ideas
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This is a non-chronological course that introduces students to the integration of creative arts and the world of ideas. Students will learn to analyze, interpret, and relate masterworks selected from literature, music, drama, painting, sculpture, photography, architecture, dance, and film, to trends in philosophy, religion and scientific thought. Works from diverse global cultures may be selected from throughout the various ages of history. Emphasis is placed on the student’s personal interaction with human creative expression. CSU, UC

HUMAN-108 The Roots of Hell
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This is an introductory course which is organized historically around the theme of hell; and historical and cross-cultural analysis of how poets, philosophers and artists have dealt with the dark side of human nature and represented life after death, guilt and responsibility, trial and redemption, and personal growth and enlightenment, offering literature, philosophy, art, architecture, sculpture, music and film from international sources. CSU, UC

HUMAN-110 Introduction to Humanities: Ancient Civilizations (to 500 A.D.)
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This is an introductory course that integrates the visual arts, music, literature, drama, architecture, philosophy and history. Students will study selections from original texts of literature and philosophy from ancient Egypt and Mesopotamia through the late Roman period (A.D. 500). CSU, UC

HUMAN-111 The Middle Ages and Renaissance (500 A.D.- 1700 A.D.)
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This is an introductory course that integrates the visual arts, music, literature, drama, architecture, philosophy, religion, science and technology, and history. Students will study selections from original texts of literature and philosophy from the end of the Roman period to the end of the Renaissance. CSU, UC

HUMAN-112 Introduction to Humanities: The Modern World (1700- present)
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This is an introductory course that integrates the visual arts, music, literature, drama, architecture, philosophy, and history. Students will study selections from original texts of literature and philosophy from the end of the Renaissance to the present. CSU, UC

HUMAN-115 Introduction to Humanities: The American Multicultural Experience
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This class will explore the multicultural diversity of contemporary American creative expression through an integrative survey of the visual arts, literature, music, thought and religion, dance, theater, and film. Study will focus on at least three of the following cultural groups: African American, Native American, Asian American, and Latino American. This class will examine contemporary creative works in relation to their historic cultural roots, as well as the contemporary cultural context in which they have been created. CSU, UC
HUMAN-116 The Arts and Culture of Asia
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This is an introductory course that studies selected visual arts, architecture, literature, philosophy, religion, music, theater, and cinema of Asian cultures, in a framework that includes both history and the modern world. The cultures studied will be selected from the following: East Asia, Southeast Asia, South Central Asia, Central Asia, the Middle East, and North Asia/Transcaucasia. CSU, UC

HUMAN-118 Film, Fiction and Criticism
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
Students will explore the aesthetic make-up of masterworks of literature chosen from the novel, the short story and the play, and will learn to draw intelligent conclusions about the structure and meaning of these literary works. Students will be introduced to the hands-on integration of three areas of the humanities - literature, cinema/video, and the branch of philosophy called aesthetic criticism. CSU, UC

HUMAN-120 Introduction to Humanities: The African American Experience
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This is an introductory course that integrates the visual arts, music, literature, drama, architecture, philosophy and history. Students will study African American culture and its influence upon American life. The course will emphasize aesthetics, history, the fine and applied arts, and literature, and how they reflect the social, political, and economic realities of the unique culture of African Americans. CSU, UC

HUMAN-123 American Popular Culture
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This is an introductory humanities course studying American popular culture: arts, entertainment, myths, the heroic tradition, and symbols. CSU, UC (credit limits may apply to UC - see counselor)

HUMAN-298 Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend beyond courses offered
An opportunity for students to pursue special interests under direction of the humanities faculty. CSU

INDUSTRIAL TECHNOLOGY – INTEC

Physical Sciences and Engineering Division
Dennis Smith, Dean
Physical Science Building 261
925-685-1230 ext. 2359

INTEC-120 Machining and Manufacturing I
4 units SC
- 54 hours lecture/54 hour laboratory per term
This course is an introduction to the practical and theoretical aspects of manufacturing parts from metal, plastics and other engineering materials. Students are instructed in the proper and safe use of hand tools, basic technical drawing and drawing interpretation, measuring principles and precision measuring instrument use and layout and introductory inspection techniques. Instruction will include the setup and operation of metal cutting saws, drill presses, pedestal grinders and an introduction to the engine lathe and vertical milling machine. CSU

ITALIAN – ITAL

Students with prior foreign language instruction should check with a language teacher regarding proper placement in foreign language courses. The following system is generally used to determine the appropriate term of college work based on high school language: two years equal one college term; three years equal two college terms; four years equal three college terms.

Certificate of achievement - Italian
This certificate of achievement was created to give students the opportunity to show potential employers in this country and in other countries that the student has completed a certain number of courses in Italian and prepares students with an intermediate to advanced knowledge of Italian and familiarizes them with the culture of Italy.

Possible career opportunities
The study of Italian can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, teaching, professional translating, journalism, and all levels of education, including university teaching. Most foreign language careers require more than two years of study.
This certificate of achievement provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 13 to 18 units from the following list of courses which must be completed with a grade of “C” grade or higher.

**Complete 13-18 units from the following list of courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAL 120</td>
<td>First Term Italian</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>ITAL 121</td>
<td>Second Term Italian</td>
<td>5</td>
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<tr>
<td>ITAL 220</td>
<td>Third Term Italian</td>
<td>5</td>
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<tr>
<td>ITAL 221</td>
<td>Fourth Term Italian</td>
<td>5</td>
<td></td>
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<tr>
<td>ITAL 230</td>
<td>Fifth Term Italian</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ITAL 231</td>
<td>Sixth Term Italian</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total units required: 13-18**

**ITAL-120 First Term Italian**

- **5 units** SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- This is a basic course in understanding, speaking, reading and writing Italian. There is an extensive utilization of cultural material and information. CSU, UC (credit limits may apply to UC - see counselor)

**ITAL-121 Second Term Italian**

- **5 units** SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: ITAL 120 or equivalent
- This is a sequential course in Italian, including the understanding, speaking, reading and writing of the language. A continuation of basic communicative structures and functions as well as a continued examination of the culture of Italy. CSU, UC (credit limits may apply to UC - see counselor)

**ITAL-145 First Trimester Italian**

- **3 units** SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: ITAL 145 or equivalent
- Note: ITAL 120 and 121 combined are equivalent in content to ITAL 145, 146 and 147 combined.
- This course continues learning the basic aspects of the Italian language by expanding the scope of the material covered. Cultural and historical elements are introduced. CSU, UC (credit limits may apply to UC - see counselor)

**ITAL-146 Second Trimester Italian**

- **3 units** SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: ITAL 145 or equivalent
- Note: ITAL 120 and 121 combined are equivalent in content to ITAL 145, 146 and 147 combined.
- This course continues learning the basic aspects of the Italian language by expanding the scope of the material covered. Cultural and historical elements are introduced. CSU, UC (credit limits may apply to UC - see counselor)

**ITAL-147 Third Trimester Italian**

- **3 units** SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: ITAL 146 or equivalent
- Note: ITAL 120 and 121 combined are equivalent in content to ITAL 145, 146 and 147 combined.
- This course finalizes the study of grammar and syntax that began with ITAL 145. Conversational skills are refined. Cultural and historical elements are studied in greater depth. CSU, UC (credit limits may apply to UC - see counselor)

**ITAL-150 Topics in Italian**

- **3-4 units** SC
- May be repeated three times
- Variable hours
- A supplemental course in Italian to provide a study of current concepts and problems in Italian and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

**ITAL-155 First Term Conversational Italian**

- **3 units** SC
- May be repeated once
- 54 hours lecture/18 hours laboratory by arrangement per term
- Note: Course does not satisfy the academic requirements of the ITAL 120-121 series.
- This course provides instruction in basic Italian conversation utilizing practical material with oral-aural practice based on this material. CSU

**ITAL-156 Second Term Conversational Italian**

- **3 units** SC
- 54 hours lecture/18 hours laboratory by arrangement per term
- Recommended: ITAL 155 or equivalent
- Note: Course does not satisfy the academic requirements of the ITAL 120-121 series.
- This course improves conversational skills through a study and utilization of idiomatic and slang expressions current in contemporary Italian. Some study in dialect expressions is undertaken. CSU
ITAL-220  Third Term Italian
5 units  SC
• 90 hours lecture/18 hours laboratory by arrangement per term
• Recommended: ITAL 121 or equivalent
This is an intermediate level course that develops functional fluency in understanding, speaking, reading, and writing Italian. Students are introduced to the study of Italian culture. There is further study and interpretation of Italian cultural. CSU, UC

ITAL-221  Fourth Term Italian
5 units  SC
• 90 hours lecture/18 hours laboratory by arrangement per term
• Recommended: ITAL 220 or equivalent
This is an intermediate course that continues to develop fluency in all aspects of the Italian language with particular attention to literary forms as reflected in contemporary Italian. The present, past and imperfect subjective are covered. CSU, UC

ITAL-230  Fifth Term Italian
3 units  SC
• 54 hours lecture per term
• Recommended: ITAL 221 or equivalent
This course is a study of representative, Italian literary works. Students participate actively through discussion, oral reports, and written analysis in Italian. CSU, UC

ITAL-231  Sixth Term Italian
3 units  SC
• 54 hours lecture per term
• Recommended: ITAL 230 or equivalent
This is a continuation of ITAL 230 with intensive additional study of representative literary works. Students read some literature in various dialects to study similarities and differences of expression. Students participate actively through discussion, oral reports and written analysis in Italian. CSU, UC

Japanese

Possible career opportunities
The study of Japanese can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, teaching, professional translating, journalism, and all levels of education, including university teaching. Most foreign language careers require more than two years of study.

Certificate of achievement - Japanese
This certificate of achievement was created to give students the opportunity to show potential employers in this country and in other countries that the student has completed a certain number of courses in Japanese and prepares students with an intermediate to advanced knowledge of Japanese and familiarizes them with the culture of Japan. This certificate of achievement provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 13 to 18 units from one of the following lists of courses which must be completed with a grade of “C” grade or higher.

Certificate of accomplishment - Japanese
This certificate of accomplishment was created to give students the opportunity to show potential employers in this country and in other countries that the student has completed a certain number of courses in Japanese and prepares students with an intermediate to advanced knowledge of Japanese and familiarizes them with the culture of Japan. This certificate of accomplishment provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 13-18 units from one of the following lists of courses which must be completed with a grade of “C” grade or higher.

JAPANESE – JAPAN

Students with prior foreign language instruction should check with a language teacher regarding proper placement in foreign language courses. The following system is generally used to determine the appropriate term of college work based on high school language: two years equal one college term; three years equal two college terms; four years equal three college terms.

Applied and Fine Arts
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

Certificate of achievement - Japanese
This certificate of achievement was created to give students the opportunity to show potential employers in this country and in other countries that the student has completed a certain number of courses in Japanese and prepares students with an intermediate to advanced knowledge of Japanese and familiarizes them with the culture of Japan. This certificate of achievement provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 13 to 18 units from one of the following lists of courses which must be completed with a grade of “C” grade or higher.

Certificate of accomplishment - Japanese
This certificate of accomplishment was created to give students the opportunity to show potential employers in this country and in other countries that the student has completed a certain number of courses in Japanese and prepares students with an intermediate to advanced knowledge of Japanese and familiarizes them with the culture of Japan. This certificate of accomplishment provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 13-18 units from one of the following lists of courses which must be completed with a grade of “C” grade or higher.
JAPAN-120 First Term Japanese
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement
  per term
- Note: JAPAN 120 and 121 combined are equivalent in
  content to JAPAN 145, 146 and 147 combined.
An introduction to the Japanese language focusing on com-
 municative fluency. Although writing and reading and cul-
 ture are taught, speaking and listening will be emphasized.
For communicative fluency at this level, more vocabulary
 development and less grammar points will be focused.
Hiragana and Katakana are taught, and Kanji are mainly
 for passive reading. Cultural topics may include greetings,
the Japanese education system, college life, and popular
 pastimes. Taught as a two-term series. CSU, UC (credit lim-
 its may apply to UC - see counselor)

JAPAN-121 Second Term Japanese
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement
  per term
- Recommended: JAPAN 120 or equivalent
- Note: JAPAN 120 and 121 combined are equivalent in
  content to JAPAN 145, 146 and 147 combined.
A continuation of JAPAN 120 for realistic and communi-
cative purposes. Kanji is introduced increasingly at the sen-
tence and the paragraph level. Students will be familiarized
with all three writing systems: Hiragana, Katakana, and
Kanji. Cultural topics may include food, shopping, and what
ts to do in case of sickness. The proficiency level should de-
velop to a basic survival level. Taught as a two-term series.
CSU, UC (credit limits may apply to UC - see counselor)

JAPAN-130 First Term Kanji
3 units SC
- 54 hours lecture per term
- Recommended: JAPAN 120 or equivalent
This course will enable students to enhance competence
in reading and writing Japanese in daily-life situations.
Examples include reading and comprehending simple
essays and articles, and understanding the advertisements
for supermarkets and sporting events. The course will cover
up to 169 characters. CSU

JAPAN-131 Second Term Kanji
3 units SC
- 54 hours lecture per term
- Recommended: JAPAN 130 or equivalent
This course will enable students to enhance competence
in reading and writing Japanese in daily-life situations.
Examples include reading more complicated essays and
letters, and understanding maps, road signs, and TV pro-
grams. The course will cover up to 345 characters. CSU

JAPAN-132 Third Term Kanji
3 units SC
- 54 hours lecture per term
- Recommended: JAPAN 131 or equivalent
This course will enable students to enhance advanced
competence in reading and writing Japanese in daily life
situations. Examples include reading and comprehending
intermediate-level essays and understanding the pamphlets
for travel, train timetables, and newspaper headlines. The
course will cover up to 500 characters. CSU

JAPAN-145 First Trimester Japanese
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement
  per term
- Note: JAPAN 120 and 121 combined are equivalent in
  content to JAPAN 145, 146 and 147 combined.
An introduction to the Japanese language focusing on com-
municative fluency. Although writing and reading and cul-
ture are taught, speaking and listening will be emphasized.
For communicative fluency at this level, more vocabulary
development and less grammar points will be focused.
Hiragana and Katakana are taught for writing, and Kanji for
passive reading. Cultural topics may include greetings and
the Japanese education system. Taught as a trimester series.
CSU, UC (credit limits may apply to UC - see counselor)

JAPAN-146 Second Trimester Japanese
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement
  per term
- Recommended: JAPAN 145 or equivalent
- Note: JAPAN 120 and 121 combined are equivalent in
  content to JAPAN 145, 146 and 147 combined.
This course continues to develop essential vocabulary
words for communicative fluency, emphasizing speaking
and listening, although writing and reading and culture are
taught as well. Kanji begins to be taught for active writing.
Cultural topics may include popular pastimes and shop-
ing. Taught as a trimester series. CSU, UC (credit limits
may apply to UC - see counselor)

JAPAN-147 Third Trimester Japanese
3 units SC
- 54 hours lecture/18 hours laboratory by arrangement
  per term
- Recommended: JAPAN 146 or equivalent
- Note: JAPAN 120 and 121 combined are equivalent in
  content to JAPAN 145, 146 and 147 combined.
This course is the third trimester of basic Japanese language
study. It further develops realistic and communicative flu-
cency. Kanji is introduced increasingly at the sentence and
paragraph level. Students are familiarized with all three
writing systems: Hiragana, Katakana, and Kanji. Cultural
topics may include food, shopping, and what to do in case
of illness. The proficiency level should develop to a basic
survival level. Taught as a trimester series. CSU, UC (credit
limits may apply to UC - see counselor)
JAPAN-150  Topics in Japanese  
3-4 units  SC  
- May be repeated three times  
- Variable hours  

A supplemental course in Japanese to provide a study of current concepts and problems in Japanese and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

JAPAN-220  Third Term Japanese  
5 units  SC  
- 90 hours lecture/18 hours laboratory by arrangement per term  
- Recommended: JAPAN 120 or equivalent  

This course develops the fluency in speaking, listening, reading and writing skills in Japanese. Students will learn both formal and informal speech styles, expand conversational skills, and build up vocabulary with 150 new Kanji characters. A variety of contemporary and traditional Japanese cultural elements will be explored. CSU, UC

JAPAN-221  Fourth Term Japanese  
5 units  SC  
- 90 hours lecture/18 hours laboratory per term  
- Recommended: JAPAN 220 or equivalent  

The course further develops the fluency in speaking, listening, reading, and writing skills in Japanese. Students will extend their ability to communicate effectively and properly in various real-life situations, learn complex grammatical structures, and increase vocabulary using a significant number of Kanji characters. Further study of contemporary and traditional Japanese cultural elements will be carried out. CSU, UC

JAPAN-245  Fourth Trimester Japanese  
3 units  SC  
- 54 hours lecture per term  
- Recommended: JAPAN 147 or equivalent  

This intermediate course focuses on how to use the language appropriately in various conversational contexts, and oral communication skills are expanded. However, reading and writing are emphasized more at this level. Increasing number of Kanji are introduced with information about character components and word formation. Cultural topics will include climate, proverbs and social interactions in contemporary society. CSU, UC

JAPAN-298  Independent Study  
.5-3 units  SC  
- May be repeated three times  
- Variable hours  
- Note: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered  

An opportunity for advanced students to study special interests under the direction of faculty. CSU

**JOURNALISM – JRNAL**

English Division
Krista Johns, Dean
Faculty Office 136
925-685-1230 ext. 2519

**Possible career opportunities**

The journalism program prepares students in the writing, reporting, and critical thinking skills required for jobs in the news media or for transfer to a journalism program at a four-year institution. Career options include copy editor, script writer, broadcast journalist, newspaper reporter, magazine writer, columnist, public information officer, online writer, speech writer, freelance writer, advertising copy writer, editor, and photojournalist. Some career options may require more than two years of college study. Visit the Inquirer at [www.theinquireronline.com](http://www.theinquireronline.com)

JRNAL-110  Mass Media of Communication  
3 units  SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  

This course introduces students to the major mass media and their impact on American life. Students explore their history, how they are structured, who controls them and how they influence individual and social values. Topics include First Amendment rights and responsibilities, techniques of persuasion and propaganda, the blurred line between entertainment and news, the role of journalists in war time, issues of credibility and trust and the impact of the “new media” - digital technology and the Internet - on the traditional forms of mass communication. The course emphasizes critical thinking and analysis of the images and sounds that so powerfully shape the public mind. CSU, UC

JRNAL-120  Basic Newspaper Techniques  
3 units  SC  
- 54 hours lecture per term  
- Recommended: ENGL 118 or equivalent  

This course introduces students to journalism reporting and writing, including generating story ideas, developing sources, conducting interviews, doing online research, taking accurate notes, observing detail and exercising news judgment. The course also covers sensitivity to multicultural issues and explores libel laws and media ethics. Students will learn how to write strong lead sentences, how to organize their findings into lively and informative stories, and how to write and revise their work on deadline. On occasion, their work will be published in the college newspaper, The Inquirer. CSU
JRNAL-126  Newspaper Production Laboratory
1-3 units  SC
- May be repeated three times
- Variable hours
- Recommended: ENGL 118 or equivalent
- Note: This is an open entry/open exit course

This laboratory course introduces students to real-world experience as editors and staff members of The Inquirer, a student-run newspaper that is often recognized for General Excellence by the Journalism Association of Community Colleges. Students are responsible for all aspects of production, including assigning, researching and writing stories; taking photographs; cartooning; soliciting advertisements; designing pages on networked terminals; and working with a local printer. Staff writers learn basic and advanced reporting techniques, as well as how to write strong leads, organize their stories and write and revise on deadline. Photographers and graphic artists learn digital darkroom skills. Editors and staff members must exercise news judgment, adhere to the highest ethical principles and be vigilant about accuracy. They also exercise their First Amendment responsibilities by allowing The Inquirer’s opinion pages to serve as a community forum for the diverse views of the DVC community. This is an open entry/open exit course. CSU

JRNAL-160  Writing the Feature Story
3 units  SC
- 54 hours lecture per term
- Recommended: ENGL 118 or equivalent
- Formerly JRNAL 150

This course introduces students to the research, writing and marketing skills needed to write feature stories for newspapers, magazines and the Internet. Topics include interviewing and storytelling strategies; the writing process, including how to conquer writer’s block; finding your voice; focusing a story; self-editing techniques; writing effective query letters; and using the Internet as a tool and potential publishing medium. Students are encouraged to set their own goals, be it to explore new types of writing, produce stories for the student newspaper or break into the publishing world. CSU

JRNAL-298  Independent Study
.5-3 units  SC
- May be repeated three times
- Variable hours
- Note: Students must submit an acceptable educational contract to department and Instruction Office; topics must extend beyond courses offered.

An opportunity for advanced students to study special interests under the direction of the faculty. CSU

LATIN – LATIN

Students with prior foreign language instruction should check with a language teacher regarding proper placement in foreign language courses. The following system is generally used to determine the appropriate term of college work based on high school language: two years equal one college term; three years equal two college terms; four years equal three college terms.

Applied and Fine Arts
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

LATIN-120  First Term Latin
5 units  SC
- 90 hours lecture per term
- Prerequisite: LATIN 120 or equivalent

This is an introductory course based on ancient authors, designed to introduce students to the rudiments of elementary Latin grammar, vocabulary, syntax and culture, with special emphasis placed on the study of English derivatives in order to enhance the grasp of English words. CSU, UC

LATIN-121  Second Term Latin
5 units  SC
- 90 hours lecture per term
- Prerequisite: LATIN 120 or equivalent

This is a second semester course based on ancient authors, designed to further acquaint students with the rudiments of Latin grammar, vocabulary, syntax and culture, with special emphasis placed on the study of English derivatives in order to enhance the grasp of English words. Students will write short essays. CSU, UC

LEARNING SKILLS – LRNSK

Possible career opportunities
Diablo Valley College’s learning skills course offerings provide support to students with disabilities who are pursuing their academic and career objectives. Courses are designed to determine students’ eligibility for services, and to enhance student success in academic and career coursework.
LRNSK-049 Learning Skills Eligibility Assessment
.5 unit P/NP
• Non degree applicable
• 6 hours lecture/9 hours laboratory by arrangement per term
• Note: For more information, see Disability Support Services Counselor.

A course designed to provide assessment for learning disability services eligibility, as well as instruction in study skill strategies, and academic accommodations. Through group and individual testing and in-class exercises, a profile of student’s learning strengths, weaknesses, and learning style will be developed.

LRNSK-053 Computer-Assisted Writing Strategies
3 units SC
• May be repeated three times
• Non degree applicable
• 54 hours lecture per term
• Recommended: LRNSK 056 (may be taken concurrently) or typing speed of at least 15 words per minute and LRNSK 057 (may be taken concurrently) or computer proficiency in basic word processing

Course prepares beginning writers with or without learning difficulties to succeed in mainstream developmental English classes. Focuses on computer technology, tape recording and other strategies for overcoming problems in writing fluency, paragraph composition, spelling and usage. Diagnostic tests are used to determine self-paced, individualized assignments.

LRNSK-054 Prescriptive Reading
3 units SC
• May be repeated two times
• Non degree applicable
• 54 hours lecture per term

A basic reading class which provides strategies to improve reading accuracy, speed, vocabulary and comprehension. After diagnostic testing, students are assigned to small groups to develop the specific skills they need.

LRNSK-056 Adaptive Computer Technology
.5-1 unit P/NP
• May be repeated three times
• Non degree applicable
• Variable hours
• Note: Eligibility determined by DSS guidelines.

Students must be able to profit from instruction yet present a disability that would handicap them in mainstream computer application classes. No computer skills or knowledge are required.

Course provides individualized and small group instruction in computer access strategies for learning disabled, physically disabled, visually impaired, as well as other students with disabilities. This process will be facilitated by speech synthesizers, screen magnification, speech recognition programs and adaptive keyboarding strategies as appropriate.

LRNSK-057 Augmented Word Processing
3 units SC
• May be repeated three times
• Non degree applicable
• 54 hours lecture per term
• Note: Eligibility determined by DSS guidelines.

Students must be able to profit from instruction yet present a disability that would handicap them in mainstream computer application classes. No computer skills or knowledge is required.

Course provides individualized and small group instruction in word processing skills for students with disabilities. This entry-level course will cover basic skills required to produce college level papers. Individualized instruction is provided to insure success with basic skills to suit his/her special school and work needs.

LRNSK-058 Math Strategies
3 units SC
• May be repeated three times
• Non degree applicable
• 54 hours lecture per term

A basic math class which provides small group and individual instruction in the basic concepts of arithmetic and mathematical reasoning. Following diagnostic testing, students may focus on place value, fractions, decimals and word problems in self-paced lessons followed by mastery tests. Appropriate for students with math anxiety.

LRNSK-060 Learning Strategies
.3-.5 units P/NP
• May be repeated once
• 18-36 hours laboratory by arrangement per term

Course provides individualized and small group instruction in learning strategies directly applicable to transfer level courses in mathematics, social sciences, biological sciences, physical sciences, economics, and English. Specific research-driven strategies will be taught to students with disabilities that allow them to compensate for the impact of particular disabilities (learning and physical disabilities).

LRNSK-151 Classroom Skills
3 units SC
• 54 hours lecture per term

A course for students with learning disabilities who need advanced instruction in skills for performing well in the transfer level college classroom. Students develop skills in listening to lectures and discussions, writing lecture and textbook notes and summaries, and preparing sample essay and objective test questions and answers. The course also teaches strategies for reducing test anxiety and introduces specialized software programs and computer technology proven effective for students with learning disabilities. CSU learning skills
LRNSK-153 Writing Strategies for College Success
3 units SC
• May be repeated once
• 54 hours lecture/36 hours laboratory by arrangement per term
• Recommended: Eligibility for ENGL 118 or equivalent
A course for students with learning disabilities who need improved writing development skills to perform at a college level. Students develop various computer based assistive technology strategies to facilitate college level written composition and to develop college level skills in grammar, punctuation, spelling, vocabulary, and sentence structure. CSU

LIBERAL ARTS (DISCONTINUED)

DVC’s major in liberal arts is not available to students entering summer 2004 or later. However, students who were admitted to DVC prior to summer 2004 may qualify to complete this degree. This opportunity will expire summer 2009. Certain limitations apply. Please meet with a counselor.

LIBRARY STUDIES – L AND LS

Library and Learning Resources Division
Ann Patterson, Dean
Library Building 219
925-685-1230 ext. 2237

Possible career opportunities
Library courses teach the skills necessary to effectively locate, organize and use information in any academic or work setting. There are various titles for the jobs you will be qualified for with a certificate of achievement or associate of science degree in library and information technology: library technician, library assistant, library paraprofessional, instructional media assistant, information specialist, library media specialist, and website editor.

Associate in science degree
Library and information technology

Certificate of achievement
Library and information technology

Associate in science degree - Library and information technology
The associate in science degree in library and information technology prepares students for employment in the dynamic field of library and information services. The skills learned in this program may be used in public, school, academic, and corporate libraries, as well as in other positions requiring information management skills. If you like working with people, books and information, consider a career in library and information technology.

To earn the degree, students must complete each course used to meet a major requirement with a "C" grade or higher, maintain an overall GPA of 2.5 or higher, and complete all graduation requirements as listed in the catalog. Required classes are available online, in the evening, and some are offered in the day. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once. Other electives and course substitutions not listed below are possible with department chairperson approval.

major requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>L 100</td>
<td>Introduction to a Career in Library and Information Technology</td>
<td>1</td>
</tr>
<tr>
<td>L 103</td>
<td>Access to Library Materials</td>
<td>2</td>
</tr>
<tr>
<td>L 104</td>
<td>Cataloging for Paraprofessionals</td>
<td>3</td>
</tr>
<tr>
<td>L 105</td>
<td>Reference and Research Services: Tools and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>L 108</td>
<td>Acquisition of Library Materials</td>
<td>1</td>
</tr>
<tr>
<td>LS 121</td>
<td>Information Literacy and Research Skills</td>
<td>1</td>
</tr>
</tbody>
</table>

plus at least 2 units from:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOP 170</td>
<td>Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
<tr>
<td>COOP 170A</td>
<td>Internship in Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
</tbody>
</table>

plus at least 2-6 units from:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 177</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>L 109</td>
<td>Delivering Library Services: Issues, Theory and Techniques</td>
<td>2</td>
</tr>
<tr>
<td>L 111</td>
<td>Storytelling</td>
<td>2</td>
</tr>
<tr>
<td>L 112</td>
<td>Internet Skills for Library Personnel</td>
<td>1</td>
</tr>
<tr>
<td>L 114</td>
<td>Developing Web Pages for Library Information</td>
<td>2</td>
</tr>
<tr>
<td>L 150</td>
<td>Topics in Library and Information Technology</td>
<td>0.3-4</td>
</tr>
<tr>
<td>LS 130</td>
<td>Internet and Online Research</td>
<td>1</td>
</tr>
<tr>
<td>LS 150</td>
<td>Topics in Library Studies</td>
<td>0.3-4</td>
</tr>
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</table>

plus at least 0-6 units from:

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<tr>
<th>Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTDM 100</td>
<td>Introduction to Multimedia Workstations</td>
<td>1</td>
</tr>
<tr>
<td>ARTDM 110</td>
<td>Digital Imaging Process and Technique I</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 171</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 121</td>
<td>Practices and Concepts of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate of achievement - Library and information technology

This certificate program prepares students for employment in the dynamic field of library and information services. The skills learned in this program may be used in public, school, academic, and corporate libraries, as well as in other jobs or businesses requiring information management skills. If you like working with people, books and information, consider a career in library and information technology.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher and maintain an overall GPA of 2.5 or higher. Required classes are available online, in the evening and some are offered in the day. Other electives and course substitutions not listed below are possible with department chairperson approval.

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plus at least 2 units from:

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<td>Internet and Online Research</td>
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<td>LS 150</td>
<td>Topics in Library Studies</td>
</tr>
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</table>

Elective coursework

plus at least 0-6 units from:

<table>
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<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
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<td>BUSMG 121</td>
<td>Practices and Concepts of Supervision</td>
</tr>
</tbody>
</table>

L-100 | Introduction to a Career in Library and Information Technology

1 unit SC
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

An introduction to the dynamic field of library and information studies for paraprofessionals. This course offers an exploration of the various types of libraries and information centers, the skills necessary for a successful career in the field, and the job opportunities in libraries and information centers. CSU

Total units for the major 19

Total units required 19

To assist students in planning their schedules, Diablo Valley College has prepared a list of required courses to be offered each semester. This list is subject to change due to fiscal constraints and availability of staff and facilities, but it should help you in planning your schedule. In addition to these required courses you must complete six units of elective courses. By scheduling your classes according to this course sequencing guide, you will be able to finish the major requirements/certificate of achievement in two years or less depending on the number of units you take each semester. Verify offerings with program faculty, counselors and the online schedule of classes.

Library and information technology course sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>units</th>
<th>fall</th>
<th>spring</th>
<th>summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>L 100</td>
<td>1st semester</td>
<td>1</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>L 103</td>
<td>2nd semester</td>
<td>2</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>L 104</td>
<td>2nd semester</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>L 105</td>
<td>3rd semester</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>L 108</td>
<td>3rd semester</td>
<td>1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>LS 121</td>
<td>1st semester</td>
<td>1</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>COOP 170 or 170A</td>
<td>3rd semester</td>
<td>2-4</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Elective coursework

<table>
<thead>
<tr>
<th>units</th>
<th>2nd-4th semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>X</td>
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<tr>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
L-103 Access to Library Materials
2 units LR
- 36 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course introduces students to the full array of access services in a variety of library settings. Special skills and job analysis for paraprofessionals will be discussed as they relate to providing and preserving access to library patrons. The course will also consider the philosophy of access services from a historical perspective to the present. CSU

L-104 Cataloging for Paraprofessionals
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
An introductory course for library paraprofessionals on the basic theories, principles, concepts and procedures of bibliographic control, including descriptive cataloging, classification, subject analysis, physical processing, and bibliographic maintenance. Emphasis will be placed on print monographs, current Anglo-American Cataloging Rules, MARC 21 format, Library of Congress and Dewey classification and LC Subject Heading. CSU

L-105 Reference and Research Services: Tools and Techniques
3 units LR
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course is an introduction to print and online information resources used in a variety of library and information center settings. Students learn effective techniques for assisting patrons and are provided an opportunity to develop reference service skills by using a wide variety of print and online resources. CSU

L-108 Acquisition of Library Materials
1 unit LR
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course teaches library concepts and practices involving the selection, ordering and receiving of materials from the decision to purchase materials to their receipt, processing and distribution. Students will learn to use automated systems and other technology applications. CSU

L-109 Delivering Library Services: Issues, Theory, and Techniques
2 units SC
- 36 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course teaches oral and written communication skills and strategies essential to successful performance as a library paraprofessional. Communication within the organization, marketing, customer and community relations, and evaluation of services are covered. CSU

L-110 Job Search Skills for Library Careers
1 unit SC
- 18 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course will prepare students for a successful job search in a library field. Utilizing traditional and electronic methods, students will explore the range of positions and work environments available; use sources of information for job market research; identify key workplace skills; learn best practices for writing applications, resumes, and cover letters; and practice interviewing techniques. CSU

L-111 Storytelling
2 units SC
- 36 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
An introduction to storytelling designed to help people working with children and others to improve their skills as storytellers in the library, classroom, home and other settings. CSU

L-112 Internet Skills for Library Personnel
1 unit SC
- 18 hours lecture per term
- Recommended: LS 130 or equivalent; eligibility for ENGL 122 or equivalent
This course teaches the use of the Internet in providing library and information services. The class is designed for library personnel whose responsibilities include using the Internet and other automated systems for work-related tasks such as reference, cataloging, acquisitions and other information management activities. Exploration of advanced searching techniques, user training and evaluation of online resources are included. CSU

L-114 Developing Web Pages for Library Information
2 units P/NP
- 36 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course teaches students how to create, manage and maintain Web pages. Emphasis is placed on organization, presentation, and maintenance of Web pages and sites for library applications. CSU

L-150 Topics in Library and Information Technology
.3-4 units SC
- May be repeated three times
- Variable hours
- Recommended: Eligibility for ENGL 122 or equivalent
A supplemental course to provide for the study of current topics not covered by the regular library and information technology program, but relevant to the current library and information technology field. Special topics will be announced in the schedule of classes. CSU
LS-100  Fundamental Library and Research Skills
0.5 unit  P/NP
   • 9 hours lecture per term
This short-term basic library and research skills course introduces students to information resources in an academic library, including online catalogs, electronic databases and the Internet. Emphasis will be placed on the organization, retrieval, and evaluation of information. The research skills learned are intended to be useful in college course work.

LS-120  Introduction to Library Resources
1 unit  P/NP
   • 54 hours laboratory by arrangement per term
Self-paced course introducing students to basic research skills and information resources. The course is designed to introduce students to finding, evaluating and using information in a variety of print and online formats. It will provide college level information skills for the effective use if the Diablo Valley College and other libraries. CSU, UC

LS-121  Information Literacy and Research Skills
1 unit  P/NP
   • 9 hours lecture/27 hours laboratory per term
   • Recommended: Eligibility for ENGL 122 or equivalent
This course teaches the research strategies and skills for successfully finding, retrieving and using information in various formats. It combines library skills, research methods, and information technology literacy. Coursework includes the ethical and legal aspects of information use and the critical thinking skills necessary for effective college research. CSU, UC

LS-130  Internet and Online Research
1 unit  P/NP
   • 18 hours lecture per term
   • Recommended: Eligibility for ENGL 122 or equivalent
An introduction to using the Internet and other online resources to locate and retrieve information for research and writing. Through lecture, demonstrations, and hands-on activities, a range of Internet services will be introduced including searching and navigation tools on the open and closed Web, specialized collections, Wikis, Blogs and subscription journal databases. Evaluating information and choosing appropriate resources are practiced throughout the course. CSU

LS-150  Topics in Library Studies
0.3-4 units  SC
   • May be repeated three times
   • Variable hours
A supplemental course in library studies to provide a study of current concepts and problems in research, information organization and retrieval, and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

MACHINE TECHNOLOGY – MATEC

Please check with a counselor for current program status.

Certificate of achievement - Machine technology
This program is designed for three categories of students: those wishing to enter the metal machining industry, those wishing to become an apprentice machinist or mechanical technician in research and development, and those wishing to transfer to four-year institutions, and obtain a degree in mechanical engineering, tool design engineering, manufacturing engineering, metallurgy, or manufacturing processes.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a “C” grade or higher and an overall GPA of 2.5 or higher in the coursework required for the certificate. Required courses may be available in the day and some during the evening.

required courses……………………………………………………………units
CONST 114 Blueprint Reading.................................................2
ENGIN 111 Mathematics for Technicians.........................4
ENGIN 119 Introduction to Technical Drawing.................3
MATEC 120 Introduction to Machine Technology..........4
MATEC 121 Machine Processes II.........................................3
MATEC 220 Production Grinding Practices....................3
MATEC 222 Introduction to Computer Numerical
   Control.................................................................3
MATH 114 Geometry..........................................................3
PHYS 100-111 Elementary Physics and Laboratory........5

plus at least 3 units from:
MATH 110 Elementary Algebra........................................4
MATH 121 Plane Trigonometry........................................3

Total units required 33-34

MATEC-120  Introduction to Machine Technology
4 units  LR
   • 54 hours lecture/54 hours laboratory per term
This course will cover the practical and theoretical aspects of machine tool processes. Students are instructed in the proper and safe use of hand tools, deburring equipment, basic blueprint interpretation, measuring instruments and gauges, layout and inspection techniques, and metals identification. Instruction will include the setup and operation of the drill press, band saw and pedestal grinder, and types of uses of abrasives. Students are introduced to simple lathe and milling machine operations and setups. CSU
MATEC-121 Machine Processes II
3 units LR
• 36 hours lecture/72 hours laboratory per term
• Recommended: MATEC 120 or be able to turn precision diameters and cut threads on the lathe; read a micrometer; use metal cutting saws, drills, and milling machines
A study of advanced machine processes: the use of the milling machine and the dividing head differential, and angular indexing, helical and spur gear milling, development of acme, square, and multiple threads and the study of the properties of materials and alloys. CSU

MATEC-150 Topics in Machine Technology
1-3 units SC
• May be repeated three times
• Variable hours
Selected topics in machine technology including NC computer programming, fundamentals of dimensional metrology, foundry practices, metal spinning. Specific topics to be announced. CSU

MATEC-220 Grinding Processes
3 units LR
• 36 hours lecture/72 hours laboratory per term
• Recommended: MATEC 120 and 121 or be able to demonstrate advanced machining skills
An introduction to industrial grinding practices as applied to the machinist and tool making trades. CSU

MATEC-222 Introduction to Computer Numerical Control
3 units LR
• 18 hours lecture/90 hours laboratory per term
Designed to acquaint the student with various types of automation used in industry and to show the relationship of numerical control machine tools in proper perspective with traditional phases of automation. CSU

MATEC-298 Independent Study
.5-3 units SC
• May be repeated three times
• Variable hours
• Prerequisite: Submission of acceptable educational contract to Department and Instruction Office; topics must extend study beyond courses offered.
Selected students may pursue independent study of a particular aspect of machine technology under the guidance of an instructor. CSU

MATHEMATICS – MATH

Math and Computer Science Division
Rachel Westlake, Dean
Math Building 267
925-685-1230 ext. 2609

Possible career opportunities
Mathematicians work in a variety of fields, among them statistics, analysis, actuarial science, mathematical modeling, computer programming, cryptography, research, and education. More than two years of college study is usually required for these career options. A strong background in mathematics is also required for many careers in engineering, accounting and finance, business administration, risk management, and business forecasting, as well as for research in computer science, social science, and the physical sciences.

Associate in arts degree - Mathematics
The associate degree in mathematics is a transfer degree for students who wish to transfer to a four-year institution with a major in Mathematics, Applied Mathematics, or Mathematics for Secondary School Teachers. The degree offers students a broad general education, while also preparing students for upper division work in Mathematics. In addition, it prepares students mathematically for upper division work in related fields such as Physics, Chemistry, Engineering, Computer Science, and Economics.

Major requirements for four-year programs differ from institution to institution, so students wishing to transfer to a particular four-year program should consult a counselor regarding the course requirements for that program. Major requirements may only be taken for a “for grade” basis. To earn a degree, students must complete each course used to meet a major requirement with a “C” grade or higher and complete all graduation requirements as listed in the catalog. Certain courses may satisfy both major and graduation requirements; however the units are only counted once.

**major requirements**

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Total units for the major 18-19
MATH-050  Alternate Credit for Pre-Algebra with Arithmetic Review
4 units  P/NP
• May be repeated two times
• Non degree applicable
• 54 hours lecture/72 hours laboratory by arrangement per term
• Recommended: MATH 065 or equivalent
• Note: Students do not enroll directly in this course. Enrollment is limited to transfer by instructor.

This course is designed to allow students who are enrolled in MATH 075SP to receive non-degree applicable credit for mastery of some but not all of the outcomes in MATH 075SP. In order to receive credit for MATH 050, students must enroll in MATH 075SP and make reasonable progress through the content.

MATH-051  Alternate Credit Elementary Algebra
4 units  P/NP
• May be repeated two times
• Non degree applicable
• 54 hours lecture/72 hours laboratory by arrangement per term
• Recommended: MATH 075 or equivalent
• Note: Students do not enroll directly in this course. Enrollment is limited to transfer by instructor.

This course is designed to allow students enrolled in MATH 110SP to receive credit for mastery of some but not all of the outcomes in MATH 110SP. In order to receive credit for MATH 051, students must enroll in MATH 110SP and make reasonable progress through the content.

MATH-052  Alternate Credit Intermediate Algebra
4 units  P/NP
• May be repeated two times
• Non degree applicable
• 54 hours lecture/72 hours laboratory by arrangement per term
• Recommended: MATH 110 or equivalent
• Note: Students do not enroll directly in this course. Enrollment is limited to transfer by instructor.

This course is designed to allow students enrolled in MATH 120SP to receive credit for mastery of some but not all of the outcomes in MATH 120SP. In order to receive credit for MATH 052, students must enroll in MATH 120SP and make reasonable progress through the content.

MATH-053  Alternate Credit College Algebra
3 units  P/NP
• May be repeated once
• Non degree applicable
• 54 hours lecture/72 hours laboratory by arrangement per term
• Recommended: MATH 120 or equivalent
• Note: Students do not enroll directly in this course. Enrollment is limited to transfer by instructor.

This course is designed to allow students enrolled in MATH 135SP to receive credit for mastery of some but not all of the outcomes in MATH 135SP. In order to receive credit for MATH 053, students must enroll in MATH 135SP and make reasonable progress through the content.

MATH-065  Arithmetic and Problem Solving
4 units  SC
• Non degree applicable
• 90 hours lecture/36 hours laboratory per term
• Note: Each section has a weekly 2 hours per week study group (required). Check the schedule of classes and make sure you can attend the study group time for that section.

Students will learn how to do arithmetic and use it in their daily lives. Topics include simple arithmetic operations and long multiplication and division of whole numbers, decimals, fractions, percents, introduction to exponents and roots, and applications. The course will incorporate the use of calculators and focus on study habits needed to succeed in mathematics.

MATH-075  Prealgebra with Arithmetic Review
4 units  SC
• Non degree applicable
• 72 hours lecture/18 hours laboratory/18 hours laboratory by arrangement per term
• Recommended: MATH 065 or equivalent
• Note: Each section has a weekly 1 hour scheduled study group and 1 hour laboratory by arrangement assignment. Students should check the schedule of classes and reserve the associated time. Some sections of this course have an online component. Students will do their homework online as detailed by the instructor.

Students will learn pre-algebra, review arithmetic, and learn how to use them in their daily lives. Topics include the arithmetic operations, long multiplication and division, decimals, fractions, percents, signed numbers, natural number exponents, order of operations, introduction to the concept of variables, combining like terms, solving linear equations, application problems and the use of geometric formulas.

MATH-075SP  Prealgebra with Arithmetic Review-Self Paced
4 units  SC
• Non degree applicable
• 54 hours lecture/72 hours laboratory by arrangement per term
• Recommended: MATH 065 or equivalent
• Note: In this computer-assisted self-paced class, students study out of the textbook and online and take a combination of online and in-class exams. The student is expected to attend class 7 hours/week; 4 of these hours are by arrangement and will be chosen by the student at the start of the semester. Students may choose to complete MATH 075SP in one semester, or take up to 4 semesters. Students who make reasonable progress but do not complete the course will receive alternate credit in MATH 050. Unit credit for MATH 075SP is only awarded for the semester in which the course is completed. MATH 075SP is equivalent to
MATH 075; students who have completed MATH 075 will not receive credit for MATH 075SP.

This course is a computer-assisted self-paced class equivalent to MATH 075. Students will learn prealgebra, review arithmetic, and learn how to use both in their daily lives. Topics include arithmetic operations, long multiplication and division, decimals, fractions, percents, signed numbers, natural number exponents, order of operations, introduction to the concept of variables, combining like terms, solving linear equations, application problems and the use of geometric formulas.

MATH-080 Topics in Basic Skills Math
3-4 units SC
- May be repeated three times
- Non degree applicable
- Variable hours

This is a supplemental course in mathematics to provide a variety of topics for basic skills students. Specific topics will be announced in the schedule of classes.

MATH-110 Elementary Algebra
4 units SC
- 90 hours lecture/36 hours laboratory by arrangement per term
- Prerequisite: MATH 075 or MATH 075SP or equivalent
- Note: Some sections of this course have an online component. Students will do their homework online as detailed by the instructor.

This course is an introduction to the techniques and reasoning of algebra, including linear equations and inequalities, development and use of formulas, algebraic expressions, systems of equations, graphs and introduction to quadratic equations.

MATH-110SP Elementary Algebra - Self Paced
4 units SC
- 54 hours lecture/36 hours laboratory by arrangement per term
- Prerequisite: MATH 075 or MATH 075SP or equivalent
- Note: In this computer-assisted self-paced class, students study out of the textbook and online and take a combination of online and in-class exams. The student is expected to attend class 7 hours/week; 4 of these hours are by arrangement and will be chosen by the student at the start of the semester. Students may choose to complete MATH 110SP in one semester, or take up to 4 semesters. Students who make reasonable progress but do not complete the course will receive alternate credit in MATH 051. Unit credit for MATH 110SP is only awarded for the semester in which the course is completed. MATH 110SP is equivalent to MATH 110; students who have completed MATH 110 will not receive credit for MATH 110SP.

This course is a computer-assisted self-paced equivalent to MATH 110. The topics include linear equations and inequalities, development and use of formulas, algebraic expressions, systems of equations, operations on polynomials, factoring, graphs, and an introduction to quadratic equations.

MATH-114 Geometry
3 units SC
- 54 hours lecture/36 hours laboratory by arrangement per term
- Prerequisite: MATH 110 or MATH 110SP or equivalent
- Recommended: Eligibility for ENGL 116/118 or equivalent

Students will use geometric definitions, axioms, and constructions and both inductive and deductive reasoning techniques to investigate the properties of lines, polygons, and circles. Students will prove geometric theorems, and derive and apply formulas for perimeter, area, and volume for a variety of plane and solid geometric objects.

MATH-120 Intermediate Algebra
4 units SC
- 90 hours lecture/36 hours laboratory by arrangement per term
- Prerequisite: MATH 110 or MATH 110SP or equivalent
- Note: Some sections of this course have an online component. Students will do their homework online as detailed by the instructor.

This course will expand upon the material covered in elementary algebra. Topics will include special products and factors, fractional equations, systems of linear equations, inequalities, conics, complex numbers, the binomial theorem, logarithms, and functions. The course is equivalent to a second year high school algebra course.

MATH-120SP Intermediate Algebra - Self Paced
4 units SC
- 54 hours lecture/72 hours laboratory by arrangement per term
- Prerequisite: MATH 110 or MATH 110SP or equivalent
- Note: In this computer-assisted self-paced class, students study out of the textbook and online and take a combination of online and in-class exams. The student is expected to attend class 7 hours/week; 4 of these hours are by arrangement and will be chosen by the student at the start of the semester. Students may choose to complete MATH 120SP in one semester, or take up to 4 semesters. Students who make reasonable progress but do not complete the course will receive alternate credit in MATH 052. Unit credit for MATH 120SP is only awarded for the semester in which the course is completed. MATH 120SP is equivalent to MATH 120; students who have completed MATH 120 will not receive credit for MATH 120SP.

This course is a computer-assisted self-paced class equivalent to MATH 120. The topics include special products and factors, fractional equations, systems of linear equations, inequalities, conics, complex numbers, the binomial theorem, logarithms, and functions. The course is equivalent to a second year school algebra course.
MATH-121  Plane Trigonometry  
3 units SC  
• 54 hours lecture/36 hours laboratory by arrangement per term  
• Prerequisite: MATH 120 or MATH 120SP or equivalent  
• Recommended: MATH 114 or equivalent  

This course focuses on the theory and applications of trigonometry, including right triangle trigonometry, general angle trigonometry, and trigonometry on the unit circle, as well as trigonometric functions of real numbers. Applications include solutions of right and oblique triangles in problems in surveying, physics, engineering and navigation. CSU

MATH-124  Math for Liberal Arts  
3 units LR  
• 54 hours lecture/36 hours laboratory by arrangement per term  
• Prerequisite: MATH 120 or MATH 120SP or equivalent  

Students will learn how to apply techniques and concepts of intermediate algebra and critical thinking to the solving of contemporary problems in mathematics. The course is a survey of topics that may include (but are not limited to): exponential functions, logarithmic scales, probability, statistics, finance, matrix operations, logic and geometry. CSU, UC (credit limits may apply to UC - see counselor)

MATH-125  Principles of Numbers  
3 units LR  
• 54 hours lecture per term  
• Prerequisite: MATH 120 or MATH 120SP or equivalent  
• Recommended: Eligibility for ENGL 122 or equivalent  
• Note: This course is primarily helpful to students who plan to teach in elementary school but is open to all who have the prerequisite.  
• Formerly MATH 175

This course is designed for prospective elementary school teachers. It covers problem-solving strategies, the logical structure of arithmetic, signed numbers, fractions, decimals, percents, and topics in geometry, set theory, probability, and statistics, all as needed by elementary teachers. CSU, UC (credit limits may apply to UC - see counselor)

MATH-130  History of Mathematics  
3 units LR  
• 54 hours lecture per term/36 hours laboratory by arrangement per term  
• Prerequisite: MATH 120 or MATH 120SP or equivalent  
• Recommended: MATH 114 or equivalent; eligibility for ENGL 122 or equivalent  

This course focuses on the chronological, biographical and conceptual approaches to the history of mathematics. Students will learn about the times, historical events and people who shaped the evolution of mathematical concepts and symbolism in western civilization. The time span begins with early man up to the 18th century with selected topics from modern times. CSU, UC

MATH-135  College Algebra  
3 units LR  
• 72 hours lecture/36 hours laboratory by arrangement per term  
• Prerequisite: MATH 120 or MATH 120SP or equivalent  

A study of functions and their graphs, including polynomial, rational, exponential, and logarithmic functions. Inequalities, nonlinear systems, conic sections. CSU, UC (credit limits may apply to UC - see counselor)

MATH-135SP  College Algebra – Self Paced  
3 units LR  
• 54 hours lecture/72 hours laboratory by arrangement per term  
• Prerequisite: MATH 120 or MATH 120SP or equivalent  
• Note: In this computer-assisted self-paced class, students study out of the textbook and online and take a combination of online and in-class exams. The student is expected to attend class 7 hours/week; 4 of these hours are by arrangement and will be chosen by the student at the start of the semester. Students may choose to complete MATH 135SP in one semester, or take up to 3 semesters. Students who make reasonable progress but do not complete the course will receive alternate credit in MATH 053. Unit credit for MATH 135SP is only awarded for the semester in which the course is completed. MATH 135SP is equivalent to MATH 135; students who have completed MATH 135 will not receive credit for MATH 135SP.  

This course is a computer-assisted self-paced class, equivalent to MATH 135. The topics include a study of functions and their graphs, including polynomial, rational, exponential, and logarithmic functions. Inequalities, nonlinear systems, conic sections. CSU, UC (credit limits may apply to UC - see counselor)

MATH-140  Tutor Training  
.5-2 units SC  
• Variable hours  
• Prerequisite: MATH 191 or equivalent  

Basic principles and methods of tutoring, including the tutoring sequence, leading and probing questions, communication skills, and learning theory. Application of tutoring techniques to specific areas of mathematics including algebra, trigonometry, and pre-calculus. Students will receive instruction in helping tutees with special needs. CSU

MATH-142  Elementary Statistics with Probability  
4 units LR  
• 72 hours lecture per term  
• Prerequisite: MATH 120 or MATH 120SP or equivalent  
• Note: TI-83 or TI-84 graphing calculator required

This course is designed to introduce the student to the study of statistics and probability. Topics include descriptive statistics (organization of data, histograms and measures of central tendency and spread), linear correlation and regression, design of experiments, introductory probability, random variables, the normal distribution and student’s
t-distribution, and statistical inference, including confidence intervals and tests of significance. Use of a graphing calculator or computer for statistical analysis is required. CSU, UC (credit limits may apply to UC - see counselor)

MATH-150  **Topics in Mathematics**  
3-4 units  SC  
- May be repeated three times  
- Variable hours  
- Formerly MATH 170  
A supplemental course in mathematics to provide a study of current concepts and problems. Specific topics will be announced in the schedule of classes. CSU

MATH-181  **Finite Mathematics**  
3 units  LR  
- 54 hours lecture per term  
- Prerequisite: MATH 120 or MATH 120SP or equivalent  
- Note: This course has a technology requirement. See individual instructor for further information.  
Application of intermediate algebra and critical thinking to solving contemporary problems in business and the life sciences. Topics include linear models, systems of linear equations and inequalities, linear programming (with geometric method and the simplex method), matrix equations, sets and probabilities, Markov chains, game theory, and finance. Use of a graphing calculator or computer software to manipulate matrices. CSU, UC

MATH-182  **Calculus for Management, Life Science and Social Science I**  
3 units  LR  
- 72 hours lecture per term  
- Prerequisite: MATH 125 or MATH 125SP or MATH 191 or equivalent  
- Note: Not open to students who received credit for MATH 192 or equivalent.  
The first in a two-term calculus sequence for management, life science, and social science majors. Topics include the derivative and its applications (including curve sketching, optimization, and rates of change), an introduction to the integral (including Riemann sums and the Fundamental Theorem of Calculus) and its applications. CSU, UC (credit limits may apply to UC - see counselor)

MATH-183  **Calculus for Management, Life Science and Social Science II**  
3 units  LR  
- 54 hours lecture per term  
- Prerequisite: MATH 182 or equivalent  
- Recommended: MATH 121 or equivalent  
This is the second course in a two-term sequence in calculus for management, life science, and social science majors, and is a continuation of MATH 182. Topics include techniques of integration, applications of the integral, multivariable functions, differential equations, and Taylor polynomials. CSU, UC (credit limits may apply to UC - see counselor)

MATH-191  **Pre-Calculus**  
4 units  LR  
- 90 hours lecture per term  
- Prerequisite: MATH 120 or MATH 120SP and MATH 121 or equivalent  
- Note: This course has a technology requirement. See individual instructor for further information.  
A thorough treatment of functions and their graphs, including polynomial, rational, logarithmic, exponential and trigonometric functions. Conic sections, nonlinear systems, vectors and complex numbers. Use of a graphing calculator or computer algebra system. CSU, UC (credit limits may apply to UC - see counselor)

MATH-192  **Analytic Geometry and Calculus I**  
4 units  LR  
- 90 hours lecture per term  
- Prerequisite: MATH 191 or equivalent  
- Recommended: Eligibility for ENGL 122 or equivalent  
Students will learn the elements of analytic geometry, differentiation and integration of algebraic and transcendental functions with applications. Use of a graphing calculator or computer-algebra system is required. CSU, UC (credit limits may apply to UC - see counselor)

MATH-193  **Analytic Geometry and Calculus II**  
4 units  LR  
- 90 hours lecture per term  
- Prerequisite: MATH 192 or equivalent  
- Recommended: Eligibility for ENGL 122 or equivalent  
Continuation of MATH 192. Further techniques and applications of integration in geometry, science and engineering. Continued work with algebraic and transcendental functions. Numerical methods in evaluation of the integral. Infinite series, solving differential equations, and applications of differential equations. Polar coordinates, parametric equations and conic sections. CSU, UC (credit limits may apply to UC - see counselor)

MATH-194  **Linear Algebra**  
3 units  LR  
- 54 hours lecture per term  
- Prerequisite: MATH 193 or equivalent  
- Recommended: Eligibility for ENGL 122 or equivalent  
Introduction to linear algebra including vector spaces, matrices, determinants, bases, and linear transformations. Techniques for solving systems of equations using matrices, and applications of linear transformations. CSU, UC
MATH-195  Discrete Mathematics  
4 units LR  
- 72 hours lecture per term  
- Prerequisite: MATH 193 or equivalent  
- Recommended: Eligibility for ENGL 122 or equivalent  
- Note: MATH 193 or equivalent may be taken either as a prerequisite or concurrently  
This course provides an introduction to propositional logic, induction, set theory, relations, and functions, counting and combinatorics, introduction to trees, graph theory, algorithms, and algebraic structures. The emphasis is on topics of interest to computer science students. CSU, UC

MATH-292  Analytic Geometry and Calculus III  
4 units LR  
- 90 hours lecture per term  
- Prerequisite: MATH 193 or equivalent  
This class covers the further study of limits, parametric equations, vector-valued functions, analytic geometry of three dimensions, partial derivatives, multiple integrals, and Green’s, Stokes’ and the Divergence theorems. CSU, UC

MATH-294  Differential Equations  
4 units LR  
- 90 hours lecture per term  
- Prerequisite: MATH 292 or equivalent  
- Recommended: MATH 194 or equivalent (may be taken concurrently)  
Solutions to ordinary differential equations and introduction to partial differential equations, both the theory and the applications. CSU, UC

MATH-298  Independent Study  
.5-3 units SC  
- May be repeated three times  
- Variable hours  
- Prerequisite: Submission of acceptable educational contract to department and Instruction Offices; topics must extend study beyond current course offerings  
An opportunity for advanced students or students with special interests to study selected topics under the direction of the faculty. CSU

MUSIC – MUSIC

Applied and Fine Arts Division  
Michael Almaguer, Dean  
Humanities Building 112  
925-685-1230 ext. 2312

Possible career opportunities  
Music prepares students for careers as performers, teachers, composers, historians, arts administrators, and more. Career options include: conductor, arranger, film scorer/composer, music business/manager, music editor, music supervisor/director, songwriter, transcriber, editor (print music publishing), choir director, midi engineering, recording engineer, studio director or manager, sound designer, music therapist, instrumental soloist, sound technician, and tour coordinator. Many careers require more than two years of study.

Certificate of achievement - Music industry studies  
This certificate program prepares students for a career in the music industry. The program has an entrepreneurial focus emphasizing an industry trend requiring artists to be responsible for complete project development. The program is designed to produce well-rounded music industry professionals capable of all aspects of the music production process including recording, marketing, and distribution. The same skill-set also prepares students for careers in specialized areas of the music industry such as digital audio workstation operator, recording engineer, producer, composer, arranger, songwriter, sound designer, artist manager, distributor, and marketing representative.

To earn a certificate of achievement, students must complete the required courses with a “C” grade or higher. Required courses are available in the evening and during the day.

required courses  
MUSIC 124 Introduction to Music Production and Multi-track Recording .................................................. 3  
MUSIC 172 Introduction to Electronic Music and MIDI ................................................................. 3  
MUSIC 174 Introduction to ProTools .............................................................. 3  
MUSIC 181 Introduction to the Music Industry ...................................................... 2  

plus at least 6 units from:  
MUSIC 125 Advanced Music Production and Multi-track Recording .......................................................... 3  
MUSIC 173 Advanced Electronic Music ................................................................. 3  
MUSIC 175 Advanced ProTools ................................................................. 3  
MUSIC 177 Introduction to Reason and ACID ................................................................. 3  
MUSIC 182 Songwriting ................................................................. 3  
MUSIC 270 Applied Projects in Music Industry Studies ................................................................. 3  

Total units required 17
MUSIC-100 Individual Studio Instruction
1.5 units LR
- May be repeated three times
- 27 hours lecture/6 hours lecture by arrangement/72 hours lab by arrangement per term
- Prerequisite: Audition required
- Note: In order to meet music major transfer requirements, students should be concurrently enrolled in a major performance ensemble (choir, band, orchestra, jazz ensembles, piano ensemble) and in a Theory and Musicianship class (MUSIC 122, 123, 222, 223). Students are encouraged to meet with a counselor for further advisement.

This course is for intensive private study of an instrument or voice. Students meet individually with a private teacher for a total of six hours per semester, practice in department practice rooms for at least four hours per week during posted supervised practice hours, and meet once a week to perform for each other. Three such performances are required per semester along with a juried performance at the end of the semester. CSU, UC

MUSIC-101 Beginning Guitar
1 unit SC
- May be repeated once
- 54 hours lecture per term
- Note: Student must provide an acoustic guitar for use in the course.

This course is the study of the fundamentals and basics necessary to play the six-string acoustic guitar in both folk and classical styles. Basic first position keys and chords, harmonization by ear, transposition of various strums and styles, finger-picking accompaniments, bass notes, basic music theory, and note reading are taught. No previous musical experience necessary. CSU, UC

MUSIC-102 Intermediate Guitar
1 unit SC
- May be repeated once
- 54 hours laboratory per term
- Recommended: MUSIC 101 or equivalent
- Note: Student must provide an acoustic guitar for use in the course.

This course is the continued study and practice of the fundamentals for playing the six-string acoustic guitar. An expanded repertoire of popular songs, classical solo and ensemble music, and styles will be examined. Barre chords, basic keys, transposition with and without the use of a capo, advanced strums and arpeggios, bass runs, scales, and classical theory are taught. CSU, UC

MUSIC-103 Guitar Ensemble
1 unit SC
- May be repeated once
- 54 hours laboratory per term
- Recommended: MUSIC 101 or MUSIC 102 or equivalent
- Note: Student must provide an acoustic guitar for use in the course.

This course is the study of the acoustic guitar in solo and ensemble music. Topics will include a variety of styles and techniques used in guitar performance. Basic note reading skills will be employed. CSU, UC

MUSIC-104 Advanced Guitar Ensemble
1 unit SC
- May be repeated once
- 54 hours laboratory per term
- Recommended: MUSIC 103 or equivalent
- Note: Student must provide an acoustic guitar for use in the course.

This course is the continued instruction for advanced level guitar ensemble playing. Students will be expected to learn and play from an expanded repertoire of ensemble music arranged for up to eight parts. The repertoire features the music of Bach, Haydn, and other classical masters which have been transcribed for guitar ensemble. CSU, UC

MUSIC-105 Blues, Rock, and R & B Performance
1 unit SC
- May be repeated three times
- 54 hours lecture per term

This is a course in the theory and performance of Blues, Rock & Roll and Rhythm & Blues. Instrumentalists (guitar, bass, drums, horns and piano) and vocalists form small ensembles to examine, rehearse, and perform music from these contemporary American musical styles. Clinics by guest artists and industry experts will be included. New music is performed each semester. CSU, UC

MUSIC-106 Country, Funk, and Soul Performance
1 unit SC
- May be repeated three times
- 54 hours lecture per term

This is a course in the theory and performance of Country, Funk, and Soul. Advanced instrumentalists (guitar, bass, drums, horns and piano) and vocalists form small ensembles to examine, rehearse, and perform music from these contemporary American music styles. Clinics by guest artists and industry experts will be included. New music is studied each semester. CSU, UC
MUSIC-120 Introduction to Music Skills
3 units SC
- 54 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course is for the study of the fundamentals of music. Discussions, assignments and activities will focus on music reading, ear training, sight singing, keyboard knowledge, key and time signatures, intervals, scales and chords using standard Western notation, with historical, social and aesthetic contexts. This course is designed for the general student. CSU, UC (credit limits may apply to UC - see counselor)

MUSIC-122 Theory and Musicianship I
4 units SC
- 108 hours lecture per term
This course is a study of the fundamentals of Western music applicable to both classical and popular styles. The study addresses notation; fundamental theoretical concepts; musicianship skills including sight signing, rhythmic training, ear training, dictation, and keyboard realization; and basic compositional skills. CSU, UC

MUSIC-123 Theory and Musicianship II
4 units SC
- 108 hours lecture per term
- Recommended: MUSIC 122 or equivalent
This course is a study of harmonic techniques used in the Western Common Practice and addresses diatonic harmony, four-part voice leading, musical structures, basic composition, basic harmonic and structural analysis, and musicianship skills including sight signing, rhythmic training, ear training, dictation, and keyboard realization. CSU, UC

MUSIC-124 Introduction to Music Production and Multi-Track Recording
3 units SC
- 54 hours lecture/18 hours laboratory per term
This course is designed to give the music student a working knowledge of the principles and techniques of multitrack recording. This course will explore, analyze and evaluate contemporary music production techniques and apply these techniques to real production and recording situations. Emphasis will be on student involvement with various interrelated roles, including that of studio musician, writer/arranger, producer and sound engineer. CSU

MUSIC-125 Advanced Music Production and Multi-Track Recording
3 units SC
- 54 hours lecture/18 hours laboratory per term
- Recommended: MUSIC 124 or equivalent
This course extends basic practical music production and multi-track recording skills to include more complex projects, integration of acoustic and recording elements, and use of current computer software in the mixing process. CSU

MUSIC-127 Jazz Theory and Improvisation
.5-1 unit SC
- May be repeated three times
- Variable hours
- Recommended: MUSIC 120 or equivalent
This is the study of jazz theory and performance of jazz music with emphasis on improvisation and writing for the small jazz ensemble. Students will perform in class. CSU, UC

MUSIC-139 Marching Band Techniques
1 unit LR
- May be repeated three times
- 54 hours laboratory per term
- Recommended: ability to perform on a woodwind, brass, or percussion instrument
Rehearsal and performance of marching band activities-parade and field show. Class will study and coordinate drill routines with a variety of styles. CSU, UC (credit limits may apply to UC - see counselor)

MUSIC-150 Beginning Piano I
1 unit SC
- May be repeated once
- 54 hours lecture per term
- Note: Student is limited to a maximum of 4 units in any combination of MUSIC 150 and 151.
This course provides group instruction in piano for students with no prior keyboard experience. Students will learn ensemble and solo works, acquire basic rhythm, and develop fundamental keyboard and music theory skills based on major and minor five-note patterns. This course is designed for both music majors planning to transfer, as well as for students who are studying primarily for personal enjoyment. Attention is given to the student's individual needs, goals, and abilities. CSU, UC

MUSIC-151 Beginning Piano II
1 unit SC
- May be repeated once
- 54 hours laboratory per term
- Recommended: MUSIC 150 or equivalent
- Note: Student is limited to a maximum of 4 units in any combination of MUSIC 150 and 151.
Group instruction in piano for the student who has had Beginning Piano I or its equivalent. Students will learn to play ensemble and solo works beyond the five-finger position. Classical and popular music will be emphasized. The course is designed for both music majors planning to transfer as well as those studying primarily for personal enjoyment. CSU, UC
MUSIC-152  Jazz Piano
1 unit SC
- May be repeated three times
- 54 hours lecture per term
- Recommended: MUSIC 151 or equivalent
This course is for the study of the theory and practice of jazz piano through learning chords, voicings, improvisational techniques, and various styles of the jazz idiom. CSU, UC

MUSIC-154  Beginning Woodwind Instruments
1 unit SC
- May be repeated three times
- 54 hours laboratory per term
- Note: Course may be repeated when learning a different woodwind instrument.
This course provides beginning flute, clarinet, oboe, saxophone and bassoon instruction for general students as well as music students seeking to learn a second instrument. The course includes fundamentals of tone production, articulation, and basic instrumental technique. CSU, UC

MUSIC-155  Beginning Brass Instruments
1 unit SC
- May be repeated three times
- 54 hours laboratory per term
- Note: Course may be repeated when learning a different brass instrument.
This course provides beginning trumpet, horn, trombone, euphonium (baritone) and tuba instruction for general students as well as music students seeking to learn a second instrument. The course includes fundamentals of tone production, articulation and basic instrumental technique. CSU, UC

MUSIC-156  Beginning String Instruments
1 unit SC
- May be repeated three times
- 54 hours laboratory per term
- Note: Course may be repeated when learning a different string instrument.
This course provides beginning violin, viola, cello, and double bass instruction for general students as well as music students seeking to learn a second instrument. The course includes fundamentals of bowing, ear training and basic instrumental technique. CSU, UC

MUSIC-157  Beginning Percussion Instruments
1 unit SC
- May be repeated two times
- 54 hours laboratory per term
- Note: Course may be repeated when learning a different percussion instrument.
This course provides beginning snare drum, keyboard mallet and timpani instruction for general students as well as music students seeking to learn a second instrument. The course includes fundamentals of drum rudiments, ear training and basic instrumental technique. CSU, UC

MUSIC-170  Applied Voice Training
1 unit SC
- May be repeated three times
- 54 hours lecture per term
This course is a study of the fundamentals of vocal tone production, breathing, vocal placement, and song interpretation as it applies to standard vocal repertoire. CSU, UC

MUSIC-171  Jazz and Popular Solo Voice
1 unit SC
- May be repeated three times
- 54 hours lecture per term
This course is a study of the fundamentals of vocal tone production, breathing, vocal placement, and song interpretation as it applies to jazz, Broadway and other popular vocal styles. CSU, UC

MUSIC-172  Introduction to Electronic Music and MIDI
3 units SC
- May be repeated once
- 36 hours lecture/54 hours laboratory per term
This is an introductory course that provides the foundational skills necessary for the creation of electronic music on a digital Audio Workstation capable of utilizing MIDI (Musical Instrument Digital Interface). Students will gain direct hands-on experience with MIDI-capable synthesizers, tone generators and samplers, digital signal processors, and computer-based music sequencing software. CSU

MUSIC-173  Advanced Electronic Music
3 units SC
- May be repeated once
- 36 hours lecture/54 hours laboratory per term
- Recommended: MUSIC 172 or equivalent
This advanced course builds upon the knowledge and technical skills developed in MUSIC 172: Introduction to Electronic Music and MIDI. Students will learn to integrate the MIDI and digital audio recording environments and also develop the advanced post production skills needed for employment in the music recording industry. Topics will include digital audio recording and editing, effects processing, mixing, and digital audio file management and conversion, sampling, synthesis, and advanced MIDI sequencing. CSU

MUSIC-174  Introduction to Pro Tools
3 units SC
- May be repeated once
- 36 hours lecture/54 hours laboratory per term
- Note: May be repeated once if different software is used.
This is an introductory course that will provide the foundational skills to learn and function within the Pro Tools audio production environment. Pro Tools represents a new generation of digital audio workstations that uses the power of personal computers and digital signal processing to record multitrack digital audio directly to hard disk.
Topics will include digital multitrack recording, effects processing and digital audio mixing techniques. CSU

MUSIC-175 Advanced Pro Tools
3 units SC
- May be repeated once
- 36 hours lecture/54 hours laboratory per term
- Recommended: MUSIC 174 or equivalent
- Note: May be repeated once if different software is used.

This advanced course is designed for students who are preparing for employment in the music recording industry. Students will work on special production-oriented projects utilizing a Pro Tools capable digital audio workstation (DAW). Working independently and in teams, students will use the recording production tools that they have developed in prior semesters. Topics include acoustic recording, field recording, sound design, sound for picture, control surfaces, use of external signal processors, surround sound, and advanced mixing techniques. CSU

MUSIC-177 Introduction to Reason and ACID
3 units SC
- May be repeated once
- 36 hours lecture/54 hours laboratory per term
- Note: May be repeated once if different software is used.

This course will provide the foundational skills needed to learn and function within the music production environments of Reason and ACID. These software applications represent a new generation of the stand-alone virtual studio. Topics will include music sequencing, digital audio recording, software synthesis and sampling, virtual effects, automation, signal flow, drum players and beat matching. CSU

MUSIC-180 Diablo Valley Masterworks Chorale
1 unit SC
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition
- Formerly MUSPF 180

This course is the study and performance of major works of the choral literature, along with practical experience in the operation of a community chorus. New literature is studied each term. CSU, UC

MUSIC-181 Introduction to the Music Industry
2 units SC
- 36 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

An introduction to the music industry, including its corporate structure and legal practices such as contracts, copyrights, licenses and royalties. Other topics include production logistics in the recording studio, record manufacturing, music publishing, marketing, touring, the effects of new technology on the industry, and career strategies. CSU

MUSIC-182 Songwriting
3 units SC
- 54 hours lecture per term

This course is an introduction to modern song writing techniques. Students will learn to create their own musical compositions. Approaches to contemporary issues in song writing including development of melodic, lyrical, and rhythmic ideas will be studied. In addition, students will learn strategies for promoting their songs in the contemporary music marketplace as well as basic concepts of intellectual property right protection. CSU

MUSIC-190 Topics in Music
.3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in music to provide a study of current topics in music. Specific topics will be announced in the schedule of classes. CSU

MUSIC-222 Theory and Musicianship III
4 units SC
- 108 hours lecture per term
- Recommended: MUSIC 123 or equivalent

This course is a study of advanced harmonic techniques used in the Western Common Practice and addresses diatonic sequences, modulatory techniques, and basic chromatic harmony, four-part voice leading, large musical structures, composition, harmonic and structural analysis, and musicianship skills including sight singing, rhythmic training, ear training, dictation, and keyboard realization. CSU, UC

MUSIC-223 Theory and Musicianship IV
4 units SC
- 108 hours lecture per term
- Recommended: MUSIC 222 or equivalent

This course is a study of advanced chromatic harmony, 20th century harmonic practices, large musical structures, style composition, harmonic, structural, and stylistic analysis, and musicianship skills including sight singing, rhythmic training, ear training, dictation, and keyboard realization. CSU, UC

MUSIC-250 Piano Technique and Interpretation
1 unit SC
- May be repeated three times
- 54 hours lecture per term
- Recommended: MUSIC 151 or equivalent

This course provides group and one-on-one instruction in playing the piano with an emphasis on developing technical and interpretive skills essential for proper playing of music from classical and popular repertoire. Methods of preparation based on an understanding of period/composer-specific performance practice is essential. The course addresses posture, freedom of motion, and tonal produc-
tion through physical and anatomical awareness. Essential for the serious musician and those wishing to refine technical and interpretive understanding. CSU, UC

**MUSIC-252 Piano Ensemble**
1 unit SC
• *May be repeated three times*
• 54 hours laboratory per term
• Prerequisite: Audition

This course is for the study and performance of piano music for multiple pianists and works for voice/instrument(s) and piano from the Western Classical tradition. This course is held in a master class format and fulfills the ensemble recommendation for MUSIC 100. Solo instrumentalists and vocalists are encouraged to audition. CSU, UC

**MUSIC-255 Piano Repertoire and Performance**
1 unit SC
• *May be repeated three times*
• 54 hours lecture per term
• Prerequisite: Audition

This course is for the study and performance of keyboard works from the 18th, 19th and 20th/21st centuries in a master class format. New literature will be studied each semester. Audition required. CSU, UC

**MUSIC-256 Pedagogy for Studio Music Teachers**
1 unit SC
• *May be repeated three times*
• 54 hours lecture per term

This class is a practical study of pedagogy, or the science and art of teaching. This course is designed for current and aspiring studio music teachers of keyboard and instrumental students. Through performance, discussion, research, and lecture/demonstration, students will explore ways to augment, develop, and review methods of teaching and performance, gaining the ability to successfully work with learning styles of diverse population through utilizing an interdisciplinary approach. CSU

**MUSIC-270 Applied Projects in Music Industry Studies**
3 units SC
• *May be repeated three times*
• 36 hours lecture/54 hours laboratory per term
• Recommended: MUSIC 124, 172, 174, 181 or equivalents

This course is designed for students who are preparing for a career in the music industry and will emphasize the entrepreneurial skill-set needed for professional music production, marketing and distribution. Students will work on special production-oriented projects utilizing the college’s Internet radio station and record label as a laboratory. Working independently and in teams, students will practice and apply the music production tools and business skills they have developed in prior semesters of the Music Industry Studies program. Projects will vary from semester to semester. CSU

**MUSIC-298 Independent Study**
.5-3 units SC
• *May be repeated three times*
• Variable hours
• Note: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered.

This course is for special studies in music under the guidance of the music faculty. CSU

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**MUSIC LITERATURE – MUSLT**

Applied and Fine Arts Division
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

**MUSLT-110 Sounds of Music: Introduction to Music Literature**
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent

This course is an introduction to the experience of listening to music intelligently, with an awareness of rhythm, melody, harmony, timbre and form, as well as with historical perspective. Audio recordings, audio-video recordings, and live performances are used to study the evolution of Western musical styles and genres such as opera, symphony, concerto, and chamber music, as well as jazz and rock. Some comparison of Western musical traditions with those of other cultures will be included. CSU, UC

**MUSLT-112 America’s Music - A Multicultural Perspective**
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent

This course is based upon the idea that music is a cultural artifact - that music is culture. Students will explore, evaluate, compare, and contrast the diverse musics and traditions of America. This includes the cultural contributions and influences of major ethnic groups. The course will serve as an introduction to the field of ethnomusicology. Students will examine the historical, religious, political, and social contexts for music development and experience. Students will study the relation of music to cultural continuity and/or change within both mainstream and marginalized populations. CSU, UC
MUSLT-113 Introduction and History of Jazz and Rock Music
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course covers the introduction and history of jazz and rock music from traditional, ragtime, boogie-woogie, swing, bebop, and cool, to various contemporary jazz, rock and fusion art forms. It includes a study of the forces that have shaped the art from European, African, Latin, and African-American. The class explores the contributions and conflicts of African-Americans throughout the history and development of this American music. CSU, UC (credit limits may apply to UC - see counselor)

MUSLT-114 World Music
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course provides a survey of world music. Students will explore, evaluate, compare and contrast the diverse musics and traditions, focusing on the cultural contributions and influences in the Americas, Asia, the Middle East, Africa, Oceania, and Europe. Historical, cultural, philosophical, and social conditions in which music exists, its relationship to cultural continuity and/or change, as well as the artistic conditions in which musics and cultures develop will be explored through three primary lenses—sound, concept, and behavior. This course serves as an introduction to the field of ethnomusicology. CSU, UC

MUSLT-115 Introduction to Music Cultures of the Middle East and North Africa
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course provides a survey of Middle Eastern, North African and Diaspora music cultures. Students will study both rural and urban musical traditions, and how music making relates to religion, political, ethnic and national identity, popular culture, gender relations, and globalization. Historical, cultural, philosophical and social conditions in which music exists will be explored. Current global issues and events will be explored through evaluating the ways in which syncretic or hybrid musical forms emerge when Middle Eastern, Western and other musical and cultural elements blend or conflict. CSU, UC

MUSLT-116 Introduction to Native American Musics and Cultures
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course provides a survey of the numerous musical traditions, contributions and influences of native peoples found in culture regions in North, Central, and South America. Students will explore various culture-specific and pan-Indian traditions involving music and how these have been affected by colonization, historical and present-day social and political conditions. Current global issues and events will be explored through evaluating the ways in which syncretic or hybrid musical forms emerge when Native American, Western and other musical and cultural elements blend or conflict. Music will be evaluated as both a symbol of identification and a tool of resistance in the process of cultural continuity and change. Perspectives will be drawn from ethnomusicology, anthropology, sociology, the humanities, and multimedia- film/documentary, internet sources, and numerous listening examples. CSU, UC

MUSLT-117 History of Rock and R & B
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
The course will examine the history of rock and roll and its musical roots. Students will learn basic music listening skills while examining the multicultural history of rock and its connection to contemporary American culture. Audio recordings, audio-visual recordings, and live performances are used to study the evolution of rock and its various musical roots including blues, country, R and B, and folk music. CSU, UC (credit limits may apply to UC - see counselor)

MUSLT-118 History of Jazz
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course is for the study of the history of jazz music from traditional, ragtime, boogie-woogie, stride, swing, bebop, and cool, to various contemporary jazz, and fusion art forms. It includes a study of the forces that have shaped the art from European, African, Latin, and African-American influences. The class explores the contributions and conflicts of African-Americans throughout the history and development of this American music. CSU, UC (credit limits may apply to UC - see counselor)
MUSPF-107 Live Popular Concert Performance and Production
1 unit SC
- May be repeated three times
- 54 hours lecture per term
This course is a practical performance class in a professional venue environment. The focus of the course will be the fundamentals of integration an American roots performance ensemble (rock, soul, funk, blues, R & B, and country), booking an act, sound systems, and business concerns into the live performance experience. CSU

MUSPF-130 Jazz Workshop
1 unit SC
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition
This course is for the development of skills needed to play jazz. Skills addressed include intonation, rhythmic accuracy, tone, dynamic control, style specific articulation, phrasing, and expression, sight-reading, improvisation and practicing. Skills are developed in an ensemble setting. A variety of styles will be studied, including Medium Swing, Latin and Fusion. Public performance is included. New literature will be studied each semester. CSU, UC

MUSPF-134 Musical Theater Workshop
1 unit SC
- May be repeated three times
- 54 hours laboratory per term
- Prerequisite: Ability to perform on an instrument or sing as a soloist or a member of the chorus. Audition required.
This course provides training and experience for instrumentalists and vocalists in the production and presentation of a musical or an opera, with specific emphasis on American musical theater. CSU, UC

MUSPF-135 Vocal Jazz Ensemble
1 unit SC
- May be repeated three times
- 54 hours laboratory per term
- Prerequisite: Audition
This course is for the study, rehearsal and public performance of standard vocal jazz ensemble literature for mixed voices. New literature will be studied each semester. CSU, UC

MUSPF-136 Jazz Ensemble
1 unit LR
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition
This course is for the study of playing jazz both as a soloist and a member of section in a jazz ensemble. Skills addressed include section and ensemble intonation, rhythmic accuracy, tone, blend, balance, style specific articulation, phrasing, and expression, and improvisation. A variety of styles will be studied including Ballad, Shuffle and Funk. Public performance is included. New literature will be studied each semester. CSU, UC

MUSPF-137 Jazz Combos
1 unit SC
- May be repeated once
- 54 hours laboratory per term
- Prerequisite: Audition or equivalent
This is a course made up of small jazz combos that rehearse and perform a variety of jazz styles. The course develops the ability to improvise, sight read, and perform in a variety of small group settings. The combos will perform at various concerts and festivals. This course is for students with intermediate to advanced ability on an instrument or voice with improvisational experience. CSU, UC

MUSPF-140 Wind Ensemble
1 unit LR
- May be repeated three times
- 54 hours laboratory per term
- Prerequisite: Audition
This is a performance organization whose goals include the sight-reading, rehearsal and performance of a variety of wind ensemble literature. Each member of the group will become a better musician through individual practice and performance, listening and being an active part of the ensemble experience. New literature will be performed each semester. CSU, UC

MUSPF-142 Woodwind Ensemble
1 unit SC
- May be repeated three times
- 54 hours laboratory per term
- Prerequisite: Audition
This performance ensemble focuses on the sight-reading, rehearsal and performance of woodwind ensemble literature. Each member of the group will become a better musician through individual practice and performance, listening and being an active part of the ensemble experience. CSU, UC
MUSPF-144 Brass Ensemble
1 unit LR
- May be repeated three times
- 54 hours laboratory per term
- Prerequisite: Audition
This performance ensemble focuses on the sight-reading, rehearsal and performance of brass ensemble literature. Each member of the group will become a better musician through individual practice and performance, listening and being an active part of the ensemble experience. CSU, UC

MUSPF-162 Concert Choir
1 unit SC
- May be repeated three times
- 54 hours laboratory per term
- Prerequisite: Audition
This course is the study, rehearsal and public performance of standard choral literature for mixed voices. New literature will be studied each semester. CSU, UC

MUSPF-166 Chamber Singers
1 unit SC
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition
This course is for the study and performance of ancient through modern chamber choir literature. CSU, UC

MUSPF-168 Percussion Ensemble
1 unit SC
- May be repeated three times
- 54 hours laboratory per term
- Prerequisite: Audition
This performance ensemble focuses on the sight-reading, rehearsal and performance of percussion ensemble literature. Each member of the group will become a better musician through individual practice and performance, listening and being an active part of the ensemble experience. CSU, UC

MUSPF-176 String Ensemble
1 unit LR
- May be repeated three times
- 54 hours laboratory per term
- Prerequisite: Audition
This performance ensemble focuses on the sight-reading, rehearsal and performance of string ensemble literature. Each member of the group will become a better musician through individual practice and performance, listening and being an active part of the ensemble experience. CSU, UC

MUSPF-236 Night Jazz Band
1 unit SC
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition
This course is for the study of playing big band jazz in festival, club, and tour settings. A variety of styles will be studied, including Hip-Hop, odd-meter, and Fast Swing. The course includes working with a major guest artist. Public performance is included. New literature will be studied each semester. CSU, UC

MUSPF-240 Symphonic Band
1 unit LR
- May be repeated three times
- 54 hours laboratory per term
- Prerequisite: Audition
This is a performance organization whose goals include the sight-reading, rehearsal and performance of a variety of symphonic band literature. Each member of the group will become a better musician through individual practice and performance, listening and being an active part of the ensemble experience. New literature will be studied each semester. CSU, UC

MUSPF-290 DVC Philharmonic Orchestra
1 unit SC
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition required
- Note: The number of players per instrumental section is determined by instrumentation of the literature being studied and/or by standard orchestral proportions. Students not admitted to the orchestra will be directed to other music performance classes.
This course is for the study, rehearsal, and public performance of the standard Western classical orchestral literature along with new orchestral compositions. New literature will be studied each semester. CSU, UC
Diablo Valley College is approved by the California Board of Registered Nurses for continuing education credits (Provider # CEP 7992). Nutrition courses which can be used are NUTRI 115 and 160.

Possible career opportunities
Courses offered within the nutrition discipline prepare students for numerous career paths. These courses begin to prepare the student for careers in food science, dietetics, nursing, dental hygiene, restaurant management, and sports nutrition as well as many other food related or health related professions. Specific courses also meet the requirements for certain certificate program and majors offered at DVC and other colleges.

NUTRI-112 Weight Management
2 units SC  
• 36 hours lecture per term  
• Recommended: Eligibility for ENGL 122 or equivalent  
This course includes the principles of nutrition and behavioral self-management techniques as related to weight loss, weight maintenance and health status. Topics will include nutrient utilization, assessment of nutritional status, energy balance, weight standards, obesity as a public health issue, analysis of weight loss diets, supplements and programs, eating disorders, diet planning and diet analysis. CSU

NUTRI-115 Nutrition and Health: Personal Applications
3 units SC  
• 54 hours lecture per term  
• Recommended: Eligibility for ENGL 122 or equivalent  
This course is an introduction to nutrition designed for a variety of majors. The focus of this course is the application of basic nutrition concepts to personal life skills. The interface of culture, socioeconomic conditions and personal behaviors with nutritional health will be examined. Practical application of the course content includes, but is not limited to, personal nutrition assessments and diet planning. CSU, UC (credit limits may apply to UC - see counselor)

NUTRI-120 Sports Nutrition: Fueling the Athlete
3 units SC  
• 54 hours lecture per term  
• Recommended: Eligibility for ENGL 122 or equivalent  
This course includes the integration of the principles of nutrition and physical exercise in order to optimize physical fitness and athletic performance. Topics will include nutritional needs of the athlete like diet planning to optimize physical performance; diet analysis; energy systems and metabolism; efficiency of nutritional ergogenics; dietary supplements; sports drinks; the role of protein, carbohydrates, fats, vitamins, minerals and water in physical performance; body composition; weight gain; weight loss and weight maintenance; eating disorders; and the specific nutritional needs for different types of athletes and sports events. The course introduces students to the concepts and skills of locating, evaluating, synthesizing, and communicating information in various formats. CSU

NUTRI-150 Topics in Nutrition
3-4 units SC  
• May be repeated three times  
• Variable hours  
This course will supplement topics in the nutritional sciences, dietetics, food service and food technology. Specific topics will be announced. CSU

NUTRI-160 Nutrition: Science and Applications
3 units SC  
• 54 hours lecture per term  
• Recommended: Eligibility for ENGL 122 or equivalent  
This course covers the basic principles of the science of nutrition including a survey of the nutrients in food and their actions in health promotion and disease prevention. Diet planning principles and guidelines, nutrient recommendations and assessment throughout the human life cycle are covered. Course content is appropriate for majors in dental hygiene, nursing and allied health. CSU, UC (credit limits may apply to UC - see counselor)
Oceanography

Biological and Health Sciences Division
Dennis Smith, Dean
Science Center 102
925-685-1230 ext. 2359

Possible career opportunities
The diverse range of subjects examined and the multidisciplinary approach taken within the oceanography program prepares students for a variety of career paths. Courses focus on biological, physical, geological and chemical aspects of oceanography. Many oceanographers are employed as researchers and/or educators by public and private research institutions, universities, and colleges. Students graduating with degrees in oceanography or aquatic science fields may work as laboratory or field technicians; water monitoring specialists; for environmental protection, consulting and nonprofit firms; as observers aboard fishing vessels; or in the natural resource management fields. Limited numbers are employed to work with marine animals at aquariums, theme parks, or research facilities. Most career options are likely to require more than two years of college study.

OCEAN-101 Fundamentals of Oceanography
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: This course does not include a laboratory.
- Students requiring or wanting a laboratory to accompany this course should enroll in OCEAN 102 (formerly OCEAN 110).
- Formerly OCEAN 109

This course is an introduction to the geological, chemical, physical and biological aspects of the world's oceans and the interactions between these different aspects. Lecture topics will include (but are not limited to): The history of oceanography; historic and modern oceanographic instruments, methods of sampling and analysis; plate tectonics and marine geology; historic and modern uses of charts and navigational techniques; the marine-land interface; ecological problems of the local bay, estuary, delta and state wide water resources; oceans' roles as a dominant influence on the earth and its climate; ocean resource management and preservation of the marine environment; the deep sea; properties, animal diversity and evolutionary adaptations; and evolution by means of natural selection. Students will experience the role of oceanographer as they prepare for, participate in, and analyze data collected on a research expedition in local bay waters. CSU, UC

OCEAN-102 Fundamentals of Oceanography with Lab
4 units SC
- 54 hours lecture/54 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Students who have taken Fundamentals of Oceanography OCEAN 101 (formerly OCEAN 109) will not receive credit for Fundamentals of Oceanography OCEAN 102.
- Formerly OCEAN 110

This course is an introduction to the geographical, chemical, physical and biological aspects of the world's oceans and the interactions between these different aspects. Lecture topics will include (but are not limited to): The history of oceanography; historic and modern oceanographic sampling and analysis methods; the scientific method and its utilization in the ocean sciences; plate tectonics and marine geology; the marine-land interface; ecological problems of the local bay, estuary, delta and statewide water resources; oceans' roles as a dominant influence on the earth and its climate; ocean resource management and preservation of the marine environment; the deep sea; properties, animal diversity and evolutionary adaptations; and evolution by means of natural selection. Students will experience the role of oceanographer as they prepare for, participate in, and analyze data collected on a research expedition in local bay waters. CSU, UC

OCEAN-150 Topics in Oceanography
.3-4 units SC
- May be repeated three times
- Variable hours
- Formerly OCEAN 120

A supplemental course in oceanography to provide a study of current concepts and problems in oceanography and related subdivisions. Specific topics will be announced in the schedule of classes. CSU
Students with prior foreign language instruction should check with a language teacher regarding their proper placement in foreign language courses. The following system is generally used to determine the appropriate term of college work based on high school language: two years equal one college term; three years equal two college terms; four years equal three college terms.

Applied and Fine Arts Division
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

Possible career opportunities
The study of Persian can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, teaching, professional translating, journalism, and all levels of education, including university teaching. Most foreign language careers require more than two years of study.

PERSN-120 First Term Persian
3 units SC
5 units
• 90 hours lecture/18 hours laboratory by arrangement per term
This is a basic beginning course in understanding, speaking, reading, and writing Persian. It offers a balanced approach to the language and culture. Basic communicative functions and structures are introduced, as well as a basic exploration of the culture, history and geography of the Persian-speaking world. CSU, UC

PERSN-121 Second Term Persian
3 units SC
5 units
• 90 hours lecture/18 hours laboratory by arrangement per term
• Recommended: PERSN 120 or equivalent
This is a second semester sequential course in Persian which includes the understanding, speaking, reading, and writing of the language. A continuation of basic communicative structures and functions are presented, as well as a continued examination of the culture of the Persian-speaking world. The present and past perfect tenses will be introduced and vocabulary and cultural information will be expanded. CSU, UC

PERSN-150 Topics in Persian
.3–4 units SC
• May be repeated three times
• Variable hours
A supplemental course in Persian to provide a study of current concepts and problems in Persian and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

PERSN-155 First Term Conversational Persian
3 units SC
• 54 hours lecture per term
• Recommended: PERSN 155 or equivalent
This course is an introductory course in basic Persian conversation utilizing practical material with oral-aural practice based on this material. Calligraphy is included in the course. CSU

PERSN-156 Second Term Conversational Persian
3 units SC
• 54 hours lecture per term
• Recommended: PERSN 155 or equivalent
This course is a continuation of PERSN 155. Basic skills are expanded to include more complex conversational skills. Study of calligraphy is expanded. CSU

PERSN-157 Third Term Conversational Persian
3 units SC
• 54 hours lecture per term
• Recommended: PERSN 156 or equivalent
This course is a continuation of PERSN 156. Complex conversational skills are perfected, along with basic grammatical principles. Calligraphy is practiced as an art form beyond its usage as a form of writing. CSU

PHILOSOPHY – PHILO

Applied and Fine Arts Division
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

Possible career opportunities
For those who wish for a career in philosophy, teaching and research at the university level is an attractive option. There is also an emerging demand for experts in applied ethics, especially in the areas of medical, business, and environmental ethics. Most career options will require an advanced degree.
PHILO-120  Introduction to Philosophy
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course carefully and critically examines the most basic of human beliefs. Logic, epistemology, metaphysics, value theory (ethics and aesthetics), and philosophy of religion are explored at an introductory level. The vocabulary of philosophy and techniques of inquiry are included. CSU, UC

PHILO-122  Introduction to Ethics
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course is a systematic examination of major ethical theories, the nature of moral reasoning, as well as the evaluation of contemporary moral issues such as abortion, euthanasia and capital punishment. CSU, UC

PHILO-130  Critical Thinking: Reasoning in Everyday Life
3 units  SC
• 54 hours lecture per term
• Prerequisite: ENGL 122 or equivalent
This course introduces students to the principles of inductive and deductive inference and their practical applications in everyday situations such as problem solving and evaluation of arguments. The course examines the uses of language, formal and informal fallacies, syllogistic argument forms and scientific method. This course also develops the ability to integrate the principles of critical thinking with the techniques of effective written argument. CSU, UC

PHILO-140  Introduction to Judeo-Christian Tradition
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course is a critical examination of history, theology, literature, and traditions of Judaism and Christianity. CSU, UC

PHILO-141  Introduction to the Philosophy of Religion
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course is a general introduction to the nature of religion. Students will analyze central themes (such as revelation, faith and miracles) and issues (such as the problem of evil, and the relationship between religion and science). CSU, UC

PHILO-150  Topics in Philosophy
.3-.4 units  SC
• Variable hours
A supplemental course in philosophy to provide a study of current concepts and problems in philosophy and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

PHILO-220  Comparative Religion
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
The religious thought, experience, and ethical teachings of living religions of the world are examined, discussed and compared. Religions, which may be discussed, include Hinduism, Buddhism, Jainism, Sikhism, Zoroastrianism, Judaism, Christianity, and Islam. CSU, UC

PHILO-221  Contemporary Religious Movements
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course is an examination and study of thriving contemporary religious movements through background study, speakers from various movements, and visitations of services of these religious groups. CSU

PHILO-224  History of Western Philosophy: Pre-Socrates to Medieval Period
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course examines the philosophy of the pre-Socratics, Plato, and Aristotle, and of the Hellenistic and Medieval periods. CSU, UC

PHILO-225  History of Western Philosophy: Descartes to Present
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course examines continental rationalism (Descartes, Spinoza, and Leibniz), British empiricism (Locke, Berkeley, and Hume), Kant, 19th century and 20th century philosophy. CSU, UC

PHILO-298  Independent Study
.5-.3 units  SC
• May be repeated three times
• Variable hours
• Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend beyond courses offered.
• Recommended: Eligibility for ENGL 122 or equivalent
This course provides an opportunity for students to study special interests under direction of philosophy faculty. CSU
Possible career opportunities
A photography career offers exciting job prospects as a photojournalist, archivist, photo engraver, photographic craftsperson, photographic laboratory technician, illustrator, and commercial photographer (weddings, portraits, industrial, fashion, and architecture.)

PHYSICAL EDUCATION – PE
Activity courses - 0.5-2 units each, 18-108 hours of activity per term each, SC
Note: R-OK - May be repeated 3 times, beginning, intermediate, or advanced classes of the same activity may only be repeated a maximum of 3 times altogether. In the following activity the following activity courses, recreational and physical education skills are developed and attention is given to appropriate rules and techniques. This applies to all courses numbered 80 to 199.

PE-105 Water Aerobics
0.5-2 units SC
• May be repeated three times
• Variable hours
This is an activity course designed to improve muscular strength, flexibility and cardiovascular fitness, while reducing stress on the body by performing exercises in the water. Exercises will involve variations in movement and tempo to achieve fitness improvements. CSU, UC (credit limits may apply to UC - see counselor)

PE-106 Swimming
0.5-2 units SC
• May be repeated three times
• Variable hours
This is an activity course designed to teach the fundamental skills of swimming. Emphasis will be on proper swimming techniques for the four competitive swimming strokes. Instruction will also address personal swimming safety, swimming strength development, and health and fitness improvement through swimming. CSU, UC (credit limits may apply to UC - see counselor)

PE-107 Stretch and Yoga for Sports
0.5-2 units SC
• May be repeated three times
• Variable hours
A course introducing principles of stretch technique, yoga asanas and imagery/relaxation techniques with relationship to a particular sport or activity. Emphasis on general warm-up, flexibility and strengthening exercises and injury prevention. Preliminary flexibility and alignment measurement techniques are also examined. CSU, UC (credit limits may apply to UC - see counselor)

PE-108 Beginning Hatha Yoga
0.5-2 units SC
• May be repeated once
• Variable hours
• Formerly PE 114
This is an activity course exploring the principles of Hatha Yoga to achieve lifetime fitness. It incorporates yoga postures (asanas) designed to strengthen and tone the body. Breathing exercises, relaxation and meditation techniques are learned and practiced throughout the course. CSU, UC (credit limits may apply to UC - see counselor)

PE-109 Intermediate/Advanced Hatha Yoga
0.5-2 units SC
• May be repeated once
• Variable hours
• Recommended: PE 108 or equivalent
This is an activity course that emphasizes intense stretching, balancing, and building of muscular strength through yoga practice. A series of poses and breathing techniques will be practiced in order to create a more strenuous yoga
experience. Proper posture, relaxation and meditation techniques, as well as principles of healthy living, will be demonstrated and discussed throughout the course. The yoga experience is non-competitive. CSU, UC (credit limits may apply to UC - see counselor)

**PE-110 Water Polo**

.5-2 units SC
- May be repeated three times
- Variable hours
- Recommended: intermediate or above swimming ability

This is an activity course covering all aspects of the sport of water polo. The rules, equipment, techniques and strategies, etc., will be applied to in-class water polo competition. CSU, UC (credit limits may apply to UC - see counselor)

**PE-115 Body Sculpt**

.5-2 units SC
- May be repeated three times
- Variable hours

This is an activity course in guided strength training exercises performed to a specific music cadence and designed for improvement in muscular strength, muscular endurance and flexibility. Fitness assessments are performed and nutritional/wellness topics are discussed. CSU, UC (credit limits may apply to UC - see counselor)

**PE-116 Step Aerobics**

.5-2 units SC
- May be repeated three times
- Variable hours

This class is an aerobic cardiorespiratory fitness class which utilizes a variety of choreographed and non-choreographed movement patterns. Proper stepping techniques, coinciding and non-coinciding arm and leg patterns, floor exercises and mat work, light hand weights, stretching, abdominals, and lecture will be incorporated. CSU, UC (credit limits may apply to UC - see counselor)

**PE-117 Fitness Jogging**

.5-2 units SC
- May be repeated three times
- Variable hours

This is an activity course developing physical fitness through jogging. Students will learn how to improve running technique, assess cardiovascular effects of a jogging regiment, and develop an individualized jogging program for fitness and health. In addition, topics such as equipment, safety, nutrition, and injury prevention will be addressed. CSU, UC (credit limits may apply to UC - see counselor)

**PE-118 Triathlon Training**

.5-2 units SC
- May be repeated three times
- Variable hours

This course offers students the opportunity to cross-train in triathlon skills (swimming, biking, and running) and learn training methods to accomplish a high level of fitness through triathlon training. The history, rules, equipment, and safety concerns of triathlon are provided. Training methods and race strategies are also discussed. No previous experience in triathlons is needed. CSU, UC (credit limits may apply to UC - see counselor)

**PE-119 Fitness Walking**

.5-2 units SC
- May be repeated three times
- Variable hours

Intended for students of all fitness levels, who would like to utilize walking as a fitness enhancing activity. Walking routes begin on campus and explore a multitude of nearby parks and trails. Topics include: fitness and health assessment; equipment and safety; walking techniques; motivation; nutrition basics; program design and evaluation; volkssporting and more. CSU, UC (credit limits may apply to UC - see counselor)

**PE-120 Physical Fitness**

.5-2 units SC
- May be repeated three times
- Variable hours

This is an activity course designed to improve physical fitness through participation in flexibility routines, resistance training, core strengthening, and cardiovascular exercise. Fitness training that benefits a particular sport or activity may also be considered. The benefits of physical fitness as an aspect of overall well-being will be discussed. CSU, UC (credit limits may apply to UC - see counselor)

**PE-121 Aerobics**

.5-2 units SC
- May be repeated three times
- Variable hours

This course is designed to improve cardiovascular fitness, flexibility, muscular endurance and agility. A series of continuous movement exercises, with an emphasis on routines, will be carried out to high-energy music. CSU, UC (credit limits may apply to UC - see counselor)

**PE-124 Weight Training**

.5-2 units SC
- May be repeated three times
- Variable hours

This is an activity course that covers the techniques and training schedules of resistive strength training of all body parts. CSU, UC (credit limits may apply to UC - see counselor)
PE-125  Power Lifting
.5-2 units SC
• May be repeated three times
• Variable hours
This is an activity course designed to teach the basic elements of the sport of power lifting as well as provide a guide for effective power training. Safety and nutritional implications will also be discussed. CSU, UC (credit limits may apply to UC - see counselor)

PE-126  Super Circuit
.5-2 units SC
• May be repeated three times
• Variable hours
This is an activity course that combines aerobic and resistance training exercises to promote cardiovascular fitness and improve muscular strength, endurance, and flexibility. Individual health and fitness assessments will be conducted during the semester. Nutrition and other wellness topics will also be included. CSU, UC (credit limits may apply to UC - see counselor)

PE-127  Hips, Thighs and Abs
.5-2 units SC
• May be repeated three times
• Variable hours
Toning and strengthening exercises which emphasize hip, thigh, and ab (abdominal) areas. Range of motion at all joints will increase as a result of flexibility movements. General muscle tone and knowledge of anatomy will be included. Various aerobic techniques and props will be utilized including, but not limited to, therabands, xercuffs, mat work, and movements that Joe Pilates originated. CSU, UC (credit limits may apply to UC - see counselor)

PE-128  Cardio Kickboxing
.5-2 units SC
• May be repeated three times
• Variable hours
• Recommended: Ability to participate in vigorous activity
This course will combine skills and techniques from boxing, self defense and various forms of martial arts, such as, Karate and Muay Tai to promote a fun, yet effective and challenging aerobic workout. Jump rope and running will be primary cardiovascular activities. Flexibility, strength training, focus mitt training and muscular endurance activities may also be incorporated. CSU, UC (credit limits may apply to UC - see counselor)

PE-129  Stationary Cycling
.5-2 units SC
• May be repeated three times
• Variable hours
This is an activity course using group cycling training to develop cardiovascular fitness through group exercise training. Students will also utilize strength training, mental imagery, visualization, as well as assessment of cardiovascular fitness training level through heart rate monitoring. CSU, UC (credit limits may apply to UC - see counselor)

PE-130  Hiking
.5-2 units SC
• May be repeated three times
• Variable hours
• Note: Pick up a “Pre-course Information” sheet from the PE division office prior to first class session.
This activity class enables students to learn about hiking and safety skills while enjoying the beautiful parks and open space of the Bay Area. Students will learn hike preparation, map reading and trail marking skills. Hiking sites vary; routes are from 4-10 miles long, and are often hilly terrain. There are no overnight hiking trips. CSU, UC (credit limits may apply to UC - see counselor)

PE-131  Fitness After Fifty
.5-2 units SC
• May be repeated three times
• Variable hours
• Note: Students are advised to seek permission from their doctor before beginning course
A variety of fitness-enhancing activities designed for students over fifty of all fitness levels. Topics will include conditioning principles, goal-setting, fitness assessments and nutrition guidelines. Open to all students. CSU, UC (credit limits may apply to UC - see counselor)

PE-135  Power Lifting for Women
.5-2 units SC
• May be repeated three times
• Variable hours
This course provides a basic knowledge of the sport of women's power lifting and focuses on the three power lifts; squat, bench press and deadlift. Technique will be emphasized and comprehensive training programs will be individually developed. Periodization cycles will be applied to time peak performance. Health issues important to women will be discussed as they relate to power lifting. Open to all students. CSU, UC (credit limits may apply to UC - see counselor)
PE-144  Spirit Squad
  .5-2 units  SC
  • May be repeated three times
  • Variable hours
This course will prepare students to explore the techniques and values of a spirit squad. The student will examine, analyze, perform, and evaluate their role in promoting school spirit and student involvement at various campus activities. CSU

PE-150  Physical Education Activities
  .3-4 units  SC
  • May be repeated three times
  • Variable hours
A supplemental course in physical education to provide a study of current concepts and problems in fitness and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

PE-154  Badminton
  .5-2 units  SC
  • May be repeated three times
  • Variable hours
This is an activity course involving fundamental badminton techniques and strategies. Students will gain an understanding of the history, equipment, current rules, and scoring of badminton. In addition, students will develop stroke techniques, footwork skills, and knowledge of singles and doubles strategies. CSU, UC (credit limits may apply to UC - see counselor)

PE-158  Bowling
  .5-2 units  SC
  • May be repeated three times
  • Variable hours
The focus of this course is basic delivery technique, targeting, spare shooting and strategy. Additional topics include equipment, rules, etiquette, terminology and scoring. Students will participate in team competition as well as receiving instruction. CSU, UC (credit limits may apply to UC - see counselor)

PE-162  Beginning Golf
  .5-2 units  SC
  • May be repeated once
  • Variable hours
  • Note: Some class meetings will be held at Buchanan Field Golf Course
An introduction to the game of golf designed to provide the skill and knowledge necessary to successfully transition to playing golf on a course. Equipment selection will be covered as well as full swing fundamentals, ball flight principles, chipping, pitching and putting. CSU, UC (credit limits may apply to UC - see counselor)

PE-163  Intermediate/Advanced Golf
  .5-2 units  SC
  • May be repeated once
  • Variable hours
  • Recommended: PE 162 or equivalent
This is an activity course focusing on intermediate/advanced level golf skills. Primary participation is through playing nine holes of golf. CSU, UC (credit limits may apply to UC - see counselor)

PE-172  Beginning Tennis
  .5-2 units  SC
  • May be repeated three times
  • Variable hours
This is an activity course intended to introduce students to the game of tennis. The course will involve basic stroking methods, conditioning techniques, historical background, rules, scoring, as well as singles and doubles strategies. CSU, UC (credit limits may apply to UC - see counselor)

PE-173  Distance Track Training
  .5-2 units  SC
  • May be repeated three times
  • Variable hours
This is an activity course in distance running, interval and track training methods. Warm-up, stretching, interval training, cool down and recovery will be covered, as well as, information on types of racing, race strategies and techniques. Other topics to be explored include history, equipment, safety, assessing cardiovascular effects, running and race techniques, and values of distance running and interval training. CSU, UC (credit limits may apply to UC - see counselor)

PE-174  Pre-Season Track and Field Training
  .5-2 units  SC
  • May be repeated three times
  • Variable hours
This is an activity course for pre-season track and field conditioning. The student will have the opportunity to analyze techniques, develop training programs, and acquire a thorough working knowledge of the rules concerning their events. CSU, UC (credit limits may apply to UC - see counselor)

PE-178  Advanced Tennis
  .5-2 units  SC
  • Variable hours
  • Recommended: Prior tennis knowledge and competitive experience
This is an activity course that offers advanced tennis students opportunities to learn and experience complex stroke techniques. In addition, students will utilize advanced singles and doubles tactics and strategy, as well as, high level conditioning exercises. CSU, UC (credit limits may apply to UC - see counselor)
**PE-180  Baseball**  
.5-2 units SC  
- May be repeated three times  
- Variable hours  
- Recommended: Tryout audition

This is an activity course designed for students with previous baseball experience, who have aspirations of playing intercollegiate baseball. The history, rules, intermediate techniques and strategies, as well as conditioning for baseball will be addressed. CSU, UC (credit limits may apply to UC - see counselor)

**PE-182  Basketball**  
.5-2 units SC  
- May be repeated three times  
- Variable hours  
- Note: Students should be physically capable of performing vigorous exercise

A basketball course with emphasis on cardiovascular conditioning, techniques, rules and strategies of the full court game. CSU, UC (credit limits may apply to UC - see counselor)

**PE-185  Competitive Football Skills**  
.5-2 units SC  
- May be repeated three times  
- Variable hours  
- Recommended: Competitive HS football experience or equivalent

This course will provide on-the-field instruction of competitive football skills. Emphasis is placed on techniques and skills specific to the various positions on a football team. Team play and strategies will be practiced. CSU, UC (credit limits may apply to UC - see counselor)

**PE-186  Flag Football**  
.5-2 units SC  
- May be repeated three times  
- Variable hours

This is an activity course introducing students to the fundamentals of flag football. Rules of the game, safety, offensive and defensive skills, game strategy, and methods of scoring will also be addressed. CSU, UC (credit limits may apply to UC - see counselor)

**PE-188  Soccer**  
.5-2 units SC  
- May be repeated three times  
- Variable hours

This is an activity course emphasizing the fundamental skills and strategies of soccer. This course focuses on rules, etiquette, safety, and soccer skills, such as dribbling, passing, shooting and defending. Offensive and defensive positions and basic team strategies are also addressed. No previous soccer experience is necessary. CSU, UC (credit limits may apply to UC - see counselor)

**PE-190  Softball**  
.5-2 units SC  
- May be repeated three times  
- Variable hours

This is an activity class in individual and team skills in slow-pitch softball. The class will include proper hitting, catching and throwing, as well as game strategies. Rules of the game, equipment and safety considerations will also be addressed. CSU, UC (credit limits may apply to UC - see counselor)

**PE-192  Beginning Volleyball**  
.5-2 units SC  
- May be repeated once  
- Variable hours

This is an activity course designed to teach the student the beginning skills of volleyball and to incorporate them into successful non competitive team play. CSU, UC (credit limits may apply to UC - see counselor)

**PE-193  Intermediate/Advanced Volleyball**  
.5-2 units SC  
- May be repeated once  
- Variable hours  
- Recommended: PE 192 or equivalent

This is an activity course focused on intermediate/advanced volleyball knowledge and skills. The course will develop a higher level of performance and the utilization of multi-optional volleyball strategies. CSU, UC (credit limits may apply to UC - see counselor)

**PE-195  Plyometrics and Agility training for Female Athletes**  
.25-1 unit SC  
- May be repeated three times  
- Variable hours

This course focuses on out-of-season physical training for the female athlete and is designed to help improve performance and minimize the potential for injury. Training will include progressive plyometric techniques, agility drills, flexibility exercises and core strengthening techniques. Health and nutritional issues specific to the female athlete will also be addressed. CSU, UC (credit limits may apply to UC - see counselor)

**PE-199  Sport-Specific Athletic Conditioning**  
.5-2 units SC  
- May be repeated three times  
- Variable hours  
- Recommended: PE 192 or equivalent

An activity course designed for students to increase their physical conditioning, skill/technique level, and knowledge of a specific sport. See current class schedule for sport offerings. CSU, UC (credit limits may apply to UC - see counselor)
PE-298 Independent Study
.5-3 units SC
• May be repeated three times
• Variable hours
• Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

An opportunity for advanced students to study special interests under the direction of the faculty. CSU, UC (credit limits may apply to UC - see counselor)

PHYSICAL EDUCATION ADAPTIVE – PEADP

Physical Education, Athletics and Dance Division
Bill Trumbo, Interim Dean
Physical Education Office Building 104
925-685-1230 ext. 2736

PEADP-146 Adapted Individualized Exercise
.5-2 units SC
• May be repeated three times
• Variable hours
• Note: Medical release form must be completed by a physician. Register with DSS counselor.

This is an activity course designed to provide reasonable accommodations, in maintaining and/or increasing physical abilities, to students with disabilities. Exercises promoting balance, flexibility, muscular strength and endurance, aerobic conditioning, and coordination will be performed. Additional topics will include safety considerations, training principles and the importance of regular exercise for overall wellness. CSU, UC (credit limits may apply to UC - see counselor)

PEADP-148 Adapted Resistance Training
.5-2 units SC
• May be repeated three times
• Variable hours
• Note: Medical release form must be completed by a physician. Register with DSS counselor.

This is an activity course designed to provide reasonable accommodations in resistance training, to students with disabilities. Exercises emphasize muscular strength, muscular endurance, and flexibility. Additional topics will include safety considerations, resistance training principles, and the role of exercise in overall wellness. CSU, UC (credit limits may apply to UC - see counselor)

PEADP-149 Adapted Swimming
.5-2 units SC
• May be repeated three times
• Variable hours
• Note: Medical release form must be completed by a physician. Register with DSS counselor.

This is an activity course designed to provide reasonable accommodations in swimming, to students with disabilities. Students will utilize adapted/fundamental swimming skills for the purpose of improving aerobic conditioning. Additional topics will include aquatic safety methods, conditioning principles, and use of aquatic equipment. CSU, UC (credit limits may apply to UC - see counselor)

PEADP-151 Adapted Aquatic Exercise
.5-2 units SC
• May be repeated three times
• Variable hours
• Note: Medical release form must be completed by a physician. Register with DSS counselor.

This is an activity course designed to provide reasonable accommodations in aquatic exercise, to students with disabilities. Students will perform exercises in the water in order to maintain or improve muscular strength and endurance, aerobic conditioning, and flexibility. Students will also learn conditioning principles and develop a personalized program to continue after completing the course. CSU, UC (credit limits may apply to UC - see counselor)

PHYSICAL EDUCATION COMBATIVE – PECMB

Physical Education, Athletics and Dance Division
Bill Trumbo, Interim Dean
Physical Education Office Building 104
925-685-1230 ext. 2736

PECMB-110 Jujitsu
.5-2 units SC
• May be repeated three times
• Variable hours

This course will cover the historical perspective, philosophical meaning, and physical and safety aspects of jujitsu. This Japanese system of unarmed combat teaches students to yield to the opponents strength to gain a physical advantage. CSU, UC (credit limits may apply to UC - see counselor)
PECMB-111 Tae Kwon Do
.5-2 units SC
• May be repeated three times
• Variable hours
Tae Kwon Do is an ancient Korean Martial Art. Students will learn “the way of fist and foot” as well as the philosophy and mental discipline of Tae Kwon Do. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-112 Self-Defense
.5-2 units SC
• May be repeated three times
• Variable hours
Class will combine defensive techniques and concepts from Jujitsu, Judo, Karate, and Aikido. The student will master intricate moves, and gain strength and flexibility. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-113 Tai Chi Chuan
.5-2 units SC
• May be repeated once
• Variable hours
A slow moving Chinese martial art used as exercise and self-development. Based on the combined principles of hardness and softness overcoming each other, Tai Chi Chuan practice relieves stress, develops an increased sense of well-being, in addition to improving self-discipline, focus, and balance. The student will master intricate moves, gain strength, increase flexibility, and tone muscles. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-114 Aikido
.5-2 units SC
• May be repeated once
• Variable hours
A noncompetitive, non-fighting discipline comprising purely defensive techniques and principles of movement. Derived from Japanese warrior arts, this unique method of self-defense neutralizes an attack, redirecting the aggressor’s negative energy. Aikido also improves coordination while strengthening mind and body. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-116 Aikido Weapons - Jo and Bokken
.5-2 units SC
• May be repeated three times
• Variable hours
This is an activity course using Aikido weapons Jo (wooden staff) and Bokken (wooden sword.) The historical, philosophical, and safety aspects of Aikido weapons Jo and Bokken will also be explored. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-118 Judo
.5-2 units SC
• May be repeated three times
• Variable hours
This course will explore the historical perspective, recreational, and safety aspects of judo. Emphasize self-discipline, punctuality, courtesy, and respect as well as mental and physical training for self-defense. Judo emphasizes throws and pins. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-119 Karate
.5-2 units SC
• May be repeated three times
• Variable hours
This course will explore the historical perspective, philosophical meaning, and physical and safety aspects of Kajukembo Karate. Learn the way of the “empty hand” using legs, arms and fists as well as Kiai (a state of mind), which accompany each action. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-123 Intermediate Tai Chi Chuan
.5-2 units SC
• May be repeated once
• Variable hours
• Recommended: PECMB 113 or equivalent
This course will be a continuation of Tai Chi Chuan introducing more complicated forms of Tai Chi Chuan. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-124 Intermediate Aikido
.5-2 units SC
• May be repeated once
• Variable hours
• Recommended: PECMB 114 or equivalent
This intermediate aikido course will emphasize an increased pace and more intricate maneuvers of aikido. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-150 Topics in Martial Arts and Combatives
.3-4 units SC
• May be repeated three times
• Variable hours
A supplemental course is martial arts/combatives to provide a study of current concepts, movements and problems in combatives and related subdivisions. Specific topics will be announced in the schedule of classes. CSU
**PHYSICAL EDUCATION DANCE – PEDAN**

Physical Education, Athletics and Dance Division  
Bill Trumbo, Interim Dean  
Physical Education Office Building 104  
925-685-1230 ext. 2736

See also Dance – DANCE

**PEDAN-128 Pilates Mat Work**  
.5-2 units SC  
• **May be repeated three times**  
• **Variable hours**  
An introductory and basic mat class using exercises developed by Joseph Pilates focusing on intrinsic muscle groups. The class addresses individual needs, body alignment, core strength development, with emphasis placed on back and abdominal strengthening. CSU, UC (credit limits may apply to UC - see counselor)

**PEDAN-129 Introduction to Dance**  
.5-2 units SC  
• **May be repeated three times**  
• **Variable hours**  
An introductory course focusing on the development of coordination, rhythm, strength, flexibility, alignment and basic dance movement combinations. Secondary focus on basic musculoskeletal alignment, movement safety, and dance appreciation skills. CSU, UC

**PEDAN-130 Ballet Fundamentals**  
.5-2 units SC  
• **May be repeated three times**  
• **Variable hours**  
An introductory course in ballet technique. This class will focus on ballet barre, center adagio, allegro work, and across-the-floor combinations. It will also include an introduction to the history of the genre and principles of ballet as an art form. CSU, UC

**PEDAN-134 Beginning Pointe Technique**  
.5-2 units SC  
• **May be repeated three times**  
• **Variable hours**  
**Prerequisite: PEDAN 133 or equivalent**  
An activity course in classical training through the application of pointe technique. The class will focus on ballet line, musicality, sequences, strength, grace and the specifics of pointe technique. Course examines the historical origins of the pointe shoe/pointe work and further explores the history of ballet and the conceptual principles of ballet as an art form. CSU, UC

**PEDAN-136 Jazz Dance Fundamentals**  
.5-2 units SC  
• **May be repeated three times**  
• **Variable hours**  
An introductory course in jazz dance technique. This class will focus on technique, style, axial and locomotor movement. It will also include an introduction to the history of jazz dance. CSU, UC

**PEDAN-138 Beginning Tap Dance**  
.5-2 units SC  
• **May be repeated once**  
• **Variable hours**  
**Prerequisite: PEDAN 138 or equivalent**  
An activity course in beginning tap dance technique covering a range of tap dance styles, such as buck and wing, and rhythm tap dance. Cultural and historical aspects of this ethnic genre will be studied. CSU, UC

**PEDAN-141 Intermediate Tap Dance**  
.5-2 units SC  
• **May be repeated once**  
• **Variable hours**  
**Prerequisite: PEDAN 138 or equivalent**  
An activity class to improve tap dance skills, enhance personal style and introduce more advanced tap dance steps and combinations. Tap dance history and culture as well as various tap styles will be studied. CSU, UC

**PEDAN-142 Modern Dance Fundamentals**  
.5-2 units SC  
• **May be repeated three times**  
• **Variable hours**  
This beginning technique course will familiarize students with proper modern dance alignment, center work, and movement across the floor. Basic understanding of modern dance history and appreciation of dance as an art will be discussed. CSU, UC

**PEDAN-143 Country Western Line Dancing**  
.5-2 units SC  
• **May be repeated three times**  
• **Variable hours**  
An activity course introducing the steps, terminology, music, and culture of country-western line dancing. CSU, UC

**PEDAN-150 Topics in Dance Arts**  
.3-4 units SC  
• **May be repeated three times**  
• **Variable hours**  
A supplemental course in the dance arts to provide a study of current concepts and problems in dance field and related subdivisions. Specific topics will be announced in the schedule of classes. CSU
**PEDAN-155 World Dance Topics**
- .3-4 units SC
  - May be repeated three times
  - Variable hours

A supplemental course in world dance to provide a study of selected cultural traditions. Specific topics such as Japanese, Hawaiian or Mexican dance will be announced in the schedule of classes. CSU

**PEDAN-160 Beginning Ballroom/Social Dance**
- .5-2 units SC
  - May be repeated three times
  - Variable hours

An activity course of basic ballroom/social dance (partner) techniques, history, terminology, principles and other elements, including style and rhythm. Several dances will be covered, which may include swing, fox-trot, waltz, rumba, cha-cha, and tango. CSU, UC (credit limits may apply to UC - see counselor)

**PEDAN-161 Swing Dance**
- .5-2 units SC
  - May be repeated three times
  - Variable hours

This dance technique class will introduce students to the Swing dances. The techniques, terminology, steps, patterns, rhythms, music and history of the various Swing dances will be covered. This is a social dance class, but a partner is not required. CSU, UC

**PEDAN-162 Beginning Salsa and Latin Dance**
- .5-2 units SC
  - May be repeated three times
  - Variable hours

This dance technique class will introduce the student to the Latin dances, including Salsa. The techniques, terminology, steps, patterns, rhythms, music, history and development of a variety of Latin dances will be explored. This is a social dance class but a partner is not required. CSU, UC

**PEDAN-163 Intermediate Salsa and Latin Dance**
- .5-2 units SC
  - May be repeated once
  - Recommended: PEDAN 162 or equivalent

Intermediate level Salsa and Latin dance for students interested in improving their skills in these dances and partnering techniques. Increasingly complex techniques, patterns, terminology, rhythms, music history and development of a variety of Latin dances will be explored. CSU, UC

**PEDAN-165 Broadway Dance**
- .5-2 units SC
  - May be repeated three times
  - Variable hours

A dance technique class with an emphasis on American Broadway Musical dance. Dance styles from various musicals will be studied. Dance audition techniques for musicals will also be discussed. CSU, UC

**PHYSICAL EDUCATION INTERCOLLEGIATE – PEIC**

Physical Education, Athletics and Dance Division
Bill Trumbo, Interim Dean
Physical Education Office Building 104
925-685-1230 ext. 2736

**PEIC-200 Intercollegiate Baseball, Men**
- 3 units SC
  - May be repeated three times
  - 175 hours activity per term
  - Recommended: Competitive high school baseball experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

**PEIC-202A Intercollegiate Basketball-A, Men**
- 2 units SC
  - May be repeated once
  - 115 hours activity per term
  - Recommended: Competitive high school basketball experience or equivalent
  - Note: Fall semester only

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

**PEIC-202B Intercollegiate Basketball-B, Men**
- 1 unit SC
  - May be repeated once
  - 80 hours activity per term
  - Prerequisite: PEIC 202A or tryout audition
  - Note: Spring semester only

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)
### PEIC-203A Intercollegiate Basketball-A, Women

2 units SC

- May be repeated once
- 115 hours activity by arrangement per term
- Recommended: Competitive high school basketball experience or equivalent
- Note: Fall semester only

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

### PEIC-203B Intercollegiate Basketball-B, Women

1 unit SC

- May be repeated once
- 60 hours activity by arrangement per term
- Prerequisite: PEIC 203A or tryout audition
- Note: Spring semester only

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

### PEIC-204 Intercollegiate Cross Country, Men

3 units SC

- May be repeated three times
- 175 hours activity per term
- Recommended: Competitive high school cross country experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

### PEIC-205 Intercollegiate Cross Country, Women

3 units SC

- May be repeated three times
- 175 hours activity per term
- Recommended: Competitive high school cross country experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

### PEIC-206 Intercollegiate Football, Men

3 units SC

- May be repeated three times
- 175 hours activity per term
- Recommended: Competitive high school football experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

### PEIC-210 Intercollegiate Soccer, Women

3 units SC

- May be repeated three times
- 175 hours activity per term
- Recommended: Competitive high school soccer experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

### PEIC-215 Intercollegiate Softball, Women

3 units SC

- May be repeated three times
- 175 hours activity per term
- Recommended: Competitive high school softball experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

### PEIC-216 Intercollegiate Swimming and Diving, Men

3 units SC

- May be repeated three times
- 175 hours activity by arrangement per term
- Recommended: Competitive high school swimming/diving experience or equivalent

Instruction and intercollegiate competition is offered in swimming and diving to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

### PEIC-217 Intercollegiate Swimming and Diving, Women

3 units SC

- May be repeated three times
- 175 hours activity by arrangement per term
- Recommended: Competitive high school swimming/diving experience or equivalent

Instruction and intercollegiate competition is offered in swimming to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

### PEIC-218 Intercollegiate Tennis, Men

3 units SC

- May be repeated three times
- 175 hours activity per term
- Recommended: Competitive high school tennis experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)
Physical education intercollegiate

PEIC-219  Intercollegiate Tennis, Women
3 units SC
• May be repeated three times
• 175 hours activity per term
• Recommended: Competitive high school tennis experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

PEIC-220  Intercollegiate Track and Field, Men
3 units SC
• May be repeated three times
• 175 hours activity per term
• Recommended: Competitive high school track and field experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

PEIC-221  Intercollegiate Track and Field, Women
3 units SC
• May be repeated three times
• 175 hours activity per term
• Recommended: Competitive high school track and field experience or equivalent

Instruction and intercollegiate competition is offered in track and field to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

PEIC-223  Intercollegiate Volleyball, Women
3 units SC
• May be repeated three times
• 175 hours activity per term
• Recommended: Competitive high school volleyball experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

PEIC-224  Intercollegiate Water Polo, Men
3 units SC
• May be repeated three times
• 175 hours activity by arrangement per term
• Recommended: Competitive high school water polo experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

PEIC-225  Intercollegiate Water Polo, Women
3 units SC
• May be repeated three times
• 175 hours activity by arrangement per term
• Recommended: Competitive high school water polo experience or equivalent

Instruction and intercollegiate competition is offered in this sport to those students who are selected, based on tryouts, prior to the start of the sport season. CSU, UC (credit limits may apply to UC - see counselor)

PHYSICAL EDUCATION THEORY – PETHE

Possible career opportunities
A certified athletic trainer is an allied health care professional who works as a consultant and advisor to athletes, parents and coaches. A certified athletic trainer must obtain a bachelor’s degree from a CAAHEP accredited program. After obtaining a BS a graduate can work as a certified athletic trainer, physical therapist, physician, podiatrist or physician assistant.

Associate in science degrees
Coaching
Fitness instruction/personal training
Sports medicine/athletic training

Certificates of achievement
Coaching
Fitness instruction/personal training

Associate in science degree - Coaching
The associate in science degree in physical education: coaching (sport specific) is designed for students who are interested in obtaining a job as an athletic coach. The associate in science degree is appropriate for those students who wish to become a youth or secondary school coach. Specific sport options offered include baseball, basketball, cross-country, football, soccer, softball, swimming, tennis, track and field, volleyball and water polo. Students who wish to transfer to four-year institutions must consult with program faculty and college counselors to insure that the requirements for transfer to appropriate institutions are met. Possible programs at the baccalaureate level include study toward a teaching credential to become a secondary school teacher/coach or other degree preparing the student to become a college coach. To earn a degree, students must
complete each course used to meet a major requirement with a “C” grade or higher and complete all graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however the units are only counted once.

**major requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI 230</td>
<td>Advanced First Aid and CPR</td>
<td>3</td>
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<tr>
<td>PETHE 259</td>
<td>Sports and Exercise Psychology</td>
<td>3</td>
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<tr>
<td>PETHE 281</td>
<td>Principles of Optimizing Human Performance</td>
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<tr>
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<tbody>
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<td>NUTRI 120</td>
<td>Sports Nutrition: Fueling the Athlete</td>
</tr>
<tr>
<td>NUTRI 160</td>
<td>Nutrition: Science and Applications</td>
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<tr>
<td>PETHE 262</td>
<td>Theory of Coaching Basketball</td>
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<td>PE 106, PE 110, PE 172, PE 173, PE 174, PE 180, PE 182, PE 185, PE 188, PE 190, PE 192, PE 193, PE 199</td>
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</table>

* activity course or intercollegiate athletic participation must be selected in area of coaching emphasis.

**Total units for the major**  21-22

**recommended degree electives**

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<td>Human Anatomy</td>
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<td>Introduction to Kinesiology</td>
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<td>PETHE 279</td>
<td>Overview of Sports Medicine and Fitness Professions</td>
</tr>
<tr>
<td>PETHE 285</td>
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</tbody>
</table>

**Associate in science degree - Fitness instruction/personal training**

The associate in science degree in physical education: fitness instruction is a two-year course of study designed for students who are interested in a career in the fitness industry. The associate in science degree is appropriate for those students who wish to become a personal trainer or group exercise instructor. All students will take the core courses as indicated and then choose either the personal trainer or group exercise option. Completion of the degree will also prepare students to sit for one of the national personal training or group exercise instructor certification examinations. Students who intend to transfer to a four-year institution must consult with program faculty and college counselors to insure that the requirements for transfer to appropriate institutions are met. Possible programs of study at the baccalaureate level include kinesiology, exercise science, strength and conditioning. To earn a degree, students must complete each course used to meet a major requirement with a “C” grade or higher and complete all graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however the units are only counted once.

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</tr>
</tbody>
</table>

* activity course or intercollegiate athletic participation must be selected in area of coaching emphasis.

**Total units for the major**  21-22

**Emphasis requirements:** All students will complete the core courses above and also select an area of emphasis below.

**Personal training emphasis**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>PETHE 291</td>
<td>Professional Aspects of Personal Training and Fitness Instruction</td>
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</table>

**plus at least 2 units from:**

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<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>PE 124</td>
<td>Weight Training</td>
<td>0.5-2</td>
</tr>
<tr>
<td>PE 125</td>
<td>Power Lifting</td>
<td>0.5-2</td>
</tr>
<tr>
<td>PE 126</td>
<td>Super Circuit</td>
<td>0.5-2</td>
</tr>
<tr>
<td>PE 135</td>
<td>Power Lifting for Women</td>
<td>0.5-2</td>
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</tbody>
</table>
Group exercise emphasis

PETHE 293 Professional Aspects of Group Exercise Instruction........................................ 2

plus 3 units from a minimum of three courses from:

PE 107 Stretch and Yoga for Sports .................... 0.5-2
PE 108 Beginning Hatha Yoga.......................... 0.5-2
PE 116 Step Aerobics........................................ 0.5-2
PE 121 Aerobics ............................................. 0.5-2
PE 126 Super Circuit........................................ 0.5-2
PE 127 Hips, Thighs and Abs ............................ 0.5-2
PE 128 Cardio Kickboxing ................................. 0.5-2
PE 129 Stationary Cycling ................................. 0.5-2

Total units for the major 27-29

recommended degree electives

BUSBG 191 Small Business Management ................ 3
PETHE 279 Overview of Sports Medicine and Fitness Professions ........................................ 3
PETHE 285 Advanced Sports Medicine and Athletic Training .............................................. 3
PETHE 210 Introduction to Kinesiology .................... 3
PETHE 283 Introduction to Sports Massage ................ 3
PETHE 292 Personal Training National Examination Preparation ........................................ 3

Associate in science degree - Sports medicine/athletic training

The associate in science degree in sports medicine/athletic training program is a two-year course of study designed for students interested in becoming allied health care professionals such as athletic trainers or physical therapists. It combines academic, laboratory, and clinical experience to prepare students for further study or to obtain employment as an entry-level rehabilitation/allied health paraprofessional. Earning this degree may facilitate the student's transfer to appropriate institutions of their choice. Students who wish to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to appropriate institutions of their choice are met. Students must complete each course used to meet a major requirement with a “C” grade or higher and maintain an overall GPA of 2.75 or higher and complete all graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once.

major requirements

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<tr>
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<tbody>
<tr>
<td>BIOSC 139</td>
<td>Human Anatomy .......................... 5</td>
</tr>
<tr>
<td>HSCI 124</td>
<td>Health and Wellness...................... 3</td>
</tr>
<tr>
<td>PETHE 279</td>
<td>Overview of Sports Medicine and Fitness Professions ................ 3</td>
</tr>
<tr>
<td>PETHE 281</td>
<td>Principles of Optimizing Human Performance .................. 3</td>
</tr>
<tr>
<td>PETHE 282</td>
<td>Exercise Techniques and Physical Fitness Testing ................ 1</td>
</tr>
</tbody>
</table>

Certificate of achievement - Coaching

The coaching certificate of achievement (sport specific) is a one-year course of study that prepares students to be an effective recreational, youth or secondary school coach. Specific sport options offered include baseball, basketball, cross-country, football, soccer, softball, swimming, tennis, track and field, volleyball, and water polo. To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a grade of “C” or higher.

required courses

<table>
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<tr>
<th>course</th>
<th>units</th>
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<tbody>
<tr>
<td>HSCI 230</td>
<td>Advanced First Aid/CPR .................... 3</td>
</tr>
<tr>
<td>PETHE 259</td>
<td>Sports and Exercise Psychology ........... 3</td>
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<td>PETHE 281</td>
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<td>Exercise Techniques and Physical Fitness Testing ................................ 1</td>
</tr>
<tr>
<td>PETHE 284</td>
<td>Introduction to Sports Medicine and Athletic Training .................... 3</td>
</tr>
</tbody>
</table>

*One course selection from Biology OR from Chemistry must have a laboratory.
plus at least 3 units from:
NUTRI 115 Nutrition and Health: Personal Applications. 3
NUTRI 120 Sports Nutrition: Fueling the Athlete. 3
NUTRI 160 Nutrition: Science and Applications. 3

plus at least 3 units from:
PETHE 262 Theory of Coaching Basketball. 3
PETHE 263 Theory of Coaching Cross Country. 3
PETHE 264 Theory of Coaching Football. 3
PETHE 265 Theory of Coaching Soccer. 3
PETHE 266 Theory of Coaching Tennis. 3
PETHE 267 Theory of Coaching Track and Field. 3
PETHE 268 Theory of Coaching Swimming. 3
PETHE 269 Theory of Coaching Water Polo. 3
PETHE 270 Theory of Coaching Baseball. 3
PETHE 271 Theory of Coaching Softball. 3
PETHE 272 Theory of Coaching Volleyball. 3

plus at least 2 units from: *
PE 106, PE 110, PE 172, PE 173, PE 174, PE 180, PE 182, PE 185, PE 188, PE 190, PE 192, PE 193, PE 199

or

PEIC 200, PEIC 202A or B, PEIC 203A or B, PEIC 204, PEIC 205, PEIC 206, PEIC 210, PEIC 215, PEIC 216, PEIC 217, PEIC 218, PEIC 219, PEIC 220, PEIC 221, PEIC 223, PEIC 224, PEIC 225

* Selected activity course or intercollegiate athletic participation must correlate with theory of coaching course.

Total units required 21-22

Certificate of achievement - Fitness instruction/personal training

The fitness instruction/personal training certificate program is a one-year course of study that prepares students to obtain entry-level employment as a personal trainer or group exercise instructor. All students will complete the core courses as indicated and then choose either the personal trainer or group exercise option. Completion of the certificate requirements will also prepare students to sit for one of the national personal training or group exercise options. Emphasis requirements: All students will complete the core courses above and also select an area of emphasis below.

Personal training emphasis
PE 124 Weight Training. 1
PETHE 291 Professional Aspects of Personal Training and Fitness Instruction. 3

Group exercise emphasis
PETHE 293 Professional Aspects of Group Exercise Instruction. 2

plus 2 units from a minimum of two courses from:
PE 107 Stretch and Yoga for Sports. 0.5-2
PE 108 Beginning Hatha Yoga. 0.5-2
PE 116 Step Aerobics. 0.5-2
PE 121 Aerobics. 0.5-2
PE 126 Super Circuit. 0.5-2
PE 127 Hip, Thighs and Abs. 0.5-2
PE 128 Cardio Kickboxing. 0.5-2
PE 129 Stationary Cycling. 0.5-2

Total units required 20

PETHE-150 Topics in Physical Education Theory
3-4 units SC
• May be repeated three times
• Variable hours
• Recommended: Prerequisites may vary with topic offered, depending upon depth of topic

A supplemental course in physical education theory to provide a study of topics not covered in other courses or to address current developments in the field. Specific topics to be announced. CSU

PETHE-187 Analysis of the Multiple Aspects of Modern Day Football
0.5-2 units SC
• May be repeated three times
• Variable hours
• Recommended: Tryout auditions or equivalent

Review and analyze offensive and defensive schemes of daily practice video and opponent game film. Implement and install weekly game plans on offense, defense, and special teams (kicking game). CSU, UC (credit limits may apply to UC - see counselor)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
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<td>PETHE-210</td>
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<td><strong>54 hours lecture per term</strong></td>
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<td><strong>Recommended:</strong> Eligibility for ENGL 122 or equivalent</td>
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<td>This is an introductory course that surveys various subdisciplines related to the study of human movement. Students will examine the areas of history, sociology, biomechanics, physiology, and psychology, as they relate to the sport and exercise environment. In addition, students will explore three career pathways involving the study of human movement; teaching, research, and professional practice. The course introduces students to the concepts and skills of locating, evaluating, synthesizing, and communicating information in various formats. CSU, UC (credit limits may apply to UC - see counselor)</td>
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<td>PETHE-259</td>
<td>Sports and Exercise Psychology</td>
<td>3</td>
<td>SC</td>
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<td>This course addresses the scientific approach to the psychological component of sport and exercise performance. Topics such as personality, motivation, group dynamics, leadership, etc., will be covered. Specific psychological skills training methods for enhancing performance will be discussed. In addition, the connection between sport and exercise participation to health, wellness and psychological development will be addressed. CSU</td>
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<td>PETHE-262</td>
<td>Theory of Coaching Basketball</td>
<td>3</td>
<td>SC</td>
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<td>This course is designed to provide students with an understanding of all facets of coaching basketball. The history, terminology, rules, strategies, skills, methods of instruction, conditioning, mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor)</td>
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<td>PETHE-263</td>
<td>Theory of Coaching Cross Country</td>
<td>3</td>
<td>SC</td>
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<td>This course is designed to provide students with an understanding of all facets of coaching cross country. The history, terminology, rules, strategies, skills, methods of instruction, conditioning mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor)</td>
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<td>PETHE-264</td>
<td>Theory of Coaching Football</td>
<td>3</td>
<td>SC</td>
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<td><strong>54 hours lecture per term</strong></td>
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<td>This course is designed to provide students with an understanding of all facets of coaching football. The history, terminology, rules, strategies, skills, methods of instruction, conditioning mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor)</td>
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<td>PETHE-265</td>
<td>Theory of Coaching Soccer</td>
<td>3</td>
<td>SC</td>
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<td><strong>54 hours lecture per term</strong></td>
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<td>This course is designed to provide students with an understanding of all facets of coaching soccer. The history, terminology, rules, strategies, skills, methods of instruction, conditioning mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor)</td>
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<td>PETHE-266</td>
<td>Theory of Coaching Tennis</td>
<td>3</td>
<td>SC</td>
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<td><strong>54 hours lecture per term</strong></td>
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<td>This course is designed to provide students with an understanding of all facets of coaching tennis. The history, terminology, rules, strategies, skills, methods of instruction, conditioning, mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor)</td>
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<td>PETHE-267</td>
<td>Theory of Coaching Track and Field</td>
<td>3</td>
<td>SC</td>
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<td><strong>54 hours lecture per term</strong></td>
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<td>This course is designed to provide students with an understanding of all facets of coaching track and field. The history, terminology, rules, strategies, skills, methods of instruction, conditioning, mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor)</td>
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Pethe-268 Theory of Coaching Swimming
3 units SC
• 54 hours lecture per term
This course is designed to provide students with an understanding of all facets of coaching swimming. The history, terminology, rules, strategies, skills, methods of instruction, conditioning, mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor).

Pethe-269 Theory of Coaching Water Polo
3 units SC
• 54 hours lecture per term
This course is designed to provide students with an understanding of all facets of coaching water polo. The history, terminology, rules, strategies, skills, methods of instruction, conditioning, mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor).

Pethe-270 Theory of Coaching Baseball
3 units SC
• 54 hours lecture per term
This course is designed to provide students with an understanding of all facets of coaching baseball. The history, terminology, rules, strategies, skills, methods of instruction, conditioning, mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor).

Pethe-271 Theory of Coaching Softball
3 units SC
• 54 hours lecture per term
This course is designed to provide students with an understanding of all facets of coaching softball. The history, terminology, rules, strategies, skills, methods of instruction, conditioning, mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor).

Pethe-272 Theory of Coaching Volleyball
3 units SC
• 54 hours lecture per term
This course is designed to provide students with an understanding of all facets of coaching volleyball. The history, terminology, rules, strategies, skills, methods of instruction, conditioning, mental preparation, and program building will be covered. This course is appropriate for those looking for a career in coaching, current youth coaches and the athlete wanting to increase their knowledge of the sport. No previous coaching experience is necessary. CSU, UC (credit limits may apply to UC - see counselor).

Pethe-275 Track and Field Officiating
2 units P/NP
• 18 hours lecture/54 hours laboratory per term
The primary focus of this course is to educate athletes, former athletes, coaches and current track and field officials on the aspects of track and field officiating. A secondary focus is to keep students current on rule changes, processes and procedures. CSU, UC (credit limits may apply to UC - see counselor).

Pethe-279 Overview of Sports Medicine and Fitness Professions
2 units SC
• 36 hours lecture per term
This course will acquaint students with various sports medicine, fitness and health care professions. Information to be presented includes job descriptions, educational and certification requirements, work environment and potential salary range. CSU.

Pethe-281 Principles of Optimizing Human Performance
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course explores the body’s adaptations to exercise and teaches students how to develop fitness programs to maximize these strength and conditioning adaptations. The information presented is valuable for students interested in professions such as personal training, physical therapy, athletic training/sports medicine, teaching and coaching, as well as for people who just want to improve their own fitness level or athletic performance. This knowledge will also prepare students intending to sit for national personal training exams. CSU, UC (credit limits may apply to UC - see counselor).
PETHE-282 Exercise Techniques and Physical Fitness Testing
1 unit SC
- 54 hours laboratory per term
- Recommended: PETHE 281 or equivalent (may be taken concurrently)
This course is a companion lab course to PETHE 281. It will teach students how to instruct others in the proper techniques of strength training and conditioning exercises. It will also teach students how to assemble and conduct testing programs to determine fitness levels and evaluate progress in exercise programs. This knowledge will assist students who plan to sit for a national personal training examination. CSU, UC (credit limits may apply to UC - see counselor)

PETHE-283 Introduction to Sports Massage
1.5 units SC
- May be repeated three times
- 18 hours lecture/27 hours laboratory per term
This course will present the theory of massage and its role in treating athletic injuries. It will also give the students experience in the application of a variety of massage, stretching and relaxation techniques. CSU

PETHE-284 Introduction to Sports Medicine and Athletic Training
3 units SC
- 36 hours lecture/54 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course will provide the future coach, athletic trainer and other health care providers with the basic theoretical knowledge and practical skills necessary for the proper and effective management of common injuries. The students will also develop the ability to recognize these injuries, manage emergency situations and apply preventative taping. CSU, UC (credit limits may apply to UC - see counselor)

PETHE-285 Advanced Sports Medicine and Athletic Training
3 units SC
- 36 hours lecture/54 hours laboratory per term
- Prerequisite: PETHE 284 or equivalent
This course builds on concepts from PETHE 284. It will provide the student with the theoretical knowledge and practical skills necessary to evaluate and rehabilitate injuries. The medical and surgical management of injuries will be discussed in presentations by orthopedic surgeons and podiatrists. CSU

PETHE-286 Clinical Experiences in Sports Medicine and Athletic Training I
2 units SC
- 108 hours laboratory by arrangement per term
- Prerequisite: PETHE 284 or equivalent (may be taken concurrently)
This course will expose students to basic injury prevention and care. The student will observe and assist athletic trainers in administering health care to the DVC athletes. Skills to be learned and performed include prophylactic taping and wrapping, immediate injury management and modality application. CSU

PETHE-287 Clinical Experiences in Sports Medicine and Athletic Training II
2 units SC
- 108 hours laboratory by arrangement per term
- Prerequisite: PETHE 285 (may be taken concurrently) and PETHE 286 or equivalent
This course will expose students to athletic injury evaluation and career exploration. The student will observe and assist athletic trainers in evaluating and treating DVC athletes. This will be augmented by off-campus observations of physicians and therapists. CSU

PETHE-288 Clinical Experiences in Sports Medicine and Athletic Training III
2 units SC
- May be repeated once
- 108 hours laboratory by arrangement per term
- Prerequisite: PETHE 287 or equivalent
This course will expose the student to advanced athletic injury evaluation and rehabilitation. The emphasis in this course will be problem solving and professional development. The student will observe and assist athletic trainers in evaluating and rehabilitating DVC athletes. This will be augmented by off-campus observations of surgery. CSU

PETHE-291 Professional Aspects of Personal Training
3 units SC
- 54 hours lecture per term
- Recommended: PETHE 281 or equivalent
- Formerly PETHE 280
This course is for students who are, or aspire to be, personal trainers. It will provide practical information on how to become certified as a personal trainer, effectively work with clients, including those within special populations, as well as start and manage a personal training business. CSU
Pethe-292 Personal Training National Exam Preparation
2 units SC
- 36 hours lecture per term
- Recommended: PETHE 291 or equivalent
This course is designed to provide students with the information necessary to sit for a National Personal Training Exam. It will expand upon information presented in other personal training courses to emphasize knowledge required for these exams. CSU

Pethe-293 Professional Aspects of Group Exercise Instruction
2 units SC
- 18 hours lecture/54 hours laboratory per term
- Recommended: PETHE 281 or equivalent
This course prepares potential fitness instructors for the practical aspects of teaching and performing as a group fitness professional within the fitness industry. The areas to be covered include, but are not limited to, step aerobics, Hi/Lo aerobics, spinning, water aerobics, and kickboxing. Principles of group exercise instruction guidelines for group exercise class segments, music use and verbal cues, as well as practical teaching skills, equipment usage and safety will be included. Preparation for national examination will also be incorporated. CSU

Pethe-298 Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend beyond courses offered
An opportunity for students with special interests in a particular field to undertake special studies in that field under direction of the faculty. CSU

PhySC-112 Fundamentals of Physical Science
3 units SC
- 54 hours lecture per term
- Prerequisite: MATH 110 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
An overview of the physical sciences of astronomy, physics, chemistry and earth science. The principles developed will be used to explain our present day knowledge of the universe and our physical environment. CSU, UC (credit limits may apply to UC - see counselor)

PhySC-150 Topics in Physical Science
1-3 units LR
- May be repeated three times
- Variable hours
A supplemental course designed to provide instruction in areas of the physical sciences not covered by any of the present courses. Specific topics to be announced. CSU

PhySC-298 Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend beyond courses offered
An opportunity for students with special interests in a particular field to undertake special studies in that field under direction of the faculty. CSU

Possible career opportunities
Physical science focuses on concepts, processes and the interrelationship of physical phenomena as studied in any combination of the physical science disciplines, such as astronomy, earth science and physics. There are several career options in academics - research and teaching, as well as applied science and industry. Many of the career options require advanced and specialized training in one or a combination of the sub-disciplines of physical science.
PHYS-110  Elementary Physics  
3 units  LR  
- 54 hours lecture per term  
- Prerequisite: MATH 110 and 114 or equivalent  
- Recommended: Concurrent enrollment in PHYS 111  
A study of forces, motion, heat, electricity and magnetism, optics and matter, with discussions, experimental illustration, and problem solving. CSU, UC (credit limits may apply to UC - see counselor)

PHYS-111  Physics Laboratory  
2 units  LR  
- 18 hours lecture/36 hours laboratory per week  
- Prerequisite: PHYS 110 (may be taken concurrently)  
- Recommended: Eligibility for ENGL 122 or equivalent  
The laboratory experience will include measurement and analysis of mechanical, thermal, electrical and optical phenomena. CSU, UC (credit limits may apply to UC - see counselor)

PHYS-113  Elementary Modern Physics: From Atoms to the Big Bang  
3 units  SC  
- 54 hours lecture per term  
- Prerequisite: MATH 110 and 114 or equivalent  
Introduction to the ideas of modern physics, including the relativity of space and time, Einstein's theory of gravity, the Big Bang Theory of the origin of the universe, the birth and death of stars, black holes, photons, atoms, quantum uncertainty, the nucleus, radioactivity, and nuclear energy. The emphasis will be on concepts, not mathematical problem solving. CSU, UC

PHYS-120  General College Physics I  
4 units  LR  
- 90 hours lecture/36 hours laboratory per term  
- Prerequisite: MATH 121 or equivalent  
- Recommended: Eligibility for ENGL 122 or equivalent  
First semester college physics for Life Science majors and others. A lecture and laboratory study of mechanics, heat and sound. CSU, UC (credit limits may apply to UC - see counselor)

PHYS-121  General College Physics II  
4 units  LR  
- 90 hours lecture/36 hours laboratory per term  
- Prerequisite: PHYS 120  
Second semester college physics for Life Science majors and others. A lecture and laboratory study of electricity, magnetism, light and modern physics. CSU, UC (credit limits may apply to UC - see counselor)

PHYS-124  Calculus Supplement for Physics 120  
.5 unit  LR  
- 9 hours lecture per term  
- Prerequisite: PHYS 120 (may be taken concurrently) and MATH 182 or MATH 192 (may be taken concurrently)  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course adds calculus to the mathematical techniques used in PHYS 120 (general physics). This course is required of Architecture and Biological Science majors transferring to UC Berkeley and may be a requirement at other UC campuses. CSU, UC (credit limits may apply to UC - see counselor)

PHYS-125  Calculus Supplement for Physics 121  
.5 unit  LR  
- 9 hours lecture per term  
- Prerequisite: PHYS 121; and MATH 183 or MATH 193 (all may be taken concurrently)  
- Recommended: Eligibility for ENGL 122 or equivalent  
This course adds calculus to the mathematical techniques used in PHYS 121 (general physics). This course is required of Architecture and Biological Science majors transferring to UC Berkeley and may be a requirement at other UC campuses. CSU, UC (credit limits may apply to UC - see counselor)

PHYS-129  Introductory Physics for Engineers  
4 units  SC  
- 90 hours lecture/36 hours laboratory per term  
- Co-requisite: MATH 192 or equivalent (may be taken previously)  
- Recommended: Eligibility for ENGL 122 or equivalent  
A core study of vectors, motion, forces, momentum, energy and rotating systems. One or more additional topics such as geometric optics, electricity, the atomic nature of matter or the study of fluids will also be presented. In order to prepare the student for success in the engineering physics sequence, the student will be introduced to basic vocabulary and techniques of studying physics. Portions of this course may be taught online, for example: problem solving or discussion. Recommended for students who are not confident in their basic physics skills, especially those who have never had physics before. CSU, UC (credit limits may apply to UC - see counselor)

PHYS-130  Physics for Engineers and Scientists A: Mechanics and Wave Motion  
4 units  LR  
- 90 hours lecture/36 hours laboratory per term  
- Prerequisite: PHYS 129 or equivalent; MATH 193 (may be taken concurrently)  
- Recommended: Eligibility for ENGL 122 or equivalent  
Physics for engineering, physics, and chemistry majors. A lecture and laboratory study of mechanics. CSU, UC (credit limits may apply to UC - see counselor)
PHYS-150  Topics in Physics
.5-4 units LR
•  May be repeated three times
•  Variable hours
•  Prerequisite: MATH 192 or equivalent (may be taken concurrently)

This is a supplemental course designed to provide instruction in areas of physics not covered by any of the present courses. Specific topics will vary and will be announced. CSU

PHYS-230  Physics for Engineers and Scientists B: Heat and Electro-Magnetism
4 units LR
•  90 hours lecture/36 hours laboratory per term
•  Prerequisite: PHYS 130 or equivalent; MATH 292 (may be taken concurrently)
•  Recommended: Eligibility for ENGL 122 or equivalent

A continuation of Physics 130. Fundamentals of thermodynamics, electricity, and magnetism. CSU, UC (credit limits may apply to UC - see counselor)

PHYS-231  Physics for Engineers and Scientists C: Optics and Modern Physics
4 units LR
•  90 hours lecture/36 hours laboratory per term
•  Prerequisite: MATH 294 or equivalent (may be taken concurrently)
•  Recommended: PHYS 230; eligibility for ENGL 122 or equivalent and knowledge of one computer programming language

Electromagnetic waves, optics, nature and propagation of light, modern physics, including theory of relativity, quantum physics in one and three dimensions. Particle physics. CSU, UC (credit limits may apply to UC - see counselor)

PLUMBING – PLUMB

Physical Sciences and Engineering Division
Dennis Smith, Dean
Physical Science Building 261
925-685-1230 ext. 2359

PLUMB-110  OSHA-CPR
1.5-2.5 units LR
•  Variable hours
•  Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section. This class is the same as STMFT 110.

The regulations governed by OSHA 30, providing and recognizing safe work practices. Certification in Cardiac-Pulmonary Resuscitation and First Aid. CSU

PLUMB-111  Trade Mathematics
1.5-2.5 units LR
•  Variable hours
•  Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section. This class is the same as STMFT 111.

The approaches to mathematical problem solving used in pipe fitting and metric conversion. CSU

PLUMB-112  Water Supply Systems
1.5-2.5 units LR
•  Variable hours
•  Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section. Formerly PLUMB 151

The principles and methods of water distribution and treatment. CSU

PLUMB-113  Sewage Disposal
1.5-2.5 units LR
•  Variable hours
•  Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section. Formerly PLUMB 152

The principles and methods of sewage disposal for residential and commercial buildings. CSU

PLUMB-114  Plumbing System Service and Repair
1.5-2.5 units LR
•  Variable hours
•  Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section. Formerly PLUMB 153

The planning and troubleshooting of plumbing systems and repairs. CSU
PLUMB-115 Construction Management in Plumbing  
1.5-2.5 units LR  
• Variable hours  
• Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.  
• Formerly PLUMB 154

An introduction to the administrative procedures, plans and specifications, scheduling, and other forms of communication in the construction field. CSU

PLUMB-116 Medical Gas Systems  
1.5-2.5 units LR  
• Variable hours  
• Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.  
• Formerly PLUMB 250

The requirements and standards of medical gas and vacuum system installation. CSU

PLUMB-117 Related Science in the Piping Trades  
1.5-2.5 units LR  
• Variable hours  
• Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section. This class is the same as STMFT 117.

The scientific and mechanical principles that are basic to the work of the piping industry. CSU

PLUMB-118 Beginning Drawing and Plan Reading for the Piping Trades  
1.5-2.5 units LR  
• Variable hours  
• Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section. This class is the same as STMFT 118.

The interpretation of drawings and sketches associated with piping installation. CSU

PLUMB-119 Advanced Drawing in the Piping Trades  
1.5-2.5 units LR  
• Variable hours  
• Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section. This class is the same as STMFT 119.

Interpret, coordinate and make drawings and sketches associated with piping installation. CSU

PLUMB-120 Plumbing Tool Workshop I  
1.5-2.5 units LR  
• Variable hours  
• Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.  
• Formerly PLUMB 250

The practical and theoretical aspects of plumbing tool processes. Students will learn the safe and proper use of the commonly used trade tools. CSU

PLUMB-121 Plumbing Tool Workshop II  
1.5-2.5 units LR  
• Variable hours  
• Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.  
• Formerly PLUMB 251

The practical and theoretical aspects of plumbing tool processes. Students will learn the proper use and safety of advanced trade tools. CSU

PLUMB-122 Plumbing Code I  
1.5-2.5 units LR  
• Variable hours  
• Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.  
• Formerly PLUMB 252

An introduction to the plumbing ordinances, articles 100-900, which provide minimum requirements and standards for public safety. CSU
PLUMB-123 Plumbing Code II
1.5-2.5 units LR
- Variable hours
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.
- Formerly PLUMB 253

An introduction to the plumbing ordinances, articles 901-1622, which provide minimum requirements and standards for public safety. CSU

PLUMB-124 Welding for Plumbers
1.5-2.5 units LR
- Variable hours
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.
- Formerly PLUMB 254

The techniques and methods of the welding process for plumbers. CSU

PLUMB-125 Electricity for Plumbing
1.5-2.5 units LR
- Variable hours
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.
- Formerly PLUMB 270

The specialized knowledge and techniques required to make electrical systems operate and function effectively. CSU

PLUMB-126 Gas Installation in Plumbing
1.5-2.5 units LR
- Variable hours
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.

Principles and installation methods of gas piping systems. CSU

PLUMB-127 Backflow Prevention
1.5-2.5 units LR
- Variable hours
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.

Instruction on the approved methods and appropriate devices by which backflow and cross-connection can be eliminated. CSU

PLUMB-128 Plumbing Fixtures
1.5-2.5 units LR
- Variable hours
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.

The modern techniques and practices of plumbing fixtures and appliances. CSU

PLUMB-129 Certification Preparation
1.5-2.5 units LR
- Variable hours
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. Course enrollment is limited to those who have been accepted by the union local responsible for the section.

Preparation and review of information required for obtaining state plumbing certification. CSU

PLUMB-150 Topics in Plumbing
.3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in plumbing to provide a study of current concepts and problems in Plumbing and related subdivisions. Specific topics will be announced in the schedule of classes.

PLUMB-298 Independent Study
.5-3 units LR
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond current courses offerings

An opportunity for advanced students to study special interests under the direction of the faculty. CSU
Political Science - POLSC

Social Sciences Division
Lyn Krause, Dean
Faculty Office 134
925-685-1230 ext. 2518

Possible career opportunities
Political science courses offer insight into events at the local, state, national, and international level. Students develop critical thinking and other useful skills for a broad range of careers including education, public service and law. Most career options require more than two years of college study.

Associate in arts - Political Science
Political science courses offer insight into events at the local, state, national, and international level. Students develop critical thinking and other useful skills for a broad range of careers including education, public service and law. Most career options require more than two years of college study.

Successful completion of the major will prepare students for transfer to a political science major, or other related fields at the university level.

The DVC Political Science major is intended for transfer. Students who intend to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intend to transfer are advised to select General Education Option 2 (IGETC) or Option 3 (CSU Breadth). Option 1 (DVC General Education) is not generally advised.

To earn an associate of arts degree with a major in political science, students must complete each course used to meet a major requirement with a “C” grade or higher, maintain an overall GPA of 2.5 or higher in the coursework for the major, and complete all graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once. Some variations in requirements may exist at certain four-year institutions; therefore, students who intend to transfer are advised to refer to the catalog of the prospective transfer institution and consult a counselor.

complete 3 units from:
ANTHR 130 Cultural Anthropology ........................................... 3
ECON 220 Principles of Macroeconomics ................................ 3
ECON 221 Principles of Microeconomics .................................. 3
HIST 120 History of the United States before 1877.................. 3
HIST 121 History of the United States after 1877..................... 3
HIST 125 History of the US: A Mexican-American Perspective .................................................. 3
HIST 127 African American Perspective History of US to 1865. .......... 3
HIST 128 African American Perspective History of US after 1865 ....... 3
HIST 129 History of Asian-Pacific Islanders in the United States ....... 3
HIST 140 History of Western Civilization to the Renaissance ........... 3
HIST 141 History of Western Civilization since the Renaissance .......... 3
HIST 150 History of East Asia (to 1600) ................................. 3
HIST 150 History of the United States (Pre-Colonial-1877) ............ 3
MATH 142 Elementary Statistics with Probability ....................... 4
SOCSC 123 American Popular Culture .................................. 3
SOCIO 121 Introduction to Social Problems ......................... 3
SOCIO 122 Critical Thinking About Social and Cultural Issues .......... 3

*Other courses with the prefix SOCIO, HUMAN, PHILO, GEOG may be submitted for consideration and evaluation in their suitability towards the political science major.

Total units for major 18

POLSC-120 Introduction to Politics
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

Introduction to concepts of politics and the state and relationship of the state and individual, as applied to the American political system. Comparison of the American and selected other political systems. CSU UC

POLSC-121 Introduction to United States Government
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

The course is a survey of the American political framework and process. The course covers the Constitutional structure and functions of the legislative, executive and judicial branches at national, state and local levels, viewed in the context of political culture, political parties, pressure groups and citizenship. Emphasis will be placed on the impact of federal, state and local governments in California. CSU, UC
POLSC-151 Issues in State and Local Politics
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
Investigation and analysis of selected major issues of California politics and government including the roles and responsibilities of governmental agencies; the importance of local political entities; and evaluation of policy choices. CSU

POLSC-155 Topics in Politics
.5-3 units SC
- May be repeated two times
- Variable hours
- Recommended: Eligibility for ENGL 122 or equivalent
Focus on a selected topic in politics and government. The topics to be offered each term will be indicated in the current class schedule. CSU

POLSC-220 Comparative Politics
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
A comparative analysis of the political systems of selected foreign states. An investigation of the origins and nature of politics, philosophies, and cultures and their expression in political institutions and processes. CSU, UC

POLSC-240 Political Theory
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
A survey of selected political theorists and concepts and/or issues from Plato to the present. Includes analysis of theoretical approaches used to explain, instruct, and justify the distribution of political power in societies. CSU, UC

POLSC-250 International Relations
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
Introduction to various aspects of international relations and politics. Consideration of such topics as the sovereign and national state and international politics, the nature of the world community, international law, world economics, the United Nations and other international organizations, and contemporary world problems. CSU, UC

POLSC-298 Independent Study
.5-3 units SC
- May be repeated two times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond current course offerings
An opportunity for advanced students to study special interests under the direction of the faculty. CSU, UC (credit limits may apply to UC - see counselor)

PORT-150 Topics in Portuguese
.3-4 units SC
- May be repeated three times
- Variable hours
A supplemental course in Portuguese to provide a study of current concepts and problems in Portuguese and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

Possible career opportunities
Psychology students will find classes related to helping them understand, predict, and deal with their own behavior and that of others. Careers include education, school psychologist, advisor and counselor. Most career options require more than two years of college study.

Associate in arts - Psychology
The psychology major at Diablo Valley College (DVC) provides students with an introduction to psychology as the scientific study of thought, feeling, and behavior, and a helping profession dedicated to solving human problems. The associate degree curriculum offers a broad general education, meets lower division requirements for many transfer university bachelor's degree programs in psychology, and prepares students for entry-level positions in a variety of interpersonal careers. Associate degree graduates may assist psychologists and others in mental health centers, hospitals, child welfare agencies, correctional facilities, schools, and business settings.

Psychology includes a variety of sub-fields including clinical, counseling, developmental, forensic, social, cognitive, biological, and personality psychology. This associate degree in psychology can also provide preparation for transfer to a four year institution. Transfer and graduate studies in psychology can lead to careers as psychotherapists, college professors, scientific researchers, administrators, and business consultants.
Students who intend to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intend to transfer are advised to select General Education Option 2 (IGETC) or Option 3 (CSU Breadth). General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer.

To earn an associate in arts degree with a major in psychology, students must complete each course used to meet a major requirement with a “C” grade or higher, and complete all graduation requirements as listed in the catalog. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once. Some variations in requirements may exist at certain four-year institutions; therefore, students who intend to transfer are advised to refer to the catalog of the prospective transfer institution and consult a counselor.

**Major Requirements**

**PSYCH 145** Critical Thinking in Psychology .......................... 3
**PSYCH 210** General Psychology ........................................ 3
**PSYCH 215** Research Methods in Psychology .......................... 3
**MATH 142** Elementary Statistics with Probability ................. 4

**Plus a minimum of 3 units from:**

**BIOSC 101** Fundamentals of Biological Science .................... 3
**BIOSC 102** Fundamentals of Biological Science with Lab .......... 4

**Complete a minimum of 3 units from**

**Area 1 (Identity and Interpersonal Relationships)**

**PSYCH 115** Resiliency and Student Success .......................... 1
**PSYCH 122** Psychology in Modern Life ................................. 3
**PSYCH 130** Emotions, Learning and the Brain ....................... 3
**PSYCH 140** Psychology of African Americans ........................ 3
**PSYCH 141** Psychology of Latinos/Chicanos .......................... 3
**PSYCH 160** Psychology of Women ...................................... 3
**PSYCH 220** Abnormal Psychology ....................................... 3
**PSYCH 230** Transpersonal Psychology .................................. 3

**Complete a minimum of 3 units from**

**Area 2 (Abnormality, Personality and Social Context)**

**PSYCH 220** Personality Psychology .................................... 3
**PSYCH 225** Social Psychology ........................................... 3
**PSYCH 230** Abnormal Psychology ....................................... 3

**Complete a minimum of 3 units from**

**Area 3 (Behavior and Development)**

**PSYCH 115** Resiliency ...................................................... 1
**PSYCH 130** Emotions, Learning and the Brain ........................ 3
**PSYCH 190** Adolescent Psychology ..................................... 3
**PSYCH 200** Life-Span Psychology ...................................... 3

**Total units for major** 25-26

**PSYCH-115 Resiliency and Student Success**

1 unit  P/NP

- **18 hours lecture per term**
- **Recommended: Eligibility for ENGL 116/118 or equivalent**

A course designed to help students identify automatic thoughts and to practice new critical thinking skills to become more resilient in dealing with problems and more successful in educational endeavors. Students will have the opportunity to gain new insight into their own thought processes while learning constructive ways to deal with anxiety and adversity. Students will also learn ways to improve relationships through more effective means of communication. CSU

**PSYCH-122 Psychology in Modern Life**

3 units  SC

- **54 hours lecture per term**
- **Recommended: Eligibility for ENGL 122 or equivalent**

This course examines the psychological and physiological, and cultural factors involved in personality development, interpersonal relationships, and the relevance of psychology to social processes. CSU, UC

**PSYCH-130 Emotions, Learning and the Brain**

3 units  SC

- **54 hours lecture per term**
- **Recommended: Eligibility for ENGL 122 or equivalent**

This course examines the psychology of emotions and social behavior. The brain is used as a model to describe motor, visual, and conceptual development; processes of emotion and learning as interactions between brain and environment; learning disabilities of children and adults. Information and theory will be examined for practical application. CSU, UC

**PSYCH-140 Psychology of African Americans in a Multicultural Society**

3 units  SC

- **54 hours lecture per term**
- **Recommended: Eligibility for ENGL 122 or equivalent**

This course is a study of the behavioral, physiological, and psychological experiences of African Americans in the multicultural U.S. Topics chosen reflect the reciprocal impacts among majority European American cultures and historical waves of immigration of various different minority groups, using African Americans as a historical starting place, including assimilation, resistance, and acculturation. Particular attention will be paid to cultural, social, and historical contributions of African Americans, and how they have been viewed in relation to Latino/as, Native Americans, and Asian-Pacific Americans over time. CSU, UC
PSYCH-141  Psychology of Latinos/Chicanos in the U.S.
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course is a study of the behavioral, physiological, and psychological experiences of a variety of different groups within the Latino/Chicano cultural collective. Topics chosen reflect the reciprocal impacts among majority European American culture and historical waves of immigration of various different Latino groups, and other minority groups in the U.S., including assimilation, resistance, and acculturation. Particular attention will be paid to cultural, social, and historical contributions of groups within the Latino collective, and how Latino groups have been viewed in relation to African Americans, Native Americans, and Asian-Pacific Americans over time. CSU, UC

PSYCH-145  Critical Thinking in Psychology
3 units  SC
• 54 hours lecture per term
• Prerequisite: ENGL 122 or equivalent
This course helps students develop critical thinking and writing skills necessary to analyze, evaluate, and make decisions concerning complex contemporary issues in psychology. Topics include the principles of inductive and deductive reasoning, the philosophy of science, strengths and weaknesses of the scientific method, distinguishing knowledge from beliefs, and the examination of paradigms in psychology. The course integrates critical thinking and writing skills with effective written expression. CSU, UC

PSYCH-155  Topics in Psychology
3-4 units  SC
• May be repeated three times
• Variable hours
• Recommended: Eligibility for ENGL 122 or equivalent
A supplemental course in psychology to provide a study of current concepts and problems in psychology and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

PSYCH-160  Psychology of Women
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
Examination of various factors in the development of gender identity, including personality, social processes, biology, and culture. CSU, UC

PSYCH-190  Psychology of Adolescence
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
A survey of adolescent development and the problems of adolescents highlighting topic areas which would include adolescent values and attitudes; adolescent self-concept, self-esteem and identity; adolescent sex-role socialization; parent and family influence on adolescent socialization; peer group influence on adolescent development. CSU, UC

PSYCH-200  Life Span Development
3 units  LR
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course examines the developmental changes and sociocultural events that take place during an individual's life span from infancy to old age. A major goal of this course is to introduce students to the psychological characteristics, personal/social challenges and developmental opportunities for each of life's age periods. A second goal of this course is to expose students to classic and contemporary theory and research in the area of life span development. Emphasis will be placed on life cycle theories, the role of heredity and environment, and the role of individual differences. Life stages will be viewed in terms of a variety of theoretical frameworks. CSU, UC

PSYCH-210  General Psychology
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
PSYCH 210 is a study of the major theories, concepts, and findings of modern psychology. The orientation of the course is the scientific study of behavior and mental processes, and covers such areas as: the history and systems of psychology, the biological foundations of behavior, perception, states of consciousness, learning, memory, motivation, emotion, human development, personality, stress and health, abnormal psychology, therapies, and social psychology. CSU, UC

PSYCH-215  Introduction to Research Methods in Psychology
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course is an introduction to the methods psychologists use to understand human behavior. Includes the philosophy of science and the examination of inductive and deductive reasoning methods and their relationship to theory. Topics include: experimental and non-experimental research designs; group and single-subject designs; APA-style report writing; research ethics. Activities include: performing a literature review; designing an original research study; collection and analysis of psychological data. CSU, UC
PSYCH-220  Psychology of Personality: Personal, Social, Cultural Differences  
3 units  SC  
• 54 hours lecture per term  
• Recommended: Eligibility ENGL 122 or equivalent
This course probes into the dynamics of personality development, adjustment, and growth. Particular emphasis is placed on contrasting the ideas and methodologies of the different schools of psychology, including Western and non-Western views. CSU, UC

PSYCH-225  Social Psychology  
3 units  SC  
• 54 hours lecture per term  
• Recommended: Eligibility ENGL 122 or equivalent
Social psychology is the scientific study of the way people think, feel, and behave in social situations. This course is an introduction to the perspectives, research methods, and empirical findings in social psychology. Topics include how people influence each other, the power of social situations, developing critical and integrative ways of thinking about theory and research, and the application of social psychological theories to everyday life experiences. CSU, UC

PSYCH-230  Abnormal Psychology  
3 units  SC  
• 54 hours lecture per term  
• Recommended: Eligibility ENGL 122 or equivalent
A study of the causes and symptoms of psychological disorders, highlighting the latest biological findings; topic areas include cultural differences, controversies, and the treatment and prevention of behavior disorders; multiple theoretical perspectives are used to examine the biological, psychological, and social factors creating abnormality; the DSM classification system and cases are used to illustrate symptoms. CSU, UC

PSYCH-240  Transpersonal Psychology  
3 units  SC  
• 54 hours lecture per term  
• Recommended: Eligibility ENGL 122 or equivalent
Transpersonal psychology is the extension of psychological studies into consciousness studies, mind-body relationship, and the role of spiritual inquiry in human transformation. Ultimate human capacities such as peak and transcendent experiences, inspired creativity, altruistic ideals, and peak performance are examined. Transpersonal psychology suggests such capacities and experiences may be latent and can be developed. In exploring this theme, various approaches from ancient spiritual to modern scientific are critically examined. CSU, UC

PSYCH-298  Independent Study  
.5-3 units  SC  
• May be repeated three times  
• Variable hours  
• Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered
An opportunity for advanced students to study topics of special interest under direction of the faculty. CSU

REAL ESTATE – RE
See Business – Real Estate – RE

RESPIRATORY THERAPY – RT

Associate in science degree - respiratory therapy
The respiratory therapy (RT) program is offered as a joint program with Ohlone College in Fremont. Students complete general education courses at DVC, laboratory and clinical courses at Ohlone College, and have supervised clinical practice at local hospitals. Certain RT classroom courses are offered at the DVC San Ramon Campus; students should refer to the college schedule.

This program prepares students to be respiratory therapists in one of the fastest growing allied health professions in the nation. Therapists are involved in the diagnosis, treatment, management and care of patients with deficiencies and abnormalities associated with the cardio respiratory system, in both hospital and home environments. Completion of this CAAHEP (Commission on Accreditation of Allied Health Education Program) makes graduates eligible for the California state license examination for respiratory care practitioner (RCP) and the registered respiratory therapist (RRT) credentialing examination of the National Board for Respiratory Care (NBRC).

By completing the general education coursework at DVC and the RT coursework at Ohlone, students will receive a certificate of achievement and associate in science degree from Ohlone College. Students must maintain a 2.0 grade point average or higher. For applications and information, contact the Career and Employment Services Office located in the Student Services Building at the Pleasant Hill Campus.

program prerequisites or equivalent  

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 108</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 122</td>
<td>3</td>
</tr>
<tr>
<td>MATH 120</td>
<td>4</td>
</tr>
</tbody>
</table>

Total prerequisite units 11
Russian
units

Fundamentals of Microbiology........................ 4
Human Anatomy............................................... 5
Human Physiology........................................... 5
Elementary Physics.......................................... 3
Psychology in Modern Life............................... 3

	Total general education units

20

major requirements

RT 101*
RT 101L*
RT 102*
RT 103*
RT 104A*
RT 104B*
RT 105A*
RT 105B*

Principles of Respiratory Therapy I.................. 3
Beginning Clinical Practice.............................. 1
Beginning Laboratory....................................... 2
Basic Patient Care............................................ 0.5
Principles of Respiratory Therapy II................. 3
Principles of Respiratory Therapy III................ 3
Intermediate Laboratory I................................. 1
Intermediate Laboratory II................................ 0.5

RT 106*
or
RT 107*

Intermediate Clinical Practice.......................... 4

A

RT 138*
RT 139*
RT 139L*
RT 145*

Area IV-B
Analytical Thinking and Oral
Communication
3 units required

Area I-B,
Communication and
Analytical Thinking

Area V, Physical Education/
Wellness
1 unit required

Graduation Requirement
III, Physical Education,
Minimum of 2 PE activity
courses including PEDAN

Area VI, Cultural Diversity
0-3 units required

Area V, Multi-Cultural
Studies.
Units only recorded once.

Area VII, Information
Competency
0-1 unit required

Area VI, Information
Literacy

H

R

RT 135*
RT 136*
RT 137*

Applied Clinical Pharmacology........................ 2
Basic Principles of Respiratory
Pathophysiology............................................... 1
Advanced Respiratory Therapy I..................... 2.5
Advanced Respiratory Therapy II.................... 1.5
Advanced Clinical Practice.............................. 2
Principles of Mechanical Ventilation I.............. 2.5
Principles of Mechanical Ventilation II............. 2.5
Advanced Laboratory...................................... 1
Mechanical Ventilation Laboratory.................. 2
Neonatal and Pediatric Respiratory Care........ 1
Clinical Practicum in Neonatal and Pediatric
Respiratory Care.............................................. 1.5
Computer Simulations for Respiratory Care... 0.5
Critical Care Clinical Practice.......................... 3.5
Home Respiratory Care and Pulmonary
Rehabilitation.................................................... 0.5
Special Rotations in Respiratory Care............. 0.5
Pulmonary Function Testing............................ 1
Clinical Practice in Pulmonary Function
Testing.............................................................. 0.5
Cardio-Pulmonary Resuscitation Basic
Life Support...................................................... 0.5

C

RT 130A*
RT 130B*
RT 130L*
RT 131A*
RT 131B*
RT 132*
RT 133*
RT 134*
RT 134L*

DVC
Area III, Arts and
Humanities

Intermediate Clinical Practice (twice).............. 2

plus all units from:

AH 151*
RT 108*

Ohlone
Area III, Fine Arts/Humanities
3 units required

IV

plus at least 4 units from:

In addition to the above requirements, students must
complete additional general education courses that meet
Ohlone general education degree requirements. Students
are advised to meet with a DVC counselor to select the most
applicable general education courses.

D

BIOSC 119
BIOSC 139
BIOSC 140
PHYS 110
PSYCH 122

E

required general education courses

*These are Ohlone College courses.
	Total major units

44.5

	Total units required

85.5-89.5

Russian – RUSS
Students with prior foreign language instruction should
check with a language teacher regarding their proper
placement in foreign language courses. The following system is generally used to determine the appropriate term
of college work based on high school language: two years
equal one college term; three years equal two college terms;
four years equal three college terms.
Applied and Fine Arts Division
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

Possible career opportunities

The study of Russian can open up opportunities in communications, foreign trade and banking, transportation,
government, the Foreign Service, tourism, library services,
teaching, professional translating, journalism, and all
levels of education, including university teaching. Most
foreign language careers require more than two years of
study.

Diablo Valley College

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• Programs and course descriptions

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Certificate of achievement - Russian
This certificate of achievement was created to give students the opportunity to show potential employers in this country and in other countries that the student has completed a certain number of courses in Russian and prepares students with an intermediate to advanced knowledge of Russian and familiarizes them with the culture of Russia and other Russian-speaking countries.

This certificate of achievement provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of a minimum of 15 units from the following list of courses which must be completed with a grade of “C” grade or higher.

complete minimum of 15 units from the following list of courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>SC</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUSS 120</td>
<td>First Term Russian</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RUSS 121</td>
<td>Second Term Russian</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>RUSS 220</td>
<td>Third Term Russian</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RUSS 221</td>
<td>Fourth Term Russian</td>
<td>5</td>
<td></td>
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</tr>
</tbody>
</table>

Total units required 15

RUSS-120  First Term Russian
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
This is a basic course in understanding, speaking, reading and writing Russian. It offers a balanced approach to the language and culture. Basic communicative functions and structures are introduced as well as a basic exploration of the culture of the Russian-speaking world. Declensions in the prepositional and accusative cases and the present tense are stressed. CSU, UC

RUSS-121  Second Term Russian
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: RUSS 120 or equivalent
A second semester course providing further development of verb patterns as well as other grammar forms. There is expansion of vocabulary and emphasis on writing and sentence structure. Declensions in the singular genitive and dative cases and the past and future tenses are stressed. CSU, UC

RUSS-150  Topics in Russian
.3-4 units SC
- May be repeated three times
- Variable hours
A supplemental course in Russian to provide a study of current concepts and problems in Russian and related subdivisions. Specific topics will be announced in the schedule of classes. CSU

RUSS-220  Third Term Russian
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: RUSS 121 or equivalent
This is a third semester course which delves more extensively into the declensions of nouns and the coordination of various case endings including the accusative and genitive plurals and the instrumental cases. Reflexive, imperfective and perfective verbs are introduced and reading and writing continues at an increasing level of complexity. There is a continued study and interpretation of Russian and Soviet culture through literature and selected articles. CSU, UC

RUSS-221  Fourth Term Russian
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: RUSS 220 or equivalent
This is a fourth semester course which refines understanding, speaking, reading, and writing Russian and a continuation of the study of Russian literature and history. The course expands on the study and interpretation of Russian and Soviet culture, with emphasis on current events. Verbs of asking, declensions of last names and additional uses of the instrumental case will be covered. CSU, UC

SIGN LANGUAGE – SIGN
Social Sciences Division
Lyn Krause, Dean
Faculty Office 134
925-685-1230 ext. 2518

Possible career opportunities
Sign language will help to prepare the student to communicate and work with deaf and hard of hearing people. There is a need for skilled, qualified sign language interpreters in educational and social service agencies. Teachers, human services providers, or independent living attendants also sometimes use sign language in their work. Some career options require more than two years of college study.

SIGN-266  Sign Language: SEE I
3 units SC
- May be repeated once
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This course provides a basic vocabulary of 500 S.E.E. (Signing Exact English) signs, and instruction in finger spelling for parents and family of hearing impaired/deaf or others with communication barriers. These skills are use-
ful to students interested in special education, interpreting, 
community service careers, as well as those curious about 
sign language. CSU

SIGN-267 Sign Language: SEE II
3 units SC
- 54 hours lecture per term
- Prerequisite: SIGN 266 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent

This course continues the instruction of finger spelling and 
SEE. Sign language skills begin in SIGN 266. The cumulative 
vocabulary will build to approximately 1000 signs. 
Finger spelling practice will continue to develop clarity and speed. CSU

SIGN-268 Sign Language: SEE III
3 units SC
- 54 hours lecture per term
- Prerequisite: SIGN 266 and 267 or equivalent
- Note: Meets the State Department of Social Services 
licensing requirement for DSS III, Program and 
Curriculum Development

This course continues the instruction of finger spelling and 
S.E.E. sign skills begun in SIGN 266 and 267; leading to a 
cumulative vocabulary of approximately 1750 signs with 
improved receptive and expressive ability. These skills are 
useful to parents and family of hearing impaired/deaf, 
others with communication barriers, students interested in 
special education, interpreting, community service careers, 
as well as those curious about sign language. CSU

SIGN-280 American Sign Language (ASL) I
3 units SC
- May be repeated once
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Meets the State Department of Social Services 
licensing requirement for DSS III, Program and 
Curriculum Development

Designed for students interested in learning beginning 
American sign language, a language developed in a visu-
al/gestural mode, and used by the general American deaf 
population. Also designed to increase the student's aware-
ness of the deaf culture. CSU, UC

SIGN-281 American Sign Language (ASL) II
3 units SC
- 54 hours lecture per term
- Prerequisite: SIGN 280 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Meets the State Department of Social Services 
licensing requirement for DSS III, Program and 
Curriculum Development

Course builds on basic principle and vocabulary intro-
duced in American Sign Language I. Emphasis on gram-
matical principles of ASL in order to provide an essential 
framework for acquiring a good command of the language. 
Continued experience in the deaf culture. CSU, UC

SIGN-282 American Sign Language (ASL) III
3 units SC
- 54 hours lecture per term
- Prerequisite: SIGN 280 and 281 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Meets the State Department of Social Services 
licensing requirement for DSS III, Program and 
Curriculum Development

Using ASL I and II as a base, this course expands vocabu-
lary and grammatical skills. It will further develop con-
versational skills and lead to an appreciation of the deaf 
culture and history. CSU, UC

SOCIAL SCIENCE – SOCSC

SOCSC-110 General Course in Social Science
3 units SC
- May be repeated once
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

An examination of the historical development of American 
culture and institutions in order to understand differing 
perspectives on the individual in society. Particular atten-
tion is given to: a) the historical development of social sci-
ence theories for explaining the individual in society, and b) 
the implications of these theories for the individual’s life in 
contemporary America and America of the past. Emphasis 
is given to the historical development of social class, race, 
ethnicity, and gender in the United States from colonial 
times to the present. CSU, UC

SOCSC-111 Money, Power and Politics in the United States
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A multidisciplinary, integrative study of the concepts of 
democracy and the historical, political and economic pro-
cesses through which democracy has arisen in the United 
States, with emphasis on the U.S. Constitution and state and 
local government in California. Particular attention is given 
to the contributions to American democracy by diverse
social groups, and the international context of American political and economic life. CSU, UC

**SOCSC-115 Citizenship and Status: Asian Americans and Pacific Islanders in the U.S.**

3 units | SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
Immigration and citizenship are the basis of American history and political development. Policies and concepts related to these have evolved significantly. This course will examine the Constitution, laws, Supreme Court decisions and movements that have impacted these changes. Within this context the experience of Asian and Pacific Islanders as immigrants, alien residents, refugees, nationals and citizens at the federal, state and local levels will be examined. Special consideration will be directed to race, class, gender and identity issues, and political status of Chinese, Japanese, Indian, Southeast Asians, Hawaiian, and Samoans as separate ethnic groups. CSU, UC

**SOCSC-120 Women and Social Change in the United States: 1890-Present**

3 units | SC  
- 54 hours lecture per term  
A history of American women from the Progressive Era (1890) to present, emphasizing both the commonalties of women's experience based on their gender, and the differences among women based on their ethnic identification, social class and region including the interaction between and contributions of Native American, African American, Asian American and Mexican/Latina women. The course will focus on political, economic and cultural change in the U.S., how women have fostered it and been affected by it, and on the changing roles of women in the family and continuity of the American experience. In addition analysis of the political philosophies of the framers of the U.S. Constitution and the rights and obligations of citizens under the U.S. Constitution with an emphasis on gender issues will be covered. CSU, UC

**SOCSC-125 Social Science Techniques and Field Studies**

3 units | SC  
- May be repeated three times  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
Examines and utilizes methodology and techniques of the social science disciplines to develop and complete an independent research project. Areas of exploration include a community’s cultural, economic, and political concerns, historical sites, organizations, etc. CSU

**SOCSC-155 Topics in Social Science**

.5-3 units | SC  
- May be repeated three times  
- Variable hours  
- Recommended: Eligibility for ENGL 122 or equivalent  
Focus on a selected topic in the social sciences taught with an interdisciplinary viewpoint. The topic to be offered each term will be indicated in the current schedule of classes. CSU

**SOCSC-160A Conflict Resolution Between Individuals**

1.5 units | SC  
- 27 hours lecture per term  
- Recommended: Eligibility for ENGL 118 or equivalent  
An interdisciplinary course exploring theories of conflict and its resolution. Emphasis will be on solving cases involving conflict between individuals. CSU

**SOCSC-162 Italian Life and Culture**

3 units | SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
An inquiry into Italian life and culture, from its historical origins through contemporary perspectives. Includes an introduction to Italian society and civilization through readings, lectures, seminar presentations/discussions, Italian guest speakers and field trips. Topics include the government, political parties, regional and ethnic identity, the Mafia, common market, media, sports, gastronomy, art, literature, music, language, Church-State relations, sexuality, the family and urban life. Takes a social, historical and cultural approach to the study of contemporary Italian society. CSU

**SOCSC-163 French Life and Culture**

3 units | SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
A survey of French life and culture in historical and contemporary perspective. Specifically, the course will cover the history, politics, economics, culture, and society of modern-day France. CSU
SOCSC-220  Women in United States Society
3 units  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A multicultural and interdisciplinary examination of women’s changing roles in U.S. society. Examines the social institutions and values which shape those roles, including federal, state, and local governments, as well as the U.S. and California Constitutions. The course considers the significant events and developments shaping the social, political, and economic status of women. It will also consider the importance of race/ethnicity, class, region, and sexual orientation in differentiating the experiences and opportunities for women. CSU, UC

SOCSC-298  Independent Study
.5-3 units  SC
- May be repeated three times
- Variable hours
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

An opportunity for advanced students to study special interests under the direction of the faculty. CSU

SOCIO-120  Introduction to Sociology
3 units  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

An introduction to the theory and scientific methodology of sociology; a survey of the interactions, interrelationships, and processes of society as an organized structure. Course includes an introduction to the disciplines’ substantive areas including methodology, socialization, culture, social stratification, race, ethnic minorities, and begins institutional analysis with the family, religion, and education. CSU, UC

SOCIO-121  Introduction to Social Problems
3 units  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A survey of perspectives on major social problems, primarily in the urban, industrial setting. Includes sources, consequences of and means of coping with a variety of social problems. The scientific methodology required for accurate analysis is emphasized. Topics will be taken from a range of possible items such as problems of the aging, health care needs, mental illness, environmental issues, labor force conditions, poverty, crime, juvenile delinquency, suicide, addiction, abuse, migration and relations with minority groups, or membership in deviant subcultures. CSU, UC

SOCIO-122  Critical Thinking About Social and Cultural Issues
3 units  SC
- 54 hours lecture per term
- Prerequisite: ENGL 122 or equivalent

Critical reasoning in sociology is a process of questioning, analyzing and evaluating oral and written ideas, concepts, and interpretations of the political, economic and social issues and patterns found in human societies. This process will include an introduction to the principles of logic, the structure of language, the scientific method, and prevailing theoretical models in sociology. Specific writing skills will be developed through a series of increasingly complex analytical essays and through instruction in metaphor, analogy, comparing and contrasting, the nature of evidence, as well as essay structure and expression. The goal is for students to learn how to identify sociological viewpoints, to gather and analyze sociological information, to recognize sociological relationships and patterns, and to see the relevancy of sociological insights and theories as a background for understanding current events and issues. CSU, UC

SOCIO-123  Introduction to Social Research
3 units  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A study of the various social research methods and a review of problems in assessing data relating to social life. Topics to be covered include: posing a sociological problem, data-gathering techniques, sampling, measurement, and establishing relationships among data. This class allows students to become involved in the process of conducting survey research and to participate in the use of other social research techniques. CSU, UC
**SOCIO-124  Gender, Culture and Society**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
A multidimensional examination of the socialization of sex roles in United States society and other cultures, including the mechanisms by which gender roles develop and the social consequences for society. The course examines the social and cultural processes and institutional arrangements that give meaning to being a woman and a man in gendered society. CSU, UC

**SOCIO-125  Introduction to Marriage and Family**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
An examination of basic issues concerning marriage, family and kinship in African American, Euro American, Hispanic, Asian and Native American families. Emphasis on cross-cultural and cross-societal comparisons, kinship groups, the nature of human marriage, relationship of the family to other social institutions, child rearing, plural marriages, family politics, and speculations concerning the future of the family. CSU, UC

**SOCIO-131  The Urban Community**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
A multi-cultural look at social change in cities and in the suburbs which examines the experience of African Americans, Latino, Asian-Pacific Americans, Native Americans and European Americans, currently and in historical perspective. The course addresses challenges that face people in multicultural communities, neighborhoods and suburbs, and examines programs and strategies that are designed to meet these challenges in US cities and suburbs. CSU, UC

**SOCIO-135  Patterns of Ethnic Culture in America**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
The sociological analysis of ethnic cultures in the United States. Topics include political, economic, religious, judicial, and familial organization of ethnic communities, the effects on the dominant society on these institutions and recent socio-political movements. CSU, UC

**SOCIO-140  Culture, Society and Personality**  
3 units SC  
- 54 hours lecture per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
An examination of the relationship between personality, social organization, and culture. The course includes such topics as culture and personality, collective behavior, the formation of identity, and cultural values, attitudes, and themes. CSU, UC

**SOCIO-155  Topics in Sociology**  
.3-4 units SC  
- May be repeated three times  
- Variable hours  
A supplemental course in sociology to provide a study of current concepts and problems in sociology and related substantive areas. Specific topics will be announced in the schedule of classes. CSU

**SOCIO-298  Independent Study**  
.5-3 units SC  
- May be repeated three times  
- Variable hours  
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered  
An opportunity for advanced students to study special interests under the direction of the faculty. CSU

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**SPANISH – SPAN**

Students with prior foreign language instruction should check with a language teacher regarding their proper placement in foreign language courses. The following system is generally used to determine the appropriate term of college work based on high school language: two years equal one college term; three years equal two college terms; four years equal three college terms.

Applied and Fine Arts Division  
Michael Almaguer, Dean  
Humanities Building 112  
925-685-1230 ext. 2312

**Possible career opportunities**

The study of Spanish can open up opportunities in communications, foreign trade and banking, transportation, government, the Foreign Service, tourism, library services, teaching, professional translating, journalism, and all levels of education, including university teaching. Most foreign language careers require more than two years of study.
Certificate of accomplishment - Spanish

This certificate of achievement was created to give students the opportunity to show potential employers in this country and in other countries that the student has completed a certain number of courses in Spanish and prepares students with an intermediate to advanced knowledge of Spanish and familiarizes them with the culture of Spain and Latin America.

This certificate of achievement provides students, prospective employers and others with documented evidence of persistence and academic accomplishment in the language. The certificate requires completion of 13 to 18 units from one of the following lists of courses which must be completed with a grade of “C” grade or higher.

List A

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 120</td>
<td>First Term Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 220</td>
<td>Third Term Spanish</td>
<td>5</td>
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<tr>
<td>SPAN 221</td>
<td>Fourth Term Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 230</td>
<td>Fifth Term Spanish</td>
<td>3</td>
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<tr>
<td>SPAN 231</td>
<td>Sixth Term Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 250</td>
<td>Contemporary Spanish and Latin American Literature</td>
<td>3</td>
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Total units required: 13-18

List B

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>SPAN 110</td>
<td>Beginning Spanish for Business I</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 111</td>
<td>Beginning Spanish for Business II</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 220</td>
<td>Third Term Spanish</td>
<td>5</td>
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<tr>
<td>SPAN 221</td>
<td>Fourth Term Spanish</td>
<td>5</td>
</tr>
<tr>
<td>SPAN 230</td>
<td>Fifth Term Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 231</td>
<td>Sixth Term Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 250</td>
<td>Contemporary Spanish and Latin American Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Total units required: 13-15

SPAN-111  
Beginning Spanish for Business II
3 units SC
- 54 hours lecture per term
- Recommended: SPAN 110 or equivalent

This second term course continues to provide effective business communication skills in the Spanish language. The focus will be on specialized vocabulary that business professionals need to communicate with Hispanic members of the community in the course of their daily work. Personalized questions, grammar exercises, role-play, reality based activities, as well as translation and interpretation tasks will be covered in this course. CSU

SPAN-120  
First Term Spanish
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term

This is a basic course in understanding, speaking, reading, and writing Spanish. It offers a balanced approach to language and culture. Basic communicative functions and structures are introduced, as well as basic exploration of the culture and countries of the Spanish-speaking world. CSU, UC

SPAN-121  
Second Term Spanish
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: SPAN 120 or equivalent

This is a sequential course in Spanish, including the understanding, speaking, reading and writing of the language. A continuation of basic communicative structures and functions are introduced, as well as a continued examination of the culture of the Spanish-speaking world. Students will learn the preterit and imperfect tenses, compound tenses in the indicative mood, future and conditional tenses, as well as expanding their vocabulary. CSU, UC

SPAN-150  
Topics in Spanish
.3-.4 units SC
- May be repeated three times
- Variable hours

A supplemental course in Spanish to provide a study of current concepts and problems in Spanish and related subdivisions. Specific topics will be announced in the schedule of classes. CSU
SPAN-155  First Term Beginning Conversational Spanish  
3 units  SC  
- May be repeated once  
- 54 hours lecture/18 hours laboratory by arrangement per term  
- Note: This course does not satisfy the academic requirements of the SPAN 120-121 series or the SPAN 145, 146 and 147 series  
This is the first term of the beginning Spanish conversation series. It is a participatory class based on practical material with oral-aural practice. The present tense is emphasized, and covers basic vocabulary and cultural material. CSU

SPAN-156  Second Term Beginning Conversational Spanish  
3 units  SC  
- 54 hours lecture/18 hours laboratory by arrangement per term  
- Recommended: SPAN 155 or equivalent  
- Note: This course does not satisfy the academic requirements of the SPAN 120-121 series or the SPAN 145, 146 and 147 series  
This is the second term of the beginning Spanish conversation series. It is a participatory class based on practical material with oral-aural practice. The preterit and imperfect tenses are introduced and contrasted. New vocabulary and cultural material is covered. CSU

SPAN-157  Third Term Beginning Conversational Spanish  
3 units  SC  
- 54 hours lecture/18 hours laboratory by arrangement per term  
- Recommended: SPAN 156 or equivalent  
- Note: This course does not satisfy the academic requirements of the SPAN 120-121 series or the SPAN 145, 146 and 147 series  
This is the third term of the beginning Spanish conversation series. It is a participatory class based on practical material with oral-aural practice. The future and conditional tenses are emphasized and the subjunctive mood is introduced. New vocabulary and cultural material are covered. CSU

SPAN-220  Third Term Spanish  
5 units  SC  
- 90 hours lecture/18 hours laboratory by arrangement per term  
- Recommended: SPAN 121 or equivalent  
This is a third term intermediate Spanish course which develops fluency in understanding, speaking, reading and writing Spanish. The preterit and imperfect tenses and compound tenses are reviewed and refined, the uses of the present subjunctive are expanded and new vocabulary and idiomatic expressions are introduced. Selected readings about Latin American and Spanish culture and literature will be explored. This course is taught entirely in Spanish. CSU, UC

SPAN-221  Fourth Term Spanish  
5 units  SC  
- 90 hours lecture/18 hours laboratory by arrangement per term  
- Recommended: SPAN 220 or equivalent  
This is a fourth term intermediate Spanish course which develops functional fluency in understanding, speaking, reading and writing Spanish. The use of the imperfect subjunctive is reviewed and expanded; the pluperfect subjunctive and the sequence of tenses are introduced as well as new vocabulary and idiomatic expressions. Selected readings about Latin American and Spanish culture and literature will be explored. This course is conducted entirely in Spanish. CSU, UC

SPAN-230  Fifth Term Spanish  
3 units  SC  
- 54 hours lecture per term  
- Recommended: SPAN 221 or equivalent  
This is an advanced Spanish language course emphasizing reading, writing, listening, and speaking skills. The rich Hispanic heritage is explored through a wide range of materials including short stories, articles, poems, films, and documentaries. CSU, UC

SPAN-231  Sixth Term Spanish  
3 units  SC  
- 54 hours lecture per term  
- Recommended: SPAN 230 or equivalent  
This is an advanced Spanish language course emphasizing more complex reading, writing, listening, and speaking skills. The rich Hispanic heritage is explored through a wide range of materials including short stories, articles, poems, films, and documentaries. CSU, UC

SPAN-250  Contemporary Spanish and Latin-American Literature  
3 units  SC  
- 54 hours lecture per term  
- Recommended: SPAN 230 or equivalent  
Analysis of literary works from contemporary Spanish and Latin-American writers, read in the original language. The class will be conducted entirely in Spanish. CSU, UC

SPAN-298  Independent Study  
.5-3 units  SC  
- May be repeated three times  
- Variable hours  
- Note: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered.  
An opportunity for advanced students to study special interests under the direction of faculty. CSU
SPECIAL EDUCATION – SPEDU

Social Sciences Division
Lyn Krause, Dean
Faculty Office 134
925-685-1230 ext. 2518

Possible career opportunities
Students who earn a special education paraeducator/ instructional assistant certificate of achievement or degree are prepared for entry-level employment assisting students and individuals with disabilities in education and rehabilitation settings.

Associate in arts degree
Special education paraeducator/instructional assistant

Certificate of achievement
Special education paraeducator/instructional assistant

Associate in arts degree - Special education paraeducator/instructional assistant

The associate in arts degree in special education paraeducator/instructional assistant is designed as a two-year curricular pathway that offers students a broad general education while integrating an in-depth study of the skills and knowledge required to work with people with various disabilities in a variety of educational and related rehabilitation settings. The courses are intended to introduce students to career opportunities in special education or other disability related fields, and can provide preparation for transfer to four-year institutions, to continue their course of study in general education and special education. Classes are designed to serve working individuals wishing to improve their applied skills and professional growth.

To earn a degree, students must complete each course used to meet a major requirement with a “C” grade or higher. Required courses are available in the evening and during the day. Some courses may satisfy both major and other graduation requirements; however, the units are only counted once. Students who intend to transfer to a four-year program in education/teacher preparation should consult with a counselor regarding specific requirements.

<table>
<thead>
<tr>
<th>major requirements</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 124 Child Development and Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 122 Psychology in Modern Life</td>
<td>3</td>
</tr>
<tr>
<td>SPEDU 101 Introduction to Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SPEDU 102 Historical Perspectives of Disabilities and the Law</td>
<td>3</td>
</tr>
<tr>
<td>SPEDU 103 Classroom Strategies for the Special Education Paraeducator</td>
<td>3</td>
</tr>
</tbody>
</table>

plus at least 1 unit from:
COUNS 115 Resiliency and Student Success ............... 1
PSYCH 115 Resiliency and Student Success ............... 1

plus 2-4 units from:
COOP 170 Occupational Work Experience Education .... 1-4
COOP 170A Internship in Occupational Work Education .... 1-4

plus at least 6 units from:
ECE 125 Introduction to Early Childhood Education ..... 3
ECE 126 Health, Safety and Nutrition for the Young Child ................. 3
ECE 128 Curriculum Development for the Young Child ................. 3
ECE 263 The Special Needs Child: Speech, Language and Hearing ................. 1
ECE 265 Working with Young Children with Special Needs ................. 2
ECE 269 Introduction to Special Needs in Young Children ................. 3
EDUC 120 Teaching as a Profession .................. 3
EDUC 122 Introduction to Reading Development and Interventions for K-3 ................. 3
MATH 124 Mathematics for Liberal Arts ................. 3
MATH 125 Principles of Numbers ................. 3
SIGN 266 Sign Language: SEE I ................. 3
SIGN 267 Sign Language: SEE II ................. 3
SIGN 280 American Sign Language (ASL) I ................. 3
SIGN 281 American Sign Language (ASL) II ................. 3
SIGN 282 American Sign Language (ASL) III ................. 3

Total units for the major 24-26

Certificate of achievement - Special education paraeducator/instructional assistant

This entry-level program prepares students with practical skills and knowledge to work with people with disabilities in a variety of educational and rehabilitation settings. Additionally, the courses are intended to introduce students to career opportunities in special education or other disability related fields, and can provide preparation for transfer to four-year institutions to continue a course of study in general education and special education. Classes are designed to serve working individuals wishing to improve their applied skills and professional growth.

To earn a certificate of achievement, students must complete each courses used to meet a certificate requirement with a “C” grade or higher. Required courses are available in the evening and during the day.

<table>
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<tr>
<th>required courses</th>
<th>units</th>
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<tbody>
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<td>ECE 124 Child Development and Psychology</td>
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<td>SPEDU 102 Historical Perspectives of Disabilities and the Law</td>
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<td>SPEDU 103 Classroom Strategies for the Special Education Paraeducator</td>
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</table>
Special education

plus at least 1 unit from:
COUNS 115 Resiliency and Student Success .................. 1
PSYCH 115 Resiliency and Student Success .................. 1

plus 2-4 units from:
COOP 170 Occupational Work Experience Education... 1-4
COOP 170A Internship in Occupational Work
Experience Education ........................................ 1-4

plus at least 6 units from:
ECE 125 Introduction to Early Childhood Education........ 3
ECE 126 Health, Safety and Nutrition for the Young
Child........................................................... 3
ECE 128 Curriculum Development for the
Young Child ..................................................... 3
ECE 263 The Special Needs Child-Speech, Language
and Hearing.................................................... 1
ECE 265 Working with Young Children with
Special Needs .................................................. 2
ECE 269 Introduction to Special Needs in Young
Children ................................................................ 3
EDUC 120 Teaching as a Profession............................ 3
EDUC 122 Introduction to Reading Development and
Interventions for K-3................................. 3
MATH 124 Mathematics for Liberal Arts..................... 3
MATH 125 Principles of Numbers............................... 3
SIGN 266 Sign Language: SEE I................................ 3
SIGN 267 Sign Language: SEE II............................... 3
SIGN 280 American Sign Language (ASL) I................ 3
SIGN 281 American Sign Language (ASL) II................ 3
SIGN 282 American Sign Language (ASL) III............... 3

Total units required 24-26

SPEDU-101 Introduction to Disabilities
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course will examine historical and cultural developments of disability issues, and compares international perspectives to understand the changing roles of people with disabilities. The legal and functional definitions of physical, communicative, sensory, psychological, neurological and developmental disabilities will be emphasized. Acquired versus congenital disabilities will be differentiated, and all forms of chronic/progressive illness will be explored. CSU

SPEDU-102 Historical Perspectives of Disabilities and the Law
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course will examine the legal rights of the disabled, beginning with historical roots of the disability movement in the United States. Essential understanding of the earliest to current legislation governing access to education in federal, state, and local legal mandates will be emphasized. CSU

SPEDU-103 Classroom Strategies for the Special Education Paraeducator
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course explores the basic principles of pragmatic pro-social skills strategies used by the Special education Paraprofessional within the educational workplace. Students will learn effective communication techniques to facilitate and manage appropriate student behavior and learning. CSU

SPEECH – SPCH

Applied and Fine Arts Division
Michael Almaguer, Dean
Humanities Building 112
925-685-1230 ext. 2312

Possible career opportunities
The scope of employment opportunities for speech majors includes: marketing, public relations, sales training and management. Careers related to speech communication that may require an undergraduate degree and/or further training include: salesperson, broadcaster, customer service representative, debate coach, disc jockey, hotel hospitality representative, speech teacher, lawyer, human resource recruiter, tour guide, political campaign worker, and public relations specialist.

SPCH-120 Fundamentals of Speech
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
Students learn to prepare and present public speeches using the principles of effective communication. Emphasis is placed on speaking to inform, persuade, and special occasion speeches. Key principles learned include audience analysis, determining speech goals, organization, clarity, language, evidence, visual aids, and delivery. CSU, UC

SPCH-121 Persuasion and Critical Thinking
3 units LR
• 54 hours lecture per term
• Prerequisite: ENGL 122 or equivalent
An introduction to the principles of reasoning and their application to the analysis and evaluation of political and marketplace communication. Examines the structure of argument, underlying assumptions, the quality of evidence used to support claims, the use of language, the discovery of formal and informational fallacies, and the effect of
print and electronic media on argumentation. This course emphasizes the integration of critical thinking principles with techniques of effective written and spoken argument. CSU, UC (credit limits may apply to UC - see counselor)

SPCH-123 Argumentation and Debate
3 units LR
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
The study and application of the principles of argumentation theory, including the analysis of propositions, issues, evidence, and reasoning, and applying them through critical thinking skills in debate. CSU, UC (credit limits may apply to UC - see counselor)

SPCH-124 Voice and Diction
3 units SC
• 54 hours lecture per term
This course focuses on the vocal instrument for the speaker. Drills and exercises will address vocal strength, resonance, inflection, articulation, and quality. This course is intended for the general student in oral communication, as well as communication, speech, and drama majors. CSU, UC

SPCH-128 Interpersonal Communication
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
This course applies the practical principles of interpersonal communication as it relates to our daily lives. Content will stress psychological, social, cultural, and linguistic factors which affect human interaction. Attention will be given to perception, interpersonal dynamics, listening, conflict resolution, relationship development, and stages, and verbal and nonverbal communication. CSU

SPCH-130 Small Group Communication
3 units SC
• 54 hours lecture per term
A study of communication theory and research applied to working in small groups. Emphasis will be on individual communication behaviors and group practices that create successful group work. Skill development includes leadership, oral communication and team. CSU

SPCH-140 Effective Listening
1 unit P/NP
• 18 hours lecture per term
Students learn to listen effectively and respond to messages. Listening for content and feeling are emphasized along with how to respond effectively. Learning activities include listening activities, role-play, and class discussion. CSU

SPCH-148 Performance of Literature
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Formerly SPCH 150
This course develops, through analysis and repeated oral performance, an appreciation for the skill of reading literature (poetry, prose, and drama) out loud. CSU, UC

SPCH-155 Topics in Speech
.3-4 units SC
• May be repeated three times
• Variable hours
• Recommended: Eligibility for ENGL 122 or equivalent
A supplemental course in speech communication designed to develop oral communication skills in specialized areas of interaction such as conference leading, conflict resolution, job interviewing, listening, and business presentations. Specific topics will be announced in the schedule of classes. CSU

SPCH-160 Projects in Public Speaking
1 unit SC
• May be repeated three times
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
Participation in public speaking events which include persuasive speaking, informative speaking, impromptu speaking, extemporaneous speaking, communication analysis and speeches to entertain as a member of the DVC Intercollegiate Speech and Debate Team. Students in this class may travel to tournaments in northern California and/or prepare speeches to present to local community groups outside of the class period. CSU

SPCH-161 Projects in Debate
1 unit SC
• May be repeated three times
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
Participation in debate as a member of the DVC Intercollegiate Speech and Debate Team. Students in this class may travel to tournaments in northern California and/or prepare debates to present to local community groups outside the class period. CSU

SPCH-162 Projects in Oral Interpretation
1 unit SC
• May be repeated three times
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
Participation in speaking projects which include oral interpretation, prose, poetry, dramatic interpretation, duet interpretation and Reader’s Theater as a member of the DVC Intercollegiate Speech and Debate Team. Students in this class may travel to tournaments in northern California and/or prepare oral readings to present to local community groups outside of the class period. CSU
**SPCH-298 Independent Study**

.5-3 units SC  
- May be repeated three times  
- Variable hours  
- Prerequisite: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered

An opportunity for advanced students to pursue special studies in communication under the direction of faculty. CSU

**SPORTS MEDICINE/ATHLETIC TRAINING**

See Physical Education Theory - PETHE

**STEAMFITTING – STMFT**

Physical Sciences and Engineering Division  
Dennis Smith, Dean  
Physical Science Building 261  
925-685-1230 ext. 2359

**STMFT-110 OSHA-CPR**

1.5-2.5 units LR  
- Variable hours  
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. This class is the same as PLUMB 110.  
- Formerly STMFT 151

The regulations governed by OSHA 30, providing and recognizing safe work practices. Certification in Cardio-Pulmonary Resuscitation and First Aid. CSU

**STMFT-111 Trade Mathematics**

1.5-2.5 units LR  
- Variable hours  
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. This class is the same as PLUMB 111.  
- Formerly STMFT 152

The approaches to mathematical problem solving used in pipe fitting and metric conversion. CSU

**STMFT-117 Related Science in the Piping Trades**

1.5-2.5 units LR  
- Variable hours  
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. This class is the same as PLUMB 117.  
- Formerly STMFT 153

The scientific and mechanical principles that are basic to the work of the piping industry. CSU

**STMFT-118 Beginning Drawing and Plan Reading for the Piping Trades**

1.5-2.5 units LR  
- Variable hours  
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. This class is the same as PLUMB 118.  
- Formerly STMFT 154

The interpretation of drawings and sketches associated with piping installation. CSU

**STMFT-119 Advanced Drawing in the Piping Trades**

1.5-2.5 units LR  
- Variable hours  
- Note: This program is sponsored by the International Brotherhood of Steamfitters and Plumbers and is for apprenticeship only. This class is the same as PLUMB 119.  
- Formerly STMFT 155

Interpret, coordinate and make drawings and sketches associated with piping installation. CSU

**STMFT-150 Topics in Steamfitting**

.3-4 units SC  
- May be repeated three times  
- Variable hours

A supplemental course in steamfitting to provide a study of current concepts and problems in steamfitting and related subdivisions. Specific topics will be announced in the schedule of classes.

**STMFT-250 Related Training in Steamfitting**

2 units LR  
- 18 hours lecture/36 hours laboratory per term  
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice’s on-the-job training, beginning with knowledge of the trade, safety, related math, and basic processes and progressing through eight terms of related instruction.
STMFT-251 Related Training in Steamfitting
2 units LR
- 18 hours lecture/36 hours laboratory per term
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related math, and basic processes and progressing through eight terms of related instruction.

STMFT-252 Related Training in Steamfitting
2 units LR
- 18 hours lecture/36 hours laboratory per term
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related math, and basic processes and progressing through eight terms of related instruction.

STMFT-253 Related Training in Steamfitting
2 units LR
- 18 hours lecture/36 hours laboratory per term
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related math, and basic processes and progressing through eight terms of related instruction.

STMFT-260 Related Training in Steamfitting
2 units LR
- 18 hours lecture/36 hours laboratory per term
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related mathematics and basic processes and progressing through eight terms of related instruction.

STMFT-261 Related Training in Steamfitting
2 units LR
- 18 hours lecture/36 hours laboratory per term
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related mathematics and basic processes and progressing through eight terms of related instruction.

STMFT-262 Related Training in Steamfitting
2 units LR
- 18 hours lecture/36 hours laboratory per term
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related mathematics and basic processes and progressing through eight terms of related instruction.

STMFT-263 Related Training in Steamfitting
2 units LR
- 18 hours lecture/36 hours laboratory per term
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related mathematics and basic processes and progressing through eight terms of related instruction.

STMFT-264 Related Training in Steamfitting
2 units LR
- 18 hours lecture/36 hours laboratory per term
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related mathematics and basic processes and progressing through eight terms of related instruction.

STMFT-265 Related Training in Steamfitting
2 units LR
- 18 hours lecture/36 hours laboratory per term
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related mathematics and basic processes and progressing through eight terms of related instruction.

STMFT-266 Related Training in Steamfitting
2 units LR
- 18 hours lecture/36 hours laboratory per term
- Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice's on-the-job training, beginning with knowledge of the trade, safety, related mathematics and basic processes and progressing through eight terms of related instruction.
STMFT-267  Related Training in Steamfitting
2 units LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction; must be taken in sequence

Related technical instruction, supplementary to the apprentice’s on-the-job training, beginning with knowledge of the trade, safety, related mathematics and basic processes and progressing through eight terms of related instruction.

STMFT-270  Related Training in Steamfitting
1 unit LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction

Related technical instruction, supplementary to the apprentice’s on-the-job training.

STMFT-271  Related Training in Steamfitting
1 unit LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction

Related technical instruction, supplementary to the apprentice’s on-the-job training.

STMFT-272  Related Training in Steamfitting
1 unit LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction

Related technical instruction, supplementary to the apprentice’s on-the-job training.

STMFT-273  Related Training in Steamfitting
1 unit LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction

Related technical instruction, supplementary to the apprentice’s on-the-job training.

STMFT-274 Related Training in Steamfitting
1 unit LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction

Related technical instruction, supplementary to the apprentice’s on-the-job training.

STMFT-275  Related Training in Steamfitting
1 unit LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction

Related technical instruction, supplementary to the apprentice’s on-the-job training.

STMFT-276  Related Training in Steamfitting
1 unit LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction

Related technical instruction, supplementary to the apprentice’s on-the-job training.

STMFT-277  Related Training in Steamfitting
1 unit LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction

Related technical instruction, supplementary to the apprentice’s on-the-job training.

STMFT-278  Related Training in Steamfitting
1 unit LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction

Related technical instruction, supplementary to the apprentice’s on-the-job training.

STMFT-279  Related Training in Steamfitting
1 unit LR
• 18 hours lecture/36 hours laboratory per term
• Recommended: Registered as an apprentice in the steamfitting trade with the ability to profit from the instruction

Related technical instruction, supplementary to the apprentice’s on-the-job training.
SUPEeRvised TuTOriNG – SPTUt

Library and Learning Resources Division
Ann Patterson, Dean
Library Building 219
925-685-1230 ext. 2237

Diablo Valley College’s supervised tutoring course is a free, noncredit, zero-unit course that enables students who are referred by an instructor or counselor to receive tutoring assistance. Tutoring, provided by student tutors, can help with course work, homework, exam preparation or grade improvement. All students benefit from tutorial services that strengthen their basic computational and algebra skills, basic writing, reading, language and critical thinking skills.

SPTUt-020NC Supervised Tutoring
0 unit
• Non degree applicable
• Variable hours
• Note: This is a non-credit course. Students must be enrolled in the DVC course for which they are receiving tutoring and be referred by an instructor or counselor. Positive attendance is counted for up to 2 hours of tutoring per hour of class for each course for which the student is receiving tutoring. Therefore, students may enroll in multiple sections of SPTUT 020 during any one semester.

This course provides individualized and group tutoring services to assist students in increasing their success in college by becoming independent learners and mastering course content. The student must be enrolled in a college credit course and be referred by an instructor or counselor. A student may enroll for tutoring support in more than one college course per semester. Attention will be given to the course subject matter to enable the student to successfully complete the course requirements.

TAGALOG – TAGLG

Students with prior foreign language instruction should check with a language teacher regarding their proper placement in foreign language courses. The following system is generally used to determine the appropriate term of college work based on high school language: two years equal one college term; three years equal two college terms; four years equal three college terms.

TAGLG-150 Topics in Tagalog
.3-4 units SC
• May be repeated three times
• Variable hours

A supplemental course in Tagalog to provide a study of current concepts and problems in Tagalog and related subdivisions. Specific topics will be announced in the schedule of classes. CSU
TRANSFER STUDIES – CSU

Certificate of achievement - CSU General Education Breadth
This certificate is designed for students planning to transfer to the California State University (CSU) System. It offers students a program of study which meets the CSU General Education requirements. Many courses satisfy both CSU and graduation requirements; however, the units are only counted once towards the 60 unit degree requirement for an Associate’s Degree. Although the certificate recognizes the completion of lower division CSU general education requirements, it does not guarantee admission to a specific campus within the CSU system nor does it guarantee admission to a specific major. Some majors and colleges may require a different lower division preparation and/or a higher GPA than is necessary for this certificate.

Students who intend to transfer must meet all current CSU transfer requirements including minimum GPA and eligibility for certification. Students are strongly advised to meet with a counselor to discuss transfer requirements and lower division major preparation that is needed for their intended transfer school. (Also see CSU GE transfer information in this catalog)

units
required courses for the certificate (CSU GE pattern)...... 39

TRANSFER STUDIES – IGETC

Certificate of achievement - Intersegmental General Education Transfer Curriculum - IGETC
This certificate is designed for students planning to transfer to either the University of California (UC) or the California State University (CSU) System. It offers students a program of study which meets IGETC requirements. Many courses satisfy both IGETC and graduation requirements; however, the units are only counted once towards the 60 unit degree requirement for an associate’s degree. Although the certificate recognizes the completion of lower division IGETC requirements, it does not guarantee admission to a specific campus or school within the UC or CSU systems nor does it guarantee admission to a specific major. Some majors and colleges may require a different lower division preparation and/or a higher GPA than is necessary for this certificate.

Students who intend to transfer must meet all current IGETC transfer requirements including minimum GPA and eligibility for certification. Students are strongly advised to meet with a counselor to discuss transfer requirements and lower division major preparation that is needed for their intended transfer school. (Also see IGETC transfer information in this catalog)

units
required courses for the certificate (IGETC pattern)........ 34-41
Total minimum units for the certificate 34-41
Note: students intending to transfer to the CSU system are advised that an additional six units of study are required for the American Institutions graduation requirement from CSU.

WORK EXPERIENCE

See Cooperative Education - COOP
Faculty and academic administrators

FACULTY AND ACADEMIC ADMINISTRATORS

Abajian, Kathryn
faculty - English
B.A. - Brigham Young
M.A. - San Francisco State University

Abbott, Daniel
faculty - architecture
B.A. - University of Oregon

Abele, Robert
faculty - philosophy
B.A. - University of Dayton
M.Div. - Mt. St. Mary
M.A. - Athenaeum of Ohio
Ph.D. - Marquette University

Agnost, Katy
faculty - English
B.A. - UC Davis
M.A. - San Francisco State University

Akanyirige, Emmanuel
faculty - math
B.S., M.S. - Ball State University

Akiyama, Mark
faculty - psychology
B.A. - UC Berkeley
M.A. - University of Michigan

Almaguer, Michael
dean of applied and fine arts
B.A. - UC Davis
M.F.A. - San Francisco Art Institute

Appell, Glenn
faculty - music
B.A. - Hunter College, New York
M.A. - San Francisco State University

Armstrong, Terry L.
dean of counseling and student support services
B.A., M.A. - CSU Fresno

Avanessian, Garen
faculty - engineering
B.S. - Pahlavi University, Iran
M.S., Ph.D. - University of Wales, UK
M.S. - San Jose State University

Bach, Daniel J.
faculty - mathematics
B.A., M.A. - UC Berkeley

Bailey, Jamie Lynn
counselor
B.A., M.A. - Cal State University, Hayward

Bairros, Monte
faculty - music
A.A. - Merced College
B.A. - CSU Stanislaus
M.M. - University of Colorado, Boulder

Barber, Thomas P.
faculty - English
B.A. - St. Mary's College
M.A. - San Francisco State University

Barlow, Andrew L.
faculty - social sciences
B.A. - Oberlin College
M.A., Ph.D. - Harvard University

Baskind, Tamar
faculty - English
A.A. - Vista College
B.A. - UC Berkeley
M.A. - UC Davis

Bernhardt, Paul J.
faculty - hotel and restaurant management
B.V.E SF State University
A.S. - Johnson and Wales College

Bersamina, Leo
faculty - art
M.F.A. - Yale University
B.F.A. - SF State University
A.A. - Cabrillo College

Blackwell-Stratton, Marian
faculty - English
B.A. - UC Berkeley
M.F.A. - Mills College

Borowski, Leon
faculty - chemistry
B.A. - University of Illinois
M.S. - UC Berkeley

Boyd, Linda R.
faculty - dental assisting
Registered Dental Assistant
Certified Dental Assistant
B.A. - CSU Hayward

Brecha, Jane
faculty - mathematics
B.A. - UC Santa Cruz
M.S. - CSU Hayward

Breton, Hopi
faculty - art
B.A. - Loyola University
M.F.A. Montana State University

Browne, Susan M.
faculty - English
B.A., M.A. - CSU Chico

Budd, Gary R.
faculty - English
B.A., M.A. - CSU Sacramento

Burns, Laura
faculty - chemistry
B.S. - Texas Lutheran College
Ph.D. - UC Davis

Burns, Robert
faculty - computer sciences
B.S., M.S., Ph.D. - Purdue University

Canada, Yvonne
senior academic/student services
manager
B.A. - Cal Poly, San Luis Obispo
M.A. - Bowling Green State University, Ohio

Carbonell, Ana María (Ia),
faculty - English
B.A. - Tufts University
M.A., Ph. D. - UC Santa Cruz

Carter, Cheryl
counselor
B.A., M.A. - CSU Hayward
Ed. D. - Pepperdine University
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carter, Hilton</td>
<td>faculty - dental technology</td>
<td>A.A. - Diablo Valley College B.A. - St. Mary's College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certified Dental Technologist M.A. - United International University</td>
</tr>
<tr>
<td>Castle, Karen</td>
<td>faculty - physical science</td>
<td>B.S., M.S., Ph.D. - University of Michigan</td>
</tr>
<tr>
<td>Chambers, Carla J.</td>
<td>counselor</td>
<td>B.S. - Central State University M.A. - Ohio State University</td>
</tr>
<tr>
<td>Chisar, Michael</td>
<td>faculty - physical education</td>
<td>(sports medicine) B.S. - CSU Fullerton M.S. Hahemann University, Pennsylvania</td>
</tr>
<tr>
<td>Chatagnier, Thomas J.</td>
<td>faculty - electronics</td>
<td>A.A. - Diablo Valley College B.S. - San Jose State University M.A. - St. Mary's College</td>
</tr>
<tr>
<td>Churchill, Peter D.</td>
<td>faculty - business administration</td>
<td>B.M. - University of Pacific M.A. - CSU Los Angeles J.D. - American College of Law</td>
</tr>
<tr>
<td>Christian-Miller, Suzanne</td>
<td>faculty - mathematics</td>
<td>B.A. - Mills College M.A. - Cornell University</td>
</tr>
<tr>
<td>Cocciimiglio, Steven L.</td>
<td>faculty - physical education</td>
<td>B.A. - University of Hawaii M.A. - St. Mary's College</td>
</tr>
<tr>
<td>Colchico, Kristen</td>
<td>faculty - health science</td>
<td>B.S. - CSU East Bay M.S. - Indiana State University Ed.D. - Columbia University</td>
</tr>
<tr>
<td>Collazo, Monserrate</td>
<td>faculty - mathematics</td>
<td>B.S., M.S. - University of Puerto Rico</td>
</tr>
<tr>
<td>Conde, Kellie</td>
<td>faculty - counselor disability support services</td>
<td>B.A. - CSU Hayward M.S. - San Francisco State University</td>
</tr>
<tr>
<td>Connor, Michael W.</td>
<td>faculty - physics</td>
<td>B.A. - UC San Diego M.S., Ph.D. - UC Davis</td>
</tr>
<tr>
<td>Cook, Bruce</td>
<td>faculty - music</td>
<td>B.A. - Greensboro College M.A. - University of North Carolina Ph.D. - University of Colorado</td>
</tr>
<tr>
<td>Cooke, Susan E.</td>
<td>faculty - family life - early childhood education</td>
<td>B.A. - UC Berkeley M.S. - CSU Hayward</td>
</tr>
<tr>
<td>Costa, Kathleen</td>
<td>counselor, faculty</td>
<td>A.A. - San Joaquin Delta College B.A. - John F. Kennedy University M.S. - CSU Hayward</td>
</tr>
<tr>
<td>Crouse, Marina</td>
<td>faculty - Spanish</td>
<td>B.A., M.A., Ph.D. - UC Berkeley</td>
</tr>
<tr>
<td>Dannels, Lupe Carvajal</td>
<td>counselor</td>
<td>B.A. - UC Riverside M.A. - CSU Fresno</td>
</tr>
<tr>
<td>Darr, Mike</td>
<td>faculty - physical education/athletics</td>
<td>A.A. - DVC B.A. - CSU Chico M.A. - Saint Mary's College</td>
</tr>
<tr>
<td>Day, Victoria L.</td>
<td>faculty - dental hygiene</td>
<td>B.A. - UC Santa Cruz B.S., D.D.S. - San Francisco State University</td>
</tr>
<tr>
<td>Deason, Nancy</td>
<td>faculty - learning disabilities specialist</td>
<td>B.A. - University of North Carolina M.A. - New York University</td>
</tr>
<tr>
<td>Delgado, Rita</td>
<td>counselor</td>
<td>B.A. - UC Berkeley M.S. - CSU Hayward</td>
</tr>
<tr>
<td>DeLoach, Marva L.</td>
<td>librarian</td>
<td>B.S. - Savannah State College M.S.L.S. - Atlanta University Ph.D. - University of Pittsburgh</td>
</tr>
<tr>
<td>DeMarco, Helen</td>
<td>faculty - nutrition</td>
<td>B.S. - University of Oregon M.S. - San Jose State University</td>
</tr>
<tr>
<td>Denning, Joann</td>
<td>faculty - multimedia</td>
<td>B.A. - UC San Diego M.F.A. - UC Davis</td>
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<tr>
<td>DePew, Ralph</td>
<td>faculty - physical education</td>
<td>B.A. - San Francisco State University M.S. - St. Mary's College</td>
</tr>
<tr>
<td>Di Bari, Isabella Castellano</td>
<td>faculty - English</td>
<td>B.A. - CSU Northridge M.A. - San Francisco State University (2)</td>
</tr>
<tr>
<td>Dickinson, Jean E.</td>
<td>faculty - journalism</td>
<td>A.A. Mt. San Antonio College, Walnut, CA B.A. - Stanford University M.J. - UC Berkeley</td>
</tr>
<tr>
<td>Dinwiddie, Denise</td>
<td>faculty - English</td>
<td>B.S., M.Ed. - University of Missouri</td>
</tr>
<tr>
<td>Dixon, Martha L.</td>
<td>faculty - biological science</td>
<td>B.A., Ph.D. - UC Berkeley Teaching Credential - San Francisco State University</td>
</tr>
<tr>
<td>Dorado, Maria Isabel</td>
<td>faculty - counseling</td>
<td>B.A. San Francisco State M.A. Michigan State University</td>
</tr>
<tr>
<td>Dorn, Ileana</td>
<td>director of admissions and records</td>
<td>B.A., M.Ed. - Seattle University</td>
</tr>
<tr>
<td>Dougan, Susana “Raine”</td>
<td>counselor - EOPS/CARE</td>
<td>B.A., B.S. - UC Berkeley M.A. - Pacifica Graduate Institute</td>
</tr>
<tr>
<td>Draa, Christopher</td>
<td>chef, faculty - culinary arts</td>
<td>A.A. - Diablo Valley College Certificate - California Culinary Academy</td>
</tr>
<tr>
<td>Dunlapay, Keri</td>
<td>faculty - English</td>
<td>B.A. - UC Irvine M.A. - San Diego State University</td>
</tr>
<tr>
<td>Duwe, Axel</td>
<td>faculty - biological sciences</td>
<td>B.S., Ph.D. - University of Western Ontario, Canada J.D. - John F. Kennedy University</td>
</tr>
<tr>
<td>Edwards, Karen</td>
<td>faculty - mathematics</td>
<td>B.A., Ph.D. - UC Berkeley</td>
</tr>
<tr>
<td>Eisa, Mohamed</td>
<td>dean of planning, research and student outcomes</td>
<td>B.A. - University of Alexandria in Egypt M.B.A. - Michigan State University</td>
</tr>
<tr>
<td>Espiritu, Florence</td>
<td>librarian</td>
<td>A.A. Los Medanos B.A. - UC Davis M.L.I.S University of Washington</td>
</tr>
</tbody>
</table>
Faculty and academic administrators

Eustes, Robert D.
faculty - hotel and restaurant management
A.A. - City College of San Francisco
B.A. - San Francisco State University
M.B.A. - Golden Gate University

Fannin, Antonia
faculty - English
B.A. - UC Berkeley
M.A. - San Francisco State University

Fischer, Laurence E.
faculty - English
B.A. - University of Illinois
M.A. - San Francisco State University

Flores-Lowry, Josephine T.
faculty - physical education
B.A., M.A. - University of the Pacific

Foster, Judy
faculty - business education
A.A. - Diablo Valley College
B.A. - San Francisco State University

Fournier, Teresa
faculty - psychology
B.A., M.A. - San Francisco State University

Franco, Dennis J.
faculty - counseling
B.A. - University of San Francisco
M.A. - John F. Kennedy University

Freidenreich, Eric
faculty - mathematics
B.A. - UC Los Angeles
M.A. - UC San Diego

Freytag, John
faculty - oceanography
B.S. - UC Santa Barbara
Ph.D. - Pennsylvnia State University

Gallin, Lenore J.
faculty - anthropology
B.A. - University of Illinois
M.A. - UC Berkeley
Ph.D. - UC Los Angeles

Galvin, Daniel J.
faculty - accounting
B.S. - University of San Francisco
Certified Public Accountant

Gard, Karen
faculty - health science
B.S., M.S., D.V.M. - UC Davis

Gelinas, Richard P.
faculty - biological science
B.S. - St. Mary’s College
Ph.D. - UC Davis

Gerkin, Craig
faculty - chemistry
B.S. - SUNY, Stony Brook
Ph.D. - UC Berkeley

Gilmore, Raymond
faculty - business
A.A. - City College of San Francisco
B.A. - UC Berkeley
MBA - San Clara University

Giulii, Maria J.
faculty - economics
B.A. - American University, Cairo
B.A. - Gdansk University, Poland
M.A. - San Francisco State University

Godinez, Richard
faculty - art
B.A. - Chalone College
B.F.A. - San Jose State University
M.F.A. - Stanford University

Gosen-Salter, Heidi
faculty - English
B.A. - UC Berkeley
M.A. - San Francisco State University

Gonzales, Manuel G.
faculty - history
A.A. - Coalinga Junior College
B.A., M.A., Ph.D. - UC Santa Barbara

Gonzales, Mike
counselor
B.A., M.S. - CSU Fresno

Goodman, Marcia Renee
faculty - English
B.A. - SUNY at Stonybrook
M.A., Ph.D. - UC Berkeley

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faculty - biology
B.S., B.A. - UC Davis
Ph.D. - UC Santa Cruz

Gorga, Joseph
faculty - biology/oceangraphy
B.A. - University of San Diego
Ph.D. - UC Santa Barbara

Guess, Paul R.
faculty - English
B.A., M.A. - San Francisco State University
J.D. - Hastings College of Law

Guidone, Franco A.
faculty - foreign language
B.A. - CSU Long Beach
M.A., Ph.D. - UC Berkeley

Halm, Jacqueline D.
faculty - humanities
B.A., M.A. - San Francisco State University

Hammar, Kris R.
faculty - health science
B.S. - UC Berkeley
M.S. - San Francisco State University

Hammond, Lynn
faculty - English
B.S. - Duke University
M.S., Ph.D. - University of Southern California

Hammond, William
faculty - computer information systems
B.S. - Rutgers University

Haneck, John
instructor - speech
B.S. - St. Mary’s College
M.A. - CSU, Hayward

Hartshorn, MaryBeth
faculty - psychology
B.S. - UC Davis
M.A. - John F. Kennedy University

Hauscariaague, Elizabeth,
dean of outreach, enrollment management and matriculation
B.S. - UC Davis
M.S. - Regis University

Hawkins, Pamela E.
faculty - business
B.A. - UC Irvine
M.P.A. - University of Pittsburgh
Ed.D. - University of San Francisco

Hein, Claudia
faculty - chemistry
B.S. - Muhlenberg College
M.S. - Oregon State University

Hess Diestler, Nicole
faculty - drama
B.S. - OSU East Bay
B.A. - San Diego State University
M.A. - Florida State University

Hetherington, Jean H.
faculty - geology
B.S. - Stanford University
M.S. - University of Washington

Hewitt, Barbara
faculty - health science
B.S. - University of Vermont
M.S. - CSU Hayward

Hill, Deya Brashears
faculty - family life - early childhood education
B.S. - Kent State University
M.Ed. - University of Maryland

Hoffmann, James
faculty - biological science
B.A., M.A. - CSU Northridge

Holt, Buzz
faculty - history and geography
B.A. - Harvard University
M.A. - UC Berkeley

Horan, Kevin
executive dean San Ramon Campus
B.A. - Saint Mary’s College
M.S. - Western Illinois University
Ed.D. - Saint Mary’s College

Huff, Mickey
faculty - history/social science
B.A., M.A. - Youngstown State University

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<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Position</th>
<th>Degrees</th>
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<tr>
<td>Hurley, Thomas</td>
<td>faculty - English</td>
<td>B.A. - Siena College, M.A. - University of Virginia</td>
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<tr>
<td>Huynh, Loc</td>
<td>faculty - computer information systems</td>
<td>B.A. - UC Berkeley</td>
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<td>Inclan, Jessica A.</td>
<td>faculty - English</td>
<td>B.A. - CSU Stanislaus, M.A. - San Francisco State University</td>
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<tr>
<td>Isham, Markel</td>
<td>counselor, international students</td>
<td>B.A. - Howard Payne University, M.S. - University of Tennessee, M.H.A. - University of Oklahoma, M.Ed. - Texas Tech University</td>
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<tr>
<td>Izquierdo, Isabel</td>
<td>faculty - foreign language</td>
<td>M.A. - University of Oviedo, Spain</td>
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<td>Jacobs, James A.</td>
<td>faculty - journalism</td>
<td>B.A., M.A., M.S.S. - Syracuse University</td>
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<tr>
<td>Jacobson, Melissa S.</td>
<td>faculty - history</td>
<td>B.A. - Seattle University, M.A. - Glasgow University</td>
</tr>
<tr>
<td>Jamshidejad, Christie</td>
<td>articulation officer</td>
<td>B.A. - UC Davis, M.A. - San Francisco State University</td>
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<tr>
<td>Jester, Catherine M.</td>
<td>learning disabilities specialist</td>
<td>B.A., M.S. - Northwestern University</td>
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<tr>
<td>Johns, Krista</td>
<td>dean of business and English</td>
<td>B.A. - University of Wisconsin, J.D. - Chicago-Kent, College of Law</td>
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<tr>
<td>Johnson, David B.</td>
<td>faculty - mathematics</td>
<td>B.A. - UC Santa Cruz, M.A. - UC Berkeley</td>
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<tr>
<td>Johnson, Steven C.</td>
<td>faculty - anthropology</td>
<td>B.A. - UC Berkeley, M.A. - CSU Hayward, Ph.D. - UC Berkeley</td>
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<tr>
<td>Jones-Castellano, Jackqueline</td>
<td>academic student services manager</td>
<td>B.A., M.S. - CSU East Bay</td>
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<tr>
<td>Karmon, Oshri</td>
<td>faculty - physics</td>
<td>B.S. - CSU Sacramento, M.S. - University of Idaho</td>
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<td>Keating, Katrina</td>
<td>faculty - math</td>
<td>A.A. - Laney College, B.A., M.A. - San Francisco State University</td>
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<tr>
<td>Khajja, Gene</td>
<td>faculty - computer science</td>
<td>B.A. - University of Punjab, Pakistan, M.S. - Utah State University, Ph.D. - University of Manchester, England</td>
</tr>
<tr>
<td>Khandani, Seyyed M. H.</td>
<td>faculty - engineering</td>
<td>B.S. - Sharif University of Technology, M.S., Ph.D. - Massachusetts Inst. of Technology</td>
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<tr>
<td>Kiely, Daniel</td>
<td>librarian, electronic access</td>
<td>B.A. - Santa Clara University, M.A. - San Francisco State University, M.L.I.S. - San Jose State University</td>
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<td>Kivel, Andy</td>
<td>librarian</td>
<td>B.A. - University of Massachusetts, M.A. - UC Berkeley</td>
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<tr>
<td>Knight, Lynn M.</td>
<td>faculty - mathematics</td>
<td>B.A. - University of the Pacific, M.A. - UC Berkeley</td>
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<td>Koblik, Kris</td>
<td>faculty - art history</td>
<td>B.A. - Stanford University, M.A. - San Francisco State University</td>
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<td>Koller, Bruce</td>
<td>faculty - economics</td>
<td>A.A. - College of San Mateo, B.S. - San Jose State University, M.A. - CSU East Bay</td>
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<tr>
<td>Kow, Helen L.</td>
<td>faculty - computer science</td>
<td>B.S., M.A. - Michigan State University</td>
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<tr>
<td>Krause, Lynden</td>
<td>dean of social science</td>
<td>B.A. - Tabor College, M.Ed. - Trenton State College, Ph.D. - Ohio University</td>
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<td>Kresch, Holly</td>
<td>faculty - mathematics</td>
<td>B.A. - University of Colorado, M.S. - CSU Hayward</td>
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<td>Krivicich, Joseph</td>
<td>faculty - physics</td>
<td>B.S. - Northwestern University, M.A., Ph.D. - UC Berkeley</td>
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<tr>
<td>Krup, Michele A.</td>
<td>faculty - art</td>
<td>A.A. - Diablo Valley College, B.A. - CSU Sonoma, M.A., M.F.A. - UC Berkeley</td>
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<tr>
<td>Kruse, Ellen N.</td>
<td>faculty - English</td>
<td>B.A. - University of Hawaii, M.A. - SUNY at Binghamton</td>
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<tr>
<td>Lacayo, Allan</td>
<td>faculty - business</td>
<td>B.S., M.A. - UC Berkeley</td>
</tr>
<tr>
<td>Laham, Martha S.</td>
<td>faculty - business administration</td>
<td>B.A. - UC Irvine, M.I.M. - American Grad. School of International Management</td>
</tr>
<tr>
<td>Lamb, Susan</td>
<td>vice president of instruction</td>
<td>B.S., M.Ed. - Southwest Texas State University</td>
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<tr>
<td>Lang, Lindsey</td>
<td>faculty - mathematics</td>
<td>B.S., M.S. - Cal Poly San Luis Obispo</td>
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<tr>
<td>Lang-Moreland, Michael E.</td>
<td>faculty - horticulture</td>
<td>B.S. - California Polytechnic State University</td>
</tr>
<tr>
<td>Larson, Wayne</td>
<td>faculty - chemistry</td>
<td>B.S. - Carleton College, Ph.D. - California Institute of Technology</td>
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<td>Lee, Owen</td>
<td>faculty - music</td>
<td>B.A. - UC Berkeley, Ph.D. - UC Los Angeles</td>
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<tr>
<td>Leitner, Patricia J.</td>
<td>faculty - mathematics</td>
<td>B.A., M.A. - UC Berkeley</td>
</tr>
<tr>
<td>Leivas, Christopher</td>
<td>vice president, finance and administration</td>
<td>B.S. - CSU Humboldt, M.B.A. - Golden Gate University</td>
</tr>
<tr>
<td>Lema, Laurie A.</td>
<td>faculty - speech</td>
<td>B.A., M.A. - San Jose State University</td>
</tr>
<tr>
<td>LeMay, Cheryl</td>
<td>counselor</td>
<td>B.A., M.Ed. - University of San Diego, Ed.D. - San Francisco State University</td>
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<tr>
<td>Leong, Patrick L.</td>
<td>faculty - English</td>
<td>B.A. - San Francisco State University, M.A. - CSU Fresno</td>
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<tr>
<td>Levin, Anna</td>
<td>faculty - biology</td>
<td>B.A. - UC Santa Cruz, Ph.D. - UC Berkeley</td>
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<tr>
<td>Levy, Tina L.</td>
<td>faculty - mathematics</td>
<td>B.A., M.A. - University of Wisconsin</td>
</tr>
</tbody>
</table>
Faculty and academic administrators

Lin, Sherene
faculty - foreign language
B.A. - Fu-Jen University, Taipei
M.A. - University of San Francisco

Long, Karen
faculty - chemistry
B.A. - Gettysburg College
Ph.D. - University of New Hampshire

Lovell, Laurel "Jesse"
faculty - photography
B.F.A. - Rochester Institute of Technology
M.F.A. - California College of the Arts

Luciano, Nancy
counselor, faculty - psychology
B.A., M.S. - University of Santa Clara

MacDougall, Scott
faculty - political science
B.A., M.A. - McGill University, Montreal

Machalinski, Catherine
faculty - biological science
B.S., M.S. - University of Illinois

Magee, James B.
faculty - mathematics
B.S. - University of Pennsylvania
M.A. - UC Berkeley

Malone, Nancy D.
faculty - English
B.A. - University of Southern California
M.A. - San Francisco State University

Martinez, Claudia W.
faculty - foreign language
B.A., M.A., C. Phil. - UC Berkeley

Martucci, Cheryl
faculty - computer networking technology
B.A. - UC Berkeley
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faculty - early childhood education
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M.S. - San Jose State University
Ph.D. California School of Professional Psychology

Mayfield, Jason
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A.A. - Chabot College
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M.S. - UC Davis

Mazzone, Dorene
faculty - political science
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M.A., Ph.D. - University of Hawaii

McBrien, Beth
faculty - drama
B.A. - St Mary’s College
M.A. - San Francisco State University

McCade, Karl
faculty - ceramics
B.S. - Southern Oregon State University
M.F.A. - Montana State University

McGlynn, Brian G.
faculty - culinary arts
A.A. - City College of San Francisco
B.A. - University of Portland

McNeily, Pamela R.
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Menegas, Irene
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Messenger, Mark D.
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A.A. - Diablo Valley College
B.S. - CSU Hayward

Mo, Patrick
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B.A. - Bard College
M.F.A. - San Francisco Art Institute

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Ph.D. - UC Berkeley

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faculty - mathematics
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Mueller, Carolyn M.
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B.A. - UC Davis
M.A. - Mills College

Mullins, Callin
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Muñoz, Tedmund
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Murphy, Timothy
faculty - accounting
B.B.A. - University of Notre Dame
M.B.A. - University of Southern California
J.D. - Golden Gate University

Myers, Judith
faculty - English
B.A. - Sarah Lawrence College
M.A. - Mills College

Needham, C. D. Samuel
faculty - mathematics
B.A. - University of Sydney, Australia
M.A., C.Phil. - UC Los Angeles

Nezuka, Naomi
faculty - Japanese
B.A. - Waseda University
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Nirgiotis, Theodore P.
faculty - mathematics
A.B. - Harvard College
M.S. - University of Illinois

Oguto, Fenno
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B.A., M.A. - University of Nairobi
Ph.D. - UC Berkeley

Ojemark, Milagros
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M.A. - New York University

Okay, Carol A.
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Opsata, Rebecca
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B.A. - Macalester College
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M.A., Ph.D. - University of Southern California

Orta, Lisa
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B.A. - UC Berkeley
M.A. - San Francisco State University

Osborne, Beatrice
faculty - math
B.S. - University, Toulouse, France
B.S., M.A. UC Berkeley
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education Details</th>
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<tbody>
<tr>
<td>Oye, William</td>
<td>dean of student life</td>
<td>B.A. - Eastern Illinois University M.S. - Illinois Institute of Technology</td>
</tr>
<tr>
<td>Padover, Steven L.</td>
<td>counselor</td>
<td>B.S. - New York State University M.A. - New York University Ph.D. - University of Michigan</td>
</tr>
<tr>
<td>Panahandeh, Mohammad</td>
<td>faculty - engineering</td>
<td>B.S. - Sharif University of Technology, Iran M.S., Ph.D. - UC Berkeley</td>
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<tr>
<td>Parks, Will</td>
<td>faculty - mathematics</td>
<td>B.A. - UC Berkeley M.A. - San Francisco State University</td>
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<tr>
<td>Pastori, Sharon</td>
<td>faculty - English</td>
<td>B.A. - CSU Chico M.A. - UC Berkeley</td>
</tr>
<tr>
<td>Patterson, Ann</td>
<td>dean of library and learning resources</td>
<td>B.A. - UC Santa Barbara M.L.S. - UC Berkeley</td>
</tr>
<tr>
<td>Pearson, J. Warren</td>
<td>faculty - biological science</td>
<td>B.A., M.A. - University of Colorado</td>
</tr>
<tr>
<td>Peppo, Bret</td>
<td>faculty - music</td>
<td>B.A. - Eastern Illinois University M.A. - Illinois State University Ph.D. - University of Iowa</td>
</tr>
<tr>
<td>Peters, Robert R.</td>
<td>counselor</td>
<td>B.A. - State University of New York M.A. - Sonoma State University</td>
</tr>
<tr>
<td>Phelps, Debra Passino</td>
<td>faculty - engineering technology</td>
<td>A.S. - Cuyamaca College B.A., M.A. - San Diego State University C.A. - UC Davis</td>
</tr>
<tr>
<td>Pieroni, Gary</td>
<td>faculty - accounting</td>
<td>B.A. - CSU Hayward M.A. - John F. Kennedy University</td>
</tr>
<tr>
<td>Pineda, Marylou</td>
<td>faculty - dental assisting</td>
<td>B.A., M.A. - St. Mary’s College Certified Dental Assistant Registered Dental Assistant</td>
</tr>
<tr>
<td>Place, Nicola</td>
<td>senior academic and student services manager</td>
<td>B.A. - Mills College M.A. - Santa Clara University</td>
</tr>
<tr>
<td>Ponciano-Babb, Jacqueline</td>
<td>faculty - physical education</td>
<td>B.S., M.S. - CSU Sacramento</td>
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<tr>
<td>Powell, Matthew</td>
<td>faculty - social science</td>
<td>B.A. - CSU Chico M.A. - University of New Mexico</td>
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<tr>
<td>Powers, Pamela</td>
<td>faculty - dental hygiene</td>
<td>B.A. - CSU Hayward M.S. - New Haven Connecticut</td>
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<tr>
<td>Prapavessi, Despina</td>
<td>faculty - mathematics</td>
<td>B.A., M.A., Ph.D. - UC Berkeley</td>
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<tr>
<td>Ramoo, Ratha</td>
<td>faculty - economics</td>
<td>B.A., M.A. - Southern Illinois University Ph.D. - UC Santa Barbara</td>
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<td>Rehr, Elane</td>
<td>faculty - psychology</td>
<td>B.A., M.A. - San Francisco State University</td>
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<td>Risbrough, Richard F.</td>
<td>faculty - psychology</td>
<td>B.A., M.A. - San Francisco State University</td>
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<td>Rode, Leo T.</td>
<td>faculty - psychology</td>
<td>B.A. - Josephinum College M.A. - Southern Illinois University</td>
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<td>Rodriguez, John</td>
<td>faculty - physics</td>
<td>B.A. - UC Santa Cruz M.A. - UC Berkeley</td>
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<td>Roemer, Julie A.</td>
<td>faculty - English and ESL</td>
<td>B.A. - Stanford University M.A. - UC Berkeley</td>
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<td>Sasse, Paul M.</td>
<td>faculty - mathematics</td>
<td>B.A., M.A. - San Francisco State University</td>
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<td>Sarkis, Schubert</td>
<td>faculty - mathematics</td>
<td>B.A., M.A. - San Francisco State University</td>
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<td>Schenk, Kim</td>
<td>dean of career technical education</td>
<td>B.A. - University of Toronto M.A. - Santa Clara University</td>
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<tr>
<td>Seaberry, Ben</td>
<td>executive dean of information technology and services</td>
<td>B.S. - University of Oregon M.A. - CSU Los Angeles Ed.D. - UC Davis</td>
</tr>
<tr>
<td>Seefur, Carolyn M.</td>
<td>faculty - business administration</td>
<td>B.B.A. - University of Georgia M.B.A. - John F. Kennedy University</td>
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<tr>
<td>Shackett, Charles</td>
<td>faculty - English</td>
<td>B.A. - University of New Hampshire M.A. - San Francisco State University</td>
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<tr>
<td>Shears, Stacey</td>
<td>academic/student services manager</td>
<td>B.A. - City College of New York M.S. - University of Rhode Island</td>
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<tr>
<td>Shi, (Xiaofeng) Charlie</td>
<td>faculty - business</td>
<td>B.A. - University of Illinois M.A. - University of Nebraska M.B.A. - UC Berkeley</td>
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<tr>
<td>Sinha, Binita</td>
<td>faculty - geography</td>
<td>B.A., M.A., Ph.D. - Patna University, India PhD. University of Oklahoma, Norman, OK</td>
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<tr>
<td>Sinsel, John D.</td>
<td>faculty - administration of justice</td>
<td>B.A., M.P.A. - Golden Gate University</td>
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<tr>
<td>Sison, Darlene Ruth</td>
<td>librarian</td>
<td>B.S. - San Francisco State University M.L.S. - San Jose State University</td>
</tr>
<tr>
<td>Smith, Dennis</td>
<td>dean of physical sciences and engineering dean of biological and health sciences</td>
<td>B.A. - UC Berkeley M.A. - University of San Francisco M.A. - San Francisco State University</td>
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<tr>
<td>Smith, Jenny</td>
<td>faculty - math</td>
<td>B.A. - San Jose State M.A. - San Francisco State University</td>
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<td>Snyder, Rory S.</td>
<td>faculty - music</td>
<td>B.A. - UC Los Angeles M.M. - University of Northern Colorado</td>
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<tr>
<td>Sporer, René</td>
<td>faculty - mathematics</td>
<td>A.A. - Bakersfield College B.S. - CSU Bakersfield M.A. - UC Santa Barbara</td>
</tr>
<tr>
<td>Stanfield, Paula</td>
<td>counselor - EOPS/CARE</td>
<td>B.S. - Cal Poly, SLO M.S.W. - UC Berkeley</td>
</tr>
</tbody>
</table>
Faculty and academic administrators

Steidel, Mark H.
faculty - music
B.A. - University of Oregon
M.A. - Mills College

Stone, Emily
academic/student services manager, EOPS
B.A. - Macalester College
M.B.A. - Brandeis University

Symonds, Joan M. L.
faculty - family life - early childhood education
B.A. - CSU Chico

Taughser, Kimberly
faculty - biology
B.A. - UC Santa Barbara
M.S. - Colorado State University

Teel, Gay
faculty - dental
B.S., M.A. - CSU Long Beach

Tejada, Jennifer
faculty - speech
B.A., M.A. - San Francisco State University

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Delta Web

DIABLO VALLEY COLLEGE  Catalog 2009-2010  •  Index  305
TELEPHONE DIRECTORY

Students may call DVC or SRC by dialing the appropriate “General Number” and an extension.

If using a touch-tone telephone, when the call has been answered, enter the extension number of your choice or stay on the line for further assistance.

If using a rotary telephone, when the call has been answered, wait for the operator.

On-campus emergency: 2333 or call 9-911 from any telephone.

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<th>DVC general number</th>
<th>925-685-1230</th>
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<td>DVC Campus</td>
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<tr>
<td>Admissions and Records Office</td>
<td>925-685-1310</td>
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<tr>
<td>Fax</td>
<td>925-609-8085</td>
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<tr>
<td>Assessment Center</td>
<td>2545</td>
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<tr>
<td>Book Center</td>
<td>925-682-7363</td>
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<tr>
<td>Career and Employment Services</td>
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<td>Dental Hygiene Clinic</td>
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<td>Emergency</td>
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<tr>
<td>Emeritus College</td>
<td>906-9105 day or 906-9106 evening</td>
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<tr>
<td>EOPS Office</td>
<td>2366/2336</td>
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<tr>
<td>Financial Aid</td>
<td>2363/2329</td>
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<tr>
<td>Information Center</td>
<td>2578</td>
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<tr>
<td>International Student Admission and Services</td>
<td>2052/2075/2594/2593/2077</td>
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<tr>
<td>Inquirer</td>
<td>2313/2089</td>
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<tr>
<td>Library</td>
<td>2441</td>
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<tr>
<td>Lost and Found</td>
<td>2339/2338</td>
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<td>Media Center (self-instruction lab)</td>
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<td>2339/2338</td>
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<td>Norseman Restaurant</td>
<td>2300</td>
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<tr>
<td>Study Abroad Program</td>
<td>2563/2735</td>
</tr>
<tr>
<td>email: <a href="mailto:studyabroad@dvc.edu">studyabroad@dvc.edu</a></td>
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<tr>
<td>Telephone Registration</td>
<td>925-370-9000</td>
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<td>Ticket Office</td>
<td>2357/925-687-4445</td>
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<tr>
<td>Transfer Center</td>
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<tr>
<td>TDD (for hearing impaired)</td>
<td>925-682-0340</td>
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DVC Division Offices

Applied and Fine Arts .................................. 2311
Biological and Health Sciences and P.E.............. 2230/2372
Business Education and English ..................... 2273/2499
Counseling and Support Services .................... 2282
Math/Computer Science .............................. 2608
Physical Science/Engineering ..................... 2423
Social Science ........................................ 2250

San Ramon Campus

SRC General Number .......... 925-866-1822
SRC Division Office ............ 5106
Admissions and Records Office .... 5999
Bookstore.............................. 875-9565 or 5134
Counseling ............................ 5106/appointment 5999
Library .................................. 5115
DVC CAMPUSES and CENTERS

To DVC Pleasant Hill
321 Golf Club Road, Pleasant Hill

680 Northbound:
exit Concord-Burnett Avenue
left on Diamond Boulevard
left on Concord Avenue
left on Contra Costa Boulevard
right on Golf Club Road
DVC is on the left

680 Southbound:
exit Concord Avenue
left at light, south on Contra Costa Boulevard
turn right on Golf Club Road
DVC is on the left

To SRC - San Ramon Campus
1690 Watermill, Road, San Ramon

Take 680 exit on Bollinger Canyon Road
Proceed eastbound approximately 4 miles.
Right on Watermill Road
Left on SRC Campus

WCC - Walnut Creek Center
1250 Arroyo Way, Walnut Creek
### MAIN CAMPUS MAP

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<tr>
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<th>building</th>
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<td>AB</td>
<td>CD2</td>
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<tr>
<td>Administration of Justice</td>
<td>FO</td>
<td>D3</td>
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<tr>
<td>Admissions and Records Office</td>
<td>SSC</td>
<td>C4</td>
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<tr>
<td>Advanced Technology Center</td>
<td>ATC</td>
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<tr>
<td>Arena Theater</td>
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<tr>
<td>Art/Photography Gallery</td>
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<td>Associated Students of DVC/Clubs</td>
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<tr>
<td>Business/Foreign Language</td>
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