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DIABLO VALLEY COLLEGE
Contra Costa Community College District Administration

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Diablo Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional-accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Notice: The information contained in this catalog describes the anticipated programs, courses, rules, regulations, and fees of Diablo Valley College. These are subject to change at any time. We disclaim liability for any unintended errors in this publication.
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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. CCCCD 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 center 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 neighbor-
ing geographic areas. The new San Ramon Valley Center in Dougherty Valley opened its doors to students in November of 2006. DVC employs more than 1,100 faculty and staff, and serves nearly 22,000 students each term. Among community colleges, DVC has one of the highest rates of transfer to the University of California, California State University, and other in-state private and out-of-state institutions.

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 (DVC) is passionately committed to student learning through the intellectual, scientific, artistic, psychological, and ethical development of its diverse student body. DVC prepares students for transfer to four-year universities; provides career and technical education; supports the economic development of the region; offers pre-collegiate programs; and promotes personal growth and lifelong learning.

Defining our mission
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 workforce, 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 career/technical pro-
grams, 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 commit-
ted to offering courses responsive to student needs and
to individual learning styles. The college also is com-
mited to providing the comprehensive student sup-
port 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.

5. Personal growth and lifelong learning
In addition to these primary missions, the college
acknowledges and honors its traditional role as a center
for lifelong learning by providing classes, 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 ac-
cordance with the highest standards of fiscal and adminis-
trative 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 com-
prises 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 indi-
vidual 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 af-
firms 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 devel-
opment of values, ethical behavior, aesthetic apprecia-
tion, 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 re-
sponsibility;
• to provide a campus climate that encourages toler-
ance, mutual respect, civility, and the free and open
exchange of ideas; and
• to instill an appreciation for the values and contribu-
tions 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 back-
ground, ethnicity, and intellectual perspective and that is
committed to fostering a climate of academic freedom and
collegiality. We will encourage and support professional de-
velopment 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 pro-
vide leadership in the civic, cultural, and economic develop-
ment of the region. We believe that widespread access to
excellent postsecondary education is the cornerstone of a
democratic society.

Institutional level student learning
outcome
Diablo Valley College students will gain knowledge, acquire
skills, and/or broaden their perspectives and attitudes.
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 center 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. DVC values this shared approach to decision-making and encourages all members of the college community to participate.

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 Valley Center; and at other various locations throughout the district.

DVC day programs
A full selection of classes is offered during the day. There are classes that run for an entire term and also short-term classes and workshops.
DVC evening and weekend programs
Many full-term and short-term classes 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 classes. Students can also complete the requirements for many certificates of achievement at night. See the class listing for career/technical and other courses that may be completed during evenings and/or weekends.

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

DVC summer programs
Full and short-term classes 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 class listing.

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

Students may take all of their classes at the San Ramon Valley Center, or enroll in classes at both the San Ramon and the Pleasant Hill locations. The San Ramon Valley Center is located in the Dougherty Valley adjacent to the Dougherty Station Library and Community Center. SRVC provides an opportunity for DVC students to receive the same excellent instruction in an intimate setting.

The San Ramon Valley Center offers a full complement of general education courses that meet associate degree requirements and/or transfer to a four-year institution. In addition, SRVC offers Computer Information Systems (CIS) A.S. degrees and certificates in the latest software and network technology areas. The SRVC class offerings are listed in the class listing and are noted as taught at the San Ramon Valley Center. The online schedule lists classes offered at both locations, by course. Those taught solely at SRVC can be searched separately.

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

SRVC is located at 1690 Watermill Road in San Ramon. SRVC’s website is www.dvc.edu.

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 class 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.

**Assessment**

After submitting the application, the next step is to sign up for English and math assessment testing. Please refer to the Assessment Center website for testing times, sample tests, and current policy. 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 at the Pleasant Hill Campus and in the East Building, rooms 161 and 164 at the San Ramon Valley Center.

Please refer to the Assessment Center website for testing times, sample tests and current policy [www.dvc.edu/assessment](http://www.dvc.edu/assessment).

**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 course 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.

Note: International students will be informed about international academic orientation via email.
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 1,500 international students representing 64 countries attend DVC annually. 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. 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/isas-checklist. International students must pay the international student rate for courses in addition to the usual college fees. International students must also pay the mandatory insurance cost.

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 International Student Admission and Services (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.

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.

HOW TO APPLY

General applications

New and returning students

All students who are new or who have been absent for more than one academic year are required to file a new application for admission with the Admissions and Records Office. Go to www.dvc.edu and click on “Apply Now Online.”

Transcripts

Students should send their official transcripts to the Admissions and Records Office if they plan to use their prior course work to satisfy a degree/certificate requirement or a transfer curriculum’s general education requirements. Official transcripts are also needed to verify units completed and GPA for various financial assistance programs and when meeting with a counselor. These transcripts become part of the student’s official file and will not be released to the student or other colleges.
Programs requiring special application
Students who wish to enter the dental hygiene or medical laboratory technology programs must meet established prerequisites prior to enrollment, as well as other admission criteria, and complete a program application that is available in the department or Admissions and Records Office.

FEES, COSTS AND REFUNDS

Enrollment fees*
- $36 per unit beginning fall term 2011 for California residents
- $231 per unit ($195 per unit plus $36 per unit enrollment fee) beginning fall term 2011 for students who are U.S. citizens or permanent residents and are not California residents or for student who are not U.S. citizens.
*Note: All fees are subject to change by the state legislature. Check www.dvc.edu/fee for updated fee information.

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 at the Pleasant Hill Campus and at the Admissions Office at SRVC.

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

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

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 at the Pleasant Hill Campus or at the Admissions Office at SRVC.

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

Other fees and expenses

ASDVC discount sticker
Students may purchase an optional $8 ASDVC discount sticker at the Student Life Office or the DVC Book Center to affix to their Connect Card entitling them to discounts for student related activities on campus, the DVC Book Center, and some local merchants off campus.

Books, supplies, and course material fees
Students must purchase all books and many of the supplies required by their classes. When possible, the Book Center sells used books at reduced prices, rents textbooks and offers digital textbooks. 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
The parking fee is $3 a day or $40 for the fall or spring terms. The summer fee is $20. College parking permits are required daily except weekends (Friday 5 p.m. through Monday 7 a.m.) and holidays.* Parking permits must be purchased online through InSite/WebAdvisor.

The parking fee is $30 per term for students who qualify for the Board of Governors Enrollment Fee Waiver. DVC parking permits are also valid at CCC and LMC campuses.

Parking permits at the San Ramon Valley Center is free. Contact all other off-campus locations for their parking policies.

*Note: The daily fee is paid at the parking machines located in the parking lots. Machines will accept coins, bills, and credit or debit cards. The machines do not give change.
Parking violations
Fines range from $40 for parking in a regular space without a permit, to over $275 for parking in a space reserved for the handicapped.

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 resource guide, class listing, and catalog
The catalog may be purchased at the Book Center or at Amazon.com and is available free online. The “Student Resource Guide” and the “Class Listings” are available online (there are limited quantities on sale at the Book Center).

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.

Transcript fees
Official transcripts
Request official transcripts online through InSite/WebAdvisor. The first two official transcripts within the district are free of charge.

Standard: $5 each (after the first two within the district, which are free); will be mailed within 7-10 business days.

Rush: $15 each; processed within 24 hours (includes $10 rush processing fee plus the $5 standard transcript fee). Must be received by 3 p.m. Monday–Thursday and by 12 noon on Friday. May be mailed or picked up.

Express: $30 each; processed within one hour (includes $25 express processing fee plus the $5 standard transcript fee). Must be received by 3 p.m. Monday–Thursday, or by 12 noon on Friday. Request and pick up in person only at the Admissions and Records Office.

Additional information is available at www.dvc.edu/current/register/request-transcript.htm

Unofficial transcripts
Always free on InSite/WebAdvisor under Academic Profile.

Verification of enrollment fees
Students receive free verification of enrollment through InSite/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 (24-hour service) for a cost of $5 per verification.

Voluntary student medical insurance
Students may apply for insurance to cover 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 at the Pleasant Hill Campus, or in the West Lobby or Learning Commons at the San Ramon Valley Center. Applications must be completed within 30 days after classes start. Students must carry at least six units of course work to be eligible.

FINANCIAL ASSISTANCE

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. Interested students should go to the Financial Aid, EOPS, or Scholarship Offices at the Pleasant Hill Campus for more information. In San Ramon, students can visit the West Lobby, the Learning Commons or the Admissions and Records Office. Students may also visit www.dvc.edu/financialaid.
Financial assistance

Grants

Board of Governors’ fee 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.gov. Students may also complete a Board of Governor’s Waiver (BOGW) application, which is available in the Financial Aid Office or online at www.ccapply.org. The BOGW form must be submitted to the Financial Aid Office for processing.

Federal Pell grant
Students may receive a Pell Grant 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 any additional requirements, eligible students are mailed an award letter.

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.gov. FSEOG funds are limited and priority is given to students who complete and submit the FAFSA before the March 2nd priority deadline. If available, remaining funds will be allocated to other eligible applicants. 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 four-year 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. 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) 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 CPA 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.gov. FWS funds are limited and priority is given to students who complete and
submit the FAFSA before the March 2 priority deadline. If available, remaining funds will be allocated to other eligible applicants. 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 Direct 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. Textbook loans, tutoring, 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.

#### 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 have been established for DVC students by local, state, and national organizations as well as by individual sponsors. Call the Scholarship Program Office for more information. 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.
**Financial assistance**

**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 following 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, or in the Learning Commons at SRVC 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 them 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. Veterans and/or their dependents receiving benefits must schedule a one hour counseling appointment to create or update their VA Educational Plan. Students who have attended other colleges must first submit official transcripts to the DVC Admissions and Records Office prior to their counseling appointment. Veterans/dependents are encouraged to meet with their counselor at least once per term.

**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](http://www.va.gov).

**Department of 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 (DOR) may provide assistance to students.

**Eligibility**
Students with disabilities that interfere with their ability to work may be eligible for DOR aid.

**How to apply**
Visit the WorkAbility III Office to make an appointment with a DOR counselor. The telephone number is 925-685-1230, ext. 2080.

**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 and there is no fee to register. See the class listing for registration dates and times.
Class listing
The class listing is a document containing DVC’s class offerings each term. It is published each term prior to registration and is available in limited quantities at the Book Center. The class listing is also available to view or search on the DVC website at www.dvc.edu/schedule.

Student resource guide
The student resource guide is produced annually and contains important information about DVC resources and procedures. The student resource guide is available online on the DVC website at www.dvc.edu/schedule.

Registration appointments
For currently enrolled students, a priority appointment system is used for registration. The registration appointment is automatically assigned and based on the number of units the student has completed in the district. Students may register online or by telephone anytime on or after their appointment time. Registration appointments can be viewed in InSite/WebAdvisor at www.dvc.edu/webadvisor.

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

New transfer students
New transfer students must complete an application, and if needed, the assessment process. Students who have earned an associate degree or higher or who have completed the matriculation process will be assigned a priority registration appointment. Registration appointments can be viewed on InSite/WebAdvisor at www.dvc.edu. It is recommended that transfer students see a counselor to review their prior academic work and plan an academic program.

New international students
International students must complete an online orientation and select a date for mandatory check-in to receive a registration date. Go to www.dvc.edu/international.

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

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 in InSite/WebAdvisor at www.dvc.edu/webadvisor.

Online and telephone registration
Students may register online or by telephone up to the day before the class begins. Please note that fall 2011 is the last term telephone registration is available. The last day to use telephone registration is November 18. 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 class listing. All class fees are due at the time of registration. There is no fee for using the online or telephone registration system.

Open/walk-in registration
Students registering in person should decide which classes to take and complete a Schedule Request Form and, if necessary, an application. 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 class listing.

Special admit students
High school students may enroll as special admit students with the permission of their principal and parent. These students must submit a DVC application (new students), a DVC Special Admission Recommendation Form (each semester of attendance), 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 obtain the instructor’s signature the first day of the session before they can register. High school students who desire to enroll in more than 11 units must get permission from the superintendent of their school district and the president of DVC.

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, John F. Kennedy University, or Mills College. Contact the Counseling Center for more information and to obtain the appropriate forms.
Registering for classes

Adding classes after instruction begins
If the class hasn't started yet and it is during the first week of instruction, check InSite/WebAdvisor. If there is space available in the class, then register online or by phone no later than midnight the day before class begins.

Late add codes
If the class has already started, obtain a four digit late add code from the instructor. Register online or by phone no later than midnight on the last day to add the class OR obtain the instructor’s signature on a Schedule Request Form (online at www.dvc.edu/admissionsforms.htm). Submit the form to the Admissions and Records Office and pay all fees to add the class.

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 class listing. 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 “W”s 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.
- 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 a class may be dropped by the instructor. Any student who is absent the equivalent of two weeks of a term-length class 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 an Instructor Reinstatement 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 or release form 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.

Correcting academic transcripts
See “Grade policy” in the “Academic/Instructional policies and procedures” section.
STUDENT RESOURCES

Assessment Center
ext. 2545
ext. 5135 San Ramon Valley Center

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 at the Pleasant Hill Campus and in East Building, rooms 161 and 164 at the San Ramon Valley Center. Call first to check for hours or visit us at our website: www.dvc.edu/assessment

Book Center
925-682-7363
925-875-9565 San Ramon Valley Center

Students may purchase or rent new and used textbooks, backpacks, school supplies, bus passes, computer software, food, and personal items at the Book Center. Visa, MasterCard, Discover and ATM cards are accepted. Sorry, no checks are accepted. Textbooks may be ordered or rented through the DVC website at www.bookcenter.dvc.edu. With a student ID card and ASDVC sticker, there is a three percent discount on most items.

Career and Employment Services

DVC's Career and Employment Services office is located on the first floor of the Student Services Center adjacent to the Information Center, the Assessment Center, 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), and provides a spacious, comfortable environment to explore the latest information related to careers and employment opportunities. Career and Employment Services holds monthly office hours at the San Ramon Valley Center. To schedule an appointment in San Ramon, please call 925-866-1822, ext. 5106.

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 coordinated services for child care, work study, job development/job placement assistance, and personal and professional development. 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 to optimize academic success.

Career and Employment Center
ext. 2206 or 2435

The Career and Employment Center offers many career and job related resources to students, alumni, faculty, staff and local community members. We can assist students in researching careers and occupations and draft career related documents such as resumes and cover letters. Highlights of the services include:

- an online job site to locate part-time, full-time, volunteer and internship positions;
- appointments to assist with resume and interview preparation;
- career and employment center website with free access to career related resources;
- career counseling to help define career objectives;
- library of employment preparation materials;
- announcements regarding local job fairs, seminars, and employment open houses and workshops.

For more information, visit the DVC career website at 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 degrees;
- may be required or used as electives for certain certificate programs.

**Co-op work experience:**
- develops employability skills through achieving established learning objectives/goals;
- expands professional networks that can assist in a future job search;
- provides an opportunity for achieving new learning on the job by defining objectives/goals;
- enhances self-management and employability skills;
- 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 website at www.dvc.edu/coop.

WorkAbility III Program  
ext. 2080

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.

Children’s Center  
ext. 2316

Daytime child care programs, for children ages 5 months to 5 years, make attending classes more convenient for many students. 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 Valley Center. See SRVC 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. 2276/2278 or ext. 5110 San Ramon Valley Center

Counselors work with students to help them set goals and design plans for achieving those goals. The advisement/orientation courses, 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 at the Pleasant Hill Campus and in the West Lobby at the San Ramon Valley 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 appointments 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 Sorenson Video Relay number 925-270-1660. To arrange an appointment with a DSS counselor, contact the Counseling Center at ext. 2276 or 2278 or ext. 5110 at SRVC.

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 with proof of current registration and picture identification. The card is issued through the Student Life Office, the library, and is also available at the San Ramon Valley Center in the West Lobby.

Emergency services

ext. 2339/2338 or
ext. 5120 San Ramon Valley Center

Contact the Police Services Office with any questions or problems regarding security, first aid, fire, lost and found items, thefts, or other crimes. For more information and safety tips visit www.4cd.edu/crpa/pd/default.aspx.

Enrollment Lab

The new Enrollment Lab provides assistance to students with all of the online services needed to successfully enroll at DVC: admissions applications, InSite/WebAdvisor, financial aid forms, enrollment verifications, InSite portal, and more. The Enrollment Lab is located in the Student Services Center, first floor.

English as a Second Language (ESL)

The English as a Second Language program consists of a three-level core course sequence and five supplemental courses. At each level of the core sequence, one course develops students’ reading skills and one develops their writing skills. The supplemental courses focus on various topics such as pronunciation, listening, conversation and grammar.

In order to select the appropriate classes, ESL students should take the CELSA assessment at the Assessment Center, located in the Student Services Center. Students can find information about registration and admissions at the Information Center, also located in the Student Services Center. More specific information about English tutoring and ESL courses is available at the Learning Center, across from the Counseling Center.

Evening escorts

ext. 2338 or 2338

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. This service is available on a first-call, first-served basis to all students and staff.
Student resources

Extended Opportunity Programs and Services (EOPS)
The EOPS 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, 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 (when funding is available). Special events and activities include campus visits, cultural events, specialized workshops, and high school outreach and recruitment. [www.dvc.edu/eops](http://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 (exceptions may be made for those with a documented disability), have less than 70 degree applicable units, 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 14 years of age. The objective of the program is to help students complete college-level studies and educational programs by providing additional services above and beyond what is provided by EOPS. 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 and lunch 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 Advanced Technology Center and Life Health Science Building, 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.

Note: Debit cards are now accepted at the Cafeteria, the Basement Cafe, the Crow’s Nest, and to pay for DVC food service catering.

DVC Culinary Arts on-campus catering ext. 2555
Catering for groups, including box lunches, special events, department meetings, custom banquets, and buffets is offered by the culinary arts students. On-campus catering is offered during spring and fall terms.
DVC Pastry Shop  
ext. 2556
Located in the northwest corner of the Quad by the Cafeteria, the DVC student operated pastry shop offers fresh-baked breads, pastries, breakfast items, and desserts prepared daily from scratch by culinary arts students. The Pastry Shop is open Monday through Thursday from 8 a.m. to 1 p.m. during the spring and fall terms. Special orders are available upon request.

Express Bar  
ext. 2300
Located in the cafeteria adjacent to the Norseman Restaurant and operated by culinary arts students. The Express Bar offers students, faculty and the community casual meals such as pasta and special daily entrees at affordable prices. The Express Bar is open during the fall and spring terms Monday-Thursday from 11 a.m.-1 p.m.

Norseman Restaurant  
ext. 2300
Located adjacent to the cafeteria and operated by culinary arts students, the Norseman is open to students, faculty and the community for fine dining at affordable prices. For a gourmet lunch, featuring cuisine from around the world, join us at DVC’s own restaurant. Open spring and fall terms Tuesday Wednesday, and Thursday from 11 a.m.-1 p.m. Call to make reservations for lunch or special dinner series evening meals.

Note: The DVC Culinary Arts Program made a choice to GO GREEN with environmentally friendly disposables for all “to go” and delivered catering functions. This applies to DVC Pastry Shop, DVC Culinary Arts on-campus catering, the Express Bar and the Norseman Restaurant.

Housing services
A bulletin board listing rooms for rent in nearby houses and apartments is located outside the Financial Aid Office and in the Learning Commons at the San Ramon Valley Center. 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 Office or in the Learning Commons at the San Valley Ramon Campus. 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 services and programs available at Diablo Valley College. Staff can help students locate offices and buildings on campus, explain the enrollment process, and provide referrals to 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  
ext. 2077
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, orientation, 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 Room 210 of the Student Services Center, or go to www.dvc.edu/international.

Library services
The libraries, located at both the Pleasant Hill and San Ramon Valley locations, 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 classrooms;
- 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, 1,200 DVDs, assorted CDs and audiocassettes, 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 class projects.

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

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 in 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 Valley Center

Students at SRVC have access to many of the same services available at the Pleasant Hill campus including admissions, assessment, bookstore, computer labs, counseling, disabled student services, EOPS, financial aid and scholarship information, job postings, math, foreign language, reading and writing, and computer labs, library, orientation classes, student life and activities, transfer workshops, 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. 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 merchants. Other services available include County Connection bus schedules, fax service, and a station for adding value to print cards.
Transfer Services
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.

Our transfer services seek to make all DVC students, and especially historically underrepresented students, more aware of their transfer opportunities and the transfer process. Services include:

- information about choosing a college, general education, pre-major preparation, transferable courses, articulation agreements, and guaranteed admission programs for UC, CSU and several private colleges;
- individual advising appointments with UC, CSU, and private college representatives here at DVC;
- workshops on application processes, writing an admission essay and major selection;
- drop-in hours with DVC counselors;
- information on concurrent enrollment with UC Berkeley, Cal State East Bay, Mills College, and John F. Kennedy university;
- 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;
- Transfer Day.

All scheduled activities are posted 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. More information is available through www.dvc.edu/tutoringservices.

Business Education Computer and Tutoring Lab, open to students for general use, offers tutoring for business and finance courses by appointment or on a drop-in basis. Help with accounting, business statistics, business math and most Microsoft Office products is available. Location: BFL-107. Hours are posted outside BFL-107 or visit www.dvc.edu/campuslabs. For further information, please call ext. 2905.

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 questions. In addition, half hour and hour appointments are available with an instructional assistant. Ground floor of the Library Building. Hours are posted at the Computer Center.

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), mentoring and computer-assisted instruction. Information on services is available on the first floor of the Learning Center Building in LC-105. For tutoring hours visit www.dvc.edu/tutoringservices and select “English Tutoring Lab” to download free English handouts and more information.

EOPS offers one-on-one peer tutoring to current EOPS students. Availability of tutors and subject areas offered vary each semester. Please contact the office of EOPS directly to learn more.
Student resources

**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.

**The DVC Math Lab** offers free tutoring to current DVC math students, and group and by-appointment tutoring for selected classes. The Math Lab is located on the second floor of the Learning Center Building. Please visit www.dvc.edu/org/departments/math/mathlab for more information.

**San Ramon Valley Center** offers tutoring in biology, chemistry and reading and writing (across the curriculum). Please contact SRVC Office of Student Services for a current schedule and location or go to www.dvc.edu/org/divisions/student-services/src-services/index.htm.

EXTRACURRICULAR ACTIVITIES

Student activities

**Associated Students of Diablo Valley College (ASDVC) - student government**

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 College Council and other shared governance committees and councils.

In addition to serving on college committees and councils, 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. ASDVC discount stickers are available for purchase and provide a discount at the DVC Book Center and some local merchants.

**Athletics**

DVC’s men’s and women’s teams compete in 11 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, football, swimming
and diving, and water polo.

Women’s teams
Women compete in basketball, soccer, softball, swimming
and diving, 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 an online news-
site and a biweekly print issue each semester. These Inquirer
staff members hone their leadership, communications, and
multimedia skills while learning the many jobs it takes to
produce an online and print publication. They gain valu-
able professional training, whether they work as reporters,
editors, photographers, videographers, graphic artists, page
designers or advertising and business managers. 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.
The Inquirer is online at www.theinquireronline.com.

Student Ambassadors
Student Ambassadors are current DVC students who assist
with outreach activities at middle schools, high schools and
the local community. They also provide campus tours to
prospective students and school groups. The program is
coordinated by the Relations with Schools Office. To learn
more, visit www.dvc.edu/ambassadors.

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. Information about DVC student clubs
(including how to start one) is available in the Student Life
Office, the Student Services Office at the San Ramon Valley
Center or at www.dvc.edu/student-life. A club handbook
(Student Organizational Handbook) is available online by
going to www.dvc.edu/student-life and clicking on Student
Activities Coordinator.

Cultural activities

College art
DVC is continuing to develop an outstanding, permanent
collection of student artwork. Each year art pieces are select-
ed 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, featur-
ing work by faculty members, students and regional
artists. Artist’s lectures, workshops, and visual presen-
tations often accompany the exhibitions. Guest artists
have included internationally-known sculptors, painters,
photographers, and printmakers.
Extracurricular activities

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.

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, and at clubs and festivals. For more information go to the Music Department webpage at www.dvc.edu/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.

Theater productions
DVC drama produces a season of at least five plays each academic year. The stage productions that make up the drama season are hand-selected to present a variety of theatrical genres and to utilize a wide range of theatrical styles and techniques. DVC drama rehearses, builds and produces its season using the Performing Arts Center proscenium stage and the intimate theatre-in-the-round, Arena Theater. The year-round Educational Outreach Program offers a variety of resources to local area schools. The Drama Department provides backstage tours, outreach workshops, faculty guest speaking engagements and hosted and non-public performances with cast and crew talkbacks. Each spring advanced student directors produce a Brown Bag series of short scenes, plays and one-acts. Students direct, produce and mount their works in two separate rounds, one in the Main Stage and one in The Arena. For tickets for DVC drama productions call 925-687-4445 or visit the DVC Cashier’s Office. Additional season and audience information is available at www.dvc.drama.net.

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 a nominal fee. The planetarium is located next to the Physical Sciences Building.

Ticket Office
The Cashier's Office/DVC Ticket Office is located adjacent to the Admissions and Records Office in the Student Services Center (SSC). Tickets may be purchased over the phone by calling the Cashier's Office directly at 925-685-1230, ext. 2084. You may also leave a message on the Theater Box Office line at 925-687-4445. The Theater Box Office is located directly in front of the Performing Arts Center. It is open to sell tickets one hour before each performance. For more information regarding performance schedules, please go to www.dvc.edu and click on the Ticket Office link.

Service activities
Dental Programs Teaching Clinic
DVC’s dental programs teaching 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 at ext. 2356 located in the Life and Health Sciences Building for an examination appointment.
MORE EDUCATIONAL PROGRAMS

Apprenticeship
Our apprenticeship program offers related and supplementary instruction in plumbing and steamfitting. These courses meet the requirements established by the State of California for indentured apprentices. All courses are taught off-site. Selection procedures for acceptance into these programs are in compliance with federal and state laws and are on file with the Division of Apprenticeship Standards. Enrollment in class is limited to registered apprentices.

Career pathways for high school students
Career Pathways are a sequence of courses that provide students with real-world application of studies, preparing them for a chosen career area. Diablo Valley College supports students in local high schools who plan to continue their education in a career pathway.

High school and college courses prepare students for their chosen career pathway using strategies that build real-world context for student learning. High school students may be concurrently enrolled in DVC classes (see the section of the catalog: Registering for courses).

Articulation agreements between high schools and DVC save students time and money by allowing them to earn college credit while attending high school.

High school students should verify requirements and procedures with their instructor and/or counselor to determine if their high school coursework qualifies for credit or non credit articulation. For a list of current articulation agreements visit www.dvc.edu/careerpathways or call 925-685-1230, ext. 2674.

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 SRVC locations 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 and students 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. www.dvc.edu/ets.

Emeritus College
This program is a non-profit, fee supported program that provides affordable, short-term (1-6 days) non-for-credit 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, cooking, foreign language, health, history, law, literature, music, travel, and world events. Classes are currently held in nine locations in Lafayette, Moraga, Pleasant Hill, Rossmoor and Walnut Creek.

Emeritus College offers lectures, concerts and other special events. To join the mailing list, please call ext. 2388. 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 class sections within a specific Learning Community, unless otherwise noted.
More educational programs

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 a specific learning community under the Learning Communities heading in the class listing.

**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 or ESL where GE requirements can be met in a small group setting with peer support, in-class tutoring, study groups, textbook loans and tuition reimbursement. The ECE 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, visit the ECE PDP office in FL-202.

**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.

**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 recent 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.

**Relations with Schools Office**
The Relations with Schools Office coordinates student outreach efforts with local schools and community groups. The office offers information about DVC programs and services and also provides campus tours to prospective students and their families. To learn more about the services available, call 925-685-1230, ext. 2336, or 925-866-1822, ext. 5135 at the San Ramon Valley Center.

**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**
DVC students have opportunities to study abroad in semester length programs in Florence, London, Paris and Spain. Courses are taught by DVC, CCC and LMC professors and most courses are UC and CSU transferable. Financial aid is available for selected programs.

In addition, DVC offers a short term summer program in Capetown, South Africa.

For more information, contact the Study Abroad Office located in FO-219, email studyabroad@dvc.edu, or call ext. 2735 or check the DVC website at www.dvc.edu/studyabroad.
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 class 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 all instructors of classes they will be missing 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 10 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.
Complaints about staff, managers or faculty

Individuals who are unable to directly resolve an issue with any classified staff member or manager and wish to complain may contact that employee’s supervisor to notify them of the issue and to seek appropriate resolution.

Individuals who are unable to directly resolve an issue with any faculty member and wish to complain may contact the appropriate department chair, whose responsibility it is to listen to student inquiries, complaints and grievances about department members and matters. The department chair will investigate and attempt to resolve matters on a department level. If the faculty member is also the department chair, direct the concerns to the academic dean.

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 class, 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

In fall or spring term, a full-time course load is considered to be at least 12 units. 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 class. Students may request to exceed unit limits through the counseling website under the forms category.

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 term to maintain their F-1 status. Authorization to be below 12 units must be granted by a designated school official in the International Students Admissions and Services Office.

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

If the student has received a satisfactory grade in a course that is not listed as repeatable, he or she may repeat the course only after a significant lapse of time (three years) or under extenuating circumstances. Students must appeal to the dean of outreach, enrollment and matriculation, prior to repeating the course. This appeal may be made online at www.dvc.edu/petition-to-repeat. If permission is granted, the new grade will appear on their transcript and the higher of the two grades may be calculated in their grade point average.

Repeating courses with substandard grade

Students who have received a substandard grade in a course should see the “improving a grade point average” section of this catalog.

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 a tentative agreement on their research project from a supervising instructor. They must then complete an independent study form (available in the Instruction Office or division offices) and receive approval of the supervising instructor and division dean.

Deadlines

Independent study forms must be submitted for approval to the division dean before the sixth week of the term.
Adding and dropping classes
Classes 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 classes” section of this catalog.

Auditing of classes
Diablo Valley College does not permit auditing of classes. 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. 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: Dropping a class with a co-requisite will result in a drop from both classes.

Usually a prerequisite is a course from a lower sequence of courses. For example: Students 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 see the individual course offerings in the catalog.

To register for a course with a prerequisite
Students who have completed the prerequisite course with a “C” grade or higher, at DVC fall 1999 or later, will have the prerequisite automatically cleared upon registration. If the prerequisite course was completed at DVC, CCC or LMC prior to fall 1999, contact the Admissions and Records Office.

If the prerequisite course was completed at another educational institution, the Admissions and Records Office must clear the requirement prior to registering either online or by telephone.

All prerequisite forms must have the appropriate documentation attached.

Online or telephone registration
There are two ways to do this:

1. submit an unofficial or official transcript with a prerequisite form to the Admissions and Records Office;

OR

2. fax an unofficial transcript with a prerequisite form.

If approved, the prerequisite will be cleared within two to three business days. If denied, the student will be notified.

Open/walk-in registration
Students may submit an official or unofficial transcript along with a prerequisite form during open/walk-in registration and register for the class.

Prerequisite and/or co-requisite challenge
Students who are denied enrollment in a class 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 class. If space is available, the student will be enrolled in the class pending the outcome of the challenge.

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

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.
Academic/instructional policies and procedures

Alternatives to course credit
We recognize that some students have already reached a portion of their educational objectives through prior schooling.

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 examinations, may receive credit toward an associate degree, and some examinations may be used in lieu of specific course requirements. An official copy of test score(s) must be sent to the Admissions and Records Office and a request made for this examination credit to be posted to the 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 G.E” 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.
For students planning to transfer to a California State University campus, refer to the CSU G.E. student handout for use of CLEP credit towards meeting general education requirements.

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

Students may earn credit through examinations available through DVC academic departments. These examinations 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 submit a “Petition for Credit by Examination” form, available at the division offices, to the department chair at least six weeks before the end of a fall or spring term. The department chair approves or denies the petition within five days and returns the form to the student. The student submits the form and pays the course fee to the Admissions and Records Office. They will forward the form to the department chair. Arrangements for administration of the examination will be made by department faculty. The examination itself may take any appropriate form, such as written, oral, portfolio, demonstration, or a combination of methods.

In addition:

- The student should not already have taken the course or attempted an examination in the course, whether at DVC or elsewhere.
- A maximum of 12 units toward an associate degree or six units toward a certificate may be earned by courses for which credit has been earned by examination.
- Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the associate degree.
- The student’s academic record shall be clearly annotated to reflect that credit was earned by examination.
- A student may only petition to take the examination once.
- 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 examination equivalent to the enrollment fee for the class.

Grading shall be according to the regular grading system. If a student passes the examination, a grade is recorded on his or her permanent record with the notation “credit by examination”. If a student fails, that failure is recorded on the permanent record and the student is not allowed to take the examination again. Substandard grades may be remediated by enrolling in the course. The petition form is retained in the student’s permanent file.

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

- Administration of Justice - ADJS 120, 121, 122, 130, 221, 222, 230, 260
- Architecture - ARCH 119, 126
- Art Digital Media - ARTDM 110
- Business Accounting - BUSAC 110
- Construction - CONST 135
- Education - EDUC 120
- Engineering - ENGIN 119, 126
- Music - MUSIC 122, 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.
- Students may earn units for training taken in armed service school. Units are determined by the “Guide to the Experiences in the Armed Services”, published 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 925-685-1230, 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/policies/alcohol-drugs. 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.

Equal opportunity policy and grievance procedures
DVC does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Educational Amendments of 1972 (pertaining to sex), Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 (pertaining to age), and CCCCD Board Policy 2001. This nondiscrimination policy covers admission and access to, as well as treatment and employment in the college’s programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or requests for a copy of the college’s grievance procedures may be directed to the following: disability support services coordinator for disability related issues; Title IX, Sexual Harassment Title VI, discrimination based on race, color, or national origin, the vice president of student services, Administration Building, or the dean of student life in the Student Union Building.

This procedure affords students an opportunity to resolve a variety of complaints, including those alleging discrimination based on race, sexual orientation, color, national origin, sex, handicap, and age. Students who require assistance in the use of this procedure or any of the above-mentioned policies should contact the vice president of student services or dean of student life. For more information about the sexual harassment policy, please see: www.dvc.edu/policies/harassment and for more information about equal opportunity policies and procedures, please see: www.dvc.edu/eeoc.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the district’s compliance with those provisions may also be directed to the vice chancellor, human resources and organizational development, Contra Costa Community College District, 500 Court Street, Martinez, CA 94553, or U.S. Department of Education, Office of Civil Rights, 221 Main Street, Suite 1020, San Francisco, CA, 94105.

For more information or to initiate a grievance contact:

Vice president of student services (504, Title IX, Sexual Harassment; Title VI Coordinator and EEOC Officer)
925-685-1230, ext. 2232

Vice president of finance and administration
(ADA Coordinator)
925-685-1230, ext. 2533

Dean of student life (EEOC Officer)
925-685-1230, ext. 2445

Disability support services manager
925-685-1230, ext. 2926

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. Copies of the district and college policies are 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>
</tbody>
</table>
An incomplete grade must be made up no later than one cal-
endar year following the grade assignment or it will automatic-
ally revert to the alternate grade assigned by the instructor.
Students who receive an “I” grade can not 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 in-
structor approval. The instructor must notify the Admissions
and Records Office.

Pass/no pass grades (P/NP)
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 im-
portations 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 Ad-
missions 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 non degree applicable.

Fairness in grading
During the first week of each class, instructors will give
their students a copy of their class syllabus, which will
include their grading policies. Students may expect instruc-
tors 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
  class 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).
Academic/instructional policies and procedures

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 class 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 classes. 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 class 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 with the vice president of instruction, or designee, no later than one year following the end of the term in which the grade was given. A formal complaint may be filed at any time with the chancellor, who will refer the complainant to his designee, the DVC president. 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 class, 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. If the student and the instructor cannot resolve the problem, 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 policy.

2. If the 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.

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 committee 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,
Academic/instructional policies and procedures

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 students receive a substandard grade ("D," "F," 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 do so. This request may be made online at www.dvc.edu/petition-to-repeat. 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 24 units of substandard grades ("D," "F," 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 "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) and must have a counselor sign the form before submitting it to the Admissions and Records Office.

Instructional material policy
Students enrolled in credit or non credit courses and programs may be required to provide certain instructional and other materials including, but not limited to textbooks, tools, equipment and clothing. A “materials fee” may be charged if the instructional and other materials are used in the production of an ‘end product’ that has continuing value to the student outside the classroom setting. Excerpted from Board policy 5017.

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. Title 5 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. Title 5 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 per semester 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;
  - 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;
- 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.
Academic/instructional policies and procedures

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 6 a.m. Monday through 5 p.m. Friday. 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. Parking permits are not required at the San Ramon Valley Center. For more information, contact police services, or visit www.4cd.edu/crpa/pd.

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 view the short probation video in the Media Center and 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 terms.

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,” 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,” “IP,” or “RD”). Students on stage one probation will be encouraged to view the short probation video in the Media Center and 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 terms.

Appeals and readmission
Students who are placed on probation or dismissal are notified in writing. The notification includes the process for appealing the dismissal to the dean of student life or SRVC senior academic/student services manager. Dismissed students who wish to appeal their dismissal status must watch a brief video (located in the Media Center or the Learning Commons at the San Ramon Valley 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. For more information about the sexual harassment policy, please see: www.dvc.edu/policies/harassment.

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 or from the SRVC Student Services 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:

At the Pleasant Hill campus, smoking is allowed only in the parking lots. At the San Ramon Valley Center, smoking is allowed only in the student parking lots. Restrictions at other educational sites are 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.

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 s/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;
Academic/instructional policies and procedures

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, 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 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, 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
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 shall 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.

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.
IX. Preliminary procedures for suspension by president’s designee

The following procedures shall be taken before suspension except in the event that an emergency/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).
The president’s designee shall speak first, followed by the student. The president’s designee shall present relevant evidence, testimony, and a copy of the proposed decision. The hearing authority: a description of the charges, notices, and 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.

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:

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 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 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.
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 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 the 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 information about campus crime and safety issues at www.4cd.edu/crpa/pd/docs/Campus Crime Awareness Report.pdf and www.4cd.edu/crpa/pd/righttoknow.aspx.

OTHER POLICIES
Please check our website www.dvc.edu for a complete listing of all current DVC policies.

ACADEMIC CALENDAR 2011-2012
Please check our website www.dvc.edu/calendar and click on Academic/Calendar 11-12 for most current dates and a more complete calendar.

Summer term 2011
March 2 ...................... applications accepted
April 11 ................. summer registration begins
July 5 - July 21 .............. 3 week session
June 13 - July 21 ............ 6 week session

Fall term 2011
March 2 ...................... applications accepted
May 2 ...................... fall registration begins
August 12 ................. first day of instruction
September 5 ............... Labor Day holiday
September 23 .......... Native American Day holiday
November 11 ............ Veterans Day holiday
November 24 - 25 ....... Thanksgiving holiday
November 26 - 27 ...... no classes
December 18 .............. last day of instruction
December 21-31 .......... winter recess

Spring term 2012
November 21 (proposed) .. spring registration begins
January 16 ........ Martin Luther King Jr. Day holiday
January 21 ........ first day of instruction
February 17 ........ Lincoln Day holiday
February 18, 19 ......... no classes
February 20 ........ Washington Day
April 2-8 ................ spring recess
May 25 ................... last day of instruction
May 25 .................... graduation
May 28 .................... Memorial Day holiday

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TRANSFER INFORMATION

Many of our students transfer to a four-year college or university after completing lower division courses at DVC. DVC has consistently been among the community colleges that transfers the most students to the University of California and to the California State University systems.

The key to our students’ success is that they understand which transferable courses are required:

- for admissions for their major
- for general education at their chosen four-year college.

The three part combination of requirements may be complex and necessitates that transfer students seek strong advising to be assured the courses in which they enroll meet all their transfer college’s requirements. Students are strongly encouraged to work with our counselors to plan their class schedules. This planning ensures that students complete needed courses at DVC in a timely manner and can reduce the time needed at the four-year college to attain a bachelor's degree.

Each four-year institution has its own basic pattern of lower-division requirements regarding both general education and specific majors. CSU and UC applicants must also meet admission, major, prerequisite, and transferable unit requirements. These requirements vary from college to college and often change from year to year. Therefore, in addition to using counseling services, students are also encouraged to take advantage of information available in the Transfer Services, on college and university websites, in print materials, and from college representatives.

Transfer to the California State University (CSU)

To transfer as a junior to CSU, students must complete all of the following:

- at least 60 CSU-transferable units with a 2.0 grade point average (2.4 for non-residents)
- at least 30 of those units must be G.E. courses from the IGETC or CSU G.E. Breadth requirements (listed as General Education Options 2 and 3 in the Requirements section of this catalog).
- courses in Oral Communication, Written Communication, Critical Thinking and Mathematics/Quantitative Reasoning must all be completed with grades of "C" or higher. (Areas A and B4 from the CSU G.E. Breadth requirements or Areas 1 and 2 from IGETC)

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 295
- Electricity 266, 267
- English 116, 118
- Library Studies 100
- Mathematics 110, 110SP, 111, 114, 120, 120SP
Transfer information

Requirements for the Associate in Arts (AA-T) or the Associate in Science (AS-T) for CSU transfer
The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The associate in arts for transfer (AA-T) or the associate in science for transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required term units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated “high-unit” major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

At the time of catalog publication, no majors for the AA-T or AS-T have been approved. Majors are under development. For more information, please see a counselor and www.dvc.edu for more information.

Impacted majors
The term impacted means that the program usually attracts many more applicants than it can accept. Consequently, there are special requirements and selection procedures for admission. Sometimes entire campuses such as Cal Poly San Luis Obispo and San Diego State University are impacted and all majors there require more than the minimum requirements for admission.

Impacted majors at individual CSU campuses can vary from year to year. Some examples of impacted majors are business administration and nursing.

Students should refer to the specific CSU campus web site or www.assist.org or www.csumentor.edu for current information regarding impacted majors. Students are encouraged to meet with a counselor to determine if the major they are considering is impacted and what additional requirements are necessary to transfer.

CSU General education breadth requirements (CSU G.E.)
Completion of the pattern of courses listed as General Education Option 3 in the Requirements section ensures that students will have completed all of their lower division general education courses towards their bachelor’s degree at CSU. After a student has completed this pattern, he or she may request certification of its completion. With this certification, students will be responsible only for an additional nine upper division semester units in general education. Certification is not automatic and must be requested through the DVC Admissions and Records Office. The current list of courses approved for meeting CSU G.E. is available in the DVC Counseling Center or at www.assist.org. See the pattern of courses listed as General Education Option 3 in this catalog in Section Three: Requirements.

Students may choose to complete the IGETC pattern of courses rather than CSU G.E. Breadth for CSU. This will have the same benefit as certification in CSU G.E. Breadth.

Reminder: Students must request that the CSU G.E. certification be sent to the CSU campus that they will be attending. Complete the CSU G.E. certification request form at the DVC Admissions and Records Office.

Intersegmental General Education Transfer Curriculum (IGETC)
The IGETC is a general education pattern that community college transfer students can use to fulfill lower-division general education requirements for 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. Students who have attended a CSU, UC, independent or out-of-state college or university should consult with a counselor to determine if the use of IGETC is appropriate to reach their goal.

IGETC is not right 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 some schools or colleges within UC 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. It is recommended that the entire IGETC pattern 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, he/she will be subject to the regulations regarding breadth and general education requirements of the school or college of the campus to which he/she has been admitted.

The current list of courses approved for meeting IGETC is available in the DVC Counseling Center or at www.assist.org. See the pattern of courses listed as General Education Option 2 in the Requirements section of this catalog.

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

Transfer to the University of California (UC)

To transfer as a junior to UC students must complete 60 semester units of UC transferable college credit with a grade point average of at least 2.4 (2.8 for non-residents) including:

- two UC transferable college courses (three semester units each) in English composition; and
- one UC transferable college course (three semester units) in mathematical concepts and quantitative reasoning; and
- 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.

All of the above courses must be completed with grades of “C” or higher.

Course requirements vary from one UC campus to the next. Therefore, students should work with a counselor to formulate a strategy for completing a particular campus’s admissions requirements, major requirements, and general education requirements.

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. Contact a counselor for complete information.

Transferable courses

A listing of information on transferable DVC courses and UC credit limitations is available at www.assist.org or from the Counseling Center.

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 2.4 GPA admission requirement for UC transfers (2.8 GPA for non-residents). Students interested in transferring to UC are urged to consult with a counselor as soon as possible in order to determine the current 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. Refer to the specific campus website for current information on impacted majors. Information is also available at www.assist.org.

UC special admissions programs (TAG agreement)

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: Davis, Irvine, Merced, Riverside, San Diego, Santa Barbara and Santa Cruz. The admission agreements offered by these campuses vary according to their requirements. Contact a counselor or the Transfer Services for complete information.

Transfer to independent (private and out-of-state) 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. Admission requirements and general education requirements vary from college to college. DVC has articulation agreements with a limited number of independent colleges and universities in the area and out-of-state. These can be obtained through the DVC Counseling Center. To make transferring to an independent college or university or out-of-state institution as smooth as possible, students should contact the school directly early in their academic career.
DVC associate degree requirements

General education option

Option 1  DVC general education

Option 2  IGETC Intersegmental General Education Transfer Curriculum

Option 3  CSU California State University general education pattern

Career/technical programs

Certificate programs and associate degrees
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: 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 DVC 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,” “E,” “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 G.E. 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 limited to the requirements of the academic year effective at the time of re-enrollment or those in subsequent years, as long as enrollment is continuous. Students who are not in continuous enrollment and do not re-enroll may petition for a degree or certificate but are subject to the catalog requirements in effect at the time of petition. 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 G.E. or IGETC certification. Students must follow the CSU G.E. or IGETC 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 requirements for students entering fall 2011

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

1. **Basic degree requirements**
   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 course work 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**
   General Education Option 1 (DVC G.E.) is appropriate for students who do not intend to transfer. Students intending to transfer to four-year institutions should select Option 2 (IGETC) or Option 3 (CSU G.E.).

   Option 1 – Diablo Valley College general education
   Option 2 – IGETC – Intersegmental General Education Transfer Curriculum
   Option 3 – CSU G.E.– California State University general education

   Please see end of section for specific requirements of these options.
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;
  - healthful 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

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.
Reasons for DVC general education objectives for the associate degree

I. Language and reasoning
Students study principles and applications of language leading toward logical thought, clear and precise expression, and critical analysis of communication.

A. English composition
Students learn to:
• write an essay of several paragraphs developing a central idea;
• use written and spoken language to communicate effectively;
• apply principles of critical thinking to reading and writing;
• identify the primary elements of an argument and determine their validity;
• discuss how meaning is created and how symbols are used;
• illustrate how the English language represents and reflects the cultures that use it.

B. Communications and analytical thinking
Students come to understand, command and appreciate the principles of language as language is symbolic of meaning. These principles are applied through logical thinking, clear and precise expression of concepts, and critical evaluation of expression in a variety of forms.

C. Mathematics comprehension
DVC graduates have gained an understanding and appreciation of the power and beauty of mathematics. They understand mathematical abstraction and generalization and the use of mathematical symbols. They should recognize and examine mathematical relationships in the form of equations, graphs, and tables. They can use appropriate technology to help solve mathematical problems. DVC graduates have learned to apply mathematical methods to solve quantitative problems in the sciences, in their vocations, and in their daily lives as citizens and consumers.

II. Natural sciences
In the natural sciences, students study humans as seekers of fact and makers of meaning through abstraction and generalization. By studying disciplines within biological and physical sciences, DVC graduates should be able to:

• explain the basic concepts of biological and/or physical sciences well enough to be able to interpret meaningfully and criticize representative material from the mass media;
• clearly distinguish between opinion based upon preconception and opinion based upon controlled scientific experiment;
• solve scientific problems in contexts other than those in which model problems and solutions are learned.

III. Arts and humanities
Students study the human experience as it is reflected and shaped by the arts. The faculty believes DVC graduates will be able to:
• develop an integrated and analytical approach to the study of art, humanities, languages, theater, film, literature and music within a historical, political, and sociological context.
• critically examine the relationships between the ways people live and the arts forms they create. These instances should be from different times and cultures.
• demonstrate their own ideas of aesthetic and ethical standards by engaging in an art as an originator, adapter, interpreter, or performer.

IV. Social and behavioral sciences
Courses in the multiple disciplines allow students to gain a basic knowledge of the cultural and social organizations in which they live as well as the behavior and social organizations of other human societies. Students fulfilling this requirement study the variety of ways through which society and the greater world are examined and understood. The faculty believes that DVC graduates should be able to:
• demonstrate an understanding of the complexity of social phenomena;
• discuss the scope and functions of social institutions;
• recognize points of view and their assumptions;
• critically examine generalizations in light of relevant evidence.

V. Multicultural studies
Students study contributions from various cultures to prepare to live in a diverse society. Through close examination of such things as art, society, history, and culture, students gain knowledge of experiences and perspectives other than their own, increasing their tolerance, respect for, and interaction among people from multiple cultures.
VI. Information literacy
Information literacy is the ability to both recognize when information is needed and to locate, evaluate, synthesize, use and communicate information in various formats.

The faculty believes DVC graduates should be able to:
• recognize when information is necessary;
• develop effective research strategies;
• locate, retrieve and use information in a variety of formats;
• critically evaluate, and synthesize information;
• effectively create, present and communicate information;
• competently use computers and other information technology tools;
• understand the social, legal and ethical issues relating to information and its use.

VII. American institutions
Addressing American institutions are courses that address the Constitution of the United States, the operation and evolution of representative democratic government, which include the legislative, judicial, executive branches and the electoral system, under that Constitution and have as a primary focus of examining the political philosophies of the framers of the Constitution and the nature and operation of United States political institutions and processes under that Constitution as amended and interpreted. In addition, courses strive to develop and gain an understanding of the rights, obligations and responsibilities of citizens in the political system established under the Constitution. These courses also cover the Constitution of the State of California within the framework of evolving Federal/State relations and the nature and processes of state and local government under that Constitution. Lastly, the courses analyze contemporary relations of State and local government with the Federal Government, the resolution of conflicts and the establishment of cooperative processes under the Constitutions of both the State and nation, and the political processes involved.

VIII. Ecology of human health
The faculty believes that development and maintenance of personal and community health is basic to all endeavors of DVC graduates as workers, lifelong learners and citizens.

To this end the health requirement will enable students to:
• develop an awareness of the dimensions of health and their interrelationships: physical, mental, intellectual, social, environmental, and spiritual;
• develop life skills to promote health and prevent disease;
• understand the primary structures and functions of the human body as it relates to health and disease processes;
• evaluate health care services, information, and products.

IX. Physical education
The faculty believes DVC graduates should be able to:
• develop and evaluate optimum muscular strength and endurance, flexibility, cardiovascular fitness, and a personal sense of wellness;
• develop individual skills in specific activities with potential for lifelong leisure time participation;
• participate in activities that promote creative expression, relaxation and reduce stress;
• develop knowledge and understanding of physical activity, encourage appropriate health practices, and communicate the value of an active lifestyle to quality of life.

DVC general education requirements
Students must complete a minimum of 18 units of DVC general education coursework from the following G.E. areas. 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:
Business 240, 250, 255
Computer Science 100, 105, 110, 255, 265
English 123, 126
History 122
Mathematics 124, 135, 135SP, 142, 181, 182, 183, 191, 192, 193, 194, 195, 292, 294
Philosophy 130
Psychology 145
General education options

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
Mathematics 114, 120, 120SP, 121, 124, 135, 135SP, 142, 181, 182, 183, 191, 192, 193, 194, 195, 292, 294
2) Satisfy one of the following:
• Receive a “C” grade or higher in both terms of high school Algebra II course.
• Score at least 520 on the SAT Math test.
• Score 24 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:
Anthropology 115, 140
Astronomy 110, 120, 128
Biological Science 101, 102, 116, 117, 119, 120, 126, 130, 131, 139, 140, 146, 162, 170, 171, 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 - 3-5 units
Complete one course:
Arabic 121
Architecture 155, 156, 157, 158, 160
Art Digital Media 214
Art History 193, 195, 196, 197, 199
Chinese 121, 220, 221
Dance 201
Drama 139, 140, 141, 142, 180, 181
English 150, 151, 152, 153, 154, 162, 163, 164, 166, 167, 168, 170, 172, 173, 175, 176, 177, 180, 190, 252, 253, 262, 263, 272, 273
Film 140, 160, 180, 280, 281, 282, 283, 284
French 121, 220, 221, 230, 231
German 121, 220, 221, 230, 231
History 120, 121, 124, 125, 126, 127, 128, 129, 130, 135, 136, 140, 141, 150, 151, 170, 171
Italian 121, 220, 221, 230, 231
Japanese 121, 147, 220, 221, 245
Music 110, 112, 114, 115, 116, 117, 118
Persian 121
Philosophy 120, 122, 140, 141, 220, 224, 225
Russian 121, 220, 221
Sign Language 282, 283
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:
Administration of Justice 120
Anthropology 120, 125, 130, 135, 150
Early Childhood Education 124
Economics 101, 200, 220, 221
Engineering 130
Geography 130, 135
Health Science 127, 140
History 120, 121, 124, 125, 126, 127, 128, 129, 130, 135, 136, 140, 141, 150, 151, 170, 171
Journalism 110
Political Science 120, 121, 151, 220, 240, 250
Psychology 101, 122, 130, 140, 141, 160, 190, 200, 220, 225, 230, 240
Social Science 110, 111, 115, 120, 123, 220
Sociology 120, 121, 123, 124, 125, 131, 135
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 fulfill other degree requirements, but units are counted only once.
Complete one course:
Addiction Studies 155
Administration of Justice 120
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 112, 114, 115, 116
Psychology 140, 141
Social Science 115, 120, 220
Sociology 125, 131, 135

VI. Information literacy
Course requirement 0-5 units
Courses may fulfill other degree requirements, but units are counted only once.
Complete one course:
Biological Science 130
Career 110
Counseling 130
Dental Hygiene 134
Health Science 124
Library Studies 121
Nutrition 120
Physical Education Theory 210

VII. American institutions
Course requirement - 0-6 units
Courses may fulfill other degree requirements, but units are counted only once.
Complete one course:
Political Science 121
Social Science 111
OR
one of the following pairs:
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
General education options

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
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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.

VIII. Ecology of human health
Course requirement - 0-3 units
Courses may fulfill other degree requirements, but units are counted only once.
Health Science 124, 140, 164, 170
Nutrition 115, 160

IX. 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.
Option 2
Intersegmental General Education Transfer Curriculum (IGETC)

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC the website at www.dvc.edu/slo.

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 one course:
English 123, 126
History 122
Philosophy 130
Psychology 145
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 one course:
Business 240+
Math 124, 135+, 135SP+, 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.

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 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 one or more courses:
- Architecture 156, 157, 158
- 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 110, 112, 114, 115, 116, 117, 118
- AP Art History with a score of 3 or higher counts as one course towards this requirement.

3-B. Humanities
Complete one or more 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, 176, 177, 180, 180, 253, 254, 255, 256, 272, 273
- French 121*, 220*, 221*, 230*, 231*
- German 121*, 220*, 221*, 230*, 231*
- Italian 121*, 220*, 221*, 230*, 231*
- Japanese 121*, 147+, 220*, 221*, 245*
- Persian 121*
- Philosophy 120, 122, 140, 141, 220, 224, 225
- Russian 121*, 220*, 221*
- Sign Language 282*, 283
- Spanish 121*, 220*, 221*, 230*, 231*, 250*
- AP Art History with a score of 3 or higher counts as one course towards this requirement.

* 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 4.
Social and behavioral sciences

Course requirement - 9 units, at least 3 courses
Complete 3 courses from at least 2 disciplines ‡:
- Administration of Justice 120
- Anthropology 120, 125, 130, 135
- Early Childhood Education 124
- Economics 101+, 220+, 221+
- Engineering 130
- Geography 130, 135
- Health Science 127+, 140
- Journalism 110
- Political Science 120, 121, 151, 220, 240, 250
- Psychology 101, 122, 130, 140, 141, 160, 190, 200, 220, 225, 240, 250
- Social Science 110, 111, 115, 120, 123+, 220
- Sociology 120, 121, 123, 124, 125, 131, 135

‡ 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.

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,

* 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 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 one course:
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+
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 one course:
Anthropology 115 (no lab), 140 (add Anthropology 141L for lab)
Biological Science 101+, 102+, 116+, 117+, 119+, 120+, 126, 130, 131, 139+, 140+, 146+, 162, 170+, 171+, 205

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.

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. Two years of high school study in American Sign Language (ASL). Submit official junior or senior high school transcript to DVC Admissions Office.
or
• Must have successfully completed one of the following foreign language courses:
  Arabic 120
  Chinese 120
  French 120
  German 120, 146
  Italian 120
  Japanese 120+, 146+
  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.

Advanced placement exams - Acceptable scores of 3 or higher can be used in some areas towards meeting IGETC 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.
General education options

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 IGETC areas 3 OR 4. See a counselor for the use of AP examinations to meet this requirement.

- 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
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- History 125 and Social Science 220
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- History 127 and Political Science 121
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- 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.)
A. English language communication 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:
English 123, 126
History 122
Philosophy 130
Psychology 145
Sociology 122
Speech 121, 123

B. Scientific inquiry and quantitative reasoning
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 underlined and must be taken with matching lecture course.

B-1. Physical science
Course requirement - 3-5 units
Complete one course:
Astronomy 110 (add Astronomy 130 for lab), 120 (add Astronomy 130 for lab), 128
Chemistry 106, 108, 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:
Anthropology 115, 140 (add Anthropology 141L for lab)
Biological Science 101, 102, 107, 116, 117, 119, 120, 126, 130, 131, 139, 140, 146, 161, 162, 170, 171, 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 laboratory requirement are underlined in area B-1 and B-2 and must be taken with matching lecture course.

B-4. Mathematics/quantitative reasoning
Course requirement - 3-4 units
A grade of “C” or higher is required.
Complete one course:
Business 240
Mathematics 121, 124, 135, 135SP, 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 and humanities
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 either Arts (C-1) or Humanities (C-2), for the total requirement of at least 9 units.

C-1. Arts (Art, Dance, Film, Music, Theater)
Course requirement - 3-6 units
Complete one or more courses:
Architecture 120, 121, 130, 155, 156, 157, 158, 160
Art 105, 120, 126, 140
Art Digital Media 214
Art History 193, 195, 196, 197, 199
Broadcast Communication Arts 140
Dance 201
Drama 122, 139, 140, 141, 142, 150, 180, 181
English 152
Film 140, 160, 180, 280, 281, 282, 283, 284
Music 110, 112, 114, 115, 116, 117, 118, 252, 255
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:
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, 176, 177, 180, 190, 222, 223, 224, 225, 252, 253, 262, 263, 272, 273
Film 160
French 121, 220, 221, 230, 231
German 121, 220, 221, 230, 231
History 120, 121, 124, 125, 126, 127, 128, 129, 130, 135, 136, 140, 141, 150, 151, 160, 170, 171
Italian 121, 220, 221, 230, 231
Japanese 121, 147, 220, 221, 245
Persian 121
Philosophy 120, 122, 140, 141, 220, 221, 224, 225
Russian 121, 220, 221
Sign Language 281, 282, 283
Spanish 121, 220, 221, 230, 231, 250
Each of the following AP tests with a score of 3 or higher counts as one course towards this requirement:

D. Social sciences
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 archeology
Anthropology 120, 125, 130, 135

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

D-7. Interdisciplinary social or behavioral science
- Engineering 130
- Health Science 127, 140
- 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

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 learning and self development
- Course requirement - 3 units
- Complete one course:
  - Career 110
  - Counseling 120
  - Early Childhood Education 124
  - Health Science 124, 127, 140, 164, 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 G.E. areas C OR D. See a counselor for the use of AP examinations to meet this requirement.
- 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
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- History 125 and Social Science 220
- History 126 and Political Science 121
- History 126 and Social Science 111
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- History 127 and Social Science 111
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- History 128 and Social Science 111
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- History 128 and Social Science 120
- History 128 and Social Science 220
- History 129 and Political Science 121
DVC CAREER/TECHNICAL PROGRAMS

Offering more than 30 career/technical programs and over 75 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 demonstrate to employers that they have acquired appropriate and up-to-date skills. Changing technology affects 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 and many programs may be completed on a part-time basis. DVC offers two types of certificates; certificates of achievement and certificates of accomplishment. In many cases, courses completed as part of a certificate program can be applied to a degree program. Only certificates of achievement and associate degrees are recorded on the student’s 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.

A course sequence for CTE programs can be found online at www.dvc.edu/org/programs.

General education options

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 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
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## DVC CERTIFICATE PROGRAMS AND ASSOCIATE DEGREES

★ = New program

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<td>Sports Medicine/Athletic Training</td>
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<td>Respiratory Therapy</td>
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<td>Transfer Studies - CSU/IGETC</td>
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** offered in collaboration with Ohlone College, which grants the degree
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<td>Art digital media</td>
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<td>Art history</td>
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<td>Biological science</td>
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<td>Broadcast communication arts</td>
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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 class listing 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 co-requisites 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 class listing 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 course that is offered less than full-term, students must choose the grading method before they have completed 30 percent of the course. For more information, see the Academic/Instruction Policies and Procedures 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 a counselor or the Transfer Services 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.

PROGRAM COMPLETION
Most programs at DVC can be completed in two years (4 terms) assuming students take an average of 15 units per term.

PROGRAM LEVEL STUDENT LEARNING OUTCOMES
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.
### 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.

#### Biological and Health Sciences Division
Ray Goralka, Interim Dean
Science Center 100
925-685-1230 ext. 2442

#### 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.

#### Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at [www.dvc.edu/slo](http://www.dvc.edu/slo).

#### 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. Certain 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ADS 101</td>
<td>Introduction to Substance Abuse and Treatment</td>
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</tr>
<tr>
<td>ADS 102</td>
<td>Introduction to Motivational Interviewing Skills</td>
<td>3</td>
</tr>
<tr>
<td>ADS 103*</td>
<td>Group Process</td>
<td>2</td>
</tr>
<tr>
<td>ADS 151*</td>
<td>Ethical and Legal Concerns for ADS Paraprofessionals</td>
<td>1.5</td>
</tr>
<tr>
<td>ADS 152*</td>
<td>Relapse Prevention</td>
<td>3</td>
</tr>
<tr>
<td>ADS 154*</td>
<td>Dual Disorders</td>
<td>3</td>
</tr>
<tr>
<td>ADS 155</td>
<td>Diverse Communities and Social Services</td>
<td>3</td>
</tr>
<tr>
<td>ADS 163</td>
<td>Pharmacology and Medical Aspects of Alcohol and Other Drugs</td>
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<tr>
<td>ADS 168*</td>
<td>Group Leadership</td>
<td>2</td>
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<tr>
<td>ADS 170</td>
<td>Introduction to Codependency and Family Issues</td>
<td>3</td>
</tr>
<tr>
<td>ADS 171*</td>
<td>ADS Field Work I</td>
<td>5.5</td>
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<tr>
<td>ADS 172*</td>
<td>ADS Field Work II</td>
<td>5.5</td>
</tr>
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</table>

**total minimum required units** 37.5

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

#### Associate in science degree - Addiction studies
The associate degree program in addiction studies provides students with a broad general education while integrating an in-depth exploration of the skills and knowledge to work with people who have addiction problems. This degree will contribute significantly to those who want to work in occupational fields such as social services, criminal justice, youth services, education, clergy, nursing, and human resources. 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. Certain courses may satisfy both major and other graduation requirements, however the units are only counted once. To earn an associate in science degree, students must complete each course used to meet a major requirement with a “C” grade or higher.

**major requirements**  

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<tr>
<th>Course</th>
<th>Description</th>
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<tr>
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<td>ADS 152*</td>
<td>Relapse Prevention</td>
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<td>ADS 155</td>
<td>Diverse Communities and Social Services</td>
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</tr>
<tr>
<td>ADS 170</td>
<td>Introduction to Codependency and Family Issues</td>
<td>3</td>
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</table>

**total minimum required units**  

21

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

### 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 term and progress at their own pace, completion of the certificate will take approximately four terms.

**required courses**  

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<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>ADS 101</td>
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<td>ADS 103*</td>
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<td>ADS 151*</td>
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<td>ADS 152*</td>
<td>Relapse Prevention</td>
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<tr>
<td>ADS 154*</td>
<td>Dual Disorders</td>
<td>3</td>
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</table>

**total minimum required units**  

21

*The above courses have specific prerequisites. See course description for details.
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 and ADS 102 or equivalents
- Recommended: ADS 151 and ADS 170 or equivalents
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
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 class listing. CSU

ADS-151  Ethical and Legal Concerns for ADS Paraprofessionals
1.5 units  SC
- 27 hours lecture per term
- Prerequisite: ADS 101 or equivalent; and ADS 102 or equivalent (may be taken concurrently)
- Recommended: Eligibility for ENGL 122 or equivalent
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
This course examines the research that describes the progressive and predictable warning signs of relapse in addicts and alcoholics. Students will study and practice the 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-163  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
Addiction studies

ADS-168  Group Leadership
2 units  SC

- 36 hours lecture per term
- Prerequisite: ADS 101, 102 and 103 or equivalents
- Recommended: ADS 151 and 170 or equivalents

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 and eligibility for ENGL 122 or equivalents

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, 102 and eligibility for ENGL 122 or equivalents
- Note: Formerly a seven unit block consisting of ADS 169, CARER 130, and COOP 170A. It is highly recommended that a student have completed the addiction studies program before entering the Field Work class.

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 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

ADS-172  ADS-Field Work II
5.5 units  SC

- 54 hours lecture/144 hours laboratory per term
- Prerequisite: ADS 171 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 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. This 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

ADS-299  Student Instructional Assistant
5.5-3 units  SC

- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Faculty Office. Students must be supervised by a DVC Instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

ADMINISTRATION OF JUSTICE - ADJUS

Social Sciences Division
Ellen Kruse, Interim 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.

**Program level student learning outcomes**

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

**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. Certain 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>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>
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<tr>
<td>ADJUS 124</td>
<td>Elements of Corrections</td>
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</tr>
<tr>
<td>ADJUS 130</td>
<td>Police Multicultural Relations</td>
<td>3</td>
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<tr>
<td>ADJUS 221</td>
<td>Criminal Evidence</td>
<td>3</td>
</tr>
<tr>
<td>ADJUS 284</td>
<td>Interviewing and Counseling</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
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<tbody>
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<td>ADJUS 125</td>
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</tr>
<tr>
<td>ADJUS 139</td>
<td>Gangs and Threat Groups in America</td>
<td>3</td>
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<td>Patrol Procedures</td>
<td>3</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>
</tr>
</tbody>
</table>

**total minimum required units**

28

**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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<td>Criminal Law</td>
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</tr>
<tr>
<td>ADJUS 298</td>
<td>Independent Study</td>
<td>3</td>
</tr>
</tbody>
</table>

**total minimum required units**

28
Administration of justice

Certificate of accomplishment - 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
ADJUS 120 Introduction to the Administration of Justice ......................................... 3
ADJUS 130 Police Multicultural Relations ............................................................... 3
ADJUS 139 Gangs and Threat Groups ................................................................. 3

plus at least 3 units from:
ADJUS 280 Probation and Parole ................................................................. 3
ADJUS 284 Interviewing and Counseling ......................................................... 3

total minimum required units 12

Certificate of accomplishment - Administration of justice - Correctional specialist
This certificate prepares students for entry-level careers in corrections such as working in prisons, jails, probation officers, parole agents, 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
ADJUS 120 Introduction to the Administration of Justice ......................................... 3
ADJUS 124 Elements of Corrections ................................................................. 3
ADJUS 139 Gangs and Threat Groups ............................................................... 3
ADJUS 284 Interviewing and Counseling ......................................................... 3

total minimum required units 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, criminalists in limited areas of expertise, crime scene photographers, private security investigators, and criminal investigators. It is also 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.

required courses
ADJUS 120 Introduction to the Administration of Justice ......................................... 3
ADJUS 203 Physical Evidence and the Crime Laboratory .................................. 4
ADJUS 222 Criminal Investigation ................................................................. 3
ADJUS 260 Patrol Procedures ...................................................................... 3

total minimum required units 13

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.

required courses
ADJUS 120 Introduction to the Administration of Justice ......................................... 3
ADJUS 121 Criminal Law ........................................................................... 3
ADJUS 122 Criminal Procedure ................................................................. 3
ADJUS 221 Criminal Evidence ................................................................. 3

total minimum required units 12
Certificate of accomplishment - Administration of justice - Juvenile 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.

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<thead>
<tr>
<th>required courses</th>
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<td>ADJUS 230</td>
<td>3</td>
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<td>ADJUS 284</td>
<td>3</td>
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</tbody>
</table>

**total minimum required units** 15

Certificate of accomplishment - Administration of justice - Patrol specialist

This certificate prepares students for entry-level careers as law enforcement officers in federal, state, and local agencies as well as private and corporate security. After completing this certificate, students contemplating enrolling in the POST academies will have a solid foundation that will help to ensure academy success. Students entering private security will have much more training than is required by state law. Completion of this certificate will also give the student a greatly improved 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.

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**total minimum required units** 17

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**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**
- **Note: Credit by examination option available**

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**
- **Note: Credit by examination option available**

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
Administration of justice

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
- Note: Credit by examination option available
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 course combines 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, which will focus on the student applying the principles learned in lectures, will be mandatory. CSU

ADJUS-221 Criminal Evidence
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Credit by examination option available
This course covers the 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 SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Credit by examination option available
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
- Note: Credit by examination option available
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
• Note: Credit by examination option available
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 conviction 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 sidearms 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  SC
• 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. Specific emphasis will be on California’s probation, institutions 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
• Note: 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

ADJUS-299  Student Instructional Assistant
.5-3 units  SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

ANTHROPOLOGY – ANTHR

Social Sciences Division
Ellen Kruse, Interim Dean
Faculty Office 136
925-685-1230 ext. 2518

Possible career opportunities
Anthropology is a basic component for careers like anthropologist, anthropology instructor, museum curator, population analyst, urban planner, social services consultant, 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 or equivalent
An introduction to the biology, behavior, ecology, and evolutionary history of the primate 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 comparative 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 SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
A survey of culture as a basic aspect of human adaptation. Topics include the concept of culture and enculturation, cultural development and change, ethnocentrism and cultural relativity, race vs. ethnicity, patterns of language, ethics and the principles of ethnographic research. Special emphasis on the experiences of Native American, African American, Asian Pacific American, Chicano/Latino and Arab American sub-cultures in U.S. society. 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 or equivalent
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 Laboratory
1 unit SC
- 54 hours laboratory per term
- Prerequisite: ANTHR 115 or equivalent or ANTHR 140 or equivalent (ANTHR 140 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, hominin dietary patterns, the study of hominids as bi-culturally adapted animals, and a survey of general methodologies utilized in physical anthropological research. Field trips may be included. CSU, UC
ANTHR-155  Topics in Anthropology  
.3-4 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  
• Note: 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

ANTHR-299  Student Instructional Assistant  
.5-3 units SC  
• May be repeated three times  
• Variable hours  
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.  
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

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 home-work 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 class listing. CSU

ARABC-299  Student Instructional Assistant  
.5-3 units SC  
• May be repeated three times  
• Variable hours  
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.  
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU
ARCHITECTURE – ARCHI

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences 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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degrees
Architecture design
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 G.E.). 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 2.5 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. Certain courses may satisfy both major and other graduation requirements; however the units are only counted once.

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<td>ARCHI 130 Architectural Graphics I</td>
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<tr>
<td>ARCHI 131 Architectural Graphics II</td>
<td>4</td>
</tr>
<tr>
<td>ARCHI 135 Digital Tools for Architecture I</td>
<td>4</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 244 Architectural Practice and Working Drawings I</td>
<td>3</td>
</tr>
<tr>
<td>CONST 144 Materials of Construction</td>
<td>3</td>
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<tr>
<td>plus at least 3 units from:</td>
<td></td>
</tr>
<tr>
<td>ARCHI 105 Architectural Assembly and Fabrication</td>
<td>1</td>
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<tr>
<td>ARCHI 110 Design Build Workshop</td>
<td>1-2</td>
</tr>
<tr>
<td>ARCHI 136 Digital Tools for Architecture II</td>
<td>4</td>
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<tr>
<td>ARCHI 156 History of World Architecture: Early Civilizations to Middle Ages</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 157 History of World Architecture: Middle Ages to 18th Century</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 158 History of World Architecture: 18th Century to Present</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 160 History of American Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 207 Environmental Control Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**total minimum required units** 33

Certificate of achievement
Architecture technology

Associate in science degree – Architecture technology
The DVC architecture technology degree program offers students the opportunity to earn an associate in science degree 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 an associate in science with a major in architecture technology, students must complete each course used to meet a major requirement with a “C” or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the major. Certain 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>
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<tbody>
<tr>
<td>ARCHI 120</td>
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<td>ARCHI 126</td>
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<td>CONST 124</td>
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<td>CONST 135</td>
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<tr>
<td>CONST 144</td>
<td>3</td>
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**plus at least 6 units from:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>ARCHI 131</td>
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<td>CONST 181</td>
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<td>CONST 183</td>
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</tr>
<tr>
<td>COOP 180</td>
<td>2-3</td>
</tr>
<tr>
<td>ENGIN 226</td>
<td>4</td>
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</tbody>
</table>

**total minimum required units**

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, 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>
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<td>CONST 135</td>
<td>4</td>
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<tr>
<td>CONST 144</td>
<td>3</td>
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</table>

**plus at least 6 units from:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHI 131</td>
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<td>CONST 116</td>
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<td>CONST 181</td>
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<td>2-3</td>
</tr>
<tr>
<td>ENGIN 226</td>
<td>4</td>
</tr>
</tbody>
</table>

**total minimum required units**

29

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**ARCHI-105 Architectural Assembly and Fabrication**

1 unit **SC**

- 54 hours laboratory per term

Course covering methods of fabrication for architectural projects in metal, wood, plastic and other materials. Introduction to shop safety, machine and tool operation and small scale design and construction. CSU

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**ARCHI-110 Design Build Workshop**

1-2 units **SC**

- Variable hours
- Recommended: ARCHI 105 or equivalent
- Note: During spring term, students will participate in the Cal Poly San Luis Obispo Design Village Competition. This allows each group of 2-6 students to design, build and live in their structure for three days in Poly Canyon. Multiple teams allowed, entry fees and material fees may apply.

Design-build course for full scale design projects in wood, metal and other materials to be designed and constructed by students working in design teams in consultation with faculty. Course explores fabrication and construction process for larger scale designs utilizing sketching, computer rendering, dimensioned sketches and drawings for creation of full scale architectural projects. CSU
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. Credit by examination option available.

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, UC

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

ARCHI-121 Architectural Design I
4 units SC
- 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term
- Prerequisite: ARCHI 120 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 architectural space, material qualities, and precedent studies. CSU, UC

ARCHI-126 Computer Aided Design and Drafting AutoCAD
4 units SC
- May be repeated once
- 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. May be repeated once when software changes. Credit by examination option available.

Introductory course covering the computer application AutoCAD as it relates to the creation of technical drawings. Course covers two dimensional 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

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

ARCHI-132 Architectural Graphics III
4 units SC
- 36 hours lecture/108 hours laboratory per term
- Prerequisite: ARCHI 131 or equivalent

Advanced exploration of drawing and rendering techniques utilizing freehand drawing, mechanical drawing and contemporary methods of representation. Emphasis on perspective drawing, shade and tone, color in architectural renderings, and advanced representation of materials, textures and landscape elements. Course covers advanced topics in the use of mixed media, presentation formats, layout and composition in relation to architectural rendering. CSU

ARCHI-135 Digital Tools for Architecture I
4 units SC
- 36 hours lecture/72 hours laboratory/36 hours laboratory by arrangement per term

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-136  Digital Tools for Architecture II
4 units  SC
• 36 hours lecture/72 hours laboratory/36 hours laboratory be arrangement per term
Course covering the use of computers in architectural design for advanced architectural graphics, three dimensional modeling, rendering and fabrication. Course covers topics utilizing Rhino and the use of Vectorworks CAD and 3-D modeling software. Topics include current computer graphics and architectural CAD standards, modeling of complex non-orthogonal geometries and sculptural forms, Building Information Management (BIM), work-group organization and parametric modeling. CSU

ARCHI-150  Topics in Architecture
3-4 units  SC
• May be repeated three times
• Variable hours
A supplemental course in architecture to provide a study of current concepts and problems in architecture. Specific topics to be announced in the class listing. 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 ancient civilizations to the present. Course discusses architectural building types in relation to their geographic and cultural context. Topics covered include architecture of early settlements and civilizations, megalithic monuments, and Egyptian, Greek and Roman architecture, as well as a history of architecture during the Middle Ages, including Byzantine, Romanesque and Gothic movements in design. Course concludes with architectural developments during the Renaissance and later design developments in relation to technology, industrialization and the social and cultural context of the twentieth century, including architecture of the Modernist Movement and Deconstructivism. CSU, UC

ARCHI-156  History of World Architecture: Early Civilizations to Middle Ages
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: ARCHI 156, 157 and 158 may be taken in any order
Architecture and urbanism from prehistory to the Middle Ages. Social, cultural, and physical conditions that influenced the built environment in the Mediterranean region, Europe, Asia, Africa, and Pre-Columbian Americas. Topics include early megalithic tombs and structures, Native American dwellings, architecture of Egypt, Mesopotamia, Persia and the Middle East, early civilizations of the Aegean, temples and cities of Greece, architecture and engineering of Rome, and early medieval structures after the fall of Rome. CSU, UC

ARCHI-157  History of World Architecture: Middle Ages to 18th Century
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: ARCHI 156, 157 and 158 may be taken in any order
World architecture and urbanism from the Middle Ages until the end of the 18th Century. Exploration of social, cultural, and physical conditions that influence the built environment of Europe, Asia and the Colonial Americas. Course covers the development of the Gothic cathedral, art and architecture of the Renaissance, Baroque design in Europe, architecture of Japan, China and India, historic buildings in Colonial America, and architectural developments in Europe during the 18th Century including Romanticism and later Greek and Gothic revival movements. CSU, UC

ARCHI-158  History of World Architecture: 18th Century to Present
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: ARCHI 156, 157 and 158 may be taken in any order
Architecture and urbanism of the modern world, from the 18th century to the present. Exploration of social, cultural, and physical conditions influencing the built environment of Europe, Asia, and the Americas. Course covers American architectural contributions of Frank Lloyd Wright and the Chicago School of Architecture, Art Nouveau and the work of Gaudi with in depth discussion of the influence of industrialization in architecture as well as topics in Russian Constructivism, 20th Century Modernism, Post-modernism and Deconstructivism. CSU, UC

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, 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 covered
include Native American dwellings, early Colonial houses and structures, the Georgian and Federal Styles, the planning of Washington DC, Greek, Gothic and other European Revival movements in the United States, as well as the development of the high rise in major metropolitan areas such as Chicago and New York. Material related to the lives and work of noted architects such as Louis Sullivan, Frank Lloyd Wright, Julia Morgan and Bernard Maybeck are presented in relation to their social, political and economic contexts. CSU, UC

ARCHI-207 Environmental Control Systems
3 units SC
• 54 hours lecture per term
• Recommended: MATH 110 or equivalent
Course covering the use of environmental control systems in buildings, including heating, cooling and ventilation. Topics include the use of passive solar techniques, cross and stack ventilation, daylighting methods and an introduction to mechanical systems for environmental control in buildings. Emphasis on green building technology and sustainable practices in design of environmental control systems. CSU

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

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

ARCHI-226 Computer Aided Drafting Design, Advanced Concepts - AutoCAD
4 units SC
• 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
• Note: Same as ENGIN 226
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-244 Architectural Practice and Working Drawings I
3 units SC
• 36 hours lecture/72 hours laboratory per term
• Recommended: ARCHI 130 or equivalent
Course covers the methods and processes for the interpretation and creation of architectural working drawings and specifications. Topics covered include schematic design, design development, assembly and graphic representation of building elements and the creation of architectural drawings and construction documents. Site plans, foundations, framing systems, bearing walls, structural frames, electrical and mechanical systems in addition to details and cladding systems for floors, walls and roofs are included in course curriculum. Discussion of the CSI format and use of reference material such as local planning ordinances, building codes, architectural graphic standards, and information published by building product manufacturers are included in course curriculum. Students are introduced to the design review process, standards of practice and graphic representation, and the role of the architect, client and local governing agencies. CSU

ARCHI-245 Architectural Practice and 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-298 Independent Study

0.5-3 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

ARCHI-299 Student Instructional Assistant

0.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

ART – ART

Applied and Fine Arts Division
Michael Almaguer, Dean
Business and Foreign Language Building 204
925-685-1230 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, art historian, graphic designer, photographer, sculptor, ceramist, jeweler, printmaker, painter, art illustrator, art technician, museum curator, art journalist, arts administrator, product designer, advertising specialist and other professions in creative endeavor.

The fine arts major is a two-year degree program of transferable courses open to all students. The program requirements are designed for those interested in art as professional practice and as preparation for transfer. The major has three components. The first component is a core of two required foundations fine arts studio courses. The second component is two required art history courses. The third component offers students choices in 10 emphasis areas. Students may select an emphasis in drawing, painting, sculpture, photography, printmaking, ceramics, art digital media, graphic design, art history, or metalsmithing, but are encouraged to choose within a wide range of these beginning courses for transfer. Fine arts faculty and staff are dedicated to assisting students in exploring job opportunities, internships, and transferring to four-year institutions of higher learning.

The DVC fine arts 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 G.E.). Option 1 (DVC General Education) is not generally advised.

To earn an associate in arts degree with a major in fine arts, 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. Degree requirements may be completed by attending classes in the day, evening, or weekends. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once.

Program level student learning outcomes

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in art degree

Fine arts

Associate in art degree - Fine arts

The associate in arts degree in fine arts offers students a curricular program for studying a variety of beginning courses within the field of art practice. The student with an associate in arts degree in fine arts is prepared for upper division work in the major at four-year institutions. The major is available at UC and CSU systems, the San Francisco Art Institute, the California College of Art, and at other colleges of art and schools of design. The fine arts curriculum develops a student’s critical thinking skills, honed problem-solving skills, and establishes visual literacy. Career opportunities in fine arts include: exhibiting artist, art critic, art dealer, educator, art historian, graphic designer, photographer, sculptor, ceramist, jeweler, printmaker, painter, art illustrator, art technician, museum curator, art journalist, arts administrator, product designer, advertising specialist and other professions in creative endeavor.

The fine arts major is a two-year degree program of transferable courses open to all students. The program requirements are designed for those interested in art as professional practice and as preparation for transfer. The major has three components. The first component is a core of two required foundations fine arts studio courses. The second component is two required art history courses. The third component offers students choices in 10 emphasis areas. Students may select an emphasis in drawing, painting, sculpture, photography, printmaking, ceramics, art digital media, graphic design, art history, or metalsmithing, but are encouraged to choose within a wide range of these beginning courses for transfer. Fine arts faculty and staff are dedicated to assisting students in exploring job opportunities, internships, and transferring to four-year institutions of higher learning.

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To earn an associate in arts degree with a major in fine arts, 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. Degree requirements may be completed by attending classes in the day, evening, or weekends. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once.
Art

**major requirements**

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<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tr>
<td>ART 105</td>
<td>Introduction to Drawing, Color, and Two Dimensional Design</td>
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<tr>
<td>ART 140</td>
<td>Introduction to Sculpture and 3-D Design</td>
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**plus at least 6 units from**:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ARTHS 193</td>
<td>History of Asian Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTHS 195</td>
<td>History of Prehistoric and Ancient Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTHS 196</td>
<td>History of Medieval and Renaissance Art</td>
<td>3</td>
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<tr>
<td>ARTHS 197</td>
<td>History of Baroque to Early 20th Century Art</td>
<td>3</td>
</tr>
<tr>
<td>ARTHS 199</td>
<td>Contemporary Art History</td>
<td>3</td>
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**plus at least 12 units from a minimum of three areas of specialization:**

**art history**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td>ARTHS 199</td>
<td>Contemporary Art History</td>
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**ceramics**

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<tbody>
<tr>
<td>ART 152</td>
<td>Wheel Thrown Ceramic Art</td>
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<tr>
<td>ART 155</td>
<td>The Art of Ceramic Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>ART 156</td>
<td>Figurative Ceramic Art</td>
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**digital media**

<table>
<thead>
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<tr>
<td>ARTDM 112</td>
<td>Digital Imaging for the Artist</td>
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<tr>
<td>ARTDM 140</td>
<td>Motion Graphics for Digital Media</td>
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**drawing**

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<td>ART 106</td>
<td>Drawing and Composition</td>
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<tr>
<td>ART 107</td>
<td>Figure Drawing I</td>
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</tr>
<tr>
<td>ART 108</td>
<td>Figure Drawing II</td>
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**graphic design**

<table>
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<td>ARTDM 214</td>
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<tr>
<td>ARTDM 224</td>
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**metalsmithing**

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<td>ART 146</td>
<td>Metalsmithing and Jewelry I</td>
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</tr>
<tr>
<td>ART 147</td>
<td>Metalsmithing and Jewelry II</td>
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**painting**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 120</td>
<td>Watercolor I</td>
<td>3</td>
</tr>
<tr>
<td>ART 126</td>
<td>Oil/Acrylic Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 127</td>
<td>Oil/Acrylic Painting II</td>
<td>3</td>
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</tbody>
</table>

**photography**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 160</td>
<td>Black and White Photography I</td>
<td>3</td>
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<tr>
<td>ART 161</td>
<td>Black and White Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 136</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
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</tbody>
</table>

**printmaking**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 109</td>
<td>Printmaking: Monotype</td>
<td>3</td>
</tr>
<tr>
<td>ART 110</td>
<td>Introduction to Printmaking</td>
<td>3</td>
</tr>
<tr>
<td>ART 111</td>
<td>Printmaking: Etching</td>
<td>3</td>
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</tbody>
</table>

**sculpture**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ART 141</td>
<td>Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART 142</td>
<td>Metal Art I</td>
<td>3</td>
</tr>
</tbody>
</table>

**total minimum required units** 24

*Note: There may be no duplication of course units between specialty area requirements and elective courses.

**ART-105** Introduction to Drawing, Color, and Two Dimensional Design  
3 units  
- May be repeated once  
- 36 hours lecture/72 hours laboratory per term  
- Recommended: Eligibility for ENGL 116/118 or equivalent  
- 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  
- 18 hours lecture/36 hours laboratory per term  
- Recommended: Eligibility for ENGL 116/118 or equivalent  
- Note: ART 105A is equivalent to the first half of ART 105. ART 105A and 105B combined are equivalent to ART 105  
- 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  
- 18 hours lecture/36 hours laboratory per term  
- Recommended: Eligibility for ENGL 116/118 or equivalent  
- Note: ART 105B is equivalent to the second half of ART 105. ART 105A and 105B combined are equivalent to ART 105.  
- Formerly ART 101  
  Presentation of the fundamentals of color theory, color function, and color application. CSU, UC

**ART-106** Drawing and Composition  
3 units  
- May be repeated once  
- 36 hours lecture/72 hours laboratory per term  
- Recommended: ART 105 or equivalent; eligibility for ENGL 116/118 or equivalent  
- Note: ART 106 is equivalent to ART 106A and ART 106B combined  
  An exploration of drawing concepts, descriptive drawing, and logical form rendering with an emphasis on stylistic development. Students will explore additional color media such as pastel and Prismacolor pencils. CSU, UC
ART-106A  Drawing and Composition: Controlled
1.5 units  SC
• 18 hours lecture/36 hours laboratory per term
• Recommended: ART 105A or equivalent; eligibility for ENGL 116/118 or equivalent
• Note: ART 106A is equivalent to the first half of ART 106. ART 106A and ART 106B combined are equivalent to ART 106.

Techniques of drawing including descriptive drawing and creative composition through the employment of traditional drawing media with an emphasis on graphite, charcoal, and conte. CSU, UC

ART-106B  Drawing and Composition: Expressive
1.5 units  SC
• 18 hours lecture/36 hours laboratory per term
• Recommended: ART 105A or equivalent; eligibility for ENGL 116/118 or equivalent
• Note: ART 106B is equivalent to the second half of ART 106. ART 106A and ART 106B combined are equivalent to 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 equivalent; eligibility for ENGL 116/118 or equivalent

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 ART 106 or equivalent and ART 107 or equivalent; eligibility for ENGL 116/118 or equivalent

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; eligibility for ENGL 116/118 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. CSU, UC

ART-120  Watercolor I
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
• Note: ART 120A and 120B combined are equivalent to ART 120

A study of the materials and techniques of watercolor painting with emphasis on learning techniques, problem solving, concept development, and skills demonstration. CSU, UC

ART-120A  Introduction to Watercolor
1.5 units  SC
• 18 hours lecture/36 hours laboratory per term
• Recommended: Eligibility for ENGL 116/118 or equivalent
• Note: ART 120A is equivalent to the first half of ART 120. ART 120A and 120B combined are equivalent to ART 120.
• Formerly ART 102

Emphasis on the study of beginning techniques and materials of watercolor painting. CSU, UC

ART-120B  Watercolor Workshop
1.5 units  SC
• 18 hours lecture/36 hours laboratory per term
• Recommended: ART 120A or equivalent; eligibility for ENGL 116/118 or equivalent
• Note: ART 120B is equivalent to the second half of ART 120; and ART 120A and 120B combined are equal to ART 120.
• Formerly ART 103

Emphasis on problem solving, concept, development, and skill demonstration in watercolor. CSU, UC
ART-121 Watercolor II
3 units SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 120 or equivalent; eligibility for ENGL 116/118 or equivalent

A continuation of watercolor skill development, with an emphasis on compositional components and painting concepts. CSU, UC

ART-125 Color Theory and its Application to 2-D Media
3 units SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 105 or equivalent and ART 126 or equivalent; eligibility for ENGL 116/118 or equivalent

The study, practice, and analysis of color theory as it affects formal and conceptual elements in 2-D media. A variety of painting mediums will be used, as well as electronic media. CSU, UC

ART-126 Oil/Acrylic Painting I
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
- Note: ART 126A and ART 126B combined are equivalent to ART 126

A study of the materials and techniques of oil and acrylic painting for the beginning student. CSU, UC

ART-126A Introduction to Oil/Acrylic Painting A
1.5 units SC
- 18 hours lecture/36 hours laboratory per term
- Recommended: ART 105 or equivalent; eligibility for ENGL 116/118 or equivalent
- Note: ART 126A is equivalent to the first half of ART 126, ART 126A and ART 126B combined are equivalent to ART 126.

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

ART-126B Introduction to Oil/Acrylic Painting B
1.5 units SC
- 18 hours lecture/36 hours laboratory per term
- Recommended: ART 105 or equivalent; ART 126A or equivalent; eligibility for ENGL 116/118 or equivalent
- Note: ART 126B is equivalent to the second half of ART 126, ART 126A and ART 126B combined are equivalent to ART 126.

This course deals with painting as a means of communication and the practical study of established styles and techniques. Emphasis will be upon traditional materials and techniques including direct and indirect methods. CSU, UC

ART-127 Oil/Acrylic Painting II
3 units SC
- May be repeated three times
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 105 or equivalent, ART 125, and ART 126 or equivalent; eligibility for ENGL 116/118 or equivalent

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

ART-128 Symbols and Visions
3 units SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 105 or equivalent, ART 125, ART 126 or equivalent, and ART 127 or equivalent; eligibility for ENGL 116/118 or equivalent

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

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 or equivalent

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 or equivalent  
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, framing, exhibition design, conservation, advertising, and legal issues will be addressed. Students will develop professional skills needed to interact within art and related business environments. 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 or equivalent  
A hands-on introduction to the basic elements of three-dimensional design and sculpture. Students comprehend form, volume, and spatial relationships through hands-on projects in a variety of media. Students also survey the history of 20th century sculpture as a basis for exploring and understanding three-dimensional design fundamentals. 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  
As a continuation of ART 140, this course consists of hands-on projects that guide students through processes and principles of three-dimensional design. Students develop a conceptual dialogue with the instructor, and create a portfolio of sculptural work. CSU, UC

ART-142  Metal Art I  
3 units  SC  
- May be repeated three times  
- 36 hours lecture/72 hours laboratory per term  
- Recommended: ART 140 or equivalent  
This course is a comprehensive introduction to various metal sculpture processes. This course applies mold-making techniques for casting bronze, aluminum, and iron objects, as well as basic welded sculpture. Emphasis will be on 3-D design quality and process. CSU

ART-143  Metal Art II  
3 units  SC  
- May be repeated three times  
- 36 hours lecture/72 hours laboratory per term  
- Recommended: ART 140 or equivalent and ART 142 or equivalent  
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 and welding. Emphasis will be on advanced design and technique 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 or equivalent  
This course introduces various aspects of metal sculpture using casting techniques. Moldmaking techniques for castings in bronze, aluminum, and iron are introduced. An in-depth study of traditional and contemporary metal sculpture processes with an emphasis on 3-D design quality are established. CSU

ART-145  Metal Casting Techniques II  
3 units  SC  
- 36 hours lecture/72 hours laboratory per term  
- Recommended: ART 140 or equivalent and ART 144 or equivalent  
This course expands on foundry casting skills 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 burnout investment molds, and shell molds are covered. Emphasis added to sustainable studio practice and design concerns. CSU

ART-146  Metalsmithing and Jewelry I  
3 units  SC  
- May be repeated once  
- 36 hours lecture/72 hours laboratory per term  
- Recommended: ART 140 or equivalent  
This is a beginning course providing skills in 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  Metallurgy 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 Metallurgy/Jewelry course with emphasis on hands-on processes. It provides further exploration of traditional and contemporary metallurgical design and aesthetics. A variety of techniques such as advanced chainmaking, advanced stone setting, forming and raising, chasing, moldmaking, and casting are introduced. An emphasis is placed on individual design and conceptualization. CSU, UC  

ART-150  Topics in Studio Art  
3-4 units  SC  
- May be repeated three times  
- Variable hours  
- Recommended: Eligibility for ENGL 116/118 or equivalent  

This is a supplemental course in studio art topics to provide a study of current concepts and problems in studio art. Specific topics will be announced in the class listing. CSU, UC  

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 116/118 or equivalent  

This course is an introduction to the creation of ceramic vessels on the potter’s wheel and the development of critical thinking skills through the examination of ceramic art. Through the study of the art of various western and non-western cultures, the fundamentals of three-dimensional design and the development of a vocabulary of aesthetic terms and theories students will engage in both critical discussion and creative application utilizing the potter’s wheel. CSU, UC  

ART-153  Wheel-Thrown Ceramic Art II  
3 units  SC  
- May be repeated once  
- 36 hours lecture/72 hours laboratory per term  
- Recommended: ART 152 or equivalent; eligibility for ENGL 116/118 or equivalent  

This intermediate wheel throwing class is geared towards further developing the skill of students who already have the grasp of the techniques of making vessels on the potter’s wheel. Through the examination of historical and contemporary ceramic genres and the development of technical skills, including glaze experimentation, students will construct complex, wheel-thrown forms. The fundamentals of three-dimensional design will be used to develop a personal aesthetic, and also to guide critique of finished forms. CSU, UC  

ART-154  Hand-Built Ceramic Art  
3 units  SC  
- May be repeated two times  
- 36 hours lecture/72 hours laboratory per term  
- Recommended: Eligibility for ENGL 116/118 or equivalent  

Using functional objects as a starting point, students will learn traditional and contemporary hand-building techniques. Students will then explore the creative potential of these methods during the construction of ceramic vessels. CSU, UC  

ART-155  The Art of Ceramic Sculpture  
3 units  SC  
- May be repeated once  
- 36 hours lecture/72 hours laboratory per term  
- Recommended: Eligibility for ENGL 116/118 or equivalent  

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 Ceramic Art  
3 units  SC  
- May be repeated two times  
- 36 hours lecture/72 hours laboratory per term  
- Recommended: Eligibility for ENGL 116/118 or equivalent  

Students will explore the artistic potential of the human figure through the ceramic medium. Students will analyze a broad range of aesthetic styles and philosophies and synthesize a variety of construction and firing techniques relevant to their creative projects. CSU, UC  

ART-160  Black and White Photography I  
3 units  SC  
- May be repeated three times  
- 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. Students will explore the technical aspects of black and white photography and the historical and contemporary role of photography in visual expression, including contributions from diverse cultures. Class critiques will be used to analyze and discuss photographic images as a form of personal expression and communication. CSU, UC
ART-161  Black and White Photography II
3 units  SC
- May be repeated once
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 160 or equivalent
- Note: Students supply their own working roll-film camera with manual exposure controls and a lightmeter (either hand held or built into the camera)

Students who have completed this course will demonstrate an intermediate-level knowledge of the materials and techniques used in black and white photography. The course will concentrate on the specific controls of the exposure process, the multiple characteristics of a variety of films and papers, and how to combine the results of different decisions in photography to best realize students’ artistic visions. CSU, UC

ART-162  Black and White Photography III
3 units  SC
- 36 hours lecture/72 hours laboratory per term
- Recommended: ART 161 or equivalent
- Note: Students supply their own working roll-film camera with manual exposure controls and a lightmeter (either hand held or on camera)

Students who have completed this course will demonstrate an advanced level of the materials and techniques of black and white photography. Advanced portfolio development and photographic practices will be emphasized. Discussion and critique will be informed by the history of photography and an examination of contemporary art practices. 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 or equivalent
- 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
.3-.4 units  SC
- May be repeated three times
- Variable hours

A supplemental course in art to provide a study of current concepts and problems in art. Specific topics will be announced in the class listing. CSU

ART-265  Advanced Photography Workshop
3 units  SC
- May be repeated three times
- 18 hours lecture/90 hours laboratory per term
- Recommended: ART 160 or equivalent
- Note: Exploration of digital and darkroom practices encouraged

This course is 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
- 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 the faculty. CSU

ART-299  Student Instructional Assistant
5-3 units  SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU
Art digital media

ART DIGITAL MEDIA – ARTDM

Applied and Fine Arts Division
Michael Almaguer, Dean
Business and Foreign Language Building 204
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-artist, animator and cartoonist, interface designer, instructional designer, video artist, video specialist, audio specialist, multimedia programmer, technical writer, information designer, multimedia company executive, internet consultant, and computer game designer.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in arts degree
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 degree - 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. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once.

major requirements

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<tr>
<td>ART 105</td>
<td>Introduction to Drawing, Color, and 2D Design</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>
<td>3</td>
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<tr>
<td>ARTDM 130</td>
<td>Introduction to Digital Audio</td>
<td>3</td>
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<tr>
<td>ARTDM 149</td>
<td>Introduction to Digital Video</td>
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<tr>
<td>ARTDM 190</td>
<td>Digital Media Projects</td>
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<td>ARTDM 191</td>
<td>Multimedia Portfolio Development</td>
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choose 8-9 units from one of the following six specialty areas:

character animation

ART 107 | Figure Drawing I | 3 |
ARTDM 165 | Cartoon Drawing for Digital Animation | 3 |
ARTDM 170 | Animation and Interactivity | 3 |

digital audio

MUSIC 172 | Introduction to Electronic Music and MIDI | 3 |
MUSIC 173 | Advanced Electronic Music | 3 |
MUSIC 174 | Introduction to Pro Tools | 3 |

digital imaging

ARTDM 112 | Digital Imaging for the Artist | 3 |
ARTDM 115 | Digital Imaging Process and Technique III | 3 |
ARTDM 214 | Introduction to Graphic Design | 3 |

motion graphics

ARTDM 140 | Motion Graphics | 3 |
ARTDM 145 | Digital Editing | 3 |
ARTDM 170 | Animation and Interactivity | 3 |

3D modeling and animation

ARTDM 160 | 3D Modeling and Animation I | 3 |
ARTDM 161 | 3D Modeling and Animation II | 3 |
ARTDM 165 | Cartoon Drawing for Digital Animation | 3 |

web design

ARTDM 170 | Animation and Interactivity | 3 |
ARTDM 171 | Introduction to Web Design | 3 |
COMSC 195 | WWW Publishing with HTML | 1 |
COMSC 196 | Advanced WWW Publishing | 1 |

plus at least 9 units from:

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<td>Drawing and Composition</td>
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<tr>
<td>ART 107</td>
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<tr>
<td>ART 125</td>
<td>Color Theory and Its Application to 2-D Media</td>
<td>3</td>
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<tr>
<td>ARTDM 112</td>
<td>Digital Imaging for the Artist</td>
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<tr>
<td>ARTDM 115</td>
<td>Digital Imaging Process and Technique III</td>
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<tr>
<td>ARTDM 117</td>
<td>Digital Illustration</td>
<td>3</td>
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<tr>
<td>ARTDM 136</td>
<td>Introduction to Digital Photography</td>
<td>3</td>
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<td>ARTDM 140</td>
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<td>ARTDM 160</td>
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</table>
### 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 industry design and production process. Additionally, students will explore 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.

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<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>ART 105</td>
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<td>COMSC 265</td>
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<td>MUSIC 172</td>
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<td>MUSIC 173</td>
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<tr>
<td>MUSIC 174</td>
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</tr>
</tbody>
</table>

**Note:** There may be no duplication of course units between major specialty area requirements and elective courses.

#### Certificate of achievement - Art digital media

<table>
<thead>
<tr>
<th>Character animation</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 107</td>
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<td>ARTDM 165</td>
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<tr>
<td>ARTDM 166</td>
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<td>ARTDM 170</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>MUSIC 173</td>
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<td>MUSIC 174</td>
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<table>
<thead>
<tr>
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<th>Units</th>
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<tbody>
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<td>ARTDM 140</td>
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<tr>
<td>ARTDM 145</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 170</td>
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<table>
<thead>
<tr>
<th>3D modeling and animation</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ARTDM 160</td>
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<tr>
<td>ARTDM 161</td>
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<tr>
<td>ARTDM 165</td>
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<table>
<thead>
<tr>
<th>Web design</th>
<th>Units</th>
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<tbody>
<tr>
<td>ARTDM 170</td>
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<tr>
<td>ARTDM 192</td>
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**plus at least 9 units from:**

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<th>Required Courses</th>
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<tr>
<td>ART 106</td>
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<td>ART 107</td>
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<tr>
<td>ART 125</td>
<td>3</td>
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<tr>
<td>ARTDM 112</td>
<td>3</td>
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<tr>
<td>ARTDM 115</td>
<td>3</td>
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<td>ARTDM 117</td>
<td>3</td>
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<tr>
<td>ARTDM 136</td>
<td>3</td>
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<td>ARTDM 140</td>
<td>3</td>
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<td>ARTDM 145</td>
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<table>
<thead>
<tr>
<th>Digital Imaging for the Artist</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ARTDM 112 Digital Imaging for the Artist</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 115 Digital Imaging Process and Technique III</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 117 Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 136 Introduction to Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 140 Motion Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 145 Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 160 3D Modeling and Animation I</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 161 3D Modeling and Animation II</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM 165 Cartoon Drawing for Digital Animation</td>
<td>3</td>
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</tbody>
</table>

**plus 8-9 units from one of the 6 specialty areas listed below:**

### 3D Modeling and Animation

- ARTDM 160 3D Modeling and Animation I
- ARTDM 161 3D Modeling and Animation II
- ARTDM 165 Cartoon Drawing for Digital Animation

### Digital Imaging

- ARTDM 170 Animation and Interactivity
- ARTDM 171 Introduction to Web Design
- ARTDM 175 Flash Interactivity
- ARTDM 214 Introduction to Graphic Design
- ARTDM 224 Typography
- BUS 109 Introduction to Business

### Motion Graphics

- ARTDM 140 Motion Graphics
- ARTDM 145 Digital Editing
- ARTDM 170 Animation and Interactivity
Art digital media

BUSSMG 191 Small Business Management .................................. 3
COMSC 195 WWW Publishing with HTML................................. 1
COMSC 196 Advanced WWW Publishing .................................. 1
COMSC 255 Programming with Java........................................ 3
COMSC 265 Advanced Programming with C and C++ ............... 4
MUSIC 172 Introduction to Electronic Music and MIDI .............. 3
MUSIC 173 Advanced Electronic Music .................................. 3
MUSIC 174 Introduction to Pro Tools .................................. 3
total minimum required units 32

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 105</td>
<td>Introduction to Drawing, Color, and Two Dimensional Design</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>
<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>
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<tr>
<td>plus at least 6 units from:</td>
<td></td>
<td></td>
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<tr>
<td>ARTDM-112</td>
<td>Digital Imaging for the Artist</td>
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<td>ARTDM-115</td>
<td>Digital Imaging Process and Technique III</td>
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<td>ARTDM-136</td>
<td>Introduction to Digital Photography</td>
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<tr>
<td>ARTDM-140</td>
<td>Motion Graphics</td>
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<tr>
<td>ARTDM-160</td>
<td>3D Modeling and Animation I</td>
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<td>ARTDM-161</td>
<td>3D Modeling and Animation II</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM-170</td>
<td>Animation and Interactivity</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM-171</td>
<td>Introduction to Web Design</td>
<td>3</td>
</tr>
<tr>
<td>ARTDM-214</td>
<td>Introduction to Graphic Design</td>
<td>3</td>
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<tr>
<td>COMSC 195</td>
<td>WWW Publishing with HTML</td>
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</tr>
<tr>
<td>COMSC 196</td>
<td>Advanced WWW Publishing</td>
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<tr>
<td>MUSIC 172</td>
<td>Introduction to Electronic Music and MIDI</td>
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<tr>
<td>MUSIC 173</td>
<td>Advanced Electronic Music</td>
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</tr>
<tr>
<td>total minimum required units</td>
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</tbody>
</table>
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 and the web. Emphasis will be given to fundamentals of design and composition. Instruction will utilize a variety of software programs including Adobe Illustrator. CSU

ARTDM-130 Introduction to Digital Audio
1.5 units SC
- May be repeated once
- 18 hours lecture/27 hours laboratory 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-136 Introduction to Digital Photography
3 units SC
- May be repeated once
- 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 photographs using digital cameras. Students will be introduced to the fundamental principles of image making, composition, color theory, color management, lighting, image processing, and printing with a specific focus on digital photographic practice in fine art. CSU, UC

ARTDM-140 Motion Graphics
3 units SC
- May be repeated once
- 36 hours lecture/54 hours laboratory per term
- Recommended: ARTDM 110 or equivalent

This introductory course focuses on the creative design skills required to create effective motion graphics. Students will learn how to create motion graphics and output them utilizing digital video and various graphics file formats. The theory and production of animated 2D graphics for time-based media environments will be introduced, focusing on animating typography, graphic objects, and still images. Various software applications will be used including Adobe After Effects. CSU

ARTDM-145 Digital Editing
3 units SC
- 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term
- Note: Same as FILM 165 and BCA 165

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
1.5 units SC
- May be repeated once
- 18 hours lecture/27 hours laboratory per term
- Note: 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 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
1.5-4 units SC
- 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
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 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
Art digital media

ARTDM-161 3D Modeling and Animation II
3 units SC
- May be repeated once
- 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/36 hours laboratory/18 hours laboratory by arrangement 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 create character animations, script development and story board animations. Students will survey the history of animation and be exposed to the techniques of animated drawing. It is designed to prepare students to develop a particular style of animation in any of a wide variety of other digital media 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/54 hours laboratory 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 Introduction to Web Design
3 units SC
- May be repeated once
- 36 hours lecture/54 hours laboratory per term
- Recommended: ARTDM 110 or equivalent

This introductory course focuses on the creative design skills required to create effective web page designs using XHTML, CSS and a variety of software packages. The basic principles of type, color, illustration and layout are explored. The students develop an understanding of the internet and the World Wide Web in a series of hands on exercises. 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
- 36 hours lecture/54 hours laboratory per term
- Recommended: ART 105, ARTDM 111, 130, 149 or equivalents

This advanced course is designed for students who are preparing for employment in the digital media industry. Students will work on special production-oriented projects in digital media including client-driven multimedia projects. Working independently and in teams, students will use the design, tool, and business skills they have developed in prior terms to create digital media projects. 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 term to term as well as within the course of a term. CSU

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

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/54 hours laboratory per term
• Recommended: Eligibility for ENGL 122 or equivalent

Fundamentals of typography including history, theory, and practice, study of letterforms and type design. Emphasis is on the vocabulary of typographic form and its relationship to message and purpose. CSU, UC

ARTDM-299 Student Instructional Assistant
.5-3 units SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

ART HISTORY – ARTHS

ART HISTORY – ARTHS

Applied and Fine Arts Division
Michael Almaguer, Dean
Business and Foreign Language Building 204
925-685-1230 ext. 2312

Possible career opportunities
Students can pursue careers as curators or archivists at the many museums and galleries across the country. Careers in media, advertising, publishing, fashion or design, as well as art therapy, and working with handicapped or disabled people are also open to art history students. Undergraduate art history majors can pursue advanced training in art history, archaeology, architecture, law, library and information science, business, and education.

ARTHS-190 Topics in Art History
.3-4 units SC
• May be repeated three times
• Variable hours
• Recommended: Eligibility for ENGL 116/118 or equivalent

A supplemental course in Art History to provide a study of current concepts and problems in art history. Specific topics will be announced in the class listing. CSU

ARTHS-193 History of Asian Art
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 116/118 or equivalent

An introduction to major art forms and traditions in Asia from prehistory to the present. Artists, patrons, cultures, religions, and their intersections will be covered. Comparisons will be drawn between the course material and other artistic traditions, especially Western societies. CSU, UC
Art history

**ARTH5-195 History of Prehistoric and Ancient Art**
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 116/118 or equivalent

A history of Western art from the Paleolithic 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. The social and cultural background of ancient civilizations and role of the artist will be considered. CSU, UC

**ARTH5-196 History of Medieval and Renaissance Art**
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 116/118 or equivalent

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, socially, culturally, and within patronage systems. CSU, UC

**ARTH5-197 History of Baroque to Early 20th Century Art**
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 116/118 or equivalent

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

**ARTH5-199 Contemporary Art History**
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

A survey of contemporary art in the United States and Europe from 1945 to the present. Recent global tendencies in art will also be considered. Emphasis is placed on identifying and understanding important contemporary art movements and images, as well as social and political issues that shape the character of art produced during this time. CSU, UC

**ARTH5-299 Student Instructional Assistant**
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

**ASTRONOMY**

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

**Possible career opportunities**
Considered a branch of physics, astronomy is really a marriage of the physical sciences from planetary science and atmospheric science, to physics and chemistry. Study in astronomy prepares students for careers in scientific research, systems analysis and engineering, as well as software engineering and development. More than two years of college study is usually required.

**ASTRO-110 The Visible Universe**
3 units LR
- 54 hours lecture per term
- Recommended: MATH 110 or equivalent; eligibility for ENGL 122 or equivalent

Fundamental concepts in astronomy and observational techniques including selected mathematical concepts used in developing an understanding of celestial motions and coordinate systems and their importance to humanity. The planetarium sky is a major learning tool. CSU, UC (credit limits may apply to UC - see counselor)

**ASTRO-120 Elementary Astronomy**
3 units LR
- 54 hours lecture per term
- Recommended: MATH 110 and MATH 114 and eligibility for ENGL 122 or equivalents

Elementary mathematical approach to the solving of problems relating to solar and stellar systems. Topics include instrumentation used for and the analysis of electromag-
ngetic 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
- 54 hours laboratory per term
- 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**
0.5-3 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 pursue special interests under the direction of the faculty. CSU

**ASTRO-299 Student Instructional Assistant**
0.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

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**BIOLOGICAL SCIENCE – BIOSC**

Diablo Valley College is approved by the California Board of Registered Nurses for continuing education credits. Biological Science courses which can be used are BIOSC 119, 120, 139, 140 and 146.

Biology and Health Sciences Division
Ray Goralka, Interim 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.

**Program level student learning outcomes**
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

**Associate in science degrees**
- Allied health
- Biology
- Life science

**Certificates of achievement**
- Allied health
- Allied health fundamentals

**Associate in science degree - Allied health**
The associate in science degree with a major in allied health is a transfer degree for students who wish to transfer to a four-year institution with a major in an allied health field. These fields include, but are not limited to, nursing, biological sciences, physical therapy, occupational health, and dental hygiene. The degree offers students a broad general education, and provides basic knowledge in microbiology, human anatomy and physiology, and nutrition (as stated in the courses learning objectives). These are common prerequisites for above mention four-year majors, while also preparing students for more advanced allied health courses. Degree 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 specific course requirements for that particular program.
Biological science

The DVC allied health major is intended for transfer. Students wishing to transfer must consult with a counselor regarding other courses in math, chemistry and physics that may be required by the four-year institution to which they intend to transfer. Students who intend to transfer are advised to select General Education Option 2 (IGETC) or Option 3 (CSU G.E.). Option 1 (DVC General Education) is not generally advised.

To earn an associate in science degree with a major in allied 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. Major requirements may be taken only on a “for grade” basis. Certain courses may satisfy both a major and other DVC graduation requirements; however, the units are only counted once.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOSC 139 Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 140 Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>NUTRI 160 Nutrition: Science and Applications</td>
<td>3</td>
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### Plus at least 4 units from:

<table>
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<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOSC 119 Fundamentals of Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOSC 146 Principles of Microbiology</td>
<td>5</td>
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### Plus at least 4 units from:

<table>
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<th>Course</th>
<th>Units</th>
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<tbody>
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<td>CHEM 108 Introductory Chemistry</td>
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</tr>
<tr>
<td>CHEM 109 Introduction to Organic and Biochemistry</td>
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</tr>
<tr>
<td>CHEM 120 General College Chemistry I</td>
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</tr>
</tbody>
</table>

**Total Minimum Required Units:** 20

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### Associate in Science Degree - Life Science

The associate in science degree with a major in life science is designed as a two-year program that offers a broad general education background and an introduction to the basic principles of biology and the supporting knowledge of chemistry needed to fully understand and appreciate biology. Furthermore, courses in three categories of life science are offered from which students select a minimum of twelve units. These categories emphasize I: health science, II: field sciences and III: cellular and molecular biology.

The associate degree in life science is not designed to transfer as major preparation for a baccalaureate degree. DVC life science students who intend to transfer must consult with a program advisor or counselor to ensure that other major preparation courses in math, chemistry, physics and other transfer requirements at the 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 G.E.). 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 life science, students must complete each course used to meet a major requirement with a “C” grade or higher and complete all DVC graduation requirements as listed in the catalog. Certain courses may satisfy both a major and other graduation requirements; however, the units are only counted once.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 130 Principles of Cellular and Molecular Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 131 Principles of Organismal Biology, Evolution and Ecology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 120 General College Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 121 General College Chemistry II</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Minimum Required Units:** 20

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### Associate in Science Degree - Biology

The associate in science degree with a major in biology is designed as a two-year program that offers a broad general education background and an introduction to the basic principles of biology as well as the supporting knowledge of chemistry needed to fully understand and appreciate biology as specified by the learning objectives of the courses. The courses included in the major are also applicable to further study in the life sciences.

The DVC biology major is intended to transfer. Students wishing to transfer must consult with a counselor regarding other courses in math, chemistry and physics that may be required by the four-year institution to which they intend to transfer. Students who intend to transfer are advised to select General Education Option 2 (IGETC) or Option 3 (CSU G.E.). Option 1 (DVC General Education) is not generally advised.

To earn an associate in science degree with a major in biology, 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 a major and other DVC graduation requirements; however, the units are only counted once.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 130 Principles of Cellular and Molecular Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 131 Principles of Organismal Biology, Evolution and Ecology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 120 General College Chemistry I</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Minimum Required Units:** 20

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### Plus at least 12 units from the following areas of specialization; with a minimum of 3 units from each area:

- **BIOSC 130 Principles of Cellular and Molecular Biology**
- **BIOSC 131 Principles of Organismal Biology, Evolution and Ecology**
- **CHEM 109 Introduction to Organic and Biochemistry**
- **CHEM 120 General College Chemistry I**

**Total Minimum Required Units:** 20

---

110  PROGRAMS AND COURSES  DIABLO VALLEY COLLEGE  CATALOG 2011-2012
health
BIOSC 120 Introduction to Human Anatomy and Physiology ............................................. 5
BIOSC 139 Human Anatomy .............................................................. 5
BIOSC 140 Human Physiology .............................................................. 5
NUTRI 160 Nutrition: Science and Applications ............................................. 3

field studies
BIOSC 126 Nature Study and Conservation ................................................. 4
BIOSC 131 Principles of Organismal Biology, Evolution and Ecology ............................................. 5
BIOSC 161 Fundamentals of Marine Biology ................................................. 3
BIOSC 162 Fundamentals of Marine Biology with Laboratory ............................................. 4
BIOSC 170 Environmental Science ......................................................... 3
BIOSC 171 Environmental Science with Laboratory ............................................. 4
BIOSC 205 Fundamentals of Plant Biology ......................................................... 4
HORT 148L California Native Plants Laboratory ..................................................... 1
OCEAN 101 Fundamentals of Oceanography ......................................................... 3
OCEAN 102 Fundamentals of Oceanography with Laboratory ............................................. 4

cellular biology
BIOSC 107 Genetics and Evolution ........................................................ 4
BIOSC 119 Fundamentals of Microbiology ......................................................... 4
BIOSC 130 Principles of Cellular and Molecular Biology ..................................................... 5
BIOSC 146 Principles of Microbiology ........................................................ 5

certificate of achievement - Allied health fundamentals
This program prepares the student for entry into some health professional programs or jobs that do not require degrees. These courses provide some of the prerequisites for advanced training in the medical field for such occupations as nursing, dental hygiene, physical therapy, occupational therapy, medical laboratory technician, and radiologic sciences.

To earn a certificate of achievement, students must complete the required courses with a "C" grade or higher. Course requirements are typically available in the day and evening. Students may also earn a certificate of achievement in allied health or an associate in science degree in allied health.

Students who intend to transfer to a four-year program should consult with a counselor regarding course and program requirements.

required courses
BIOSC 120 Introduction to Human Anatomy and Physiology ............................................. 5

plus at least 4 units from:
BIOSC 139 Human Anatomy .............................................................. 5
BIOSC 140 Human Physiology .............................................................. 5
NUTRI 160 Nutrition: Science and Applications ............................................. 3

Certificate of achievement - Allied health fundamentals
This program prepares the student for entry into some health professional programs or jobs in the medical field that do not require degrees. These courses provide some of the prerequisites for advanced training in the medical field for such occupations as nursing, dental hygiene, physical therapy, occupational therapy, medical laboratory technician, and radiologic sciences.

To earn a certificate of achievement, students must complete the required courses with a "C" grade or higher. Course requirements are typically available in the day and evening. Students may also earn a certificate of achievement in allied health or an associate in science degree in allied health.

Students who intend to transfer to a four-year program should consult with a counselor regarding course and program requirements.

required course
BIOSC 120 Introduction to Human Anatomy and Physiology ............................................. 5

plus at least 4 units from:
BIOSC 119 Fundamentals of Microbiology ......................................................... 4
BIOSC 146 Principles of Microbiology ........................................................ 5

plus at least 3 units from:
NUTRI 120 Sport Nutrition: Fueling the Athlete ............................................. 3
NUTRI 160 Nutrition: Science and Applications ............................................. 3

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.

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)

DIABLO VALLEY COLLEGE CATALOG 2011-2012 PROGRAMS AND COURSES 111
BIOSC-102  Fundamentals of Biological Science with Laboratory
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-107  Genetics and Evolution
4 units  SC
  • 72 hours lecture/36 hours laboratory per term
  • Recommended: Eligibility for ENGL 122 or equivalent
This course includes a study of various aspects of genetics and evolution. Topics may include cellular reproduction, Mendelian Genetics, DNA structure and function, protein synthesis, gene regulation, biotechnology, genetically modified organisms and gene therapy as well as an introduction to the process of evolution by means of natural selection and the social implications of these topics. A laboratory component includes an introduction to the scientific method and experimentation including data gathering and analysis with a variety of scientific equipment. CSU

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 Laboratory
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 the 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; eligibility for ENGL 122 or 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 and eligibility for ENGL 122 or equivalents
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)

BIOSC-126  Nature Study and Conservation
4 units  SC
  • 72 hours lecture/36 hours laboratory per term
  • Recommended: Eligibility for ENGL 122 or equivalent
This non-majors biology course surveys the natural history of ecological communities in Northern California. Conservation of our natural resources is stressed. Frequent guided field laboratories 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 those communities. CSU, UC
BIOSC-130 Principles of Cellular and Molecular Biology
5 units SC
- 90 hours lecture/72 hours laboratory per term
- Prerequisite: CHEM 120 or equivalent
- Recommended: BIOSC 101 or BIOSC 102 and eligibility for ENGL 122 or equivalents
- Note: It is strongly recommended to take BIOSC 130 before BIOSC 131. BIOSC 130 requires strong written and oral English language skills.

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 organismal life with an emphasis upon the cellular level of organization. Topics include principles of biochemistry, cellular morphology and ultrastructure, 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. The laboratory component focuses on methodologies necessary for analyzing molecular, cellular and genetic problems like microscopy, spectrophotometry, graphing and statistical analysis, as well as recombinant DNA technologies. As part of the laboratory 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
5 units SC
- 90 hours lecture/72 hours laboratory per term
- Prerequisite: CHEM 120 or equivalent
- Recommended: BIOSC 130 and eligibility for ENGL 122 or equivalents
- Note: It is strongly recommended to take BIOSC 130 before BIOSC 131. BIOSC 131 requires strong written and oral English language skills.

This course is intended for biology majors or other students with an in-depth interest in the biological sciences. The course focuses on 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 and speciation; evolutionary history and diversity of life; general, population and community ecology; ecosystems and environmental concerns; plant physiology. The laboratory covers similar themes with hands-on observations, dissections, laboratory activities and field exercises. CSU, UC.

BIOSC-139 Human Anatomy
5 units SC
- 90 hours lecture/72 hours laboratory per term
- Prerequisite: BIOSC 102 and eligibility for ENGL 122 or equivalents
- Recommended: BIOSC 102 and eligibility for ENGL 122; MATH 120 or equivalent

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
5 units SC
- 90 hours lecture/72 hours laboratory per term
- Prerequisite: BIOSC 120 or BIOSC 139 and CHEM 108 or one year high school chemistry or CHEM 109 or CHEM 120 or equivalents
- Recommended: BIOSC 102; eligibility for ENGL 122; MATH 120 or equivalent

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
5 units SC
- 90 hours lecture/72 hours laboratory per term
- Prerequisite: CHEM 108 or CHEM 109 or CHEM 120 or equivalents
- Recommended: Eligibility for ENGL 122 and MATH 120 or equivalents

Topics include microscopy, culture of microorganisms 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
.3-4 units  SC
• May be repeated three times
• Variable hours
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-161  Fundamentals of Marine Biology
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-162. This course may include field trips outside of regularly scheduled class time. Not open to students who have taken Fundamentals of Marine Biology with Laboratory, BIOSC-162.
This course is an introduction to the diversity of marine organisms, the environments in which they live, and the relationships between species and organisms with their environments. Lecture topics will include: the scientific method and its utilization in the marine sciences; properties of the marine environment; marine organisms (including their diversity and evolutionary adaptations; marine ecosystems with a focus on local estuarine and coastal environments; marine ecology); and the sustainable use of marine biological resources. CSU

BIOSC-162  Fundamentals of Marine Biology with Laboratory
4 units  SC
• 72 hours lecture/36 hours laboratory per term
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: Students who have taken Fundamentals of Marine Biology (BIOSC 161) will not receive credit for Fundamentals of Marine Biology with Laboratory (BIOSC 162). This course will include field trips outside of regularly scheduled class time.
• Formerly BIOSC 160
This course is an introduction to marine organisms, marine environments, and the ecological relationships that exist between them. Lecture topics will include: the scientific method and its utilization in the marine sciences; physical, chemical and geological properties of the marine environment; marine organisms (including their taxonomic classification, diversity and evolutionary adaptations); marine ecosystems; marine ecology. Laboratory topics will include: observation and dissection of representative marine organisms; and inquiry based comparison of organisms in different phyla and from different habitats. CSU, UC

BIOSC-170  Environmental Science
3 units  SC
• 54 hours lecture per term
• Recommended: BIOSC 101 or 102; eligibility for ENGL 122 or 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 may include but are not limited to evolution, ecology, biodiversity, human population dynamics, natural resource use, pollution, environmental degradation, climate change, marine and freshwater resources, and environmental policy. CSU, UC (credit limits may apply to UC - see counselor)

BIOSC-171  Environmental Science with Laboratory
4 units  SC
• 72 hours lecture/36 hours laboratory per term
• Recommended: BIOSC 101 or BIOSC 102 or equivalents; eligibility for ENGL 122 or equivalent
• Note: Class trips may be organized to local sites related to course topics
An introductory course designed to expose students to environmental science with a laboratory. The lecture component will examine human interactions with the environment and their consequences for living and nonliving systems. Topics may include but are not limited to evolution, ecology, biodiversity, human population dynamics, natural resource use, pollution, environmental degradation, climate change, marine and freshwater resources, and environmental policy. The laboratory component will be in conjunction with the lecture. It will introduce the scientific method, including experimental design, sampling methods, data gathering and analysis. Laboratory and field techniques will be used to study concepts such as natural selection, climate change, biodiversity, and air and water pollution and its effects on organisms. Some laboratories may involve field trips to different ecosystems where various field collection techniques will be used to study ecological concepts. Emphasis will be placed on proper data collection and analysis techniques as well as representing those data in graphical form. CSU, UC (credit limits may apply to UC - see counselor)
BIOSC-205  **Fundamentals of Plant Biology**
4 units  SC
- 72 hours lecture/30 hours laboratory per term
- **Recommended**: Eligibility for ENGL 122 or equivalent
This non-majors biology course is an introduction to the science of biology by studying fundamental biological concepts with emphasis on plants. Topics studied include plant cell structure and function, metabolism, genetics, evolution, plant physiology, plant reproduction, plant diversity, and ecology. Economic uses of plants and some aspects of plant biotechnology are also studied. CSU, UC

BIOSC-299  **Student Instructional Assistant**
.5-3 units  SC
- May be repeated three times
- Variable hours
- **Note**: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

**Broadcast Communication Arts - BCA**

**Applied and Fine Arts Division**

Michael Almaguer, Dean
Business and Foreign Language Building 204
925-685-1230 ext. 2312

**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.

**Program level student learning outcomes**

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

**Associate in arts degree**

Broadcast communication arts

**Certificate of achievement**

Broadcast communication arts

**Certificates of accomplishment**

Broadcast communication arts -
- Basic digital field production
- Basic studio production
- 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. Certain 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**

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<tr>
<td>ARTDM 110</td>
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<td>BCA 120</td>
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<td>BCA 140</td>
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plus at least 3 units from:

<table>
<thead>
<tr>
<th>course</th>
<th>units</th>
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<tbody>
<tr>
<td>BCA 290</td>
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<td>JRNAL 110</td>
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**plus at least 3 units from:**

<table>
<thead>
<tr>
<th>course</th>
<th>units</th>
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</thead>
<tbody>
<tr>
<td>BCA 110</td>
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<td>BCA 126</td>
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<td>3</td>
</tr>
<tr>
<td>FILM 293</td>
<td>3.3</td>
</tr>
</tbody>
</table>
Broadcast communication arts

plus at least 3 units from:
ARTDM 195 Applied Production for Digital Media............. 3
COOP 170 Occupational Work Experience
         Education.............................................. 1-4

plus at least 6 units from:
ARTDM 111 Digital Imaging Process and Technique II ...... 1.5
ARTDM 115 Digital Imaging Process and Technique III .... 3
ARTDM 149 Introduction to Digital Video .................. 1.5
ARTDM 170 Animation and Interactivity ..................... 3
BCA 126 Intermediate Digital Field Production .......... 3
BCA 132 Advanced TV Studio Production ................... 3
BCA 166 Intermediate Digital Editing ...................... 3
BCA 190 Topics in Broadcast Communication
         Arts .................................................. 0.3-4
BCA 260 American Ethnic Images in Television ............ 3
BCA 298 Independent Study ................................ 3
BUSMG 191 Small Business Management ..................... 3
BUSMG 192 Entrepreneurship and Venture
         Management .......................................... 3
BUSMK 255 Advertising ...................................... 3
DRAMA 122 Basic Principles of Acting ...................... 3
DRAMA 123 Intermediate Principles of Acting ............. 3
DRAMA 124 Advanced Principles of Acting ................. 6
DRAMA 126 Acting on Camera ................................ 3
ELTRN 116 Introduction to Electronics ..................... 2-4
ENGL 151 The Short Story ................................... 3
ENGL 152 The Short Film .................................... 3
FILM 180 Comparative Film Studies ......................... 3
FILM 280 Introduction to Film: American Cinema
         1900-1950 ............................................. 3
FILM 281 Introduction to Film: World Cinema
         1900-1960 ............................................. 3
FILM 282 Introduction to Film: American Cinema
         1950 to the Present ................................... 3
FILM 283 Introduction to Film: World Cinema
         1950 to the Present ................................... 3
FILM 290 Film and TV Script Writing ...................... 3
FILM 292 Fundamentals of Film Making - Beginning .... 3
FILM 293 Fundamentals of Film Making - Intermediate .... 3
SPCH 148 Performance of Literature ......................... 3
total minimum required units 31.5

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.

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 units
ARTDM 110 Digital Imaging Process and Technique I ...... 1.5
BCA 120 Introduction to TV Studio Production .......... 3
BCA 125 Introduction to Digital Film Style
         Production ........................................... 3
BCA 130 Intermediate TV Studio Production ............. 3
BCA 140 History of Broadcasting ......................... 3
BCA 165 Digital Editing .................................... 3

plus at least 3 units from:
BCA 290 Beginning Writing for Digital Media .......... 3
JRNAL 110 Mass Media of Communication ............... 3

plus at least 3 units from:
BCA 110 Introduction to Radio Production ................. 3
BCA 126 Intermediate Digital Field Production .... 3
BCA 132 Advanced TV Studio Production ............... 3
BCA 160 Music Video Production ........................... 3
BCA 166 Intermediate Digital Editing ..................... 3
BCA 190 Topics in Broadcast Communication
         Arts .................................................... 3
FILM 293 Fundamentals of Film Making - Intermediate .... 3

plus at least 3 units from:
ARTDM 195 Applied Production for Digital Media ....... 3
COOP 170 Occupational Work Experience
         Education.............................................. 1-4

plus at least 6 units from:
ARTDM 111 Digital Imaging Process and Technique II ...... 1.5
ARTDM 115 Digital Imaging Process and Technique III .... 3
ARTDM 149 Introduction to Digital Video .................. 1.5
ARTDM 170 Animation and Interactivity ..................... 3
BCA 126 Intermediate Digital Field Production .......... 3
BCA 132 Advanced TV Studio Production ................... 3
BCA 166 Intermediate Digital Editing ..................... 3
BCA 190 Topics in Broadcast Communication
         Arts .................................................... 3
BCA 260 American Ethnic Images in Television .......... 3
BCA 298 Independent Study ................................ 3
BUSMG 191 Small Business Management ..................... 3
BUSMG 192 Entrepreneurship and Venture
         Management .......................................... 3
BUSMK 255 Advertising ...................................... 3
DRAMA 122 Basic Principles of Acting ...................... 3
DRAMA 123 Intermediate Principles of Acting ............. 3
Certificate of accomplishment - Broadcast communication arts - Basic studio production

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.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 125 Introduction to Digital Film Style Production</td>
<td>3</td>
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<td>BCA 126 Intermediate Digital Field Production</td>
<td>3</td>
</tr>
<tr>
<td>BCA 165 Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140 History of Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>plus at least 3 units from:</td>
<td></td>
</tr>
<tr>
<td>ARTDM 110 Digital Imaging Process and Technique I</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 111 Digital Imaging Process and Technique II</td>
<td>1.5</td>
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<td>ARTDM 195 Applied Production for Digital Media</td>
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<tr>
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<td>BCA 260 American Ethnic Images in Television</td>
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<tr>
<td>BCA 298 Independent Study</td>
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<tr>
<td>COOP 170 Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
<tr>
<td>total minimum required units</td>
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</tr>
</tbody>
</table>

Certificate of accomplishment - Broadcast communication arts - Basic digital field production

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.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA 125 Introduction to Digital Film Style Production</td>
<td>3</td>
</tr>
<tr>
<td>BCA 126 Intermediate Digital Field Production</td>
<td>3</td>
</tr>
<tr>
<td>BCA 165 Digital Editing</td>
<td>3</td>
</tr>
<tr>
<td>BCA 140 History of Broadcasting</td>
<td>3</td>
</tr>
<tr>
<td>plus at least 3 units from:</td>
<td></td>
</tr>
<tr>
<td>ARTDM 110 Digital Imaging Process and Technique I</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 111 Digital Imaging Process and Technique II</td>
<td>1.5</td>
</tr>
<tr>
<td>ARTDM 195 Applied Production for Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>BCA 190 Topics in Broadcast Communication Arts</td>
<td>0.3-4</td>
</tr>
<tr>
<td>BCA 260 American Ethnic Images in Television</td>
<td>3</td>
</tr>
<tr>
<td>BCA 298 Independent Study</td>
<td>0.5-3</td>
</tr>
<tr>
<td>COOP 170 Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
<tr>
<td>total minimum required units</td>
<td>15</td>
</tr>
</tbody>
</table>
Broadcast communication arts

**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 Studio Production**
3 units  SC  
- 36 hours lecture/54 hours laboratory per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
An introduction to multi-camera studio television production in a high definition digital video environment through demonstration and practice in switching, camera operation, audio, video tape, floor managing, directing, teleprompting, writing and producing. CSU

**BCA-125  Introduction to Digital Film Style Production**
3 units  SC  
- 36 hours lecture/54 hours laboratory per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
The course teaches the student to execute short, single-camera digital videos by applying the introductory elements of the class including: camera operation and lens selection, audio recording, script development and visual concepts, lighting setup, digital production, and basic digital editing. CSU

**BCA-126  Intermediate Digital Field Production**
3 units  SC  
- 36 hours lecture/54 hours laboratory per term  
- Prerequisite: BCA 125 or equivalent  
A course designed to increase the student’s 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  
- 36 hours lecture/54 hours laboratory per term  
- Prerequisite: BCA 120 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 in a high definition, digital video environment. 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  
- 36 hours lecture/54 hours laboratory 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 in a high definition, digital video environment. 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  
- 36 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, UC

**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  
- Note: Same as FILM 165 and ARTDM 145  
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  
- 36 hours lecture/18 hours laboratory/36 hours laboratory by arrangement per term  
- 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 and how to light typical situations, to solve common lighting problems, to use 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  
A supplemental course in broadcast communication arts to provide a study of current concepts and problems in broadcast communication arts. Specific topics will be announced in the class listing. 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  
- 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 the faculty. CSU

BCA-299 Student Instructional Assistant  
.5-3 units SC  
- May be repeated three times  
- Variable hours  
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.  
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU
Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in arts degree
Business - transfer

Associate in science degree
Business
Specializations:
- Advanced general business
- Business marketing
- Management and leadership studies
- Real estate
- Small business management/entrepreneurship
- Wealth management

Certificates of achievement
Advanced general business
Business - transfer
Business marketing
General business
Management studies
Small business management
Wealth management

Certificate of accomplishment
Business essentials

Associate in arts degree - 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 percent of all major coursework at Diablo Valley College. Certain 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 at least 3 units from:

<table>
<thead>
<tr>
<th>course</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 240 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 142 Elementary Statistics with Probability</td>
<td>4</td>
</tr>
</tbody>
</table>

plus at least 3 units from:

<table>
<thead>
<tr>
<th>course</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 109 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 294 Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

total minimum required units 23

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

Associate in science degree - Business
This curriculum is designed to provide an opportunity for business students to achieve an associate in science degree in general business after completing a series of foundational and more advanced courses that focus on a specific area of business, through completing coursework in an area of specialization such as general business, management, marketing, wealth management, small business/entrepreneurship, or real estate. Completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for employment in business-related occupations.

This degree is not intended for transfer students. DVC business 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 also advised to select either General Education Option 2 (IGETC) or Option 3 (CSU G.E.). General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer.

To earn an associate degree with a major in Business with an area of specialization, 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. Students must complete at least 25 percent of all business-related course work at Diablo Valley College. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once.

Students are limited to one associate in science in business degree regardless of the number of specializations completed. Multiple certificates may be awarded.

**major requirements**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 109 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250 Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 294 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 120 Introduction to Management Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following six specialization areas:

**advanced general business**

**required courses**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 209 International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 240 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 121 Practices and Concepts of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

**plus at least 3 units from**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any BUS course not listed in the core requirements</td>
<td>3</td>
</tr>
<tr>
<td>Any BUSAC course not listed in the core requirements</td>
<td>3</td>
</tr>
<tr>
<td>Any BUSMG course not listed in the core requirements</td>
<td>3</td>
</tr>
<tr>
<td>Any BUSMK course not listed in the core requirements</td>
<td>3</td>
</tr>
<tr>
<td>Any RE course not listed in the core requirements</td>
<td>3</td>
</tr>
</tbody>
</table>

**business marketing**

**required courses**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 240 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUSMK 256 Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**plus at least 6 units from**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 209 International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSMK 158 Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>BUSMK 255 Advertising</td>
<td>3</td>
</tr>
</tbody>
</table>

**management and leadership studies**

**required courses**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSMG 121 Practices and Concepts of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 132 Human Resource Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**plus at least 6 units from**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSMG 131 Gender Issues in Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 191 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 192 Entrepreneurship and Venture Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 226 Group Behavior and Leadership</td>
<td>3</td>
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</tbody>
</table>

**real estate**

**required courses**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>RE 160 Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>RE 163 Real Estate Practice</td>
<td>3</td>
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**plus at least 6 units from**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>RE 161 Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>RE 162 Real Estate Appraisal I</td>
<td>3</td>
</tr>
<tr>
<td>RE 164 Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>RE 165 Real Estate Economics</td>
<td>3</td>
</tr>
<tr>
<td>RE 166 Escrow Procedures</td>
<td>3</td>
</tr>
<tr>
<td>RE 282 Real Estate Appraisal II</td>
<td>3</td>
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</table>

**small business management/entrepreneurship**

**at least 3 units from**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAC 181 Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 186 Principles of Accounting I</td>
<td>4</td>
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</table>

**plus at least 3 units from**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSMG 191 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 192 Entrepreneurship and Venture Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**plus at least 6 units from**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 209 International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 121 Practices and Concepts of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 132 Human Resource Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**wealth management**

**required courses**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 161 Personal Money Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 261 Investments</td>
<td>3</td>
</tr>
<tr>
<td>BUS 291 Wills, Trusts and Estate Planning</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSAC 285 Federal Income Taxes - Individuals</td>
<td>3</td>
</tr>
<tr>
<td>RE 164 Real Estate Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

**total minimum required units**

24
Certificate of achievement - Advanced general business

This curriculum is designed to expand general business knowledge and add depth and breadth in the areas of management and supervision, global business, and statistical arguments and solutions. The program provides development of general principles and skills applicable to all businesses and industries.

To earn the certificate of achievement in advanced general business, students must complete each course with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the certificate. All coursework required for the certificate must be completed within seven years of the certificate date.

required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 109</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 209</td>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250</td>
<td>Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 294</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 120</td>
<td>Introduction to Management Studies</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 121</td>
<td>Practices and Concepts of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

plus at least 3 units from:

Any BUS course not listed in the core requirements
Any BUSAC course not listed in the core requirements
Any BUSMK course not listed in the core requirements
Any RE course not listed in the core requirements

total minimum required units 24

Certificate of achievement - Business 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 percent of all coursework at Diablo Valley College.

required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 109</td>
<td>Introduction to Business</td>
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<td>BUS 209</td>
<td>International Business</td>
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<tr>
<td>BUS 240</td>
<td>Business Statistics</td>
<td>3</td>
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<tr>
<td>BUS 250</td>
<td>Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 294</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 120</td>
<td>Introduction to Management Studies</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 121</td>
<td>Practices and Concepts of Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

plus at least 3 units from:

BUS 240* Statistics
BUS 109 Introduction to Business
BUS 294 Business Law

total minimum required units 12

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

Certificate of achievement - Business marketing

This curriculum is designed to develop knowledge of sales, advertising, and marketing principles and procedures. Statistical analysis is incorporated into the program as a foundation for working in industry with target markets and data selection.

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.

To earn the certificate of achievement in business marketing, students must complete each course with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the certificate. All coursework required for the certificate must be completed within seven years of the certificate date.

required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 240</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUSMK 256</td>
<td>Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

plus at least 6 units from:

BUS 209 International Business
BUSMK 158 Professional Selling
BUSMK 255 Advertising
Any RE course

total minimum required units 12
Certificate of achievement - General business

This curriculum is designed to provide core business knowledge for obtaining entry-level employment in jobs requiring some general business skills. Course content emphasizes a survey of various business disciplines including marketing, finance and investments, small business/entrepreneurship and real estate. Additionally, the curriculum develops skills in business communications, provides a background in general business law, and introduces management studies.

To earn the certificate of achievement in general business, students must complete each course with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the certificate. All coursework required for the certificate must be completed within seven years of the certificate date.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 109 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250 Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 294 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 120 Introduction to Management Studies</td>
<td>3</td>
</tr>
<tr>
<td>total minimum required units</td>
<td>12</td>
</tr>
</tbody>
</table>

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.

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.

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.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSMG 120 Introduction to Management Studies</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 121 Practices and Concepts of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 131 Gender Issues in Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 132 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 226 Group Behavior and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>total minimum required units</td>
<td>15</td>
</tr>
</tbody>
</table>

*Course substitutions for program requirements require department chairperson approval. Substitutions are limited to 6 units outside the management department.

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.

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.

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.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 103 Applied Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 109 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 294 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 191 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 192 Entrepreneurship/Venture Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 226 Group Behavior and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BUSMK 158 Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>BUSMK 255 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>plus at least 3 units from:</td>
<td></td>
</tr>
<tr>
<td>BUSAC 181 Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 186 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>total minimum required units</td>
<td>27</td>
</tr>
</tbody>
</table>

Certificate of achievement - Wealth management

This curriculum is designed to provide targeted financial knowledge concerning money management, insurance, wealth accumulation, income taxes, investments, and estate planning for the individual. This is a multi-disciplinary program involving accounting, finance, and law.

To earn the certificate of achievement in wealth management, students must complete each course with a “C” grade or higher and maintain an overall GPA of 2.5 or higher in the coursework required for the certificate. All coursework required for the certificate must be completed within seven years of the certificate date.
Business

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 1 unit SC
BUS 103 Applied Business Mathematics..............3 27 hours lecture per term
LS 121 Information Competency and Research Skills ........................................1

BUS-101 Business English
3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent
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
• Recommended: ENGL 118 or equivalent
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 etiquette 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 online methods, preparing employment documents (resume, cover letter, application form, 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 or equivalent
This survey course provides an introduction to the study of the modern business enterprise. Students will examine the role of business in a market economy, survey current business trends and evaluate the global, financial, and social environment in which businesses exist and operate. Moreover, the course will describe the evolution, formation and management of American and international businesses, and provide a basic understanding of various functional areas of business, including economics, marketing, finance, management, human resources, international operations, and business decision making using information technology. 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 class listing. CSU

BUS-161  Personal Money Management
3 units  SC
  • 54 hours lecture per term
  • Recommended: BUS 103 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 and eligibility for ENGL 122 or equivalents
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-sq, 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
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 durable power of attorney. In addition, students will learn how to analyze the applicability of various types of estate planning documents 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 planning for incapacity and the use of various types of irrevocable 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-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 students to pursue special interests under direction of the faculty. CSU

BUS-299 Student Instructional Assistant
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

BUSINESS ACCOUNTING – BUSAC

Business Division
Rachel Westlake, Dean
Math Building 267
925-685-1230 ext. 2199

Possible career opportunities
Study in accounting prepares students for careers in bookkeeping, private and public accounting, auditing, tax preparation and administration, cost and manufacturing accounting, financial services, payroll, software systems, corporate governance and financial investigation. Many career options require more than two years of college study.
Program level student learning outcomes

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree

Certificates of achievement

Accounting

Advanced accounting

Bookkeeping

General accounting

Associate in science degree - Accounting

This curriculum is designed to provide an opportunity for accounting students to achieve an associate in science degree in accounting after completing a comprehensive series of courses in the area of accounting. Completion of this curriculum satisfies the accounting unit requirement to take the California CPA exam (For additional requirements please go to www.dca.ca.gov/cba), demonstrates commitment to the field of accounting, and provides comprehensive preparation for employment in accounting-related occupations. This degree is not intended for transfer students. DVC accounting 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 also advised to select either General Education Option 2 (IGETC) or Option 3 (CSU G.E.). General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer.

To earn an associate degree with a major in accounting 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. Students must complete at least 25% of all business-related course work at Diablo Valley College. Certain 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>BUSAC 186</td>
<td>4</td>
</tr>
<tr>
<td>BUSAC 187</td>
<td>4</td>
</tr>
<tr>
<td>BUSIM 145</td>
<td>2</td>
</tr>
<tr>
<td>plus at least 3 units from:</td>
<td></td>
</tr>
<tr>
<td>BUS 240</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 182</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSAC 185</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSAC 188</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSAC 190</td>
<td>1.5</td>
</tr>
<tr>
<td>COOP 170</td>
<td>1-4</td>
</tr>
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</table>

plus at least 12 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 294 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 282 Intermediate Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 283 Auditing</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 284 Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 285 Federal Income Taxes – Individuals</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 286 Governmental and Not-for-Profit Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 290 Corporate Financial Reporting and Financial Statement Analysis</td>
<td>3</td>
</tr>
</tbody>
</table>

plus at least 3 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 209 International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 240 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250 Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 191 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 192 Entrepreneurship and Venture Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate of achievement - Advanced accounting

The certificate of achievement in advanced accounting builds on the curriculum in the general accounting certificate program and is designed to add technical depth and analytical skill-set development in the areas of financial accounting auditing, cost accounting, individual income taxation, governmental and not-for-profit accounting and corporate financial reporting for those students with a solid foundation in general accounting. Subjects in this program prepare students for higher level accounting positions and for taking certification examinations in the field of accounting such as enrolled agent, certified fraud examiner, certified internal auditor, certified public accountant or certified management accountant.

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

<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>BUSAC 187 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>BUSIM 145 Business Spreadsheet Applications</td>
<td>2</td>
</tr>
<tr>
<td>plus at least 3 units from:</td>
<td></td>
</tr>
<tr>
<td>BUS 240 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250 Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 182 Computer Income Tax Return Preparation - Individuals</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSAC 185 QuickBooks Accounting for Business I</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSAC 188 QuickBooks Accounting for Business II</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSAC 190 Payroll Accounting</td>
<td>1.5</td>
</tr>
<tr>
<td>COOP 170 Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
</tbody>
</table>
### Certificate of achievement - Business accounting

The certificate program in bookkeeping is designed to provide basic business knowledge for obtaining entry-level employment in jobs requiring bookkeeping and accounting skills. Course content emphasizes small business applications and includes a solid foundation in bookkeeping principles and the classifying and double-entry recording of financial transactions and preparation of the income statement and balance sheet.

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.

**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.

### Certificate of achievement - Bookkeeping

- **Required courses**
  - BUSAC 181 Principles of Accounting I .......................... 3
  - BUSAC 182 Principles of Accounting II ......................... 4
  - BUSIM 145 Business Spreadsheet Applications .................. 2

- **Plus at least 3 units from:**
  - BUS 250 Business Communications I .......................... 3
  - BUSAC 185 QuickBooks Accounting for Business I ............. 1.5
  - BUSAC 188 QuickBooks Accounting for Business II ............. 1.5
  - BUSAC 190 Payroll Accounting .................................. 1.5
  - BUSIM 145 Business Spreadsheet Applications .................. 2
  - COOP 170 Occupational Work Experience Education ............ 1-3

**Total minimum required units:** 13

### 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 class listing. CSU

### 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. Credit by examination option available.**

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 computerized accounting software program. CSU
BUSAC-182 Computer Income Tax Return Preparation - Individuals
1.5 units SC
- May be repeated once
- 18 hours lecture/9 hours laboratory/18 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-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 term 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 QuickBooks 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: BUSAC 185 or equivalent; eligibility for ENGL 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-190 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 and eligibility for ENGL 122 or equivalents
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 practices used in governmental units and not-for-profit organizations. Includes basic characteristics of fund accounting, functions of governmental accounting, budgetary process, financial reporting objectives and issues of reporting and disclosure. 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

BUSAC-299 Student Instructional Assistant
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

BUSINESS INFORMATION MANAGEMENT – BUSIM

Business Division
Rachel Westlake, Dean
Math Building 267
925-685-1230 ext. 2199

Possible career opportunities
The office assistant curriculum prepares students for employment as an office assistant, office supervisor, medical or legal secretary, event coordinator, word processor, desktop publishing specialist, account assistant, or support team coordinator.
Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Certificate of achievement
Office professional

Certificate of achievement - Office professional essentials
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 may 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.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101 Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 103 Applied Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250 Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>BUSAC 181 Applied Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSIM 110 Keyboarding II: Beginning Keyboarding/Introduction to Word Processing</td>
<td>3</td>
</tr>
</tbody>
</table>

| total minimum required units | 9 |

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.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101 Business English</td>
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<td>3</td>
</tr>
</tbody>
</table>

| total minimum required units | 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 keyboarding beginners

A beginning computer keyboarding/word processing course for students who are non-native speakers or who need additional instructional support in learning how to keyboard and to use word processing features. Students will learn how to operate the computer keyboard by touch and to use a word processing program for creating basic reports.

BUSIM-075 Topics in Business Information Management
.3-4 unit SC
• May be repeated three times
• Non degree applicable
• Variable hours
• Recommended: Previous Windows experience

A supplemental course in business information management to provide a study of current concepts and problems in information management. Specific topics will be announced in the class listing.

Certificate participants must also meet established keyboarding and ten-key skill levels.

Keyboarding speed: 50 wpm; 10-Key: 120 kspm
BUSIM-110  Keyboarding I: Beginning
Keyboarding/Introduction to Word Processing
3 units  SC
- 36 hours lecture/72 hours laboratory per term
- Recommended: Eligibility for ENGL 116/118 or equivalent
- Note: See class listing for current word processing software used.
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 per term
- Recommended: BUS 101 or equivalent and BUSIM 110 or equivalent
- Note: See class listing for current word processing 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: Eligibility for ENGL 122 or equivalent
- Note: See class listing for software used
A business applications course, which uses a foundation of basic spreadsheet skills to emphasize the solving of business problems using a commercial spreadsheet program such as Excel. 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 skills 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 in office administration designed to provide a study of current technology or techniques. Specific topics will be announced in the class listing. 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 and communication. Special emphasis will be placed on professionalism, ethics, communication, and career management. CSU
BUSINESS MANAGEMENT – BUSMG

Business Division
Rachel Westlake, Dean
Math Building 267
925-685-1230 ext. 2199

Certificates of achievement
Management studies - See BUS
Small business management - See BUS

BUSMG-120  Introduction to Management Studies
3 units  SC
- 54 hours lecture per term
- Recommended: BUS 109 or equivalent; eligibility for ENGL 122 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, legal, 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 and eligibility for ENGL 122 or equivalents

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 human resource management in organizations, including human resource planning; employment legislation; recruitment and selection; training and development; compensation and benefits; performance appraisal and career management; managing labor relations; safety, health, and well-being; and motivation and enhancing performance. The course will explore topics including values, ethical issues, leadership and communication, 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 and eligibility for ENGL 122 or equivalents

A supplemental course in business management to provide a study of current concepts and problems in business management. Specific topics will be announced in the class listing. CSU

BUSMG-191  Small Business Management
3 units  SC
- 54 hours lecture per term
- Recommended: BUS 103, BUS 109 or equivalent; eligibility for ENGL 122 or equivalent

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 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

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 set-tings. Skills development in product knowledge, customer analysis, prospecting, presenting, and closing the sale. Also addresses team sales presentations. CSU

BUSMK-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

BUSMK-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

BUSMK-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

BUSMK-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 students to pursue special interests under direction of the faculty. CSU
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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

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
• 54 hours lecture per term.
• Recommended: RE 160 or valid California real estate license and 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-165 Real Estate Economics ........................................... 3
RE-166 Escrow Procedures.............................................. 3
RE-167 Real Estate Property Management.......................... 3
RE-262 Real Estate Appraisal II......................................... 3

total minimum required units 24

RE-150 Topics in Real Estate
.3-4 units SC
• Variable hours
A supplemental course in real estate to provide a study of current concepts and problems in real estate. Specific topics will be announced in the class listing. CSU

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 California real estate license and eligibility for ENGL 122 or equivalents
• Note: Applies toward the state educational requirements for real estate licenses
A basic course in real estate valuation with emphasis on residential property. Definitions and concepts; principles of valuation; the appraisal process; analysis of city, neighborhood and site data; architectural styles and utility; depreciation; valuation by market data, cost and income approaches; correlation of approaches and final estimate of value; the appraisal report; and the professional appraiser. CSU
Business real estate

RE-163 Real Estate Practice
3 units SC
- 54 hours lecture per term
- Recommended: Valid California real estate license or RE 160 and eligibility for ENGL 122 or equivalents
- Note: Applies toward the state educational requirements for brokers license

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 California real estate license and eligibility for ENGL 122 or equivalents
- Note: Applies toward the state educational requirements for sales and brokers 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. Students are introduced to the procedures and practices from the perspective of both the escrow/title insurance company and the real estate licensee. 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
0.3-4 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 California real estate license or equivalents
- Note: Applies toward the broker's license requirements and the continuing education of appraisers, sales, and brokers 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

CAREER – CARER

See also Counseling - COUNS

Counseling Division
Terry Armstrong, Dean
Counseling Center 211
925-685-1230 ext. 2288

Possible career opportunities
Diablo Valley College's career development courses are designed to provide students with opportunities to explore career fields and become familiar with the skills needed to successfully obtain and maintain employment.
CARER-110 Career and Life Planning
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly COUNS 110

In this course students will learn research strategies to make effective career and major choices, using a variety of techniques to find, retrieve, and evaluate career planning information. Utilizing career assessments, students will identify their preferred work values, interests, skills and personality traits. Research will then focus on the exploration of labor market needs, educational and employment requirements, and career ladders within given professions resulting in an effective educational and job search plan. This course will develop psychological “soft skills” in the domain of human relations: interpersonal communication, self-esteem and professional confidence, emotional intelligence, conflict resolution, and effective collaboration in term-building skills. 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 class listing. 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 transitions. Lecture and discussions will analyze the processes involved in making informed career decisions as well as effective strategies for determining career transitions. Students will also identify and discuss the employability skills most commonly sought by employers. CSU

CHEMISTRY – CHEM

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

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, nonprofit 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 equivalent
- 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 laboratory. 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 equivalent
• 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
CHEM 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 CHEM 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-120  General College Chemistry I
5 units  LR
• 90 hours lecture/72 hours laboratory per term
• Prerequisite: CHEM 108 or score of 3, 4 or 5 on AP Chemistry Test or appropriate chemistry skill level demonstrated through Chemistry Diagnostic Test or equivalents; MATH 120 or equivalent
• Recommended: Eligibility for ENGL 122 or equivalent
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
• May be repeated three times
• 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 class listing. 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 term of a two term 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, 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 laboratory 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  Organic Chemistry II
5 units  LR
• 90 hours lecture/72 hours laboratory per term
• Prerequisite: CHEM 226 or equivalent
A continuation of CHEM 226, this second term 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 advanced 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
• 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 the faculty. CSU

CHEM-299 Student Instructional Assistant

.5-3 units SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

Chinese

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
Business and Foreign Language Building 204
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.

Program level student learning outcomes

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Certificate of achievement

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 at least 15 units from the following list of courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>CHIN 120</td>
<td>First Term Mandarin Chinese</td>
<td>5</td>
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<tr>
<td>CHIN 121</td>
<td>Second Term Mandarin Chinese</td>
<td>5</td>
</tr>
<tr>
<td>CHIN 220</td>
<td>Third Term Mandarin Chinese</td>
<td>5</td>
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<tr>
<td>CHIN 221</td>
<td>Fourth Term Mandarin Chinese</td>
<td>5</td>
</tr>
<tr>
<td>total minimum required units</td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

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 famili-
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 class listing. 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

CHIN-299  
**Student Instructional Assistant**

- .5-3 units SC
  - May be repeated three times
  - Variable hours
  - Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

COLLOQUIA – COLQY

**Social Sciences Division**
Ellen Kruse, Interim Dean
Faculty Office 136
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. The purpose is to stimulate serious thought of a particular topic through discussion and analysis. The class listing and student transcript will indicate the general subject matter of each colloquium offered. CSU

COMPUTER INFORMATION SYSTEMS – CIS

San Ramon Valley Center Division
Kathleen Costa, Dean
925-866-1822 ext. 5103

**Program level student learning outcomes**

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.
Associate in science degree - 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.

Students are limited to one associate in science degree regardless of the number of specializations completed. Multiple certificates may be awarded.

Certificate of accomplishment

- Core courses
  - CIS 105 Introduction to Project Management/CAFM Prep
  - CIS 106 Project Management Fundamentals/PMI PMP Prep

- Recommended electives
  - CIS 133 Using Camtasia
  - CIS 134 Using Apple iLife
  - CIS 135 Podcasting

Total minimum required units: 18

Certificates of achievement

- CIS 107 Web and Database with Dreamweaver
- CIS 108 Introduction to MySQL
- CIS 111 Microsoft Access - Comprehensive
- CIS 112 Microsoft Excel - Comprehensive
- CIS 113 Microsoft PowerPoint - Comprehensive

Plus at least 2 units from:
- CIS 100 Microsoft Windows - Comprehensive
- CIS 101 Apple Mac Operating System

Total minimum required units: 12

Choose one of the following four technical specialization areas:

- Database management
  - CIS 107 Web and Database with Dreamweaver
  - CIS 108 Introduction to MySQL
  - CIS 111 Microsoft Access - Comprehensive

- Project management
  - CIS 105 Introduction to Project Management/CAFM Prep
  - CIS 106 Project Management Fundamentals/PMI PMP Prep

- Web technology
  - CIS 117 Microsoft Access - Comprehensive
  - CIS 118 Microsoft Excel - Comprehensive
  - CIS 119 Microsoft PowerPoint - Comprehensive
  - COMSC 138 Using Visual Basic for Applications

- Web graphics
  - CIS 133 Using Camtasia
  - CIS 134 Using Apple iLife
  - CIS 135 Podcasting

Total minimum required units: 18
# Computer information systems

## Certificate of achievement - computer information systems - core

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 115</td>
<td>Microsoft Word - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Microsoft Excel - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Microsoft PowerPoint - Comprehensive</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 6

### Plus at least 2 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Microsoft Windows - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Apple Mac Operating System</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 8

### Plus at least 4 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 117</td>
<td>Microsoft Access - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 119</td>
<td>Microsoft Outlook - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>COMSC 138</td>
<td>Using Visual Basic for Applications</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 12

## Certificate of achievement - Computer information systems - database management

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 107</td>
<td>Web Database with Dreamweaver</td>
<td>2</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Microsoft Word - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Microsoft Excel - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 117</td>
<td>Microsoft Access - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Microsoft PowerPoint - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Introduction to MySQL</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 18

### Plus at least 2 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Microsoft Windows - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Apple Mac Operating System</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 18

### Plus at least 4 units from:

<table>
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<tr>
<td>COMSC 138</td>
<td>Using Visual Basic for Applications</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 18

## Database management - recommended elective

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNT 135</td>
<td>SQL Programming</td>
<td>4</td>
</tr>
</tbody>
</table>

## Certificate of achievement - Computer information systems - project management

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 115</td>
<td>Microsoft Word - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Microsoft Excel - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Microsoft PowerPoint - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 180</td>
<td>Introduction to Project Management/CAPM Prep</td>
<td>3</td>
</tr>
<tr>
<td>CIS 181</td>
<td>Project Management Fundamentals/PMI PMP Prep</td>
<td>3</td>
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</table>

**Total minimum required units**: 15

### Plus at least 2 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Microsoft Windows - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Apple Mac Operating System</td>
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</tr>
</tbody>
</table>

**Total minimum required units**: 18

### Plus at least 4 units from:

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<td>Microsoft Outlook - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>COMSC 138</td>
<td>Using Visual Basic for Applications</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 18

## Certificate of achievement - Computer information systems - web graphics

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 115</td>
<td>Microsoft Word - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Microsoft Excel - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Microsoft PowerPoint - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 120</td>
<td>Adobe Photoshop Elements</td>
<td>2</td>
</tr>
<tr>
<td>CIS 131</td>
<td>Adobe Flash - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 132</td>
<td>Adobe Premiere Elements - Comprehensive</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 18

### Plus at least 2 units from:

<table>
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<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Microsoft Windows - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Apple Mac Operating System</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 18

### Plus at least 4 units from:

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<td>CIS 119</td>
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<td>COMSC 138</td>
<td>Using Visual Basic for Applications</td>
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</tbody>
</table>

**Total minimum required units**: 18

## Certificate of achievement - Computer information systems - web technology

### Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>Introduction to Web Design</td>
<td>2</td>
</tr>
<tr>
<td>CIS 106</td>
<td>Adobe Dreamweaver - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 107</td>
<td>Web Database with Dreamweaver</td>
<td>2</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Microsoft Word - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Microsoft Excel - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Microsoft PowerPoint - Comprehensive</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 18

### Plus at least 2 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 100</td>
<td>Microsoft Windows - Comprehensive</td>
<td>2</td>
</tr>
<tr>
<td>CIS 101</td>
<td>Apple Mac Operating System</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 18

### Plus at least 4 units from:

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<tbody>
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<tr>
<td>COMSC 138</td>
<td>Using Visual Basic for Applications</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total minimum required units**: 18
web technology - recommended electives
CIS 117  Microsoft Access - Comprehensive .............. 2
CIS 160  Introduction to MySQL ................................... 2
COMSC 195 WWW Publishing with HTML ....................... 1

Certificate of accomplishment - Computer information systems - database management
required courses units
CIS 107  Web Database with Dreamweaver .................... 2
CIS 117  Microsoft Access - Comprehensive .................. 2
CIS 160  Introduction to MySQL ................................. 2
<total minimum required units> 6

database management - recommended elective
CNT 135  SQL Programming ........................................ 4

Certificate of accomplishment - Computer information systems - project management
required courses units
CIS 180  Introduction to Project Management/ .......... 3
CIS 181  Project Management Fundamentals/ .......... 3
<total minimum required units> 6

project management - recommended electives
CIS 185  Microsoft Project ........................................... 2
CIS 186  Microsoft Visio ............................................. 2

Certificate of accomplishment - Computer information systems - web graphics
required courses units
CIS 130  Adobe Photoshop Elements ......................... 2
CIS 131  Adobe Flash - Comprehensive ........................ 2
CIS 132  Adobe Premiere Elements - Comprehensive ....... 2
<total minimum required units> 6

web graphics - recommended electives
CIS 133  Using Camtasia ............................................. 1
CIS 134  Using Apple iLife .......................................... 2
CIS 135  Podcasting ................................................ 1

Certificate of accomplishment - Computer information systems - web technology
required courses units
CIS 105  Introduction to Web Design .......................... 2
CIS 106  Adobe Dreamweaver - Comprehensive ............ 2
CIS 107  Web Database with Dreamweaver .................... 2
<total minimum required units> 6

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 class listing.

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 class listing.

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 class listing.

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 class listing.

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 class listing.

Specific topics will be announced in the class listing.

DIABLO VALLEY COLLEGE  CATALOG 2011-2012  PROGRAMS AND COURSES  143
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 class listing.

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 class listing.

CIS-100  Microsoft Windows - Comprehensive
2 units SC
• May be repeated once
• 36 hours lecture/18 hours laboratory per term
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
This course helps students to develop proficiency in Adobe Photoshop Elements; it covers 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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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 class listing. 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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
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-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
• Note: Credit by examination option available
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
• Note: Credit by examination option available
Students will learn to use Microsoft Visio to create diagrams and flowcharts, including designing, creating, saving, and printing new Visio documents. CSU

Computer information systems

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
Math Building 267
925-685-1230 ext. 2199

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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.
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 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 and administer Microsoft products.

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).
Computer network technology

Computer networks are used, designed, installed, and the terminology associated with computer networks. This course begins to prepare students for the CompTIA Network+ exam and is the introduction course for the Microsoft and Computer Technical Support programs. CSU

CNT-114 Microsoft Windows Operating System Essentials/Administration
3 units SC
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 105 or equivalent; COMSC 100 or equivalent

This course provides students with the knowledge and skills necessary to perform administrative tasks in a single-domain Microsoft Windows network. The goal of this course is to provide individuals who are new to Microsoft Windows operating system with the knowledge necessary to understand and identify the tasks involved in supporting 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 Windows Server Enterprise
3 units LR
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 114 or equivalent
- Note: May be repeated once when software and networking technologies are upgraded

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
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 116 or equivalent
- Note: May be repeated once when software and networking technologies are upgraded

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
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 116 or equivalent
- Note: May be repeated once when software and networking technologies are upgraded

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 Database Administration
4 units SC
- May be repeated once
- 54 hours lecture/54 hours laboratory per term
- Recommended: COMSC 105 or equivalent
- Note: Same as COMSC 121. Refer to course 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

CNT-135 SQL Programming
4 units SC
- May be repeated once
- 54 hours lecture/54 hours laboratory per term
- Recommended: COMSC 110 or ENGIN 135 or equivalent
- Note: Same as COMSC 120. Refer to course schedule for specific Oracle and SQL Server versions

This course covers the creation and maintenance of databases and tables. It also covers 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
Computer science

CNT-138 Implementing and Managing Microsoft Exchange Server
3 units LR
- May be repeated once
- 45 hours lecture/27 hours laboratory per term
- Note: Refer to course schedule for specific Exchange Server version

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 multisite enterprise environment, establishing messaging connectivity over the Internet, and supporting Web access to Exchange Server computers through Microsoft Outlook Web Access. CSU

CNT-148 Network Security and Ethical Hacking
3 units SC
- 36 hours lecture/18 hours laboratory/18 laboratory by arrangement per term
- Recommended: CNT 114 or equivalent
- Note: Wireless and Wired network security will be explored

Students will learn about hacker attacks on computers and networks, and how to protect systems from such attacks. Students will learn legal restrictions and ethical guidelines, and will be required to obey them. Students will perform many hands-on laboratories, both attacking and defending, using port scans, footprinting, exploiting Windows and Linux vulnerabilities, buffer overflow exploits, privilege escalation, Trojans, backdoors and more. This course is a beginning foundation for the preparation of the following certifications: Certified Ethical Hacker (CEH), Certified Information Systems Security Professional (CISSP), Cisco Certified Security Professional (CCSP), Security+, and Microsoft Security Certification. CSU

CNT-150 Topics in Computer Networking
3-4 units SC
- May be repeated three times
- Variable hours

A supplemental course in computer networking to provide a study of current concepts and problems in networking. Specific topics will be announced in the schedule of classes. 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
- 45 hours lecture/27 hours laboratory per term
- Recommended: CNT 117 or equivalent
- Note: May be repeated once when software and networking technologies are upgraded

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 100, 100L, 195)
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, 265, 266)
c. Information systems (programming) professionals who are seeking to update their skills, (COMSC 171, 198, 255, 256, 257, 265, 266)

Math and Computer Science Division
Rachel Westlake, Dean
Math Building 267
925-685-1230 ext. 2199

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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree
Computer science

Certificates of achievement
Computer and information science
Computer user 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. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once.

major requirements units
COMSC 110 Introduction to Programming .......................... 4
COMSC 210 Program Design and Data Structures .......................... 4
COMSC 260 Assembly Language Programming/Computer Organization .......................... 4
COMSC 265 Advanced Programming with C and C++ .......................... 4

in addition, the student must complete either
COMSC 266 Object Oriented Programming with C++ .......................... 4
or
COMSC 255 Programming with Java .......................... 4
COMSC 256 Advanced Programming with Java .......................... 4

total minimum required units 20

Certificate of achievement - Computer 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

required courses units
BUSAC 186 Principles of Accounting I .................................. 4
COMSC 110 Introduction to Programming .................................. 4
COMSC 210 Program Design and Data Structures .......................... 4
COMSC 260 Assembly Language Programming/Computer Organization .................................. 4

plus at least 4 units from:
COMSC 100 Introduction to Computers and Information Systems .................................. 3
COMSC 100L Introduction to Computer Software .................................. 1
COMSC 105 Introduction to Computer Science .................................. 4

plus at least 3 units from:
BUS 240 Business Statistics .................................. 3
MAH 142 Elementary Statistics and Probability .................................. 4

plus at least 12 units from:
BUS 250 Business Communications I .................................. 3
CNT 105 Computer Networking Hardware/Software .................................. 3
CNT 114 Microsoft Windows Operating System Essentials/Administration .................................. 3
COMSC 195 WWW Publishing with HTML .................................. 1
COMSC 196 Advanced WWW Publishing .................................. 1
COMSC 197 Advanced HTML - Style Sheets and DHTML .................................. 1
COMSC 171 Introduction to UNIX and Linux .................................. 2
COMSC 255 Programming with Java .................................. 4
COMSC 256 Advanced Java Programming .................................. 4
COMSC 265 Advanced Programming with C and C++ .................................. 4
COMSC 266 Object Oriented Programming with C++ .................................. 4
COMSC 267 Windows Programming with C# .................................. 4

total minimum required units 35

Certificate of achievement - Computer user support
This program gives students the skills in computer 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
Computer science

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.

**required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC 100L</td>
<td>1</td>
</tr>
<tr>
<td>COMSC 138</td>
<td>2</td>
</tr>
<tr>
<td>CNT 105</td>
<td>3</td>
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</table>

**plus at least 3 units from:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC 100</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 105</td>
<td>4</td>
</tr>
<tr>
<td>CNT 114</td>
<td>3</td>
</tr>
</tbody>
</table>

**total minimum required units** 12

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**COMSC-100**  Introduction to Computers and Information Systems

3 units SC

- 54 hours lecture/18 hours laboratory 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-105**  Introduction to Computer Science

4 units SC

- 54 hours lecture/54 hours laboratory per term
- Prerequisite: MATH 110 or equivalent
- Recommended: COMSC 100 or equivalent; COMSC 100L or equivalent
- 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
- Prerequisite: MATH 110 or equivalent
- Recommended: COMSC 100 or equivalent or COMSC 105 or equivalent
- Note: Credit by examination option available

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). CSU

**COMSC-120**  SQL Programming

4 units SC

- 54 hours lecture/54 hours laboratory per term
- Recommended: COMSC 110 or ENGIN 135 or equivalent
- Note: Same as CNT 135. Refer to class schedule for specific Oracle and SQLServer 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 SQLServer 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: Same as CNT 131. Refer to class schedule for specific Oracle and SQLServer 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 SQLServer are covered. CSU

COMSC-138  Using Visual Basic for Applications  
2 units SC  
- 27 hours lecture/27 hours laboratory per term  
- Recommended: COMSC 100L or equivalent  
This course teaches the use of Visual Basic for Applications (VBA) in the applications of the Microsoft Office Suite, including Word, Excel, PowerPoint and Access. Topics include the tools, properties, 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 100L or equivalent  
This course introduces eXtensible Markup Language (XML) Documents. Students will learn the difference between HTML and XML and learn how to use XSL transformations. CSU

COMSC-150  Topics in Computer Science  
.3-4 units SC  
- May be repeated three times  
- Variable hours  
- 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 class listing. 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-195  WWW Publishing with HTML  
1 unit SC  
- 18 hours lecture/9 hours laboratory per term  
- Formerly COMSC 095  
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. CSU

COMSC-196  Advanced WWW Publishing  
1 unit SC  
- 18 hours lecture/9 hours laboratory per term  
- Recommended: COMSC 195 or equivalent  
- Formerly COMSC 096  
This is an advanced WWW Publishing course which builds on the skills learned in COMSC 195 and provides further hands-on development of WWW documents and web programming fundamentals. CSU

COMSC-197  Advanced HTML - Style Sheets and DHTML  
1 unit SC  
- 18 hours lecture/9 hours laboratory per term  
- Recommended: COMSC 195 or equivalent  
- Formerly COMSC 097  
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. CSU
COMSC-198  PERL/CGI
1 unit  SC
- 18 hours lecture/9 hours laboratory per term
- Recommended: COMSC 195 or equivalent
- Formerly COMSC 098

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. CSU

COMSC-210  Program Design and Data Structures
4 units  LR
- 54 hours lecture/54 hours laboratory per term
- Prerequisite: 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-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  Mobile and Enterprise Java Programming
4 units  SC
- 54 hours lecture/54 hours laboratory per term
- Recommended: COMSC 255 or equivalent

The course covers Mobile and Enterprise programming concepts using the Java programming language. The Mobile programming topics include activities, services, broadcast receivers, content providers, telephony, text messaging and location services. The Enterprise programming concepts include Enterprise Java Beans (EJB’s), Session Beans, Entity Beans, Message Driven Beans, and Java Naming and Directory Services (JNDI). CSU

COMSC-259  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, links 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
- Prerequisite: 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
Computer technical support

COMPUTER TECHNICAL SUPPORT – COMTC

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

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.

Certificate of accomplishment - Computer technical support
This program prepares students for entry-level jobs as computer technicians. Typical jobs would be computer assembly, computer upgrading, and introductory computer repair with an overview of computer networking. The COMTC 110B and COMTC 118 courses help students prepare for the “A+ computer technician” exam. The “A+ computer technician” is intended for individuals with six months or more of computer technician work experience. The A+ exam is administered by Sylvan Prometric off campus and has a fee.
associated with the exam. The courses listed below change frequently because of new versions of software, so students are advised to consult with the faculty in the computer networking/computer technical support department.

To earn a certificate of accomplishment, 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 and some are offered in the day and on weekends.

required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>COMTC 110</td>
<td>Introduction to Computer Hardware/Software</td>
<td>4</td>
</tr>
<tr>
<td>CNT 105</td>
<td>Computer Networking Hardware/Software</td>
<td>3</td>
</tr>
<tr>
<td>CNT 114</td>
<td>Microsoft Windows Operating System Essentials/Administration</td>
<td>3</td>
</tr>
<tr>
<td>COMTC 118</td>
<td>Introduction to Operating Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

**total minimum required units** 14

**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 110 or equivalent, COMTC 118 or equivalent

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 subjects. Specific topics will be announced in the class listing. CSU

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**CONSTRUCTION – CONST**

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
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.

Program level student learning outcomes

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree

Construction

Specializations:
- Construction management
- Construction and building inspection
- Construction and supervision and superintendency
Certificates of achievement

Construction and building inspection
Construction management
Construction and supervision and superintendency

Upon successful completion of one of the areas of specialization, the student will have the necessary knowledge and skills for a career in building or construction inspection, or for supervision responsibilities in the construction industry. This program is also valuable for those already employed in the field who wish to upgrade their skills.

To earn an associate in science degree with a major in construction, 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. A student is eligible for graduation with an associate in science degree after the satisfactory completion of one of the three areas of specialization, graduation requirements and degree-applicable elective coursework for a total of 60 units. Degree requirements can be completed by attending classes in the day, the evening, or both. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once.

General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer. DVC construction 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 G.E.). Students are limited to one associate in science degree in construction regardless of the number of specializations completed. Multiple certificates of achievement may be awarded.

**Construction management specialization**

<table>
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<th>units</th>
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<tbody>
<tr>
<td>ARCHI 244 Architectural Practice and Working Drawings</td>
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</tr>
<tr>
<td>BUS 101 Business English</td>
<td>3</td>
</tr>
<tr>
<td>COMSC 100 Introduction to Computers and Information Systems</td>
<td>3</td>
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<tr>
<td>COMSC 100L Introduction to Computer Software</td>
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<tr>
<td>CONST 135 Construction Processes (Residential)</td>
<td>4</td>
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<tr>
<td>CONST 136 Construction Processes (Commercial)</td>
<td>4</td>
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<tr>
<td>CONST 144 Materials of Construction</td>
<td>3</td>
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<tr>
<td>CONST 244 Estimating - Residential</td>
<td>3</td>
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<tr>
<td>CONST 273 Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CONST 276 Legal Aspects of the Construction Industry</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 111 Mathematics for Technicians</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 110 Elementary Physics</td>
<td>3</td>
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<tr>
<td><strong>total minimum required units</strong></td>
<td>37</td>
</tr>
</tbody>
</table>

**Construction and building inspection specialization**

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONST 114 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>CONST 124 Construction Details and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CONST 170 Fundamentals of Building Inspection</td>
<td>3</td>
</tr>
<tr>
<td>CONST 181 Building Code Interpretation: Non-Structural</td>
<td>3</td>
</tr>
<tr>
<td>CONST 182 Building Code Interpretation: Structural</td>
<td>3</td>
</tr>
<tr>
<td>CONST 183 Title 24: Energy Conservation Codes</td>
<td>3</td>
</tr>
<tr>
<td>CONST 191 Plumbing Code Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>CONST 192 Mechanical Code Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>CONST 266 Electrical Codes: Articles 90-398</td>
<td>3</td>
</tr>
<tr>
<td>CONST 267 Electrical Codes: Articles 400-690</td>
<td>3</td>
</tr>
<tr>
<td>CONST 273 Construction Management</td>
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<td><strong>total minimum required units</strong></td>
<td>33</td>
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**Construction and supervision and superintendency specialization**

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
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</thead>
<tbody>
<tr>
<td>BUS 101 Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 120 Introduction to Management Studies</td>
<td>3</td>
</tr>
<tr>
<td>BUSMG 121 Practices and Concepts of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>CONST 114 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>CONST 116 Plane Surveying</td>
<td>3</td>
</tr>
<tr>
<td>CONST 124 Construction Details and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CONST 125 Estimating - Residential</td>
<td>3</td>
</tr>
<tr>
<td>CONST 245 Estimating - Commercial</td>
<td>3</td>
</tr>
<tr>
<td>CONST 273 Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CONST 276 Legal Aspects of the Construction Industry</td>
<td>3</td>
</tr>
<tr>
<td><strong>plus at least 3 units from:</strong></td>
<td></td>
</tr>
<tr>
<td>CONST 110 Occupational Safety</td>
<td>2</td>
</tr>
<tr>
<td>CONST 136 Construction Processes (Commercial)</td>
<td>4</td>
</tr>
<tr>
<td>CONST 181 Building Code Interpretation: Non-Structural</td>
<td>3</td>
</tr>
<tr>
<td>COOP-170 Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
<tr>
<td><strong>total minimum required units</strong></td>
<td>36</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONST 114 Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>CONST 124 Construction Details and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>CONST 170 Fundamentals of Building Inspection</td>
<td>3</td>
</tr>
<tr>
<td>CONST 181 Building Code Interpretation: Non-Structural</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

required courses
ARCH 244 Architectural Practice and Working Drawings I .................................................. 3
COMM 100 Introduction to Computers and Information Systems ......................................... 3
COMM 100L Introduction to Computer Software ................................................................. 1
CON 135 Construction Processes (Residential) ................................................................. 4
CON 136 Construction Processes (Commercial) ............................................................... 4
CON 144 Materials of Construction .................................................................................. 3
CON 244 Estimating - Residential .................................................................................. 3
CON 273 Construction Management Studies .................................................................. 3
ENGL 130 Introduction to Technical Writing .................................................................. 3
PHYS 110 Elementary Physics ....................................................................................... 3

total minimum required units 33

Certificate of achievement - Construction and supervision and superintendence
This program is designed for those preparing for supervisory 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
BUS 120 Introduction to Management Studies ................................................................. 3
BUS 121 Practices and Concepts of Supervision .............................................................. 3
CON 114 Blueprint Reading ......................................................................................... 3
CON 116 Plane Surveying ............................................................................................ 3
CON 124 Construction Details and Specifications ......................................................... 3
CON 244 Estimating - Residential ................................................................................ 3
CON 245 Estimating - Commercial .............................................................................. 3

CON 273 Construction Management Studies .............................................................. 3
ENGL 130 Introduction to Technical Writing .................................................................. 3

total minimum required units 30

CON 110 Occupational Safety
2 units SC

• May be repeated once.
• 36 hours lecture per term.
• Note: May be repeated when regulatory or industry standards change.
• Formerly INTEC 110

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, drugs, lifting, office and noise safety, OSHA and EPA regulations as applied to the industrial environment. CSU

CON 114 Blueprint Reading
3 units SC

• 54 hours lecture per term

Blueprint reading for the building industry. CSU

CON 116 Plane Surveying
3 units SC

• 54 hours lecture/54 hours laboratory per term
• Prerequisite: MATH 121 or equivalent
• Note: Same as ENGL 140

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 and care of surveying instruments including tapes, transits and levels; GPS measurements; map reading; horizontal and vertical curves and mapping. CSU, UC

CON 124 Construction Details and Specifications
3 units SC

• 54 hours lecture per term

Advanced study of construction detailing and specifications for building systems from foundations to roofs, including windows and doors, thermal and moisture protection, stairs and elevators and metal fabrications for wood frame, reinforced concrete, structural steel, and heavy timber buildings. Interpretation and sketching of details as well as an introduction to the general conditions for the construction contract. Techniques required to produce construction drawings and specifications conforming to current building codes and standards, including using manual drawing techniques and computer aided drafting. CSU
Construction

CONST-135  Construction Processes (Residential)
4 units  SC
• 54 hours lecture/54 hours laboratory per term
• Note: This course will benefit anyone wishing to buy, build, maintain, or sell a house. Credit by examination option available.

Introduction to the 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 (Commercial)
4 units  SC
• 54 hours lecture/54 hours laboratory per term

A study of the processes of heavy construction including review of the working plans/drawings, construction sites, layout, substructures and superstructures made of concrete, steel, masonry 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

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. Specific topics to be announced in the class listing. CSU

CONST-170  Fundamentals of Building Inspection
3 units  SC
• 54 hours lecture per term

A study of basic construction inspection procedures, and the inspector’s legal responsibility. Covered topics include: inspecting structures, occupancy types, safety, and proper record keeping. CSU

CONST-180  Building Codes Use and Occupancy Types
3 units  SC
• May be repeated once
• 54 hours lecture per term

Acquaints the student with legal requirements associated with building classification. Development of checklists and knowledge of a nonstructural plan check review. CSU

CONST-181  Building Code Interpretation: Non-Structural
3 units  SC
• 54 hours lecture per term

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: MATH 110 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 Codes
3 units  SC
• May be repeated once
• 54 hours lecture per term

This course is an overview of Title 24 energy conservation and energy compliance codes. Focus of the course is on building plan inspection and construction field inspection. Course includes energy projects, streamlining energy compliance forms review, case studies and reviewing plan checking and building inspection procedures. 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

Acquaints the students with legal requirements associated with building inspection. 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 CONST 135 or equivalents

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 114 and CONST 136 or equivalents

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

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

CONST-276 Legal Aspects of the Construction Industry
3 units SC
- 54 hours lecture per term

A summary of the legal implications of the duties and responsibilities of a construction supervisor, superintendent, or contractor. Attention will be given to contracts and their interpretations. Emphasis on the practical aspects of legal theories, codes, and cases applied to the construction industry. CSU

CONST-298 Independent Study
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: 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

CONST-299 Student Instructional Assistant
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. 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 180: Students who are participating in internship or volunteer opportunities in jobs that are related to their major.
Cooperative education

COOP-160 General Work Experience Education
1-3 units SC
• May be repeated three times
• Variable hours
• Note: In order to enroll in a COOP course, students must be employed, register for the course, complete an online Employment Form, participate in an orientation, and receive approval from 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. Employment Form can be accessed at www.dvc.edu/coop. Incomplete grades are not awarded for COOP. Students may repeat to a maximum of 16 units; an appeal will be required after 3 repetitions.

COOP-160 is supervised employment for students whose jobs do not relate to their college major or area of career interest. Under the supervision of a college instructor, students will acquire employability skills, desirable work habits, and career awareness through on-the-job and other learning experiences. CSU

COOP-170 Occupational Work Experience Education
1-4 units SC
• May be repeated three times
• Variable hours
• Note: In order to enroll in a COOP course, students must be employed, register for the course, complete an online Employment Form, participate in an orientation, and receive approval from Career and Employment Services. Students may earn 1 unit for 5 hours work per week or 75 hours work per term. Employment Form can be accessed at www.dvc.edu/coop. Incomplete grades are not awarded for COOP. Students may repeat to a maximum of 16 units; an appeal will be required after 3 repetitions.

COOP-170 is supervised employment that extends classroom learning to the job site and relates to the student’s chosen field of study or area of career interest. Under the supervision of a college instructor, students will engage in on-the-job and other learning experiences that contribute to their employability skills and occupational or educational goals. CSU

COOP-180 Internship in Occupational Work Experience Education
1-4 units SC
• May be repeated three times
• Variable hours
• Note: In order to enroll in the COOP 180 course, students must be interning or volunteering, register for the course, complete an online Employment Form, participate in an orientation, and receive approval from Career and Employment Services. Students may earn 1 unit for 5 hours work per week or 75 hours work per term (paid work) or 1 unit for 4 hours work per week or 60 hours work per term (unpaid work). Employment Form can be accessed at www.dvc.edu/coop. Incomplete grades are not awarded for COOP. Students may repeat to a maximum of 16 units; an appeal will be required after 3 repetitions.
• Formerly COOP 170A

COOP 180 is a supervised internship in a skilled or professional level assignment in the student’s major field of study or area of career interest. Under the supervision of a college instructor, students will engage in on-the-job and other learning experiences that contribute to their employability skills and occupational or educational goals. Internships may be paid, non-paid, or some partial compensation provided. CSU

COUNSELING – COUNS

Counseling Division
Terry Armstrong, Dean
Counseling Center 111
925-685-1234 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 class listing.

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 selecting 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, NCAA, COA (Commission on Athletics) and DVC regulations as well as campus services for student-athletes will be emphasized.

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 Transfer Transitions  
1.5 units SC  
• 27 hours lecture per term  
• Recommended: Eligibility for ENGL 122 or equivalent  
Through this course students research, evaluate and develop a transfer plan that is well organized and specific to the individual’s life circumstance and educational goals. Students explore the world of transfer from academic, financial, and personal development perspectives. A key component of this course is learning research skills and strategies using a variety of techniques to find, retrieve and evaluate transfer planning information. CSU

COUNS-150 Topics in Counseling  
.3-4 units SC  
• May be repeated three times  
• Variable hours  
A supplemental course designed to provide personal and social development skills related to academic issues. Specific topics will be announced in the class listing. 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  
Rachel Westlake, Dean  
Math Building 267  
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.

Program level student learning outcomes  
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.
Culinary arts

Associate in science degree
Hospitality studies
Specializations:
Baking and pastry
Culinary
Restaurant management

Certificates of achievement
Baking and pastry
Culinary arts
Restaurant management

Associate in science degree - Hospitality studies
The associate in science degree in hospitality studies prepares students for entry into mid-level employment in one of three specialty areas of the hospitality and culinary arts industry: baking and pastry, culinary arts, restaurant management. This in-depth, hands-on program of study prepares students for a professional hospitality and culinary career in a broad scope of industry opportunities in the following areas of specialization:

Baking and pastry:
For over 30 years, DVC has been successfully preparing students for professional careers in small and large bakeries, specialty pastry shops, catering and dessert preparation in restaurants. Diablo Valley College's baking and pastry program offers an in-depth, hands-on learning curriculum where students gain both knowledge and experience through the hotel and restaurant management program's technical facilities. In addition to training at the DVC facilities, students gain experience working outside the college through a required internship program. DVC's associate degree in hospitality studies with a specialization in baking and pastry is designed primarily for those students who desire to complete a two-year degree. General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer. Students who are interested in pursuing a management-focused program in hospitality should see a counselor and consider the General Education Requirements Options 2 or 3.

Culinary arts:
For over 30 years, DVC has been successfully preparing students for professional careers in small and large bakeries, specialty pastry shops, catering and dessert preparation in restaurants. Diablo Valley College's baking and pastry program offers an in-depth, hands-on learning curriculum where students gain both knowledge and experience through the hotel and restaurant management program's technical facilities. In addition to training at the DVC facilities, students gain experience working outside the college through a required internship program. DVC's associate degree in hospitality studies with a specialization in baking and pastry is designed primarily for those students who desire to complete a two-year degree. General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer. Students who are interested in pursuing a management-focused program in hospitality should see a counselor and consider the General Education Requirements Options 2 or 3.

Restaurant management:
For over 30 years, DVC has been successfully preparing students for professional careers in restaurant management. Accredited by the American Culinary Federation since 1990, Diablo Valley College's restaurant management program offers an in-depth, hands-on learning curriculum where students gain both knowledge and experience through the hotel and restaurant management program's technical facilities. Restaurant management students work and learn in a fully equipped food production kitchen, a demonstration laboratory, a retail pastry shop and a 130-seat restaurant that is open to the public. In addition to training at the DVC facilities, students gain experience working outside the college through a required internship program. DVC's associate degree in hospitality studies with a specialization in restaurant management is geared primarily towards DVC's culinary students desiring some additional management course work. Students who are interested in pursuing a management-focused program in hospitality should expect to complete a four-year degree program at a university. These students should see a counselor and consider the General Education Requirements Options 2 or 3.

Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file in the Culinary Department Office by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. To earn an associate in science degree, 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 degree.

Students are limited to one associate in science degree regardless of the number of specializations completed. Multiple certificates may be awarded.

**major requirements**

<table>
<thead>
<tr>
<th>course</th>
<th>units</th>
</tr>
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<tbody>
<tr>
<td>CULN 105 Introduction to the Kitchen</td>
<td>0.5</td>
</tr>
<tr>
<td>CULN 110 Orientation to Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>CULN 115 Culinary Mathematics</td>
<td>1.5</td>
</tr>
<tr>
<td>CULN 120 Fundamentals of Cuisine</td>
<td>5</td>
</tr>
<tr>
<td>CULN 153 Safety and Sanitation</td>
<td>2</td>
</tr>
<tr>
<td>CULN 185 Nutritional Guidelines in Food Preparation</td>
<td>2</td>
</tr>
<tr>
<td>CULN 190 Purchasing Systems and Operations</td>
<td>2</td>
</tr>
<tr>
<td>CULN 224 Catering Business and Operations</td>
<td>2</td>
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</table>

**plus at least 2 units from:**

<table>
<thead>
<tr>
<th>course</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOP 170 Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
<tr>
<td>COOP 180 Internship in Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
</tbody>
</table>
Certificate 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.

Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file in the Culinary Department Office by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. 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</th>
<th>Units</th>
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<tbody>
<tr>
<td>CULN 105</td>
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<td>CULN 110</td>
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<td>CULN 115</td>
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<td>CULN 120</td>
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<td>CULN 153</td>
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<td>CULN 190</td>
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<td>CULN 191</td>
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<td>CULN 195</td>
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<td>COOP 190</td>
<td>1.4</td>
</tr>
<tr>
<td>total minimum required units</td>
<td>38-49.5</td>
</tr>
</tbody>
</table>

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.

Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file in the Culinary Department Office by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. 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</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CULN 105</td>
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<td>total minimum required units</td>
<td>38-49.5</td>
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Culinary arts

CULN 165  Dining Room Operations ........................................ 2
CULN 166  Dining Room Operations Laboratory .......................... 2
CULN 175  Meat, Poultry and Fish Fabrication ............................ 2
CULN 180  Fundamentals of Baking ........................................... 3.5
CULN 185  Nutritional Guidelines in Food Preparation ................. 2
CULN 190  Purchasing Systems and Operations ........................... 2
CULN 191  Purchasing Systems and Operations Laboratory ............ 2
CULN 195  Supervisory Management in Food Service .................... 3
CULN 220  Advanced Cuisine .................................................. 5
CULN 224  Catering Business and Operations ............................ 2

plus at least 2.5 units from:
CULN 225  Laboratory Topics in Catering and Special Events .......... 0.3-4
COOP 170  Occupational Work Experience ................................ 1-4
COOP 180  Internship in Occupational Work Experience .................. 1-4

total minimum required units 49

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.

Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file in the Culinary Department Office by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. 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                  units
CULN 105  Introduction to the Kitchen .................................. 0.5
CULN 110  Orientation to Hospitality ..................................... 3
CULN 115  Culinary Mathematics .............................................. 1.5
CULN 120  Fundamentals of Cuisine .......................................... 5
CULN 153  Safety and Sanitation ............................................... 2
CULN 154  Menu Development and Planning ............................... 2
CULN 160  Fundamentals of Beverage, Wine and Spirits .................. 3
CULN 165  Dining Room Operations .......................................... 2
CULN 166  Dining Room Operations Laboratory ........................... 2
CULN 180  Fundamentals of Baking .......................................... 3.5
CULN 185  Nutritional Guidelines in Food Preparation ................. 2
CULN 190  Purchasing Systems and Operations ........................... 2
CULN 191  Purchasing Systems and Operations Laboratory ............ 2
CULN 195  Supervisory Management in Food Service .................... 3
CULN 201  Principles of Food, Beverage, and Cost Controls .......... 3
CULN 216  Food and Wine Pairing ............................................ 1.5
CULN 220  Advanced Cuisine .................................................. 5
CULN 224  Catering Business and Operations ............................ 2

plus at least 2.5 units from:
CULN 225  Laboratory Topics in Catering and Special Events .......... 0.3-4
COOP 170  Occupational Work Experience ................................ 1-4
COOP 180  Internship in Occupational Work Experience .................. 1-4

total minimum required units 49.5

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 units SC
• 27 hours laboratory per term
• Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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 SC
• 54 hours lecture per term
• Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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 Mathematics
1.5 units LR
- 27 hours lecture per term
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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 food service. CSU

CULN-127  Garde Manger
2 units SC
- 18 hours lecture/54 hours laboratory per term
- Prerequisite: CULN 120 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

A study of the artistic side of cold food preparation from basic garnishes to advanced forecemet preparations such as galantines, 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
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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 class listing. CSU

CULN-153  Safety and Sanitation
2 units SC
- 36 hours lecture per term
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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-154  Menu Development and Planning
2 units SC
- 36 hours lecture per term
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

This course provides learners with an opportunity to plan and develop basic restaurant menus, displaying a diversity of techniques and flavors within a variety of food service establishments. Healthy menus, culturally diverse menus, seasonal and regional menus are addressed. CSU

CULN-160  Fundamentals of Beverage, Wine and Spirits
3 units SC
- 54 hours lecture per term
- Prerequisite: Eligibility for ENGL 122 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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 and non-alcoholic beverages, coffee and tea. CSU
Culinary arts

CULN-165 Dining Room Operations
2 units SC
- 36 hours lecture per term
- Co-requisite: CULN 166 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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-175 Meat, Poultry and Fish Fabrication
2 units SC
- 36 hours lecture per term
- Note: Culinary and food service students must have a current record of satisfactory TB screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

This course provides students with a comprehensive meat identification process, including cuts, buying and ordering procedures, nutrition data, food safety and storage, and USDA grading standards. CSU

CULN-180 Fundamentals of Baking
3.5 units SC
- 18 hours lecture/135 hours laboratory per term
- Prerequisite: CULN 105 or equivalent (may be taken concurrently)
- Co-requisite: CULN 153 or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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 area. CSU

CULN-185 Nutritional Guidelines in Food Preparation
2 units SC
- 36 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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 applications. 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
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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 Service
3 unit  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

This course focuses on application of supervisory management principles to specific business situations in food services. CSU

CULN-201  Principles of Food, Beverage, and Cost Controls
3 units  SC
- 54 hours lecture per term
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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-215  Decorative Confectionary Showpieces
1 unit  SC
- 18 hours lecture per term
- Recommended: CULN 180 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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 dressings, 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
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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  SC
- May be repeated three times
- Variable hours
- Co-requisite: CULN 153 or equivalent
- Recommended: CULN 120 or equivalent; eligibility for ENGL 122 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary office by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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. Refer to the class listing for the specific section offering. CSU
Culinary arts

CULN-226 California Cuisine
2 units LR
- 27 hours lecture/27 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

California cuisine explores the current California trend of local, regional, and seasonal ingredients used today. Students will learn culinary methods and practically apply them to produce their own menus and demonstrate in class their finished product. CSU

CULN-228 International Cuisine
2 units SC
- 27 hours lecture/27 hours laboratory per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

Introduction to and presentation of cuisines from around the world in cultural, social and historical frameworks. 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
- 27 hours lecture/189 hours laboratory per term
- Prerequisite: CULN 180 or equivalent
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

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
- Note: Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting. 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

CULN-299 Student Instructional Assistant
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor. Culinary and food service students must have a current record of satisfactory tuberculosis (TB) screening on file with the culinary offices by the beginning of classes. Students are required to supply their own equipment and uniforms depending on the class. See instructor at the first class meeting.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

DANCE – DANCE

Physical Education, Athletics and Dance Division
Christine Worsley, Dean
Physical Education Office Building 105
925-685-1230 ext. 2736

DANCE-133 Ballet I
1 unit SC
- 54 hours laboratory per term
- Recommended: PEDAN 130 or equivalent

This is an intermediate course in ballet dance. It will focus on intermediate ballet barre, center adagio, allegra work, and across the floor combinations. Students will also learn 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
- 54 hours laboratory per term
- Prerequisite: DANCE 133 or equivalent
This is an advanced course in ballet dance. It 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
- 54 hours laboratory per term
- Prerequisite: DANCE 133 or PEDAN 130 or equivalent
- Formerly PEDAN 134
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
This is an intermediate course in jazz dance. It will focus on Broadway, Lyrical, Hip-Hop and contemporary styles. The students will also learn the history of jazz dance on stage, movie, and videos and its influence on the dancer and current jazz dance styles. CSU, UC

DANCE-138 Jazz Dance II
1 unit SC
- 54 hours laboratory per term
- Prerequisite: DANCE 137 or equivalent
This is an advanced course in jazz dance. It 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-139 Jazz Dance III
1 unit SC
- 54 hours laboratory per term
- Prerequisite: DANCE 138 or equivalent
This is an advanced/pre-professional course in jazz dance. It will focus on advanced jazz dance from Broadway, Lyrical, Hip-Hop and contemporary styles utilizing pre-professional dance performance skills. Students will also use choreographic principles as they relate to jazz dance to enhance their performance potential. CSU

DANCE-144 Modern Dance I
1 unit SC
- 54 hours laboratory per term
- Recommended: PEDAN 142 or equivalent
This is an intermediate course in modern dance. It will focus on intermediate axial and locomotor movements, styles from early modern, post-modern, and contemporary modern innovators. The students will also learn the history of modern dance and its influence on the modern dancer and modern dance styles. CSU, UC

DANCE-145 Modern Dance II
1 unit SC
- 54 hours laboratory per term
- Prerequisite: DANCE 144 or equivalent
This is an advanced course in modern dance. It will focus on advanced axial and locomotor movements, styles from early modern, post-modern, and contemporary modern innovators. Students will also learn choreographic principles as they relate to modern dance. CSU, UC

DANCE-146 Modern Dance III
1 unit SC
- 54 hours laboratory per term
- Prerequisite: DANCE 145 or equivalent
This is an advanced/pre-professional course in modern dance. It will focus on advanced performance level axial and locomotor movements, styles from early modern, post-modern, and contemporary modern innovators with an emphasis on pre-professional performance quality. Students will also use choreographic principles as they relate to modern dance to enhance their performance potential. CSU

DANCE-165 Ballet III
1 unit SC
- 54 hours laboratory per term
- Prerequisite: DANCE 134 or equivalent
This is an advanced/pre-professional course in ballet dance. It will focus on advanced ballet barre, center adagio, allegro work, and across-the-floor combinations at the pre-professional level. Students will learn classical ballet variations and basic pas de deux techniques as they relate to classical ballet. CSU

DANCE-201 Western Culture Dance History: 20th Century to Present
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
This is a course that investigates the role of dance in Western culture from the beginning of the 20th century through the present day. Historic styles and movements of dance including the Diaghilev period of ballet and the development of modern dance are discussed, including their influence on present-day ballet, modern, and contemporary dance practice. CSU, UC
DANCE-205 Music Theory 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
This is an introductory course in music and its relationship to dance and dancers. It explores the use of rhythm, meter, measure and other compositional elements of music. The objective is for the dancer to apply the compositional elements of music to the choreography and dance performance. CSU, UC

DANCE-240 Dance Choreography
2 units  SC
- 18 hours lecture/54 hours laboratory per term
- Formerly PEDAN 140
This is a course that develops choreographic skills through dance movement phrasing, spatial design and relationships, rhythm, theme and development, concert, solo and group work. Students will learn to critically evaluate choreographic dance components through analysis and presentation in the classroom. CSU, UC

DANCE-244 Repertory Dance Production
1-2 units  SC
- May be repeated three times
- Variable hours
- Recommended: Previous dance experience or equivalent
This is 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 is a course that involves the creation and staging of original student dance compositions. It includes the study of theory and technique with emphasis on dance as a performing 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

DANCE-299 Student Instructional Assistant
.5-3 units  SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

DENTAL ASSISTING – DENTL
Biological and Health Sciences Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

Possible career opportunities
The dental assisting program provides an excellent path for those interested in a variety of professions in the dental field. The Diablo Valley College dental assisting program prepares students to work in a dental office as an essential member of the dental team. Employment opportunities for the graduates include, but are not limited to: chairside assistant or front office administrator for dental offices or clinics, x-ray technician for dental radiation laboratories, agent for dental insurance companies, laboratory technician for dental laboratories, product representative for dental product manufacturers or marketing agent for dental supply companies. The DVC dental assisting program is approved by the Dental Board of California and accredited by the American Dental Association (ADA). This qualifies the student upon graduation to take state as well as national board examinations to become a licensed Registered Dental Assistant in California (RDA) and a Certified Dental Assistant (CDA). Other options for continuing education and licensing allow Registered Dental Assistant to specialize and become a Registered Dental Assistant in Extended Functions (RDAEF). Other career options include study to become a Registered Dental Hygienist (RDH), or a dentist (DDS or DMD).
Program level student learning outcomes

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree
Dental assisting

Certificate of achievement
Dental assisting

Associate in science degree - Dental assisting

The required dental assistant program classes are taught during the day; however, the general education courses required for the certificate or degree may be taken in the evening or at an alternate location.

The Diablo Valley College dental assisting program is approved by the Dental Board of California and accredited by the Commission on Dental Accreditation of the American Dental Association (ADA), and the United States Department of Education. Students completing the degree or certificate program in dental assisting are eligible to take the California State written and practical examination and take their national Certified Dental Assistant examination to become a Certified Dental Assistant (CDA).

The 11 month program is scheduled to begin each fall term in August and the dental assisting courses will be completed by the middle of June. The two terms and two week summer session include classroom instruction as well as clinical experience in the DVC dental clinic, UOP Dental School and various dental offices.

In addition to the dental assisting classes the program requires nine units of general education that must be completed prior to applying to take the state license and national examinations.

To be eligible for enrollment in the dental assisting program, students must complete the prerequisite course DENTL 120 which is offered in the first two weeks of June. Students in the program must complete a health care provider cardiopulmonary resuscitation with AED course and have a valid copy of their certification card on file in the dental assistant department by the first day of class in August.

Associate degree requirements generally can be completed in two years of full time-study. Some courses may meet lower division requirements for a baccalaureate degree at selected campuses of CSU or the bachelor of arts degree in health administration at private universities. Interested students should consult with the dental instructors or with the college counselors for more information.

To earn an associate in science degree with a major in dental assisting, 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 other graduation requirements; however, the units are only counted once.

program prerequisite: units
DENTL 120 Orientation to the Registered Dental Assisting Program ........................................... 0.3

Note: It is strongly recommended to complete one of the required general education English courses prior to entering the registered dental assisting program in the fall term. Refer to General Education courses below.

required courses: units
DENTL 171 Oral Facial Structures and Body Systems...... 4
DENTL 172 Dental Radiography I.............................. 2.5
DENTL 173 Dental Operative Procedures I................. 3
DENTL 174 Dental Materials and Laboratory Procedures ......................................................... 3
DENTL 175 Infection Control, Oral Documentation and Theories of Dental Assisting ....................... 3
DENTL 180 Office Management.................................. 3
DENTL 181 Dental Emergencies, Pharmacology and Oral Pathology........................................ 2
DENTL 182 Dental Radiography II.......................... 2.5
DENTL 183 Advanced Dental Operative Procedures ...... 4.5
DENTL 184 Clinical Experience.................................. 7
DENTL 191 Pit and Fissure Sealants for the RDA .......... 1.5
ENGL 122* Freshman English: Composition and Reading ......................................................... 3
PSYCH 122* Psychology in Modern Life.................... 3
SPCH 121* Persuasion and Critical Thinking ............. 3

total minimum required units 45.3

*Students are expected to take one or two of these courses in the summer prior to entering the program.

Certificate of achievement - Dental assisting

program prerequisite
DENTL 120 Orientation to the Registered Dental Assisting Program ........................................... 0.3

Note: It is strongly recommended to complete one of the required General Education English courses prior to entering the registered dental assisting program in the fall term. Refer to General Education courses below.

major requirements units
DENTL 171 Oral Facial Structures and Body Systems...... 4
DENTL 172 Dental Radiography I.............................. 2.5
DENTL 173 Dental Operative Procedures I................. 3
DENTL 174 Dental Materials and Laboratory Procedures ......................................................... 3
DENTL 175 Infection Control, Oral Documentation and Theories of Dental Assisting ....................... 3
Dental assisting

DENTL 180 Office Management........................... 3
DENTL 181 Dental Emergencies, Pharmacology and Oral Pathology.................................................... 2
DENTL 182 Dental Radiography II.......................... 2.5
DENTL 183 Advanced Dental Operative Procedures......... 4.5
DENTL 184 Clinical Experience.................................. 7
DENTL 191 Pit and Fissure Seals for the RDA.............. 1.5

plus at least 3 units from:
BUS 101* Business English ...................................... 3
ENGL 118* Freshman English: Composition and Reading................................................................. 3

plus at least 3 units from:
ENGL 118* College Writing Development ...................... 3
ENGL 122* Freshman English: Composition and Reading................................................................. 3

plus at least 3 units from:
SPCH 121* Persuasion and Critical Thinking .................... 3
SPCH 128* Interpersonal Communication ........................ 3

DENTL-120 Orientation to the Registered Dental Assisting Program

.3-4 units SC

• May be repeated two times
• 6 hours lecture per term
• Note: Students must complete health requirements before the beginning of the fall term. This will allow the student to work on one another, on patients in the 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 registered dental assistant program. The orientation course will provide the student with detailed enrollment information and the health protocol standards for the registered 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 regularity 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, registered 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

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 class listing. CSU

DENTL-171 Oral Facial Structures and Body Systems

4 units LR

• 54 hours lecture/36 hours laboratory per term
• Prerequisite: DENTL 120 and current American Heart Association or American Red Cross Basic Life Support with Defibrillator Certificate or equivalents
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: Current enrollment in the DVC Registered Dental Assisting program, current TB clearance, hepatitis immunization and/or titer, tetanus vaccination, malpractice insurance, and current CPR Certificate (Basic Life Support for Healthcare Provider with AED) are required

Introduction to general anatomy, body systems, and monitoring patient sedation as related to respiratory and cardiovascular systems. Head and neck anatomy with emphasis on the teeth and their supporting structures. CSU
DENTL-172 Dental Radiography I
2.5 units LR
- 36 hours lecture/36 hours laboratory per term
- Prerequisite: DENTL 120 and current American Heart Association or American Red Cross Basic Life Support with Defibrillator Certificate or equivalents
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Current enrollment in the DVC Registered Dental Assisting program, current TB clearance, hepatitis immunization and/or titer, tetanus vaccination, malpractice insurance, and current CPR Certificate (Basic Life Support for Healthcare Provider with AED) are required

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. Introduction to digital radiography. The dental assistant’s role in radiography and exposing patients as it pertains to the Dental Practice Act (DPA), State of California. CSU

DENTL-173 Dental Operative Procedures I
3 units LR
- 36 hours lecture/54 hours laboratory per term
- Prerequisite: DENTL 120 and current American Heart Association or American Red Cross Basic Life Support with Defibrillator Certificate or equivalents
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Current enrollment in the DVC Registered Dental Assisting program, current TB clearance, hepatitis immunization and/or titer, tetanus vaccination, malpractice insurance, and current CPR Certificate (Basic Life Support for Healthcare Provider with AED) are required

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
3 units LR
- 36 hours lecture/36 hours laboratory per term
- Prerequisite: DENTL 120 and current American Heart Association or American Red Cross Basic Life Support with Defibrillator Certificate or equivalents
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Current enrollment in the DVC Registered Dental Assisting program, current TB clearance, hepatitis immunization and/or titer, tetanus vaccination, malpractice insurance, and current CPR Certificate (Basic Life Support for Healthcare Provider with AED) are required

The study, manipulation, and safe handling of dental materials used in operative and restorative dentistry. Characteristics, manipulation, and safe handling of dental laboratory materials and equipment and usage of instruments will also be presented. Emphasis on infection control and safety standards as well as hazards control protocols are stressed throughout the course. CSU

DENTL-175 Infection Control, Oral Documentation and Theories of Dental Assisting
3 units LR
- 36 hours lecture/54 hours laboratory per term
- Prerequisite: DENTL 120 and current American Heart Association or American Red Cross Basic Life Support with Defibrillator Certificate or equivalents
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Current enrollment in the DVC Registered Dental Assisting program, current TB clearance, hepatitis immunization and/or titer, tetanus vaccination, malpractice insurance, and current CPR Certificate (Basic Life Support for Healthcare Provider with AED) are required

Emphasis will be placed on clinical infection control procedures (disinfection, instrument processing and sterilization, waste disposal, types of diseases of particular concern to the dental team, prevention of disease transmission), related national and state regulatory and advisory agencies, and related legal and ethical concerns. Topics also include: documenting medical/dental health histories; taking and recording vital signs; microbiology of dental decay and application of its relationship to the principles of oral hygiene; dental health related diet and nutrition; oral inspection, documentation, and dental charting; orientation to the roles, functions and duties of the members of the dental team, as governed by the Dental Bureau of California and the California Dental Practice Act; and, career pathways of dental assisting, professionalism, dental specialties, and professional dental 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: Current enrollment in the DVC Registered Dental Assisting program, current TB clearance, hepatitis immunization and/or titer, tetanus vaccination, malpractice insurance, and current CPR Certificate (Basic Life Support for Healthcare Provider with AED) is recommended

Front office duties including dental staff management and interaction, patient management, written communication, telecommunication, bookkeeping/financial transactions, dental office documents, dental insurance, appointment management systems, recall systems, inventory systems, and supply ordering. Dental jurisprudence, related ethical concerns, and HIPAA compliance also will be presented in this course. Instruction in the implementation of DENTRIX dental software. CSU
Dental assisting

**DENTL-181 Dental Emergencies, Pharmacology and Oral Pathology**

2 units LR

- 36 hours lecture per term
- Prerequisite: DENTL 175 and current American Heart Association or American Red Cross Basic Life Support with Defibrillator Certificate or equivalents
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Current enrollment in the DVC Registered Dental Assisting program, current TB clearance, hepatitis immunization and/or titer, tetanus vaccination, malpractice insurance, and current CPR certificate (Basic Life Support for Healthcare Provider with AED) are required

A course in dental office preparation, assisting in the management of medical and dental emergencies. Review of legal and ethical responsibilities in the event of a medical or dental emergency. Pathology of the hard and soft tissue 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 and current American Heart Association or American Red Cross Basic Life Support, with Defibrillator Certificate or equivalents
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Current CPR certificate (Basic Life Support for Healthcare Provider with AED)

Emphasizes patient management and radiation safety. Infection control procedures in accordance with OSHA and CDC guidelines and regulations from the Dental Board of California. Perform and evaluate various types of intraoral and extra-oral radiographs and interpretation thereof. Advanced principles and practices of dental radiography with emphasis on technique and diagnostic quality of dental x-rays. Continuation of various digital radiography techniques. The dental assistant's role in radiography and in exposing patients as it pertains to the Dental Practice Act (DPA), state of California. 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 and current American Heart Association or American Red Cross Basic Life Support with Defibrillator Certificate or equivalents
- Note: Current enrollment in the DVC Registered Dental Assisting program, current TB clearance, hepatitis immunization and/or titer, tetanus vaccination, malpractice insurance, and current CPR Certificate (Basic Life Support for Healthcare Provider with AED) are required.

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 by arrangement/54 hours laboratory by arrangement per term
- Prerequisite: DENTL 183 and current American Heart Association or American Red Cross Basic Life Support with Defibrillator Certificate or equivalents
- Note: Current enrollment in the DVC Registered Dental Assisting program, current TB clearance, hepatitis immunization and/or titer, tetanus vaccination, malpractice insurance, and current CPR Certificate (Basic Life Support for Healthcare Provider with AED) are required

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-299 Student Instructional Assistant
.5-3 units SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

DENTAL HYGINE – DENHY
Biological and Health Sciences Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

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.

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 term. For dental hygiene program information and an application packet for enrollment contact the Dental Hygiene Department, Counseling Office or DVC website.

major requirements

<table>
<thead>
<tr>
<th>Program prerequisites or equivalents</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 120* Introduction to Human Anatomy and Physiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM 108* Introductory Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 109* Introduction to Organic and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 122 Freshman English: Composition and Reading I</td>
<td>3</td>
</tr>
<tr>
<td>NUTRI 160* Nutrition: Science and Applications</td>
<td>3</td>
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</tbody>
</table>

Associate in science degree
Dental hygiene

Certificate of achievement
Dental hygiene
Dental hygiene

plus at least 4 units from:
BIOSC 119* Fundamentals of Microbiology .......... 4
BIOSC 146* Principles of Microbiology .......... 5

total minimum required units - prerequisites 23

*These courses must have been completed within the past five years.

program requirements
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 ..................... 5
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 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 219 Pathology ..................... 2
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
PSYCH 122 Psychology in Modern Life ..................... 3
SOCIO 126 Introduction to Sociology ..................... 3
SPCH 121 Persuasion and Critical Thinking ..................... 3

total minimum required units - program 65.8

total minimum required units 88.8

Certificate of achievement - Dental hygiene

This two-year program of classroom instruction and clinical experience prepares students to perform 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 term. 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* Introduction to Organic and Biochemistry .......... 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 minimum units prerequisite 23

*These courses must have been completed within the past five years.
The following courses are open only to those accepted into the dental hygiene program.

**DENHY-101 Dental Hygiene Orientation**

0.3 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
Dental hygiene

DENHY-122 Clinical Dental Hygiene
5 units LR
- 48 hours lecture/126 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. This course has an emphasis on case study development in relationship to client care needs and treatment planning. CSU

DENHY-123 Oral Health Care Education
2 units LR
- 36 hours lecture per term
- Prerequisite: DENHY 101 and NUTRI 160 or equivalent

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 equivalent

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 BIOSCI 120 or equivalent

A course concerned with the functions of the head and neck, with special attention being given to the oral cavity. Included is the general microanatomy 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-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 class listing. 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
Dental hygiene

DENHY-223 Ethics, Jurisprudence, and Practice Management
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 term 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 equivalents

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 term 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-295 RDH Examination Preparation

.5 unit P/NP
- 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.

DENHY-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 the faculty. CSU

DENHY-299 Student Instructional Assistant

.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

DENTAL LABORATORY TECHNOLOGY – DENTE

The following courses are open only to those accepted into the dental laboratory technology program.

Biological and Health Sciences Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
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 laboratories.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree
Dental laboratory technology
Certificate of achievement
Dental laboratory technology
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.

major requirements

| DENTE 120 | Orientation, Ethics, Jurisprudence, and History of Dentistry | 1 |
| DENTE 122 | Introduction to Dental Materials | 1 |
| DENTE 124 | Introduction to Dental Morphology | 2 |
| DENTE 236 | Dental Anatomy and Morphology | 2 |
| DENTE 237 | Intermediate Crown and Bridge Techniques | 2 |
| DENTE 238 | Advanced Crown and Bridge Techniques | 4 |
| DENTE 240 | Introduction to Dental Ceramics | 2 |
| DENTE 242 | Dental Ceramics Substructure and Designs | 4 |
| DENTE 250 | Practical Fixed and Removable Techniques | 2 |

The following courses are open only to those accepted into the dental laboratory technology program.

required courses

| DENTE 120 | Ethics, Jurisprudence, and History of Dentistry | 1 |
| DENTE 122 | Introduction to Dental Materials | 1 |
| DENTE 124 | Introduction to Dental Morphology | 2 |
| DENTE 236 | Dental Anatomy and Morphology | 2 |
| DENTE 237 | Intermediate Crown and Bridge Techniques | 2 |
| DENTE 238 | Advanced Crown and Bridge Techniques | 4 |
| DENTE 240 | Introduction to Dental Ceramics | 2 |
| DENTE 242 | Dental Ceramics Substructure and Designs | 4 |
| DENTE 250 | Practical Fixed and Removable Techniques | 2 |

recommended courses

| BUSMG 191 | Small Business Management | 3 |
| COOP 170 | Occupational Work Experience | 1-4 |
| DENTL 110 | Overview of the Dental Profession | 1.5 |
| PHYSC 112 | Fundamentals of Physical Science | 3 |

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.
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 class listing. 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 term
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 term
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 term
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-299  Student Instructional Assistant
5-3 units  SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU
Drama

DRAMA – DRAMA

Applied and Fine Arts Division
Michael Almaguer, Dean
Business and Foreign Language Building 204
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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in arts degree - Technical theater

Certificate of achievement
Technical theater

The program in technical theater 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 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.

Associate in arts degree - Technical theater

major requirements | units
--- | ---
DRAMA 111 Fundamentals of Stage Production - Lighting | 3
DRAMA 112 Stage Makeup | 2
DRAMA 200 Introduction to Technical Theater | 3
DRAMA 201 Technical Theater Laboratory | 1-2

plus at least 3 units from:
DRAMA 122 Basic Principles of Acting | 3
DRAMA 123 Intermediate Principles of Acting | 3
DRAMA 124 Advanced Principles of Acting | 3
DRAMA 127 Auditioning Techniques | 3

plus at least 3 units from:
DRAMA 139 Introduction to Theater | 3
DRAMA 140 History of the Theater: Pre-Greek to 17th Century | 3
DRAMA 141 History of the Theater: 17th Century to Present | 3
DRAMA 180 Literature of World Drama: Pre-Greek to 17th Century | 3
DRAMA 181 Literature of World Drama: 17th Century to Present | 3

plus at least 9 units from:
ARCHI 130 Architectural Graphics I | 3
ART 105 Introduction to Drawing, Color, and Two-Dimensional Design | 3
ART 106 Drawing and Composition | 3
ART 108 Figure Drawing II | 3
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 Studio Production | 3
BCA 125 Introduction to Digital Film Style Production | 3
DRAMA 113 Introduction to Costume Design | 2.5
DRAMA 130 Principles of Directing | 3
DRAMA 230 Directing Projects | 1-2
DRAMA 260 Acting in Student Directed Projects | 1-2*
DRAMA 270 Major Production | 1-2*
DRAMA 298 Independent Study | 0.5-3
ENGIN 119 Introduction to Technical Drawing | 3
ENGIN 126 Computer Aided Design and Drafting - AutoCAD | 4
FILM 292 Fundamentals of Film Making - Beginning | 3
MUSIC 172 Introduction to Electronic Music and MIDI | 3

total minimum required units 27

*Note: Students may only apply one of DRAMA 260 or 270 to major requirements
Certificate of achievement - Technical theater

required courses units
DRAMA 111 Fundamentals of Stage Production - Lighting .................................................. 3
DRAMA 112 Stage Makeup .................................................. 2
DRAMA 200 Introduction to Technical Theater .................................................. 3
DRAMA 201 Technical Theater Laboratory .................................................. 1-2

plus at least 3 units from:
DRAMA 122 Basic Principles of Acting .................................................. 3
DRAMA 123 Intermediate Principles of Acting .................................................. 3
DRAMA 124 Advanced Principles of Acting .................................................. 6
DRAMA 127 Auditioning Techniques .................................................. 3

plus at least 3 units from:
DRAMA 139 Introduction to Theater .................................................. 3
DRAMA 140 History of the Theater: Pre-Greek to 17th Century .................................................. 3
DRAMA 141 History of the Theater: 17th Century to Present .................................................. 3
DRAMA 180 Literature of World Drama: Pre-Greek to 17th Century .................................................. 3
DRAMA 181 Literature of World Drama: 17th Century to Present .................................................. 3

plus at least 3 units from:
COOP 170 Occupational Work Experience Education .................................................. 1-4
COOP 180 Internship in Occupational Work Experience Education .................................................. 1-4

plus at least 9 units from:
ARCHI 130 Architectural Graphics I .................................................. 3
ART 105 Introduction to Drawing, Color, and Two-Dimensional Design .................................................. 3
ART 106 Drawing and Composition .................................................. 3
ART 108 Figure Drawing II .................................................. 3
ARTDM 130 Introduction to Digital Audio .................................................. 1.5
ARTDM 149 Introduction to Digital Video .................................................. 1.5
ARTDM 160 3D Modeling and Animation .................................................. 3
BCA 120 Introduction to TV Studio Production .................................................. 3
BCA 125 Introduction to Digital Film Style Production .................................................. 3
DRAMA 113 Introduction to Costume Design .................................................. 2.5
DRAMA 130 Principles of Directing .................................................. 3
DRAMA 230 Directing Projects .................................................. 1-2
DRAMA 260 Acting in Student Directed Projects .................................................. 1-2*
DRAMA 270 Major Production .................................................. 1-2*
DRAMA 298 Independent Study .................................................. 0.5-3
ENGIN 119 Introduction to Technical Drawing .................................................. 3
ENGIN 126 Computer Aided Design and Drafting - AutoCAD .................................................. 4
FILM 292 Fundamentals of Film Making - Beginning .................................................. 3
MUSIC 172 Introduction to Electronic Music and MIDI .................................................. 3

total minimum required units 27

*Note: Students may only apply one of DRAMA 260 or 270 to certificate requirements

DRAMA-111 Fundamentals of Stage Production - Lighting
3 units SC
• 54 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
2 units SC
• May be repeated once
• 18 hours lecture/54 hours laboratory per term

This course studies the aesthetics, materials and procedures of stage makeup involving: corrective and aging techniques, latex and derma wax for witches and fairies, character makeup for a variety of historical periods and genres, the creation of animals and monsters, and the construction of beards and moustaches. CSU, UC

DRAMA-113 Introduction to Costume Design
2.5 units SC
• 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
3 units SC
• 54 hours lecture per term

This course focuses on acting fundamentals with an emphasis on the heightening and focusing of physical and vocal energy, and the beginning elements of scene study. Students will learn how to assess and rechannel their physical hypertension, and apply scene study techniques on stage. CSU, UC

DRAMA-123 Intermediate Principles of Acting
3 units SC
• 54 hours lecture per term
• Recommended: DRAMA 122 or equivalent

This course continues to develop the heightened physical and vocal energies needed for stage, and introduces more complex elements in scene study. Students continue their work in addressing instrumental hypertension, and learn specific ways to apply the use of the imagination to the preparation and performance of a scene on stage. CSU, UC

DIABLO VALLEY COLLEGE CATALOG 2011-2012 PROGRAMS AND COURSES 185
### Drama

**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. Special emphasis is placed on script analysis, personalization, intensive listening and interaction modes with partners. The course covers an organic approach to acting training based on the principles of Constantin Stanislavski. 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

This course covers practical training and practice in acting on camera for the performer. Close attention will be paid to those techniques of acting that have special application to performing in 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: Pre-Greek to 17th Century**
- 3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course is an historical survey of dramatic art from the period of pre-Greek civilization to the Elizabethan Renaissance. Students will examine the various influences that led to the development and evolution of theater in various cultures and time periods. CSU, UC

**DRAMA-141 History of the Theater: 17th Century to Present**
- 3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course is an historical survey of dramatic art from the period of the Elizabethan Renaissance to the present. Students will examine the various influences that led to the development and evolution of theater in various cultures and time periods. 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 a young audience. The production will tour local schools. Each term new literature and productions are focused upon. 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 class listing. CSU
DRAMA-157 Topics in Technical Theater
1-3 units SC
- May be repeated three times
- Variable hours
A supplemental course in technical theater to provide a study of current concepts, problems and related subdivisions. Specific topics will be announced in the class listing. CSU, UC

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. These 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 or equivalent (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 or equivalent; eligibility for ENGL 122 or equivalent
This course is a practical application of DRAMA 130; the preparation of a scene or one act from script selection through performance. Students will cast, rehearse, and stage a variety of scenes or one acts; projects may culminate in limited public performance. Emphasis is placed on the director-actor relationship and creating effective staging. May include original (not previously published) material. CSU, UC

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 rehearsing and performing in student-directed scenes or one act plays in various theater styles for public performance. CSU, UC

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 musical or nonmusical production, with emphasis on rehearsal and performance. Students may participate as either actors or technical crew. Involvement may include script analysis, coordination of voice, movement, costume, makeup, performance style, and technical theater. All projects culminate in public performance. CSU, UC
DRAMA-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 the faculty. CSU

DRAMA-299 Student Instructional Assistant
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

EARLY CHILDHOOD EDUCATION – ECE

Social Sciences Division
Ellen Kruse, Interim Dean
Faculty Office 136
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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree
Early childhood education

Certificates of achievement
Early childhood education - Basic
Early childhood education - Family daycare provider/foster care provider/in-home childcare provider
Early childhood education - Master teacher
Early childhood education - Site supervisor
Early childhood education - Teacher

Certificates of accomplishment
Early childhood education - Associate teacher
Early childhood education - Resource (foster) family specialist

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.

major requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>units</th>
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<tbody>
<tr>
<td>ECE 124</td>
<td>Child Development and Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ECE 125</td>
<td>Principles and Practices of 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>Advanced Curriculum Development in ECE</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>Practicum in Early Childhood Education I</td>
<td>4</td>
</tr>
<tr>
<td>ECE 250</td>
<td>Practicum in Early Childhood Education II</td>
<td>4</td>
</tr>
</tbody>
</table>

total minimum required units 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.

**required courses**

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<tr>
<td>ECE 250</td>
<td>Practicum in Early Childhood Education II</td>
<td>4</td>
</tr>
</tbody>
</table>

**total minimum required units** 26

**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**

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<td>ECE 129</td>
<td>Dealing with Difficult and Aggressive 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 134*</td>
<td>Topics in Family Communication and Interaction</td>
<td>0.3-4</td>
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</table>

**plus at least 3 units from:**

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>ECE 125</td>
<td>Principles and Practices of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 128</td>
<td>Advanced Curriculum Development in ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 144</td>
<td>Diversity in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 220</td>
<td>Programs for the School Age Child</td>
<td>3</td>
</tr>
<tr>
<td>ECE 230</td>
<td>Infant and Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>ECE 269</td>
<td>Introduction to Special Needs in Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

**plus 2 units from:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 245</td>
<td>Introduction to Family Child Care</td>
<td>1</td>
</tr>
<tr>
<td>ECE 246</td>
<td>Introduction to Foster Parenting</td>
<td>1.5</td>
</tr>
<tr>
<td>ECE 247</td>
<td>Issues of Foster Parenting</td>
<td>1</td>
</tr>
</tbody>
</table>

**total minimum required units** 20

*Three units are required for the certificate program.*


### Early childhood education

#### family day care/foster care provider

- ECE 245 Introduction to Family Child Care ........................................... 1
- ECE 246 Introduction to Foster Parenting .................................................. 1.5
- ECE 247 Issues of Foster Parenting ............................................................ 1

#### infants and toddlers

- ECE 230 Infant and Toddler Care ............................................................... 3
- ECE 231 Infants and Toddlers: Issues and Applications .................................. 3

#### language and literature

- ENGL 177 Children's Literature ................................................................. 3
- ECE 237* Current Topics in Early Childhood Education .................................. 0.5-3
- ECE 240 Language, Literacy, and Literature for the Young Child ....................... 3
- L 111 Storytelling ....................................................................................... 2

#### science and math

- ECE 237* Current Topics in Early Childhood Education .................................. 0.5-3
- ECE 241 Science and Mathematics for Early Childhood Education ...................... 3

(Note: Two ECE 237 courses in this category are required)

#### sign language

- SIGN 280 American Sign Language (ASL) I .................................................. 3
- SIGN 281 American Sign Language (ASL) II ............................................... 3
- SIGN 282 American Sign Language (ASL) III .............................................. 3

#### special needs

- ECE 129 Dealing with Difficult and Aggressive Young Children ....................... 3
- ECE 137 Issues of Separation and Loss with Children and Families ................. 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

Or any sign Language course:

- SIGN 280, 281, or 282 .................................................................................. 3

plus at least 16 units from:

- general education courses ........................................................................ 16

(At least one course each from humanities, social science, science or math, and English)

**total minimum required units** 50

#### Certificate of achievement - Early childhood education - Site supervisor

This certificate meets the education requirements for the site supervisor 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**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>50-51</td>
</tr>
</tbody>
</table>

The same courses as required for the Early Childhood Education Master Teacher Certificate.

#### 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**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
</tr>
</tbody>
</table>

*Topics for ECE 237 vary. Please contact the Early Childhood Education Department to verify if a ECE 237 course meets the requirements for a particular area of specialization.*
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 Credentia ling 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 Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 123</td>
<td>Introduction to Curriculum in ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 124</td>
<td>Child Development and Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ECE 125</td>
<td>Principles and Practices of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE 130</td>
<td>Child, Family and Community</td>
<td>3</td>
</tr>
</tbody>
</table>

**total minimum required units** 12

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**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 Code</th>
<th>Course 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 Community</td>
<td>1</td>
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</table>

**total minimum required units** 9.5

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**providing care for children aged 6-11 years**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</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>
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</table>

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**providing care for youth aged 12-18 years**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<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 complete:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 115</td>
<td>Resiliency and Student Success</td>
<td>1</td>
</tr>
</tbody>
</table>

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**ECE-123 Introduction to Curriculum in ECE**

3 units LR

- 54 hours lecture per term
- Prerequisite: ECE 124 or equivalent (may be taken concurrently)
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Meets the Department of Social Services licensing for DSS III Program and Curriculum Development

This course will prepare students to plan developmentally appropriate curriculum for early childhood education age children (0-8 years). It will address the novice student/teacher as well as those who have experience as students/teachers. CSU
Early childhood education

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 examines the major physical, psychosocial, and cognitive/language developmental milestones for children from conception through adolescence. Emphasis is on the principal theories and supporting data basic to the understanding of child development. CSU, UC

ECE-125 Principles and Practices of 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 requirement for DSS III, Program and Curriculum Development

An examination of the principles of developmentally appropriate practices as applied to early childhood education settings. This course includes history and philosophy of early childhood education, the ethics of professional practices, and orientation to careers working with children. Emphasis is placed on types of programs, learning environments, the key role of relationships, constructive adult-child interactions, and teaching strategies supporting the development of all children. 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 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-128 Advanced Curriculum Development in ECE
3 units SC
• 54 hours lecture per term
• Co-requisite: ECE 124 or equivalent (may be taken previously)
• 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 previously)
• 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  
• Note: Meets the State Department of Social Services licensing requirement for DSS III Program and Curriculum Development, if taken for 3 units  
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 class listing. 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 class listing. 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 class listing. 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 class listing. 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 class listing. 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 class listing. 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 class listing. CSU

ECE-156  Topics for Caregivers of Children in Out-of-Home Placement 0-5 Years  
.3-4 units  P/NP  
- 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 class listing. CSU

ECE-157  Topics for Caregivers of Children in Out-of-Home Placement I  
.3-4 units  P/NP  
- 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 class listing. CSU

ECE-158  Topics for Caregivers of Children in Out-of-Home Placement II  
3-4 units  P/NP  
- 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 class listing. CSU

ECE-220  Programs for the School Age Child  
3 units  SC  
- 54 hours lecture per term  
- Prerequisite: ECE 124 or equivalent  
- 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 developmentally appropriate infant-toddler curriculum including development, care-giving environments, care-giver response and collaboration with families. Observations of infants and toddlers, learning environments, and care-giving strategies will be included. CSU
### Early childhood education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Type</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE-231</td>
<td>Infant and Toddlers: Issues and Application</td>
<td>3</td>
<td>SC</td>
<td>Prerequisite: ECE 230 or equivalent, Note: Meets the State Department of Social Services licensing requirement for DSS III, Program and Curriculum Development, if taken for 3 units, and the course is a curriculum course.</td>
</tr>
<tr>
<td>ECE-237</td>
<td>Current Topics in Early Childhood Education</td>
<td>.5-3</td>
<td>SC</td>
<td>May be repeated three times, Variable hours, Recommended: Eligibility for ENGL 122 or equivalent, Note: Meets the State Department of Social Services licensing requirement for DSS III, Program and Curriculum Development.</td>
</tr>
<tr>
<td>ECE-240</td>
<td>Language, Literacy and Literature for the Young Child</td>
<td>3</td>
<td>SC</td>
<td>54 hours lecture per term, Recommended: Eligibility for ENGL 122 or equivalent</td>
</tr>
<tr>
<td>ECE-241</td>
<td>Science and Mathematics for Early Childhood Education</td>
<td>3</td>
<td>SC</td>
<td>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.</td>
</tr>
<tr>
<td>ECE-242</td>
<td>Music for the Young Child</td>
<td>2</td>
<td>SC</td>
<td>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.</td>
</tr>
<tr>
<td>ECE-243</td>
<td>Creative Art for the Young Child</td>
<td>1</td>
<td>SC</td>
<td>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.</td>
</tr>
<tr>
<td>ECE-244</td>
<td>Circle Time Activities</td>
<td>1</td>
<td>SC</td>
<td>18 hours lecture per term</td>
</tr>
<tr>
<td>ECE-245</td>
<td>Introduction to Family Child Care</td>
<td>1</td>
<td>P/NP</td>
<td>18 hours lecture per term, Recommended: Eligibility for ENGL 122 or equivalent</td>
</tr>
<tr>
<td>ECE-246</td>
<td>Introduction to Foster Parenting</td>
<td>1.5</td>
<td>P/NP</td>
<td>27 hours lecture per term, Recommended: Eligibility for ENGL 122 or equivalent</td>
</tr>
</tbody>
</table>

Note: All courses are approved by the State Department of Social Services and the State Child Development Licensing Board.
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  Practicum in Early Childhood Education I
4 units  SC
• 36 hours lecture/108 hours laboratory by arrangement per term
• Prerequisite: ECE 124 or equivalent
• Co-requisite: ECE 125 or equivalent (may be taken previously)
• Recommended: Eligibility for ENGL 122 or equivalent
• Note: TB clearance required for students to participate in laboratory work at DVC Children’s Center or approved mentor site. Meets the State Department of Social Services licensing requirement for DSS III, Program and Curriculum Development.
An introductory supervised practicum study of developmentally appropriate early childhood teaching competencies. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment; and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. CSU

ECE-250  Practicum in Early Childhood Education II
4 units  SC
• 36 hours lecture/108 hours laboratory by arrangement per term
• Prerequisite: ECE 124, ECE 125 and ECE 249 or equivalents
• 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.
An advanced supervised practicum study of developmentally appropriate practices in an early childhood education laboratory setting. Focus is on reflective teaching and developing in-depth curriculum projects based on ongoing observations of children. Topics include planning and implementing curriculum, creating environments, communication skills, and professionalism in the field. CSU

ECE-251  Administration and Supervision of Early Childhood Education Programs
3 units  SC
• 54 hours lecture per term
• Prerequisite: ECE 124 or equivalent
• 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 and eligibility for ENGL 122 or equivalents
• Note: Meets the State Department of Social Services licensing requirement for DSS VI, Supervision and Administration
This course examines supervisory theory, organizational dynamics, and staff development as they relate to early childhood education. Focus is on the human relations aspects of successful administration, and on the development of supervisory styles and management techniques to promote staff motivation and teacher effectiveness. CSU
ECE-253  
**Adult Supervision in Early Childhood Classrooms**

2 units  SC  
- 36 hours lecture per term  
- Recommended: ECE 124, 125, 130 and 250 or equivalents; eligibility for ENGL 122 or equivalent

This course is a study of the methods and principles of supervising student teachers, assistant teachers, parents and volunteers in early childhood education/child 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 equivalents

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 6-11. 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 Ages 12-18**

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 of youth. 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

An introduction to theory, methods and materials used to understand and work with young children with special needs. Examination of legal mandates, service delivery models, various disabilities and developmental delays. Resources for identification, assessment, and inclusion strategies will be addressed. CSU

ECE-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 pursue special interests under direction of the early childhood education faculty. CSU

ECE-299  
**Student Instructional Assistant**

.5-3 units  SC  
- May be repeated three times  
- Variable hours  
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU
ECONOMICS – ECON

Social Sciences Division
Ellen Kruse, Interim Dean
Faculty Office 136
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 120 or MATH 120SP or equivalent
• Recommended: Eligibility for ENGL 122 or equivalent

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 120 or MATH 120SP or equivalent
• Recommended: Eligibility for ENGL 122 or equivalent

Microeconomics focuses on the study of choices made by economic agents, namely, consumers, resource owners, firms, and government, and how these decisions affect the market for a particular good or service. Typical topics include a detailed study of the market mechanism, the elasticity properties of the demand and supply curves, how individuals make decisions about consumption and labor supply, how firms make decisions about how and how much to produce, and why some goods do not lend themselves to private production. The course also examines types of market structure and current economic issues. CSU, UC (credit limits may apply to UC - see counselor)

ECON-255 Topics in Economics
.5-3 units SC
• May be repeated three times
• Variable hours

A supplemental course in economics to provide a study of current concepts and problems in economics and related substantive areas. Specific topics will be announced in the class listing. CSU

ECON-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 students to study special interests under the direction of the faculty. CSU

ECON-299 Student Instructional Assistant
.5-3 units SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU
**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
- Note: Credit by examination option available

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

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**EDUCATION – EDUC**

Social Sciences Division
Ellen Kruse, Interim Dean
Faculty Office 136
925-685-1230 ext. 2518

**PRACTICAL ARTS – PA**

Arts and Design Division
Elizabeth DeLamater, Interim Dean
Creative Arts Building 250
925-685-1230 ext. 2523

**PHYSICAL SCIENCES AND ENGINEERING – PHYS/PHST**

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences 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.

**Program level student learning outcomes**

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

**Associate in science degree**

Electrical/electronics technology

**Certificate of achievement**

Electrical/electronics technology

**Associate in science degree - 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: ELECT 120, 121, 266, 267, 271, ELTRN 102B and CNT 103.

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.

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. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once.
Electrical/electronics technology

**major requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>units</th>
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<tbody>
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<td>ELECT 120</td>
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<td>ELECT 121</td>
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<td>ELECT 130</td>
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<td>ELECT 286</td>
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<td>ELECT 267</td>
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<td>ELECT 271</td>
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<tr>
<td>ELTRN 102B</td>
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**total minimum required units** 26

**optional electives**

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<tr>
<td>COMTC 110</td>
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<tr>
<td>ENSYS 130</td>
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</table>

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: ELECT 120, 121, 266, 267, ELTRN 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.

**required courses**

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<td>ELECT 286</td>
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<td>ELECT 271</td>
<td>4</td>
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<tr>
<td>ELTRN 102B</td>
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**total minimum required units** 26

**recommended courses**

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<th>units</th>
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<tbody>
<tr>
<td>COMTC 110</td>
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<tr>
<td>CNT 103</td>
<td>1</td>
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<tr>
<td>CNT 105</td>
<td>3</td>
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</tbody>
</table>

**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

A supplemental course in electricity designed to provide a study of the current concepts and problems in electricity. Specific topics will be announced in the class listing. 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.
### ELTRN-116  Introduction to Electronics

- **Units:** 2-4 units (SC)
- **Variable hours**
- **Description:** 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

- **Units:** 4 units (LR)
- **54 hours lecture/54 hours laboratory per term**
- **Recommended:** ELTRN 121 or equivalent
- **Description:** 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, including use of software to simulate electrical circuits. CSU

### ELTRN-121  AC Circuits

- **Units:** 4 units (LR)
- **54 hours lecture/54 hours laboratory per term**
- **Recommended:** ELTRN 120 or equivalent
- **Description:** 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-150  Topics in Electronics

- **Units:** .3-.4 units (SC)
- **May be repeated three times**
- **Variable hours**
- **Description:** 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 class listing. CSU

### ELTRN-299  Student Instructional Assistant

- **Units:** .5-.3 units (SC)
- **May be repeated three times**
- **Variable hours**
- **Description:** Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

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**Course Descriptions:**

**ELECT-271  Programmable Logic Controllers**

- **Units:** 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, troubleshooting and maintenance, ladder diagrams, programming of counters, timers, and inputs/outputs, and other programming commands. CSU

**ELECT-299  Student Instructional Assistant**

- **Units:** .5-3 units (SC)
- **May be repeated three times**
- **Variable hours**
- **Note:** Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

**ELTRN-102B  Linear Circuits**

- **Units:** 4 units (LR)
- **54 hours lecture/54 hours laboratory per term**
- **Recommended:** ELECT 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**

- **Units:** 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 students to 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
ENERGY SYSTEMS – ENSYS

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences 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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree
Energy systems
Specializations:
Photovoltaic
Solar thermal

Certificates of achievement
Energy systems - Photovoltaic
Energy Systems - Solar thermal

Associate in science degree - Energy systems
This program prepares students for jobs installing, designing, servicing and maintenance of maintaining solar energy systems. Students can choose either of two areas of specialization.

Students who focus on photovoltaic systems 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 photovoltaic required courses are part of the Electricians Trainee Program and approved by the Division of Apprenticeship Standards: ELECT 120, 121, 266, 267.

Students who focus on solar thermal systems will be prepared for careers installing, designing, servicing, and maintaining solar thermal systems. Successful completers of this program will be able to work with residential, commercial, and industrial-size solar thermal systems. Solar thermal systems include domestic water heating, radiant floor heating, swimming pool, and spa heating systems. Solar air heating and cooling systems are currently under development, and will be included once established. Many of the skills learned in the solar thermal courses relate to photovoltaic systems as well. The following solar thermal required courses are part of the electricians’ trainee program and are approved by the Division of Apprenticeship Standards: ELECT 120 and 266.

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.

Students are limited to one associate in science degree regardless of the number of specializations completed. Multiple certificates may be awarded.

<table>
<thead>
<tr>
<th>major requirements</th>
<th>units</th>
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<tbody>
<tr>
<td>CONST 110 Occupational Safety ........................................ 2</td>
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<tr>
<td>CONST 114 Blueprint Reading ............................................. 3</td>
<td></td>
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<tr>
<td>CONST 135 Construction Processes (Residential) ....................... 4</td>
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<td>ELECT 120 Direct Current Circuits ..................................... 4</td>
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<tr>
<td>ELECT 266 Electrical Codes: Articles 90-398 ........................ 3</td>
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choose 9-11 units from one of the following two specialty areas:

photovoltaic

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
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<tbody>
<tr>
<td>ELECT 121 Alternating Current Circuits ............................ 4</td>
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<tr>
<td>ELECT 267 Electrical Codes: Articles 400-830 ..................... 3</td>
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<td>ENSYS 130 Photovoltaic Systems Design and Installation ............ 2</td>
<td></td>
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<td>ENSYS 230 Advanced Photovoltaic Systems ......................... 2</td>
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solar thermal

<table>
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<tr>
<td>CONST 191 Plumbing Code Interpretation .......................... 3</td>
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<tr>
<td>ENSYS 140 Solar Thermal Systems .................................. 4</td>
<td></td>
</tr>
<tr>
<td>ENSYS 260 Solar Photovoltaic and Thermal Installation Techniques ..................................................... 2</td>
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</tbody>
</table>

total minimum required units 25

recommended course

| MATH 120 Intermediate Algebra ........................................ 4 |
Certificate of achievement - Energy systems - Photovoltaic

This program prepares students for jobs installing, designing, servicing and maintaining 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: ELECT 120, 121, 266, 267.

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.

**major requirements**

<table>
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<tr>
<th>Course</th>
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<tr>
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<td>CONST 135</td>
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<tr>
<td>ENSYS 130</td>
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<tr>
<td>ENSYS 230</td>
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</table>

**total minimum required units**

27

Certificate of achievement - Energy systems - Solar thermal

This program prepares students for careers installing, designing, servicing and maintaining solar thermal systems. Successful completers of this program will be able to work with residential, commercial, and industrial-size solar thermal systems. Solar thermal systems include domestic water heating, radiant floor heating, swimming pool, and spa heating systems. Solar air heating and cooling systems are currently under development, and will be included once established.

Many of the skills learned in these courses relate to solar photovoltaic systems as well. The following courses are part of the electricians’ trainee program and are approved by the Division of Apprenticeship Standards: ELECT 120 and 266.

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>
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<tr>
<th>Course</th>
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**recommended course**

<table>
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<tbody>
<tr>
<td>MATH 120</td>
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</table>

**total units required**

25

**ENSYS-120 Introduction to Alternate Energy Systems**

2 units  SC

- 36 hours lecture/18 hours laboratory per term
- Formerly AET 120

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 hydroelectrical 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

**ENSYS-130 Photovoltaic Systems Design and Installation**

2 units  SC

- May be repeated once
- 36 hours lecture/18 hours laboratory per term
- Formerly AET 130

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 or 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

**ENSYS-140 Solar Thermal Systems**

4 units  LR

- 54 hours lecture/54 hours laboratory per term
- Note: The laboratory part of this course will include working with hand and power tools and metal soldering. This course is equivalent to ENSYS 141 and ENSYS 145 combined.
- Formerly AET 140

This course will cover the theory and application of solar thermal systems. This includes solar water heating for domestic use, radiant floor heating, swimming pools and spas. Additional topics include solar air heating and applications of power concentration. CSU
Energy systems

**ENSYS-141 Introduction to Solar Thermal Systems**
2 units SC
- 27 hours lecture/27 hours laboratory per term
- Note: Laboratory activities include working with hand and power tools and being on elevated structures

This course will cover the theory and applications of solar thermal systems including hot water heating, radiant floor heating, swimming pools and spas. Laboratory activities include building drain-back, drain-down and ICS solar systems. CSU

**ENSYS-145 Advanced Solar Thermal Systems**
2 units LR
- 27 hours lecture/27 hours laboratory per term
- Note: Laboratory activities include working with hand and power tools and being on elevated structures

This course will cover the design, installation and servicing of solar thermal systems for residential and commercial applications. CSU

**ENSYS-150 Topics in Energy Systems**
.3-4 units SC
- May be repeated three times
- Formerly AET 150

A supplemental course in energy systems that provides a study of current concepts and practices in energy systems and related subdivisions. Specific topics will be announced in the class listing. CSU

**ENSYS-230 Advanced Photovoltaic Systems**
2 units LR
- May be repeated once
- 27 hours lecture/27 hours laboratory per term
- Recommended: ENSYS 130 or equivalent and ELECT 122 or equivalent
- Formerly AET 230

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

**ENSYS-260 Solar Photovoltaic and Thermal Installation Techniques**
2 units LR
- 27 hours lecture/27 hours laboratory per term
- Prerequisite: ENSYS 140 or equivalent
- Note: This course will include activities working with high voltages and working on elevated surfaces. Class activities include climbing ladders, lifting up to 50 pounds and working in crawl spaces and tight areas.
- Formerly AET 260

This course will cover the techniques, tools, materials used in the installation of solar photovoltaic and solar thermal systems. This course will also cover the OSHA safety requirements for ladder, roof, fall-protection systems, scissor lifts and forklifts. CSU

**ENSYS-299 Student Instructional Assistant**
5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
- Formerly AET 299

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

**ENGINEERING AND ENGINEERING TECHNOLOGY – ENGIN**

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

Possible career opportunities

The engineering transfer program prepares students to enter four-year engineering schools as juniors. Upon completion of the B.S., students can become electrical, civil, mechanical, chemical, materials, aerospace or industrial engineers.

Career options in engineering technology include civil engineering technicians, surveying and mapping technicians (cartography), architectural and civil drafters, and mechanical engineering technicians. Engineering technicians may work as computer-aided design drafters, engineering aides, land surveyors, field assistants, planning technicians and technical sales people.
Program level student learning outcomes

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

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

Computer aided drafting and digital media for engineering and architecture

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 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. Certain 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>
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<tbody>
<tr>
<td>CONST 114</td>
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<tr>
<td>ENGIN 120</td>
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<td>ENGIN 121</td>
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<td>GEOG 127</td>
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<td>PHYS 110</td>
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plus at least 4 units from:

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<tr>
<th>Course</th>
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<tr>
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plus at least 3 units from:

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plus at least 3 units from:

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plus at least 3 units from:

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<td>GEOG 128</td>
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<tr>
<td>GEOG 160</td>
<td>4</td>
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<tr>
<td>GEOG 162</td>
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</table>

total minimum required units 35

Associate in science degree - Mechanical design drafting technology

The associate in science degree in mechanical design drafting technology provides students with the technical and analytical skills needed for employment in the field of mechanical engineering drafting. Through both academic and laboratory study students gain the practical skills needed for entry into the job market. Drafters prepare, interpret, and revise technical drawings using computer-aided-drafting (CAD) and may gather and categorize field data.

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. Certain courses may satisfy both major and other graduation requirements; however the units are only counted once.

major requirements

<table>
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<tr>
<td>CHEM 108</td>
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<td>ENGIN 120</td>
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<tr>
<td>ENGIN 111</td>
<td>4</td>
</tr>
<tr>
<td>MATH 121</td>
<td>3</td>
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</tbody>
</table>
### Engineering and engineering technology

**plus at least 3 units from:**
- ENGIN 239 Statics and Strengths of Materials .......... 4
- MATEC 121 Machine Processes II ........................ 3
- MATEC 222 Introduction to Computer Numerical Control ........................................ 3

**plus at least 3 units from:**
- ARTDM 160 3D Modeling and Animation I .......................... 3
- ENGIN 129 Introduction to SolidWorks .......................... 4
- ENGIN 222 Principles of Structural Steel Drafting .................. 3
- ENGIN 223 Principles of Pipe Drafting .......................... 3
- ENGIN 298 Independent Study .......................... 0.5-3

**total minimum required units** 34

### 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 term so please consult with the program director for assistance in scheduling classes.

**required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CONST 114</td>
<td>Blueprint Reading</td>
<td>3</td>
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<tr>
<td>ENGIN 120</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 121*</td>
<td>Engineering Drawing /Descriptive Geometry</td>
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</tr>
<tr>
<td>ENGIN 123</td>
<td>Principles of Civil Drafting</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 127</td>
<td>Introduction to Global Positioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 110</td>
<td>Elementary Physics</td>
<td>3</td>
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</table>

**plus at least 4 units from:**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHI 126</td>
<td>Computer Aided Design and Drafting AutoCAD</td>
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<tr>
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</table>

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<tbody>
<tr>
<td>ARCHI 226</td>
<td>Computer Aided Drafting Design, Advanced Concepts - AutoCAD</td>
<td>4</td>
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<tr>
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<tbody>
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<tr>
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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MATH 121*</td>
<td>Plane Trigonometry</td>
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</tr>
<tr>
<td>ENGIN 111</td>
<td>Mathematics for Technicians</td>
<td>4</td>
</tr>
</tbody>
</table>

### 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 term so please consult with the program director for assistance in scheduling classes.

**required courses**

<table>
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<tr>
<th>Course Code</th>
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<tbody>
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</tr>
<tr>
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<td>Mathematics for Technicians</td>
<td>4</td>
</tr>
</tbody>
</table>

**total minimum required units** 27

*Certain courses required for this certificate have recommended or prerequisite coursework that could add additional units.*
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 term so please consult with the program director for assistance in scheduling classes.

required courses

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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<tbody>
<tr>
<td>CHEM 108</td>
<td>Introductory Chemistry</td>
<td>4</td>
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<tr>
<td>ENGIN 120*</td>
<td>Engineering Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 122</td>
<td>Principles of Mechanical Drafting</td>
<td>3</td>
</tr>
<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, Advanced Concepts - AutoCAD</td>
<td>4</td>
</tr>
<tr>
<td>MATEC 120</td>
<td>Introduction to Machine Technology</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 110</td>
<td>Elementary Physics</td>
<td>3</td>
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* Required courses; total minimum required units 24

plus at least 3 units from:

<table>
<thead>
<tr>
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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ENGIN 111</td>
<td>Mathematics for Technicians</td>
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<tbody>
<tr>
<td>ENGIN 239*</td>
<td>Statics and Strengths of Materials</td>
<td>4</td>
</tr>
<tr>
<td>MATEC 121</td>
<td>Machine Processes II</td>
<td>3</td>
</tr>
<tr>
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<tr>
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<th>Units</th>
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<tbody>
<tr>
<td>ARTDM 190*</td>
<td>3D Modeling and Animation I</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 129</td>
<td>Introduction to SolidWorks</td>
<td>4</td>
</tr>
<tr>
<td>ENGIN 222</td>
<td>Principles of Structural Steel Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 223</td>
<td>Principles of Pipe Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 298</td>
<td>Independent Study</td>
<td>0.5-3</td>
</tr>
</tbody>
</table>

* Some courses required for this certificate have recommended or prerequisite coursework that could add additional units.

Certificate of accomplishment - Computer aided drafting and digital media for engineering and architecture

Drafters create drawings and plans to specify dimensions, materials and processes for the finished product. Such drawings and plans provide guidance to those working to complete the finished product. Drafters also render drawings from blueprints, sketches, and photos and other sources which show the interplay of components and their relationships to one another, and to provide guidance for final assembly.

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 term so please consult with the program director for assistance in scheduling classes.

required courses

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
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<tbody>
<tr>
<td>COMSC 100</td>
<td>Introduction to Computers and Information Systems</td>
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<td>ENGIN 120*</td>
<td>Engineering Drawing</td>
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</tr>
<tr>
<td>ENGIN 122</td>
<td>Principles of Mechanical Drafting</td>
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<tr>
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</tr>
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</table>

* Required courses; total minimum required units 24

plus at least 3 units from:

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<tr>
<td>ENGIN 111</td>
<td>Mathematics for Technicians</td>
<td>4</td>
</tr>
<tr>
<td>MATH 114</td>
<td>Geometry</td>
<td>3</td>
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</table>

Certificate of achievement - Mechanical 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 mechanical engineering, machining and/or manufacturing.

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 term so please consult with the program director for assistance in scheduling classes.

required courses

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ARCHI 126</td>
<td>Computer Aided Design and Drafting</td>
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<td>ENGIN 126</td>
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<td>ARCHI 226</td>
<td>Computer Aided Drafting Design, Advanced Concepts - AutoCAD</td>
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* Required courses; total minimum required units 34

plus 4 units from:

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<thead>
<tr>
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<tbody>
<tr>
<td>ARCHI 119</td>
<td>Introduction to Technical Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ARCHI 120</td>
<td>Introduction to Architecture and Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>CONST 114</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 119</td>
<td>Introduction to Technical Drawing</td>
<td>3</td>
</tr>
</tbody>
</table>
plus 3 units from:
ARCHI 135  Digital Tools for Architecture I............................ 4
ARTDM 160  3D Modeling and Animation I......................... 3
ENGIN 129  Introduction to SolidWorks.......................... 3
GEOG 125  Introduction to Geographic Information Systems (GIS).............. 3

total minimum required units 13

ENGIN-110  Introduction to Engineering
3 units   SC
• 36 hours lecture/54 hours laboratory/18 hours laboratory by arrangement per term
• Recommended: Eligibility for ENGL 122 or equivalent

Introduction to different engineering disciplines and careers, the role of an engineer in society, engineering ethics, the engineering approach to problem-solving, engineering design process and project development, engineering analysis, concurrent engineering, and application of computers in engineering including design and presentation tools. The emphasis is on hands-on creative problem solving, teamwork, and effective communication. Students will develop design, analysis, and computer skills through work on projects drawn from various engineering majors.

CSU, UC

ENGIN-111  Mathematics for Technicians
4 units   LR
• 90 hours lecture/36 hours laboratory per term
• Prerequisite: MATH 110 or equivalent
• Note: The hand-held calculator will be used extensively as an aid to problem solving

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/36 hours laboratory by arrangement per term
• Note: Same as ARCHI 119; for students with no previous drafting experience. Credit by examination option available.

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/36 hours laboratory by arrangement per term
• Recommended: MATH 114 or equivalent, ENGIN 119 or equivalent

Introduction to orthographic, oblique and perspective projections. Relationships of points, lines and planes. Auxiliary views, dimensioning, tolerancing, threads and fasteners. Introduction to solid modeling CAD system and use of the computer to produce engineering drawings. Introduction to conceptual design and graphics as a form of communication in the engineering field. CSU, UC

ENGIN-121  Engineering Drawing/Descriptive Geometry
3 units   LR
• 36 hours lecture/72 hours laboratory/36 hours laboratory by arrangement per term
• Recommended: ENGIN 120 or equivalent and MATH 121 or equivalent (may be taken concurrently)

Introduction to solid modeling CAD system and use of the computer to produce engineering drawings. Introduction to conceptual design and graphics as a form of communication in the engineering field. CSU, UC

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 equivalent

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 111 (may be taken concurrently), ENGIN 119 and ENGIN 126 or equivalents

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
### Engineering and engineering technology

**ENGIN-126** Computer Aided Design and Drafting AutoCAD  
4 units SC  
- May be repeated once  
- 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term  
- Recommended: ARCHI 119 or ENGIN 119 or equivalent  
- Note: Same as ARCHI 126; may be repeated once when software changes. Credit by examination option available.  

Introductory course covering the computer application AutoCAD as it relates to the creation of technical drawings. Course covers two dimensional 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)

**ENGIN-129** Introduction to SolidWorks  
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 will cover 2D and 3D computer aided drafting principles using feature manipulation tools, dimensioning, sections, swept and loft features, as well as assembly drawing. Previous knowledge of SolidWorks 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 (may be taken concurrently) and 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  
- Prerequisite: MATH 192 or equivalent  
- Recommended: MATH 193 or equivalent (may be taken concurrently)  

Methods of problem solving and data visualization in engineering and science using the MATLAB programming language will be introduced. Topics include numerical integration and differentiation, solution of systems of equations, regression, roots of equations and solution of differential equations. Programming with functions, local and global variables, file input and output, data formatting, induction, iteration, recursion and elements of object oriented programming will also be covered. CSU, UC

**ENGIN-140** Plane Surveying  
3 units SC  
- 54 hours lecture/54 hours laboratory per term  
- Prerequisite: MATH 121 or equivalent  
- Note: Same as CONST 116  

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 and care of surveying instruments including tapes, transits, and levels; GPS measurements; map reading; horizontal and vertical curves and mapping. 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 concepts and problems in engineering. Specific topics to be announced in the class listing. 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. Students 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 SC  
- 54 hours lecture/54 hours laboratory/36 hours laboratory by arrangement per term  
- Recommended: ENGIN 126 or ARCHI 126 or equivalent  
- Note: Same as ARCHI 226. 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 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)

ENGIN-229 Advanced Concepts in SolidWorks  
4 units SC  
- May be repeated once  
- 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 SolidWorks. Students will continue to learn advanced techniques for capturing design intelligence. 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 tackling references and interdependencies is a driving consideration in the course. Upon completion of the course, students will exhibit a demonstrated competence in a comprehensive range of SolidWorks 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, Ohm’s law, Kirchoff’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-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 ENGIN 136 or equivalent and eligibility for ENGL 122 or equivalent  
Study of the effects of concentrated and distributed forces on the equilibrium of rigid bodies, structures, beams, flexible cables and fluid statics. Applying the method of sections and free body diagrams to solve truss problems. The study of wedges, screws, bearings, brakes and other problems involving friction. Virtual work and potential energy methods in the determination of equilibrium conditions in machines and structures. CSU, UC
ENGIN-256 Dynamics
3 units LR
- 54 hours lecture/18 hours laboratory 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-257 Statics and Strength of Materials
3 units LR
- 54 hours lecture/18 hours laboratory per term
- Prerequisite: PHYS 130 or equivalent
- Co-requisite: MATH 294 or equivalent (may be taken previously)
- Recommended: MATH 194 or equivalent

A study of mechanics and strength of materials, including equilibrium of particles and rigid bodies, analysis of truss and frame structures, concepts of stress and strain, linear elastic materials, axially-loaded structural elements, bending and torsion in circular and hollow shafts. Deflection of beams, buckling of columns and energy methods are also discussed. CSU, UC

ENGIN-258 Introduction to Solid Mechanics
3 units LR
- 54 hours lecture/18 hours laboratory per term
- Prerequisite: ENGIN 255 or equivalent
- Co-requisite: MATH 294 or equivalent (may be taken previously)

This course covers the fundamentals of solid mechanics. Definitions of stress and strain and their relationship in two and three dimensional problems are presented. Stress and strain transformations are discussed. Equations for torsion and bending of bars are derived and deflection of beams and shafts are studied. Deflection of columns and energy methods are also covered. CSU, UC

ENGIN-259 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 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

ENGIN-299 Student Instructional Assistant
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. 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
- Non degree applicable
- 18 hours lecture/54 hours laboratory per term
- Recommended: ESL 086 and ESL 088 or equivalents

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-083  ESL: Language Laboratory
2 units  P/NP
• 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 intermediate 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 learn how to do basic computer research.

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-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-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, ESL 088 or equivalents

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-091 ESL: Topics in Vocational English Skills

.5-3 units SC
- 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 accomplishment. 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 accomplishment. 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 088 or equivalent or eligibility for ESL 096A 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 Division
Ellen Kruse, Interim Dean
Faculty Offices 136
925-685-1230 ext. 2518

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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in arts degree

ESL: Topics in Vocational English Skills

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 G.E.). Option 1 (DVC General Education) is not generally advised.
## English

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. Certain 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 complete at least 6 units from:</th>
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<tbody>
<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>
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</table>

<table>
<thead>
<tr>
<th>Group 2: Core genre complete at least 3 units from:</th>
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<tbody>
<tr>
<td>ENGL 150 Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 151 The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 153 Contemporary Poetry</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 180** Literature of the Drama</td>
<td>3</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Group 3: Core survey complete at least 6 units from:</th>
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<tbody>
<tr>
<td>ENGL 154 Shakespeare and His World</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 252 Early English Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 253 Survey of Late English Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 262 Survey of American Literature I (First Contact-1865)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 263 Survey of American Literature</td>
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<tr>
<th>Group 4: electives - Specialized literature and writing complete at least 6 units from:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ENGL 152 The Short Film</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 162 Language, Literature and Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 163 Asian American Literature</td>
<td>3</td>
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<tr>
<td>ENGL 164 Native American Literatures</td>
<td>3</td>
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<tr>
<td>ENGL 166 African American Literature</td>
<td>3</td>
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<tr>
<td>ENGL 167 Latin American Literature</td>
<td>3</td>
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<tr>
<td>ENGL 168 The Literatures of America</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 170 World Mythology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 172 The Bible as Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 173 Introduction to Gay and Lesbian Multicultural Voices in Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 175 Science Fiction and Fantasy Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 176 The Graphic Novel as Literature</td>
<td>3</td>
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<tr>
<td>ENGL 177 Children’s Literature</td>
<td>3</td>
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<tr>
<td>ENGL 190 Multicultural Literature by American Women</td>
<td>3</td>
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<tr>
<td>ENGL 222* Creative Writing</td>
<td>3</td>
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<tr>
<td>ENGL 223 Short Story Writing</td>
<td>3</td>
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<tr>
<td>ENGL 224 Poetry Writing</td>
<td>3</td>
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<tr>
<td>ENGL 225* Writing about Cultural Identity in America</td>
<td>3</td>
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</table>

**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.**

<table>
<thead>
<tr>
<th>ENGL-090</th>
<th>Introduction to College English</th>
</tr>
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<tbody>
<tr>
<td>2.5 units</td>
<td>SC</td>
</tr>
<tr>
<td>• Non degree applicable</td>
<td></td>
</tr>
<tr>
<td>• 45 hours lecture per term</td>
<td></td>
</tr>
<tr>
<td>• Recommended: Eligibility for ENGL 098 or equivalent</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>ENGL-091</th>
<th>Special Studies in Reading and Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit</td>
<td>P/NP</td>
</tr>
<tr>
<td>• May be repeated three times</td>
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<tr>
<td>• Non degree applicable</td>
<td></td>
</tr>
<tr>
<td>• 9 hours lecture/27 hours laboratory per term</td>
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<tr>
<td>• Note: Sections for ESL students available</td>
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</table>

A series of short-term, one-unit mini-courses which develop specific skills in reading and writing. Courses include reading comprehension, effective reading strategies, spelling/vocabulary, sentence structure, and punctuation.

<table>
<thead>
<tr>
<th>ENGL-092</th>
<th>College Study Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 units</td>
<td>P/NP</td>
</tr>
<tr>
<td>• Non degree applicable</td>
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<tr>
<td>• 36 hours lecture per term</td>
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</table>

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.

<table>
<thead>
<tr>
<th>ENGL-095</th>
<th>Studies in Writing</th>
</tr>
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<tbody>
<tr>
<td>.5-6 units</td>
<td>SC</td>
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<tr>
<td>• May be repeated three times</td>
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<tr>
<td>• Non degree applicable</td>
<td></td>
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<tr>
<td>• Variable hours</td>
<td></td>
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<tr>
<td>• Recommended: ENGL 096 and ENGL 098 or equivalent recommendation from the assessment process</td>
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<tr>
<td>• Formerly ENGL 105</td>
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</tbody>
</table>

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-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 098A or equivalent  
- Note: ESL 098A 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 or equivalent  
- 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-099  English Grammar and Usage  
3 units  SC  
- Non degree applicable  
- 54 hours lecture per term  
- Formerly ENGL 110  
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: ENGL 096 or reading/writing assessment process or equivalent  
- 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: ENGL 098 or reading/writing assessment process or equivalent  
- 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, analysis of primarily expository and persuasive texts, 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 will concentrate on how expository texts make their arguments as demonstrated through higher levels of critical thinking such as analysis, synthesis and evaluation. 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 technical environments of science and industry, with an emphasis on selecting appropriate evidence, and on understanding and employing various levels of technical vocabulary and abstraction. Strategic use of visual support, technical metaphor, and application of communication principles to technical settings 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
ENGL-154 Shakespeare and His World
3 units SC
- 54 hours lecture per term
- Recommended: ENGL 122 or equivalent
This course will focus on 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 will be discussed. The relationship between Shakespeare’s work as literature will be 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 viewpoints; 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

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 origin, and the influence of rhetoric, religion, philosophy, history, music, or other arts or literature. CSU

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 literary works of American authors from underrepresented groups: African American, Asian American, Mexican American, and Native American. We will read selected contributions from novels, plays, short stories, nonfiction and poetry to understand the influences that shape 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 myths 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 scriptures (Old Testament) and the New Testament as literature, studying the historical, intellectual, and spiritual environments in which the texts were composed. 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. The works studied represent a wide variety of racial, cultural and socio-economic groups. 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. Novels, short stories, poems and plays are presented with a focus on literary elements as well as historical, social and psychological contexts. Through an understanding of the historical, social, and psychological forces shaping the literature and related arts, students will reach a heightened awareness of gay and lesbian culture. Through critical analysis of these works, students will 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-176  The Graphic Novel as Literature  
3 units  SC  
• 54 hours lecture per term  
• Recommended: Eligibility for ENGL 122 or equivalent  
This course focuses on the reading, critical analysis, and thoughtful discussion of graphic novels - or “art comics” - as a unique branch of literature. The course focuses on non-fiction (memoir and investigative reporting) and fiction (superhero, coming of age, experimental) texts, composed of image and word by significant creators in the field. Major consideration will be given to understanding the literary and artistic techniques used in composing “art comics,” the historical and cross-cultural origins of the form, and the current significance of its growth in contemporary literature and culture. 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, considering the contributions and points of view of various underrepresented populations including 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 renderings. Through a study of the artist’s work and an understanding of the historical, social, and psychological forces shaping the work, 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 the genre. CSU, UC (credit limits may apply to UC - see counselor).

### 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 both class and the instructor. CSU, UC (credit limits may apply to UC - see counselor).

### ENGL-223 Short Story Writing
3 units SC
- 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

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
- 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

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 nonfiction such as autobiography, biography, and creative nonfiction. Students will read works of American authors with particular attention paid to multicultural groups. Students will present original prose writing (approximately 6,000 words) for informal discussion and criticism. CSU, UC (credit limits may apply to UC - see counselor).

### ENGL-226 Literary Nonfiction
3 units SC
- May be repeated once
- 54 hours lecture per term
- Prerequisite: Eligibility for ENGL 122 or equivalent

Students study classic and contemporary narrative nonfiction writing, specifically memoir, travel, nature and personal essays. Students write original, nonfiction essays that employ fictional and literary techniques. Students present their writing to other students and the instructor for feedback and revision. CSU, UC (credit limits may apply to UC - see counselor).

### 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 influence 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 (credit limits may apply to UC - see counselor).

### 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 (credit limits may apply to UC - see counselor).
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, and 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 and written literature from cultures around the world from ancient times to the sixteenth century 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 literature from cultures around world from the 17th century to modern times in English translation. CSU, UC

ENGL-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 the faculty. CSU

ENVIRONMENTAL SCIENCE - ENVSC

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext 2359

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree
Environmental science

Associate in science degree - Environmental science
The associate in science degree in environmental science offers a distinctive program of interdisciplinary study. It is a field of inquiry exploring energy and climate systems and their complex relationships with the world’s diverse human cultures. To achieve this goal, students and faculty work together across disciplines to develop an understanding of environmental sustainability in all its dimensions. The program focuses on current environmental concerns that have far-reaching implications for the fate of human society, ecological systems, and energy diversity. This involves an integration of knowledge from a variety of disciplines to understand the function of the ecological system and human impact upon these systems at a local, regional, and global scale.

DVC environmental science 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 G.E.). General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer.

To earn an associate in science degree, 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, evening, online, or a combination of those. Certain classes may satisfy both major and other graduation requirements; however, the units are only counted once.
Film

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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<tr>
<td>BIOSC 170</td>
<td>Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>ENGIN 130</td>
<td>Energy, Society, and the Environment</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 140</td>
<td>Introduction to Weather</td>
<td>3</td>
</tr>
<tr>
<td>OCEAN 101</td>
<td>Fundamentals of Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 120</td>
<td>General College Physics I</td>
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Plus at least 4 units from:

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<td>CHEM 108</td>
<td>Introductory Chemistry</td>
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</tr>
<tr>
<td>CHEM 120</td>
<td>General College Chemistry I</td>
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Plus at least 9 units from:

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<td>ARCH 120</td>
<td>Introduction to Architecture and Environmental Design</td>
<td>3</td>
</tr>
<tr>
<td>BIOSC 126</td>
<td>Nature Study and Conservation</td>
<td>4</td>
</tr>
<tr>
<td>COOP 170</td>
<td>Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
<tr>
<td>ENSYS 120</td>
<td>Introduction to Alternate Energy Systems</td>
<td>2</td>
</tr>
<tr>
<td>GEOG 127</td>
<td>Introduction to Global Positioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 130</td>
<td>Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>MATH 182</td>
<td>Calculus for Management, Life Science and Social Science I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 192</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 112</td>
<td>Fundamentals of Physical Science I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total minimum required units 29

Film - FILM

Applied and Fine Arts Division
Michael Almaguer, Dean
Business and Foreign Language Building 204
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 - FILM

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 term 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 - FILM

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 - FILM

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 - FILM

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 - FILM

Film 150 Topics in Film

.3-4 units SC

- May be repeated three times
- Variable hours
- Recommended: Eligibility for ENGL 122 or equivalent

A supplemental course in film to provide a study of current concepts and problems in film. Specific topics will be announced in the class listing. CSU
**Film**

**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  
- Note: Same as BCA 165 and ARTDM 145  
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, UC

**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 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

**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 Scriptwriting - 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
• 36 hours lecture/54 hours laboratory per term
• Recommended: Eligibility for ENGL 122 or equivalent
The course teaches the student to execute short, single-camera digital videos by applying the introductory elements of the class including: camera operation and lens selection, audio recording, script development and visual concepts, lighting setup, digital production, and basic digital editing. CSU, UC (credit limits may apply to UC - see counselor)

FILM-293  Fundamentals of Film Making - Intermediate
3 units  SC
• 36 hours lecture/54 hours laboratory per term
• Prerequisite: FILM 292 or equivalent
• Recommended: Eligibility for ENGL 122 or equivalent
This course teaches the student to create intermediate level single-camera digital videos that utilize mixed soundtracks, sophisticated lighting schemes, sync sound, polished editing and the use of visual metaphors. 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
• Note: 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

FILM-299  Student Instructional Assistant
.5-3 units  SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

DIABLO VALLEY COLLEGE  CATALOG 2011-2012  PROGRAMS AND COURSES 223
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.

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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Certificate of achievement
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 at least 13 units from one of the following lists of courses which must be completed with a grade of “C” grade or higher.

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<th>List A</th>
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<tr>
<td>FRNCH 120 First Term French</td>
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<td>FRNCH 121 Second Term French</td>
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<td>FRNCH 220 Third Term French</td>
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<td>FRNCH 221 Fourth Term French</td>
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<td>FRNCH 230 Fifth Term French</td>
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<tr>
<th>List B</th>
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</thead>
<tbody>
<tr>
<td>FRNCH 121 Second Term French</td>
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<tr>
<td>FRNCH 155 First Term Conversational French</td>
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<tr>
<td>FRNCH 156 Second Term Conversational French</td>
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<td>FRNCH 157 Third Term Conversational French</td>
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<tr>
<td>FRNCH 220 Third Term French</td>
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<tr>
<td>FRNCH 221 Fourth Term French</td>
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</tbody>
</table>

_Total minimum required units: 13_

FRNCH-120 First Term French
5 units  SC
- 90 hours lecture/18 hours laboratory by arrangement per term

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

A second-term basic course at a more advanced level in understanding, speaking, reading, and writing French. Cultural material and information will also be covered. 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 class listing. CSU

FRNCH-155 First Term Conversational French
3 units  SC
- 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

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  

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 on to 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  

This is a third term conversational French course designed to improve and refine speaking, listening, and comprehension 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 francophone 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 220 or equivalent  

This is a continuation of FRNCH 211 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

FRNCH-299  Student Instructional Assistant  
.5-3 units  SC  
- May be repeated three times  
- Variable hours  
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.  

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU
GEOGRAPHY – GEOG

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences 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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in arts degree - 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 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 G.E.). 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. Certain 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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<tbody>
<tr>
<td>ANTHR 130 Cultural Anthropology</td>
<td>3</td>
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<tr>
<td>GEOG 120 Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 130 Cultural Geography</td>
<td>3</td>
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<tr>
<td>GEOG 135 World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 162 Maps and Cartography</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 131 The Urban Community</td>
<td>3</td>
</tr>
</tbody>
</table>

| total minimum required units | 18 |

Associate in science degree - Geographic information systems/Global positioning system
The associate in science degree program in geographic information systems (GIS)/global positioning system (GPS) 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. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once.

**major requirements**

- GEOG 125 Introduction to Geographic Information Systems (GIS) ........................................ 3
- GEOG 126 Advanced Geographic Information Systems .................................................. 3
- GEOG 127 Introduction to Global Positioning Systems (GPS) ......................................... 3
- 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

**major requirements**

- COMSC 100L Introduction to Computer Software ........................................... 1
- COMSC 110 Introduction to Programming ........................................... 4
- COMSC 138 Using Visual Basic for Applications ........................................... 2
- COMSC 172 UNIX and Linux Administration ........................................... 2
- 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 128 Computer Aided Design and Drafting AutoCAD ........................................... 4
- GEOG 120 Physical Geography ........................................... 3
- GEOL 120 Physical Geology ........................................... 3

**total minimum required units** 31

**Associate in science degree - Meteorology**

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 G.E.). Option 1 (DVC General Education) is not generally advised.

To earn an associate in science degree with a major in meteorology, 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. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once.

**major requirements**

- GEOG 120 Physical Geography ........................................... 3
- GEOG 121 Physical Geography Laboratory ........................................... 1
- GEOG 135 World Regional Geography ........................................... 3
- GEOG 140 Introduction to Weather ........................................... 3
- GEOG 141 Introduction to Weather Laboratory ........................................... 1
- GEOG 162 Maps and Cartography ........................................... 3
- PHYS 120 General College Physics ........................................... 4

**total minimum required units** 18

**Associate in science degree - 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 a broad spectrum of courses related to the physical environment. Students will be prepared to transfer to UC, CSU and other four-year colleges and universities to earn a baccalaureate degree. DVC hones students’ spatial and analytical skills while preparing them 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 G.E.). Option 1 (DVC General Education) is not generally advised.

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 require-
Geography

Requirements as listed in the catalog. Certain 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>
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<tbody>
<tr>
<td>GEOG 120</td>
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<td>GEOG 121</td>
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<td>GEOG 135</td>
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<td>GEOG 140</td>
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<td>GEOG 141</td>
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<tr>
<td>GEOG 162</td>
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**plus at least 4 units from:**

<table>
<thead>
<tr>
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<td>GEOG 125</td>
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<td>GEOL 120</td>
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<tr>
<td>GEOL 122</td>
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<tr>
<td>GEOL 125</td>
<td>3</td>
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</tbody>
</table>

**total minimum required units** 18

**Certificate of achievement - Geographic information systems/Global positioning systems**

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 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>GEOG 125</td>
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<td>GEOG 127</td>
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<td>GEOG 160</td>
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<td>GEOG 162</td>
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**plus at least 6 units from:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>COMSC 100</td>
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<tr>
<td>COMSC 100L</td>
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<td>COMSC 110</td>
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<tr>
<td>COMSC 138</td>
<td>2</td>
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<td>COMSC 172</td>
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<tr>
<td>COMSC 255</td>
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</tbody>
</table>

**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 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 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.

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<tbody>
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<tr>
<td>GEOG 127</td>
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<tr>
<td>GEOG 128</td>
<td>3</td>
</tr>
</tbody>
</table>
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
- COOP 170 Occupational Work Experience ................................................ 1-3
- ENGIN 126 Computer Aided Design and Drafting ............................................ 4
- GEOG 120 Physical Geography ........................................................................ 3
- GEOG 121 Physical Geography Laboratory ...................................................... 1
- GEOG 162 Maps and Cartography .................................................................... 3
- GEOG 298 Independent Study ......................................................................... 1-3
- GEOL 120 Physical Geology .............................................................................. 3
- GEOL 122 Physical Geology Laboratory .......................................................... 1

Total minimum required units: 15

GEOG-120 Physical Geography

3 units SC
- 54 hours lecture per term
- Prerequisite: MATH 110 or one year of high school algebra or equivalent

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 Laboratory

1 unit SC
- 54 hours laboratory per term
- Prerequisite: GEOG 120 or equivalent (may be taken concurrently)
- Note: Field trips may be included in the course

A laboratory course to supplement GEOG 120 (Physical Geography). Emphasis will be placed on using the skills and tools of modern physical geography and analyzing and interpreting geographic data. Maps, aerial photographs, satellite images, weather instruments and computer analysis are stressed. 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
- Prerequisite: GEOG 127 or equivalent

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 Laboratory  
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  
.3-4 units LR  
- May be repeated three times  
- Variable hours
A supplemental course in geography to provide a study of current concepts and problems in geography. Specific topics will be announced in the class listing. 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  
- 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 the faculty. CSU

GEOG-299  Student Instructional Assistant  
.5-3 units SC  
- May be repeated three times  
- Variable hours  
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU
Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences 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
• Prerequisite: Placement through the assessment process or MATH 110 or MATH 110SP or equivalent
• 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
• Prerequisite: Placement through the assessment process or MATH 110 or MATH 110SP or equivalent
• Co-requisite: GEOL 120 or 121 or equivalent (may be taken previously)
• 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 Laboratory
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-135 Introduction to Field Geology
2 units LR
• 18 hours lecture/54 hours laboratory per term
• Prerequisite: GEOL 120 and GEOL 122 or equivalents
• Note: Field trips are definitely required. Most trips are to local parks or open spaces and students are responsible for their own transportation to and from these required components.
A course in general field methods of geologic science. The course is designed to provide students with the basic skills required to collect geologic data in the field and the skills necessary for constructing simple geologic maps. Types of fieldwork will include compass and orienteering work, measurement of rock features and descriptions of outcrops, as well as identification and mapping of geologic contacts. Geologic field work can be strenuous; students should expect to walk off trail over rough terrain carrying their own equipment. We will work through rain or shine; only seriously inclement weather will suspend work. CSU, UC
GEOL-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 direction of the faculty. CSU

GEOL-299  Student Instructional Assistant
.5-3 units  SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. 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 terms; four years equal three college terms.

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 at least 13 units from one of the following lists of courses which must be completed with a grade of "C" grade or higher.

List A
- GRMAN 120 First Term German ........................................ 5
- GRMAN 121 Second Term German ........................................ 5
- GRMAN 220 Third Term German .......................................... 5
- GRMAN 221 Fourth Term German ........................................ 5
- GRMAN 230 Fifth Term German .......................................... 3
- GRMAN 231 Sixth Term German .......................................... 3

List B
- GRMAN 121 Second Term German ........................................ 5
- GRMAN 155 First Term Beginning Conversational
  German ............................................................................. 3
- GRMAN 156 Second Term Beginning Conversational
  German ............................................................................. 3
- GRMAN 157 Third Term Beginning Conversational
  German ............................................................................. 3
- GRMAN 220 Third Term German .......................................... 5
- GRMAN 221 Fourth Term German ........................................ 5

Total minimum required units 13

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

Program level student learning outcomes

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.
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 term 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

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. Video and audio tapes provide cultural and historical background and expose the student to everyday spoken German. CSU, UC

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 class listing. 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 the third term of the beginning German conversational 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
German

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

GRMAN-299  Student Instructional Assistant
.5-3 units  SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants, and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

HEALTH SCIENCE – HSCI

Biological and Health Sciences Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

Possible career opportunities
A health science graduate may work in federal, state or county health agencies, community clinics, voluntary health agencies and hospitals, insurance or pharmaceutical companies.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree
Health education

Associate in science degree – Health education
The associate in science (AS) degree in health education 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 Workplace Wellness, County Health Department, Hospital/Health Insurance Health 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 health education 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 G.E.). 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 health education, 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, the evening, or both. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once.
### Health science

#### major requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>COOP 180</td>
<td>Internship in Occupational Work Experience Education</td>
<td>2</td>
</tr>
<tr>
<td>HSCI 124</td>
<td>Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 140</td>
<td>Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 298</td>
<td>Health Science Independent Study</td>
<td>1</td>
</tr>
<tr>
<td>NUTRI 115</td>
<td>Nutrition and Health</td>
<td>3</td>
</tr>
<tr>
<td>PETHE 281</td>
<td>Principles of Optimizing Human</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCIO 120</td>
<td>Introduction to Sociology</td>
<td>3</td>
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plus at least 3 from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>ADS 101</td>
<td>Introduction to Substance Abuse and Treatment</td>
<td>3</td>
</tr>
<tr>
<td>COUNS 120</td>
<td>Student Success</td>
<td>3</td>
</tr>
<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>
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</table>

**total minimum required units** 24

#### HSCI-124  Health and Wellness

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Type</th>
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<tbody>
<tr>
<td></td>
<td>54 hours lecture per term</td>
<td>3</td>
<td>SC</td>
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<tr>
<td></td>
<td>Recommended: Eligibility for ENGL 122 or equivalent</td>
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<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>
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</tbody>
</table>

An overview of all aspects of health and wellness, including physical, mental, spiritual, emotional, environmental and social dimensions. This course examines current scientific research and methods of improving health and wellness, but not limited to, nutrition, fitness, mental health, drug abuse, sexuality and behavior change. CSU, UC (credit limits may apply to UC - see counselor).

#### HSCI-125  Consumer Health

<table>
<thead>
<tr>
<th>Course</th>
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<th>Units</th>
<th>Type</th>
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<tbody>
<tr>
<td></td>
<td>54 hours lecture per term</td>
<td>3</td>
<td>SC</td>
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<td></td>
<td>Recommended: ENGL 116/118 or equivalent</td>
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</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

#### HSCI-126  Stress Management and Health

<table>
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<tr>
<th>Course</th>
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<th>Type</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>54 hours lecture per term</td>
<td>3</td>
<td>SC</td>
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<td></td>
<td>Recommended: ENGL 116/118 or equivalent</td>
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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 numerous 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

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<tr>
<th>Course</th>
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<th>Type</th>
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<tbody>
<tr>
<td></td>
<td>54 hours lecture per term</td>
<td>3</td>
<td>SC</td>
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<td></td>
<td>Recommended: ENGL 116/118 or equivalent</td>
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This course introduces concepts, theories, and perspectives associated with the bio-psycho-social effects of drug use in our society. The pharmacological classification of psychoactive substances and their effects will be explored as well as definitions and evidence concerning substance dependence, abuse, tolerance, and withdrawal. An analysis of health and social policy related to the legal and illegal use of psychoactive substances will also be examined. CSU, UC (credit limits may apply to UC - see counselor).

#### HSCI-128  Medical Terminology

<table>
<thead>
<tr>
<th>Course</th>
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<th>Type</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>54 hours lecture per term</td>
<td>3</td>
<td>SC</td>
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<tr>
<td></td>
<td>Recommended: Eligibility for ENGL 122 or equivalent</td>
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<tr>
<td></td>
<td>Formerly BUSIM 231</td>
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This course 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Type</th>
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<tbody>
<tr>
<td></td>
<td>9 hours lecture/3 hours laboratory per term</td>
<td>.5</td>
<td>SC</td>
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<tr>
<td></td>
<td>Recommended: ENGL 116/118 or equivalent</td>
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This course is designed to teach lifesaving skills to be used in respiratory and cardiac emergencies. CSU
Health science

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
3-4 units  SC
- May be repeated three times
- Variable hours
- Recommended: Eligibility for ENGL 122 or equivalent
A supplemental course in health science to provide a study of current concepts and problems in health science. Specific topics will be announced in the class listing. 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-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

HSCI-299  Student Instructional Assistant
.5-3 units  SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

HISTORY – HIST

Social Sciences Division
Ellen Kruse, Interim Dean
Faculty Office 136
925-685-1230 ext. 2518

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 European Americans, Asian Americans, African 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 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

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

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

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 colonization 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

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 class listing for topics offered. CSU

HIST-135  History of Latin America - The Colonial Period
3 units  SC
• 54 hours lecture per term

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

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

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
.3-4 units  SC
- **May be repeated three times**
- **Variable hours**

A supplemental course in history to provide a study of current concepts and problems in history and related substantive areas. Specific topics will be announced in the class listing. 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 at the national, state and local levels will be a main theme. CSU, UC (credit limits may apply to UC - see counselor)

### HIST-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 students to study special interests under direction of the faculty. CSU
HIST-299  Student Instructional Assistant  
.5-3 units  SC  
• May be repeated three times  
• Variable hours  
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

HORTICULTURE – HORT  
Biological and Health Sciences Division  
Ray Goralka, Interim Dean  
Physical Sciences Building 263  
925-685-1230 ext. 2359

Possible career opportunities  
The horticulture program prepares students for numerous state licenses and industry certificates. 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 years of college work.

Certificate of achievement - Horticulture  
This foundational program introduces students to the broad field of horticulture, which encompasses the functional, aesthetic, and environmentally sound creation and care of our landscapes. Green industry professionals work with urban and natural spaces on a daily basis, improving our quality of life and ensuring the sustainability of our environment. The courses have been designed for full-time students planning to enter the horticulture field and for those people working in one of the many interesting areas of horticulture who wish to expand their horticultural knowledge. The courses of the horticulture foundations certificate are incorporated into other horticulture certificates, and form the introduction to those programs. Most classes are conducted during convenient evening hours to allow working students to study for a new career and those with jobs in the field of ornamental horticulture 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. Required courses are available in the evening and on weekends.

<table>
<thead>
<tr>
<th>required courses</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT 110  Introduction to Horticulture</td>
<td>4</td>
</tr>
<tr>
<td>HORT 120  Soil Science and Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 134  Landscape Irrigation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 137  Pruning Laboratory</td>
<td>1</td>
</tr>
</tbody>
</table>

plus at least 3 units from:

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</tr>
<tr>
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</table>

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<tr>
<td>HORT 132  Pest Management</td>
<td>1</td>
</tr>
<tr>
<td>HORT 125  Plants and Diseases</td>
<td>3</td>
</tr>
</tbody>
</table>

total minimum required units 15

Certificate of achievement - Landscape construction and management  
People working in the landscape field derive job satisfaction from enhancing the function and beauty of the environment while being physically active outdoors or helping support that activity in allied sales and service occupations. Landscape work involves construction and planting projects, irrigation system design and water management, and specialty fields such as turf management and tree care. This program provides an introductory base of plant knowledge and landscape skills, allowing students the option of entering a variety of jobs with the preparation for rapid advancement within their chosen occupations. The program emphasizes hands-on learning and most courses incorporate laboratory activities that apply knowledge and skills in realistic settings. The program is actively supported by the local horticulture industry. This program prepares stu-
Horticulture

This program prepares students for entry-level positions in horticulture. The program focuses primarily on the design of small-scale gardens, commercial sites, and residential landscapes. Students will develop their expertise in ornamental grasses, shrub identification, and tree identification. A horticultural and vocational training class adapted for students with special needs. Students will learn basic horticultural skills in a garden, nursery, and landscape setting.

**Certificate of achievement - Landscape architecture and design**

This program prepares students for entry-level positions in landscape architecture and design. The program focuses primarily on the design of small-scale gardens, commercial sites, and residential landscapes. Students will develop their expertise in ornamental grasses, shrub identification, and tree identification. A horticultural and vocational training class adapted for students with special needs. Students will learn basic horticultural skills in a garden, nursery, and landscape setting.

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**

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<tr>
<td>HORT 120</td>
<td>Soil Science and Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 120L</td>
<td>Soil Science and Management Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>HORT 132</td>
<td>Pest Management</td>
<td>1</td>
</tr>
<tr>
<td>HORT 133</td>
<td>Landscape Construction</td>
<td>3</td>
</tr>
<tr>
<td>HORT 134</td>
<td>Landscape Irrigation</td>
<td>3</td>
</tr>
<tr>
<td>HORT 135</td>
<td>Landscape Estimating and Contracting</td>
<td>3</td>
</tr>
<tr>
<td>HORT 137</td>
<td>Pruning Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>COOP 180</td>
<td>Internship in Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
</tbody>
</table>

**plus at least 3 units from:**

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<td>Shrub Identification</td>
<td>3</td>
</tr>
</tbody>
</table>

**total minimum required units** 24.5

**HORT-090NC** Adaptive Horticulture - Basic Skills and Practices

0 unit

- **Non degree applicable**
- **Variable hours**
- **Note:** This is a non-credit open entry/open exit course

A horticultural and vocational training class adapted for students with special needs. Students will learn basic horticultural skills in a garden, nursery, and landscape setting.

**HORT-091NC** Adaptive Horticulture - Nursery Skills and Practices

0 unit

- **Non degree applicable**
- **Variable hours**
- **Note:** This is a non-credit open entry/open exit course

A horticultural and vocational training class adapted for students with special needs. Students will learn basic horticultural skills in a garden, nursery, and landscape setting.

**HORT-092NC** Adaptive Horticulture - Landscape Skills and Practices

0 unit

- **Non degree applicable**
- **Variable hours**
- **Note:** This is a non-credit 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.
**Horticulture**

**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 based. 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-120  Soil Science and Management**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: HORT 110 and eligibility for ENGL 122 or equivalent  
- Formerly HORT 164  
An introductory course on 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-120L  Soil Science and Management Laboratory**  
1 unit  SC  
- 54 hours laboratory per term  
- Prerequisite: HORT 120 or equivalent (may be taken concurrently)  
- Recommended: HORT 110 and eligibility for ENGL 122 or equivalent  
- Formerly HORT 164L  
This is a laboratory unit supplementing the Soil Science and Management course HORT 120. Field trips, demonstrations and experiments will deepen the methodological knowledge of students in this field. CSU

**HORT-125  Plant Pests and Diseases**  
3 units  SC  
- 54 hours lecture per term  
- Recommended: HORT 110 and eligibility for ENGL 122 or equivalent  
- Note: This course meets the California State Pest Control Advisor, California Association of Nurserymen, and International Society of Arboriculture Continuing Education Units (CEU) license certification for CEU’s necessary for pest control operators and advisors  
- Formerly HORT 161  
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 (PHC) models. Lectures will focus on key concepts in applied ecology, along with pest, beneficial and disease identification. CSU

**HORT-130  Turf Grass Management**  
1.5 units  SC  
- 18 hours lecture/27 hours laboratory per term  
An introduction to the field of turfgrass management including production, installation and maintenance of various types of turf grass will be studied. Proper use of water, fertilizers and pest control will be examined. CSU

**HORT-132  Pest Management**  
1 unit  SC  
- May be repeated three times  
- 3 hours lecture/27 hours laboratory per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
- Formerly HORT 171  
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-133  Landscape Construction**  
3 units  SC  
- 36 hours lecture/54 hours laboratory per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
- Formerly HORT 177  
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. The course helps prepare for the C-27 landscape contracting license. CSU

**HORT-134  Landscape Irrigation**  
3 units  SC  
- 36 hours lecture/54 hours laboratory per term  
- Recommended: Eligibility for ENGL 122 or equivalent  
- Formerly HORT 177  
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
Horticulture

HORT-135 Landscape Estimating and Contract Documents
3 units SC
- 54 hours lecture per term
- Recommended: HORT 133 or equivalent
This course is an introduction to professional landscape estimating, bidding and contract document preparation based on landscape plans. CSU

HORT-137L Pruning Laboratory
1 unit SC
- 54 hours laboratory per term
- Recommended: HORT 110 or equivalent
This course will familiarize students with basic pruning techniques necessary for landscape management and maintenance. This course is part of the basic training in the Horticulture program. CSU

HORT-141 Tree Identification
3 units SC
- 54 hours lecture per term
- Recommended: HORT 110 and eligibility for ENGL 122 or equivalents
- 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 and HORT 140 or equivalents and eligibility for ENGL 122 or equivalents
- 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 natures 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 satisfies California Association of Nurserymen’s continuing education requirements for members
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 and eligibility for ENGL 122 or equivalents
- Note: This course meets the plant certification requirements for California Association of Nurserymen and current guidelines for State of California Landscape Contractors Association
Taxonomy identity, habits of growth, cultural requirements and geographical 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-146 Ornamental Grass Identification
1.5 units SC
- 27 hours lecture per term
- Note: Field trips will be required for this course
This course will acquaint students with ornamental grasses and grass-like plants available for use in developing landscapes. Discussion will include native and non-native species suitable for a wide variety of environments. CSU
Horticulture

HORT-147  Annuals and Perennials Identification
3 units  SC

- 54 hours lecture per term
- Recommended: HORT 110 and eligibility for ENGL 122 or equivalents
- 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-148L  California Native Plants Laboratory
1 unit  SC

- May be repeated three times
- 54 hours laboratory per term
- Note: Trip location varies for each course offering. Multiple day field trips to select California vegetation environments are taken to record relevant plant and habitat data.
- Formerly HORT 148

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. The focus of this offering is the assimilation of more than 200 native species into the design portfolio of horticulture students for implementation in local landscapes. 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 class listing. CSU

HORT-160  Plant Propagation
1.5 units  SC

- 18 hours lecture/36 hours laboratory per term
- Recommended: HORT 110 and eligibility for ENGL 122 or equivalents

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-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, manufacturing and operation, to the business structure and management of a nursery. CSU

HORT-165  New Plant Introductions
3 units  SC

- 54 hours lecture per term
- Recommended: HORT 110 and eligibility for ENGL 122 or equivalents

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: HORT 160 and eligibility for ENGL 122 or equivalents

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
Horticulture

**HORT-167  Spring Plant Production**

1 unit  SC
- May be repeated once
- 54 hours laboratory per term
- Recommended: HORT 160 and eligibility for ENGL 122 or equivalents

A course on the principles and practices of container production. This course is designed to help student learn greenhouse management, the scheduling of spring and summer plant production and the marketing of spring and summer grown containerized nursery stock. CSU

**HORT-179  Arboriculture**

3 units  SC
- 54 hours lecture per term
- Recommended: HORT 110 and HORT 141 and eligibility for ENGL 122 or equivalents
- 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 HORT 170 (should be taken concurrently) and eligibility for ENGL 122 or equivalents

Designed for new horticulture students and professionals alike, this course introduces the concepts and features required to prune woody species for aesthetics and health. Topics include but are not limited to: tree anatomy and structure, positioning and timing of limb removal, crown reduction and rejuvenation techniques, as well as fruit stimulation of orchard species. This course will enable students to eventually certify as arborist or tree workers. It also includes exposure to climbing techniques, knots, safety, chainsaw operation, and equipment maintenance. Course follows study guide prepared by National Arborist Association and the International Society of Arboriculture. CSU

**HORT-180  Introduction to Landscape Architecture**

3 units  SC
- 54 hours lecture per term
- Recommended: HORT 110 and ENGL 122 or equivalents

This course is an introduction to the basic principles and concepts in the field of landscape architecture and landscape design. It will explore the history of human impact on natural environments and methods to mitigate those impacts. Design standards and practices governing landscape architecture and design like site analysis, planning and construction design will be covered. CSU

**HORT-181  Landscape Design I: Graphics**

3 units  SC
- 36 hours lecture/54 hours laboratory per term
- Recommended: HORT 110 and eligibility for ENGL 122 or equivalents
- Formerly HORT 170

This is the first out of two courses in landscape design techniques and concepts. It will cover the basics of the landscape design process; site analysis, methods of graphic representation of vegetation, topography, and other landscape elements. Students will explore different landscape design documents. CSU

**HORT-182  Landscape Design II**

3 units  SC
- 36 hours lecture/54 hours laboratory per term
- Recommended: HORT 170, ARCHI 130 or equivalents and eligibility for ENGL 122 or equivalent
- Formerly HORT 174

This is the second of two courses in landscape design techniques and concepts. It will continue to cover and broaden the landscape design process including analysis, evaluation and application of various landscape principles based upon historical and ecological values. CSU, UC

**HORT-183  Residential Garden Design**

1 unit  SC
- 18 hours lecture per term

This course is intended for students in the nursery industry and landscape construction as well as interested laypersons. Principles and techniques will be addressed as they apply to established residential landscapes. Students will be required to develop a conceptual plan for a residential garden. CSU

**HORT-184  Planting Design**

2.5 units  SC
- 36 hours lecture/18 hours laboratory per term
- Recommended: HORT 181 and HORT 182 or equivalents

This course will acquaint the student with the principles of design as they specifically apply to landscape plant material. Design principles will address various plant and hardscape palettes to develop an aesthetically pleasing, water-wise and environmentally sensitive landscape planting design. CSU

**HORT-185  Site Analysis**

1.5 units  SC
- 18 hours lecture/27 hours laboratory per term
- Recommended: HORT 182 or equivalent

This course is an introduction to the field of landscape design and the profession of landscape architecture. Landscape fundamentals are introduced, with an emphasis on the understanding of space and form in the landscape, and how a sustainable landscape design can convey meaning while fulfilling functional requirements. CSU
HORT-186  Grading and Drainage
1.5 units  SC
• 18 hours lecture/27 hours laboratory per term
• Recommended: HORT 182 or equivalent
In this course students will evaluate a landscape site and create and modify topography plans for proper grading and drainage of the site. CSU

HORT-187  Sustainable Water Practices
2.5 units  SC
• 36 hours lecture/18 hours laboratory per term
This course in landscape irrigation and sustainable water practices is designed for landscape professionals. It includes an overview of state and local water delivery systems and important water use and supply issues in California. It examines relationships among plants, soils, and water. Water audits, proper irrigation design and monitoring techniques that aid in the efficient use of local water resources will be addressed. CSU

HORT-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 the faculty. CSU

HORT-299  Student Instructional Assistant
.5-3 units  SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

HUMANITIES – HUMAN
Applied and Fine Arts
Michael Almaguer, Dean
Business and Foreign Language Building 204
925-685-1230 ext. 2312

Possible career opportunities
The study of humanities can open up career opportunities in such diverse fields as advertising, banking, foreign service, journalism, law, public administration, publishing, and teaching.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in arts in letters and science degree
Area of emphasis - Humanities

Associate in arts in letters and science degree - area of emphasis - Humanities
This degree program is designed for students who wish to study a broad range of college courses and complete additional coursework in an “area of emphasis”. Programs with an area of emphasis are designed to allow students to engage in an interdisciplinary study of a subject that is not limited to a single discipline. Many areas of emphasis programs provide preparation for study at four-year institutions.

The humanities area of emphasis is comprised of courses that integrate the different arts: music, dance, visual arts, architecture, literature, drama, philosophy and history. The area of emphasis provides a well rounded and rich background in the creative and intellectual expression of major world civilizations, intellectual and cultural movements, and individual works of creative expression. Humanities students develop skills in artistic analysis, aesthetic judgments, and other modes of critical thinking. Students develop the ability to view cultural material from multiple perspectives, appreciate and evaluate diverse forms of cultural expression, and understand the criticism and theory regarding major artistic works, styles, forms and movements.
DVC Humanities 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 G.E.). 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 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. Certain courses may satisfy both an area of emphasis and other graduation requirements, however the units are only counted once.

area of emphasis requirements units

complete 6 units from:
HUMAN 105 Introduction to Humanities: Arts and Ideas... 3
HUMAN 108 The Roots of Hell.............................................. 3
HUMAN 110 Introduction to Humanities: Ancient Civilizations (to 500 A.D.) .................................................. 3
HUMAN 111 Introduction to Humanities: Middle Ages and Renaissance (500 A.D. – 1700 A.D.) ..................................... 3
HUMAN 112 Introduction to Humanities: The Modern World (1700-present).................................................. 3
HUMAN 115 Introduction to Humanities: The American Multicultural Experience............................................. 3
HUMAN 116 The Arts and Culture of Asia.................................. 3
HUMAN 118 Film, Fiction, and Criticism.................................. 3
HUMAN 123 American Popular Culture.................................. 3

complete 3 units from:
PHILO 120 Introduction to Philosophy .................................. 3
PHILO 122 Introduction to Ethics............................................. 3
PHILO 130 Critical Thinking: Reasoning in Everyday Life.............................................................. 3
PHILO 140 Introduction to the Judeo-Christian Tradition .......................................................... 3
PHILO 141 Introduction to the Philosophy of Religion.......................................................... 3
PHILO 150 Topics in Philosophy................................................. 3
PHILO 220 Comparative Religion.......................................... 3
PHILO 221 Contemporary Religious Movements......................... 3
PHILO 224 History of Western Philosophy: Pre-Socrates to Medieval Period........................................ 3
PHILO 225 History of Western Philosophy: Descartes to Present................................................ 3

complete 9 units from:
ARCHI 155 History of Architecture: Europe and the World.......................................................... 3
ARTHS 190 Topics in Art History............................................. 3
ARTHS 193 History of Asian Art............................................. 3
ARTHS 195 History of Prehistoric and Ancient Art.......................................................... 3
ARTHS 196 History of Medieval and Renaissance Art.......................................................... 3
ARTHS 197 History of Baroque to Early 20th Century Art.......................................................... 3
ARTHS 198 History of World Art to 1945.......................................... 3
DANCE 201 Western Culture Dance History: 20th Century to Present................................................ 3
DRAMA 141 History of the Theater: 1700 to Present.......................................................... 3
DRAMA 142 Multicultural Perspectives in American Theater.......................................................... 3
DRAMA 181 Literature of World Drama: 17th Century to Present .......................................................... 3
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
MUSIC 110 Introduction to Music Literature............................................. 3
MUSIC 112 America’s Music - A Multicultural Perspective.................................................. 3
MUSIC 114 World Music.......................................................... 3
MUSIC 117 History of Rock and R&B............................................. 3
MUSIC 118 History of Jazz...................................................... 3

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; an 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 Indian, Asian-American, and Latino-American. This course will examine contemporary creative works in relation to their historical 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 examine 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-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
- Note: 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 humanities faculty. CSU

HUMAN-299 Student Instructional Assistant
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and
assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. 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.

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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Certificate of achievement
Italian

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.

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 at least 13 units from the following lists of courses which must be completed with a grade of “C” grade or higher.

List A
ITAL 120  First Term Italian .............................................. 5
ITAL 121  Second Term Italian ........................................ 5
ITAL 220  Third Term Italian ............................................. 5
ITAL 221  Fourth Term Italian ........................................... 5
ITAL 230  Fifth Term Italian .............................................. 3
ITAL 231  Sixth Term Italian .............................................. 3

List B
ITAL 121  Second Term Italian ........................................ 5
ITAL 155  First Term Conversational Italian ....................... 3
ITAL 156  Second Term Conversational Italian .................. 3
ITAL 157  Third Term Conversational Italian ..................... 3
ITAL 220  Third Term Italian ............................................. 5
ITAL 221  Fourth Term Italian ............................................ 5

Total minimum required units 13

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

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

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 class listing. CSU
ITALIAN

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 subjunctive 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

ITAL-299  Student Instructional Assistant
.5-3 units  SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

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
Business and Foreign Language Building 204
925-685-1230 ext. 2312

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.
Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Certificate of achievement
Japanese

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 at least 13 units from one of the following lists of courses which must be completed with a grade of “C” grade or higher.

<table>
<thead>
<tr>
<th>List A</th>
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<tbody>
<tr>
<td>JAPAN 120 First Term Japanese</td>
<td>5 units</td>
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<tr>
<td>JAPAN 121 Second Term Japanese</td>
<td>5 units</td>
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<tr>
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<td>5 units</td>
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<table>
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<tr>
<td>JAPAN 145 First Trimester Japanese</td>
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<td>5 units</td>
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<table>
<thead>
<tr>
<th>List C</th>
<th></th>
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<tbody>
<tr>
<td>JAPAN 120 First Term Japanese</td>
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<tr>
<td>JAPAN 130 First Term Kanji</td>
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</tr>
<tr>
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<td>3 units</td>
</tr>
<tr>
<td>JAPAN 132 Third Term Kanji</td>
<td>3 units</td>
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</table>

**total minimum required units** 13

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

This course is an introduction to the Japanese language. Using realistic situations, students will learn proper pronunciation, vocabulary, basic grammar, sentence structure, two types of Japanese characters (Hiragana and Katakana) and realistic aspects of Japanese culture. Basic Kanji characters will be introduced. CSU, UC (credit limits 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

This course is designed for those who have taken Japanese 120 or who have the equivalent knowledge and skills. Students will further develop their ability to speak, read and write Japanese. They will deepen their knowledge of Japanese culture and society and improve their communication skills. An increasing number of Kanji characters will be introduced. 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 is an intensive study of Kanji characters to enhance competence in reading and writing Japanese in daily life situations. Examples include reading and comprehending simple essays and articles, and understanding a variety of advertisements. 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 is designed for those who have taken JAPAN 130 or who have the equivalent knowledge and skills. Students will further develop their competence in reading and writing Japanese. Examples include reading more complicated essays and letters, and understanding maps, road signs, and TV programs. The course will cover up to 345 characters. CSU
Japanese

JAPAN-132 Third Term Kanji
3 units SC
• 54 hours lecture per term
• Recommended: JAPAN 131 or equivalent
This course is designed for those who have taken JAPAN 131 or who have the equivalent knowledge and skills. Students will improve their advanced competence in reading and writing Japanese. 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, UC (credit limits may apply to UC - see counselor)

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
This course is an introduction to the Japanese language. Using realistic situations to learn basic language communication skills, students will learn proper pronunciation, vocabulary, basic grammar, sentence structure, two types of Japanese characters (Hiragana and Katakana) and realistic aspects of Japanese culture. The course is 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. Writing, reading and culture are taught as well. Additional Kanji characters will be introduced. The course is 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 fluency. Kanji is introduced increasingly at the sentence and paragraph level. Japanese customs and traditions will be explored further. The course is 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 class listing. CSU

JAPAN-220 Third Term Japanese
5 units SC
• 90 hours lecture/18 hours laboratory by arrangement per term
• Recommended: JAPAN 121 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 course continues to develop the fluency to use the language appropriately in various conversational contexts. Additional emphases are placed on communication skills, and reading and writing. An increased number of Kanji characters are introduced with more detailed information about character components and word formation. Contemporary and traditional Japanese cultural elements will be explored. 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
Ellen Kruse, Interim Dean
Faculty Office 136
925-685-1230 ext. 2518

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.

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  Newswriting Techniques
3 units  SC
• 54 hours lecture per term
• Recommended: ENGL 118 or equivalent
This course introduces students to journalism reporting and writing for print, online and the broadcast media. It includes detail, exercising news judgment and creating professional-style blogs. 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’s student newspaper, The Inquirer, or its online news site. 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 class serves as the production class for the print and web editions of the college’s student newspaper, The Inquirer. The student-run newspaper is a frequent winner of general excellence awards from the Journalism Association of Community Colleges, with its editors and staff members transferring to four-year schools and later working as media professionals. The class introduces students to all aspects of print and online production, including assigning, researching and writing stories; taking photographs and video; cartooning; creating podcasts, slide shows and graphics; designing print and web pages; 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 for print and the web. Photographers and graphic artists learn to prepare their work on a networked server for both platforms. 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 to be a First Amendment 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 equips students to research, write and market feature stories in the changing writing market. Students learn the differences in writing for newspapers, magazines and the growing Internet market. The first seven weeks focus on basic skills necessary in all feature writing, including choosing and focusing a subject, interviewing and leads.
Journalism

Students learn to evaluate the trustworthiness of websites and use Internet sources. Other lectures discuss media law, including libel and copyright, especially as related to the Internet, how to locate a market and how to write a query letter. Students choose and develop two major features and market to appropriate venues. CSU

JRNAL-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 the faculty. CSU

LEARNING SKILLS – LRNSK

Counseling Division
Terry Armstrong, Dean
Counseling Center 111
925-685-1230 ext. 2288

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-056 Adaptive Computer Technology
.5-1.5 units 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 limit them in mainstream computer application classes. No computer skills or knowledge are required.

This course provides individualized and small group instruction for students with disabilities in the use of computer-based assistive technology which supports students’ learning styles and/or physical needs. This process will be facilitated by the use of speech recognition programs, text-to-speech software, and adaptive keyboarding strategies as appropriate.

LRNSK-065 Perspectives on Disability: Developing Self-Advocacy Skills
1 unit LR
- Non degree applicable
- 18 hours lecture per term
- Note: For more information, see Disability Support Services counselor

This course is designed to provide information to students with disabilities regarding their rights, responsibilities, and obligations in receiving support services in both the college and employment settings. Students will learn about the federal laws (Americans with Disabilities Act (ADA) and Section 504 of the Federal Rehabilitation Act) that afford students/employees with disabilities the right to academic adjustments and accommodations while taking college coursework and in employment settings. The emphasis of the course will be developing self-advocacy skills related to requesting, utilizing, and managing their academic adjustments (e.g., test accommodations, books in an alternative format, notetakers) and accommodations (e.g., interpreters for the deaf, brailled materials, redistribution of job duties). Course content will be taught through lectures, role playing, class discussions, video presentations, and guest speakers.
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 technology: library technician, library assistant, library paraprofessional, instructional media assistant, information specialist, library media specialist, and website editor.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree
Library technology
Certificate of achievement
Library technology

Associate in science degree - Library technology
The associate in science degree in library 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 technology.

DVC library technology 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 G.E.). General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer.

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 in the coursework required for the major and complete all graduation requirements as listed in the catalog. Certain courses may satisfy both major and other graduation requirements; however the units are only counted once. With department chairperson approval, other course substitutions are possible for use in completing the program.

major requirements

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<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>L 100</td>
<td>Introduction to a Career in Library Technology</td>
<td>1</td>
</tr>
<tr>
<td>L 103</td>
<td>Access to Library Resources and Services</td>
<td>2</td>
</tr>
<tr>
<td>L 104</td>
<td>Cataloguing 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 106</td>
<td>Acquisition of Library Resources</td>
<td>1</td>
</tr>
<tr>
<td>LS 121</td>
<td>Information Literacy and Research Skills</td>
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plus at least 2 units from:

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<tr>
<td>COOP 170</td>
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<td>1-4</td>
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<tr>
<td>COOP 180</td>
<td>Internship in Occupational Work Experience Education</td>
<td>1-4</td>
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plus at least 3 units from:

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<td>ENGL 177</td>
<td>Children’s Literature</td>
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<tr>
<td>L 109</td>
<td>Delivering Library Services: Issues, Theory and Techniques</td>
<td>2</td>
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<td>L 110</td>
<td>Job Search Skills for Library Careers</td>
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<td>L 111</td>
<td>Storytelling</td>
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<td>L 112</td>
<td>Internet Skills for Library Personnel</td>
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<td>L 150</td>
<td>Topics in Library Technology</td>
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<td>LS 130</td>
<td>Internet and Online Research</td>
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<tr>
<td>LS 150</td>
<td>Topics in Library Studies</td>
<td>0.3-4</td>
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plus at least 3 units from:

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<td>Digital Imaging Process and Technique I</td>
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<td>ARTDM 171</td>
<td>Introduction to Web Design</td>
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<td>BUSMG 121</td>
<td>Practices and Concepts of Supervision</td>
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<td>CIS 100</td>
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<td>COMSC 100</td>
<td>Introduction to Computers and Information Systems</td>
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<td>COMTC 110</td>
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<tr>
<td>COOP 170</td>
<td>Occupational Work Experience Education</td>
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<tr>
<td>COOP 180</td>
<td>Internship Occupational Work Experience Education</td>
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<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 110</td>
<td>Job Search Skills for Library Careers</td>
<td>1</td>
</tr>
</tbody>
</table>
Library studies

L 111 Storytelling ........................................ 2
L 112 Internet Skills for Library Personnel .............. 1
L 150 Topics in Library Technology .............................. 0.3-4
LS 130 Internet and Online Research ......................... 1
LS 150 Topics in Library Studies .............................. 0.3-4

total minimum required units 19

Notes: maximum number of units applicable to the program units in COOP 170 or COOP 180 is four.
There may be no duplication of course units between groups of restricted electives.

Certificate of achievement - Library 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 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. With department chairperson approval, other course substitutions are possible for use in completing the program.

required courses

L 100 Introduction to a Career in Library Technology ........................................ 1
L 103 Access to Library Resources and Services ........ 2
L 104 Cataloging for Paraprofessionals .......................... 3
L 105 Reference and Research Services: Tools and Techniques ........................................ 3
L 108 Acquisition of Library Resources .......................... 1
LS 121 Information Literacy and Research Skills .......................... 1

plus at least 2 units from:
COOP 170 Occupational Work Experience Education ........................................ 1-4
COOP 180 Internship in Occupational Work Experience Education ........................................ 1-4

plus at least 3 units from:
ENGL 177 Children’s Literature ........................................ 3
L 109 Delivering Library Services: Issues, Theory and Techniques ........................................ 2
L 110 Job Search Skills for Library Careers .......................... 1
L 111 Storytelling ........................................ 2
L 112 Internet Skills for Library Personnel .......................... 1
L 150 Topics in Library Technology .............................. 0.3-4
LS 130 Internet and Online Research .............................. 1
LS 150 Topics in Library Studies .............................. 0.3-4

plus at least 3 units from:
ARTDM 110 Digital Imaging Process and Technique I .......................... 1.5
ARTDM 171 Introduction to Web Design .......................... 3
BUSMG 121 Practices and Concepts of Supervision .......................... 3
CIS 100 Microsoft Windows - Comprehensive .......................... 2
COMSC 100 Introduction to Computers and Information Systems ........................................ 4
COMSC 195 WWW Publishing with HTML .......................... 1
COMTC 110 Introduction to Computer Hardware/Software ........................................ 4
COOP 170 Occupational Work Experience .......................... 1-4
COOP 180 Internship in Occupational Work Experience Education ........................................ 1-4
ENGL 177 Children’s Literature ........................................ 3
L 109 Delivering Library Services: Issues, Theory and Techniques ........................................ 2
L 110 Job Search Skills for Library Careers .......................... 1
L 111 Storytelling ........................................ 2
L 112 Internet Skills for Library Personnel .......................... 1
L 150 Topics in Library Technology .............................. 0.3-4
LS 130 Internet and Online Research .............................. 1
LS 150 Topics in Library Studies .............................. 0.3-4

total minimum required units 19

Note: The maximum number of units applicable to the program requirements in COOP 170 or COOP 180 is four.
There may be no duplication of course units between groups of restricted electives.

L-100 Introduction to a Career in Library 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 technology for paraprofessionals. This course explores various types of libraries and information centers, and the competencies needed for a successful career in the field as well as job opportunities in libraries and information centers. CSU

L-103 Access to Library Resources and Services
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 competencies for paraprofessionals will be covered as they relate to providing quality services. The course will also explore the philosophy of access services from a historical and contemporary perspective. CSU
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Hours</th>
<th>Lecture per Term</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-104</td>
<td>Cataloging for Paraprofessionals</td>
<td>3</td>
<td>54</td>
<td>Lecture</td>
<td>Eligibility for ENGL 122 or equivalent</td>
<td>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</td>
</tr>
<tr>
<td>L-105</td>
<td>Reference and Research Services: Tools and Techniques</td>
<td>3</td>
<td>54</td>
<td>Lecture</td>
<td>Eligibility for ENGL 122 or equivalent</td>
<td>This course is an introduction to the use of print and online information resources found in public, school, college and special libraries. Students learn effective techniques for assisting library patrons, and are provided opportunities for developing reference service skills. The class uses resources available through the Diablo Valley library plus other commonly available resources. CSU</td>
</tr>
<tr>
<td>L-108</td>
<td>Acquisition of Library Resources</td>
<td>1</td>
<td>18</td>
<td>Lecture</td>
<td>Eligibility for ENGL 122 or equivalent</td>
<td>This course teaches concepts and practices in the selection, ordering and receiving of materials from the decision to purchase resources to their receipt, processing and distribution. Students will learn to use online systems and other technology applications in the practice of selecting and deselecting resources. CSU</td>
</tr>
<tr>
<td>L-109</td>
<td>Delivering Library Services: Issues, Theory, and Techniques</td>
<td>2</td>
<td>36</td>
<td>Lecture</td>
<td>Eligibility for ENGL 122 or equivalent</td>
<td>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</td>
</tr>
<tr>
<td>L-110</td>
<td>Job Search Skills for Library Careers</td>
<td>1</td>
<td>18</td>
<td>Lecture</td>
<td>Eligibility for ENGL 122 or equivalent</td>
<td>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</td>
</tr>
<tr>
<td>L-111</td>
<td>Storytelling</td>
<td>2</td>
<td>36</td>
<td>Lecture</td>
<td>Eligibility for ENGL 122 or equivalent</td>
<td>An introduction to storytelling designed to develop skills as storytellers in the library, classroom, home and other settings. The class will survey various types and formats of storytelling and provide practical experience in presenting and evaluating stories. CSU</td>
</tr>
<tr>
<td>L-112</td>
<td>Internet Skills for Library Personnel</td>
<td>1</td>
<td>18</td>
<td>Lecture</td>
<td>L 103 or equivalent; eligibility for ENGL 122 or equivalent</td>
<td>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</td>
</tr>
<tr>
<td>L-150</td>
<td>Topics in Library Technology</td>
<td>.3-4</td>
<td>May be repeated three times</td>
<td>Variable hours</td>
<td>Eligibility for ENGL 122 or equivalent</td>
<td>A supplemental course in Library to provide a study of current concepts and problems in library technology. Specific topics will be announced in the class listing. CSU</td>
</tr>
</tbody>
</table>
LS-100  Fundamental Library and Research Skills
.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-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
The course teaches the research strategies and skills for successfully finding, retrieving, evaluating 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
Learn how to use the internet and other online resources to locate and retrieve information for research and writing. Through demonstrations and hands-on activities, a range of internet services will be introduced including advanced search tools on the open and closed web, resource sharing via social networking, and subscription journal databases. Evaluating information and choosing appropriate resources are practiced throughout the course. CSU

LS-150  Topics in Library Studies
.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 class listing. CSU

MACHINE TECHNOLOGY - MATEC

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

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 equivalent
This course will include in-depth coverage of precision measuring and inspection practices, advanced lathe and vertical milling machine operations and surface grinder operation. Thread theory, thread nomenclature and threading methods, and boring on lathes and vertical milling machines will be covered. Selection of metals and introductory metallurgy will be presented. Basic principles of Computer Numerical Control (CNC) machining will be introduced. CSU

MATEC-222  Introduction to Computer Numerical Control
3 units  LR
• 18 hours lecture/90 hours laboratory per term
• Recommended: MATEC 120 or equivalent
• Note: Recommended: 1) Experience in lathe and vertical milling machines and their use; 2) Experience in using precision measuring tools
This course introduces students to Computer Numerical Control (CNC) machining including Computer Aided Design (CAD), Computer Aided Machining (CAM), software and G-code machine languages. Students will learn the design processes, geometry creation and 3D modeling needed for part creation. Students will take CNC programs and learn how to set up and operate CNC machines to fabricate parts. CSU
MATHEMATICS – MATH

Math and Computer Science Division
Rachel Westlake, Dean
Math Building 267
925-685-1230 ext. 2199

Possible career opportunities
Mathematicians work in a variety of fields, among them
statistics, analysis, actuarial science, mathematical model-
ing, 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 engi-
neering, accounting and finance, business administration,
risk management, and business forecasting, as well as for
research in computer science, social science, and the physi-
ical sciences.

Program level student learning outcomes
Program level student learning outcomes have been devel-
oped for each of the three options for General Education.
A complete list of current program level student learning
outcomes for each program is available on the DVC website
at www.dvc.edu/slo.

Associate in arts degree - Mathematics

Associate in arts degree - Mathematics
The associate degree in mathematics is a transfer degree
for students who wish to transfer to a four-year institu-
tion with a major in mathematics, applied mathematics,
or mathematics for secondary school teachers. The degree
offers students a broad general education, while also pre-
paring 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 cata-
log. Certain courses may satisfy both major and a gradu-
ation requirement; however the units are only counted once.

major requirements

<table>
<thead>
<tr>
<th>course</th>
<th>title</th>
<th>units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 192</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 193</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 194</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 292</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>plus at least 4 units from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 195</td>
<td>Discrete Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 294</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>total minimum required units</td>
<td>19</td>
<td></td>
</tr>
</tbody>
</table>

A mathematics laboratory is open daily in the Learning Center
where mathematics advisors are available to aid students.

MATH-050 Alternate Credit for Prealgebra 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

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.
Mathematics

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 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 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-075  Prealgebra with Arithmetic Review  
4 units  SC  
- Non degree applicable  
- 72 hours lecture/36 hours laboratory by arrangement per term  
- Note: This course has a laboratory requirement (see hours by arrangement in course listing), representing a significant portion of your course grade. Laboratories require computer and internet access, but may be completed in any location with such access, on or off campus.  
- Variable hours

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  
- 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. This course has a laboratory requirement (see hours by arrangement in course listing). The laboratories may require computer access. 50% of your laboratory hours must be completed in the DVC Math Lab, and the rest may be completed in any location with computer access, on or off campus. Students may choose to complete MATH 075SP in one term, or take up to 4 terms. 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 class listing.

MATH-110  Elementary Algebra  
4 units  SC  
- 90 hours lecture/36 hours laboratory by arrangement per term  
- Prerequisite: Placement through the assessment process or MATH 075 or MATH 075SP or equivalent  
- Note: This course has a laboratory requirement (see hours by arrangement in course listing). The laboratories will be assigned by your instructor and will be a significant portion of your course grade. The laboratories require computer and internet access, but may be completed in any location with such access, on or off campus.

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/72 hours laboratory by arrangement per term
- Prerequisite: Placement through the assessment process or MATH 075 or MATH 076SP 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. This course has a laboratory requirement (see hours by arrangement in course listing). The laboratories may require computer access. 50% of your laboratory hours must be completed in the DVC Math Lab, and the rest may be completed in any location with computer access, on or off campus. Students may choose to complete MATH 110SP in one term, or take up to 4 terms. 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 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: Placement through the assessment process or MATH 110 or MATH 110SP or equivalent
- Note: This course has a laboratory requirement (see hours by arrangement in course listing). The laboratories will be assigned by your instructor and will be a significant portion of your course grade. The laboratories require computer and internet access, but may be completed in any location with such access, on or off campus.

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-111 Study Skills Support for Elementary Algebra
1 unit SC
- May be repeated two times
- 18 hours lecture per term
- Co-requisite: MATH 110 or MATH 110SP or equivalent
- Note: MATH 111 is designed for students currently enrolled in MATH 110 who want extra support and assistance with study skills. It is especially recommended for students who have previously attempted MATH 110 without success.

This course is an optional support course intended to supplement MATH 110: Elementary Algebra. Students will learn and implement study skills designed to help improve their performance in their Elementary Algebra course. Topics will include time management, note taking, memory techniques, studying for tests, test anxiety and math anxiety.

MATH-120SP Intermediate Algebra - Self Paced
4 units SC
- 54 hours lecture/72 hours laboratory by arrangement per term
- Prerequisite: Placement through the assessment process or 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. This course has a laboratory requirement (see hours by arrangement in course listing). The laboratories may require computer access. 50% of your laboratory hours must be completed in the DVC Math Lab, and the rest may be completed in any location with computer access, on or off campus. Students may choose to complete MATH 120SP in one term, or take up to 4 terms. 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 high school algebra course.
MATH-121  Plane Trigonometry
3 units  SC
- 54 hours lecture/36 hours laboratory by arrangement per term
- Prerequisite: Placement through the assessment process or MATH 120 or equivalent
- Recommended: MATH 114 or equivalent
- Note: This course has a laboratory requirement (see hours by arrangement in course listing). The laboratories will be assigned by your instructor and will be a significant portion of your course grade. The laboratories require computer and internet access, but may be completed in any location with such access, on or off campus.

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  Mathematics for Liberal Arts
3 units  LR
- 54 hours lecture/36 hours laboratory by arrangement per term
- Prerequisite: Placement through the assessment process or MATH 120 or 120SP or equivalent
- Note: This course has a laboratory requirement (see hours by arrangement in course listing). The laboratories will be assigned by your instructor and will be a significant portion of your course grade. The laboratories require computer and internet access, but may be completed in any location with such access, on or off campus.

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

MATH-135  College Algebra
3 units  LR
- 72 hours lecture/36 hours laboratory by arrangement per term
- Prerequisite: Placement through the assessment process or MATH 120 or 120SP or equivalent
- Note: This course has a laboratory requirement (see hours by arrangement in course listing). The laboratories will be assigned by your instructor and will be a significant portion of your course grade. The laboratories require computer and internet access, but may be completed in any location with such access, on or off campus.

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: Placement through the assessment process or MATH 120 or 120SP or equivalent
- Note: This computer-assisted self-paced class, students study out of the textbook and online and take a combination of online and in-class exams. This course has a laboratory requirement (see hours by arrangement in course listing). The laboratories may require computer access. 50% of your laboratory hours must be completed in the DVC Math Lab, and the rest may be completed in any location with computer access, on or off campus. Students may choose to complete MATH 135SP in one term, or take up to 4 terms. 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
1 unit  LR
- 18 hours lecture per term
- Prerequisite: Placement through the assessment process or MATH 142 or MATH 182 or 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: Placement through the assessment process or MATH 120 or 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 class listing. CSU

MATH-181  Finite Mathematics
3 units  LR
• 54 hours lecture per term
• Prerequisite: Placement through the assessment process or MATH 120 or 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: Placement through the assessment process or MATH 135 or MATH 135SP 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
• 72 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: Placement through the assessment process or MATH 120 or equivalent 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 a computer algebra system is required. 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: Placement through the assessment process or 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 and applications. Use of a graphing calculator or a 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
Mathematics

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  
- Note: 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 study selected topics under the direction of the faculty. CSU

MATH-299  Student Instructional Assistant  
.5-3 units  SC  
- May be repeated three times  
- Variable hours  
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

MEDICAL LABORATORY TECHNOLOGY – MLT

Biological and Health Sciences Division  
Ray Goralka, Interim Dean  
Physical Sciences Building 263  
925-685-1230 ext. 2359

Possible career opportunities
MLT responsibilities will vary according to the size of the institution in which they are employed and the extent of the services it offers. Job projections predict that the need for clinical laboratory professionals will increase due to increased demand for testing a replacement of retirees. Students build a career as a medical lab technician while others use their entry jobs as a stepping-stone to accomplish other goals, such as four-year degree for a Clinical Lab Scientist (CLS). MLTs can work in hospital laboratories, physician office laboratories, commercial laboratories, biotechnology, research laboratories, pharmaceutical companies, technical service and sales, and veterinary laboratories.

Program Level Student Learning Outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree
Medical laboratory technology

Certificate of achievement
Medical laboratory technology

Associate in science degree - Medical laboratory technology
This program prepares the student for a position in the health care industry as a medical laboratory technician (MLT). A medical laboratory technician performs routine clinical laboratory testing procedures to provide scientific information needed in diagnosis, prognosis, and treatment of disease. Technicians use sophisticated instrumentation for these evaluations which encompass quantitative and qualitative chemical and biological analyses of body specimens. Technicians function under the supervision of a qualified practitioner.

264  PROGRAMS AND COURSES  DIABLO VALLEY COLLEGE  CATALOG 2011-2012
Medical laboratory technology

Through completing the program prerequisites, the student will receive a foundation in biology, chemistry, microbiology, and phlebotomy. The core medical laboratory technology courses provide specific theoretical and laboratory testing procedures, and gain practical exposure to laboratory operations.

Emphasis is placed on the clinical practice in the context of laboratory medicine. Students are prepared to take a nationally recognized certification examination and become licensed MLTs.

To be eligible for enrollment in the medical laboratory technology program applicants must complete the specified prerequisite courses prior to submitting an application to be accepted to the program. This program is partially funded by John Muir Health System. Students must see a counselor or program advisor to apply for this program.

DVC’s associate degree in medical laboratory technology is designed for those students who desire to complete a two-year degree. General Education Option 1 (DVC General Education) is appropriate for students who do not intend to 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 2 (CSU G.E.). To earn the degree, students must complete each of the required courses used to meet a major requirement with a “C” grade or high, maintain an overall GPA of 2.5 or better in the coursework required for the major, and complete graduation requirements as listed in the catalog. Certain courses may satisfy both major and other graduation requirements; however the units are only counted once.

major requirements

<table>
<thead>
<tr>
<th>Program Prerequisites or Equivalents</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>MLT 105 Introduction to Clinical Laboratory Profession</td>
<td>1</td>
</tr>
<tr>
<td>MLT 110 Clinical Hematology with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>MLT 115 Clinical Chemistry I with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>MLT 120 Clinical Coagulation with Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>MLT 125 Clinical Urinalysis and Body Fluids with Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>MLT 130 Clinical Chemistry II with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>MLT 135 Clinical Microbiology with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>MLT 140 Clinical Immunology and Immunohematology with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>MLT 160 Clinical Hematology, Coagulation, UA and Body Fluids Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLT 165 Clinical Chemistry Practicum</td>
<td>4</td>
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<tr>
<td>MLT 170 Clinical Microbiology Practicum</td>
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</tr>
<tr>
<td>MLT 175 Clinical Immunology and Immunohematology Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Minimum Required Units - Program Core | 39 |
| Total Minimum Required Units | 63 |

Certificate of achievement - Medical laboratory technology

This program prepares the student for a position in the health care industry as a medical laboratory technician (MLT). A medical laboratory technician performs routine clinical laboratory testing procedures to provide scientific information needed in diagnosis, prognosis, and treatment of disease. Technicians use sophisticated instrumentation for these evaluations which encompass quantitative and qualitative chemical and biological analyses of body specimens. Technicians function under the supervision of a qualified practitioner.

Through completing the program prerequisites, the student will receive a foundation in biology, chemistry, microbiology, and phlebotomy. The core medical laboratory technology courses provide specific theoretical and laboratory testing procedures, and gain practical exposure to laboratory operations.

Emphasis is placed on the clinical practice in the context of laboratory medicine. Students are prepared to take a nationally recognized certification examination and become licensed MLTs.

To be eligible for enrollment in the medical laboratory technology program applicants must complete the specified prerequisite courses prior to submitting an application to be accepted to the program. This program is partially funded by John Muir Health System. Students must see a counselor or program advisor to apply for this program. To earn a certificate of achievement, students must complete each of the required courses with a “C” grade or higher.

<table>
<thead>
<tr>
<th>Program Prerequisites or Equivalents</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 105 Introduction to Clinical Laboratory Profession</td>
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<tr>
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<td>MLT 115 Clinical Chemistry I with Laboratory</td>
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<td>MLT 120 Clinical Coagulation with Laboratory</td>
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<tr>
<td>MLT 125 Clinical Urinalysis and Body Fluids with Laboratory</td>
<td>1.5</td>
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<tr>
<td>MLT 130 Clinical Chemistry II with Laboratory</td>
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<td>MLT 135 Clinical Microbiology with Laboratory</td>
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<td>MLT 140 Clinical Immunology and Immunohematology with Laboratory</td>
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<td>MLT 160 Clinical Hematology, Coagulation, UA and Body Fluids Practicum</td>
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<td>MLT 165 Clinical Chemistry Practicum</td>
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<td>MLT 170 Clinical Microbiology Practicum</td>
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<td>MLT 175 Clinical Immunology and Immunohematology Practicum</td>
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| Total Minimum Required Units - Prerequisites | 24 |
Medical laboratory technology

**plus either**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BIOSC 120</td>
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<tr>
<td>or</td>
<td>BIOSC 139</td>
<td>Human Anatomy</td>
</tr>
<tr>
<td>and</td>
<td>BIOSC 140</td>
<td>Human Physiology</td>
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**plus at least 4 units from:**

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<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BIOSC 119</td>
<td>Fundamentals of Microbiology</td>
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</tr>
<tr>
<td>BIOSC 146</td>
<td>Principles of Microbiology</td>
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</table>

**total minimum required units – prerequisites** 24

**required courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
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<tr>
<td>MLT 105</td>
<td>Introduction to Clinical Laboratory Profession</td>
<td>1</td>
</tr>
<tr>
<td>MLT 110</td>
<td>Clinical Hematology with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>MLT 115</td>
<td>Clinical Chemistry I with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>MLT 120</td>
<td>Clinical Coagulation with Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>MLT 125</td>
<td>Clinical Urinalysis and Body Fluids with Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>MLT 130</td>
<td>Clinical Chemistry II with Laboratory</td>
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<tr>
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<td>Clinical Microbiology with Laboratory</td>
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</tr>
<tr>
<td>MLT 140</td>
<td>Clinical Immunology and Immunohematology with Laboratory</td>
<td>4</td>
</tr>
<tr>
<td>MLT 160</td>
<td>Clinical Hematology, Coagulation, UA and Body Fluids Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLT 165</td>
<td>Clinical Chemistry Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLT 170</td>
<td>Clinical Microbiology Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MLT 175</td>
<td>Clinical Immunology and Immunohematology Practicum</td>
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**total minimum required units – core program** 39

**total minimum required units** 63

**MLT-100 Phlebotomy Practicum**

<table>
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<tr>
<th>Course Code</th>
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<td></td>
<td></td>
<td>2</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>108 hours laboratory per term</td>
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<td></td>
<td></td>
<td></td>
<td>Prerequisite: MLT 100 or equivalent</td>
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<td></td>
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<td></td>
<td>Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.</td>
</tr>
</tbody>
</table>

Upon successfully completing MLT 100, students enroll in this course in order to be placed in an externship (practicum) which allows them to complete the number of hours of practice required as preparation for the phlebotomy certification exam. Externship site placement is arranged by Diablo Valley College in partnership with its clinical affiliates. Students will perform a minimum of 50 venipunctures and 10 capillaries on patients of various ages. CSU

**MLT-105 Introduction to Clinical Laboratory Profession**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>LR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>18 hours lecture per term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: MLT 100 or equivalent (may be taken concurrently)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.</td>
</tr>
</tbody>
</table>

Introduces the student to the functions and duties of a medical laboratory technician (MLT) and compares and contrasts these duties to the clinical laboratory scientist (CLS). The student will be introduced to clinical laboratory safety issues, regulatory agencies, infection control policies, and professional responsibilities relative to other departments of health care. The student will study medical terminology, patient’s bill of rights, and professional standards of the medical laboratory technician. The student will study specimen processing and computer skills to data management systems within the clinical laboratory. CSU

**MLT-110 Clinical Hematology with Laboratory**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>LR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>54 hours lecture/54 hours laboratory per term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: BIOSC 120 or BIOSC 140 and MLT 100 or equivalents</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.</td>
</tr>
</tbody>
</table>

This course presents the origin of the various types of blood cells with emphasis on the red and white blood cells. The student will learn about human hematological disorders and classify these based on clinical laboratory findings. A laboratory component is included that introduces the various techniques and safety procedures used in clinical hematology. The laboratory emphasizes the morphology and identification of common human blood cells. Admission to MLT program is necessary prior to registration. Successful completion of this course is required to enroll in MLT 160 Clinical Hematology, Coagulation, Urinalysis and Body Fluids Practicum. CSU
MLT-115  Clinical Chemistry I with Laboratory  
4 units  LR  
- 54 hours lecture/54 hours laboratory per term  
- Prerequisite: CHEM 109 and MLT 100 or equivalents  
- Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.

Provides theoretical, fundamental, basic instrumentation methodologies, and includes practical concepts associated with testing procedures used in the clinical chemistry laboratory. Includes important characteristics and relevance of electrolytes and trace metals including their relationship to acid base balance. Introduces general laboratory principles and specific basic instrumentation methodologies used in clinical chemistry analysis. Review of laboratory math, and a re-introduction to quality control and quality assurance. Emphasizes variables of the preanalytical phase, characteristics important to quality laboratory technique, and safety. CSU

MLT-120  Clinical Coagulation with Laboratory  
1.5 units  LR  
- 18 hours lecture/27 hours laboratory per term  
- Prerequisite: BIOSC 120 or BIOSC 140 and MLT 100 or equivalents  
- Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.

Provides an overview of the hemostatic process, diseases, and laboratory evaluations associated with the process. Introduces the various techniques and safety procedures used in the clinical coagulation laboratory. Emphasizes platelet function tests, and intrinsic and extrinsic clotting pathway testing. CSU

MLT-125  Clinical Urinalysis and Body Fluids with Laboratory  
1.5 units  LR  
- 18 hours lecture/27 hours laboratory per term  
- Prerequisite: BIOSC 120 or BIOSC 140 and MLT 100 or equivalents  
- Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.

Introduces various properties and constituents of urine and body fluids via "hands on" learning. Emphasizes interpretation and handling of urine and body fluid specimens. Includes examination of urine and body fluids physically, chemically and microscopically, and compares these clinical values to health and disease. CSU

MLT-130  Clinical Chemistry II with Laboratory  
4 units  LR  
- 54 hours lecture/54 hours laboratory per term  
- Prerequisite: MLT 100 and MLT 115 or equivalents  
- Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.

Introduces the relationships between the endocrine system and specimens assayed in the clinical laboratory, including tumor markers, therapeutic drugs, and toxicology. Emphasizes liver, kidney, pancreatic function and vitamins assayed with test results, and comparison with states of health and disease. Includes function and laboratory analysis of various body fluids. Introduces the endocrine system, therapeutic drug assays and compounds, and other clinical chemistry tests. Emphasizes the automated instrumentation which will include quality control review, maintenance, and clinical operation. CSU

MLT-135  Clinical Microbiology with Laboratory  
4 units  LR  
- 54 hours lecture/54 hours laboratory per term  
- Prerequisite: BIOSC 119 or BIOSC 146 and MLT 100 or equivalents  
- Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.

Introduces microorganisms of medical microbiology with emphasis on the characteristics of clinically significant microorganisms and their biochemical profile, media for isolation, and identification methods for selected pathogens. Emphasizes identification methods, theories, and techniques used in basic bacteriology, parasitology, virology, and mycology. The laboratory introduces various techniques and safety procedures in clinical microbiology. Emphasizes morphology and identification of common pathogenic organisms. CSU

MLT-140  Clinical Immunology and Immunohematology with Laboratory  
4 units  LR  
- 54 hours lecture/54 hours laboratory per term  
- Prerequisite: BIOSC 120 or BIOSC 140 and MLT 100 or equivalents  
- Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.

Introduces basic principles of antigen and antibody reactions included in blood grouping and typing, compatibility testing and serological procedures. Emphasizes serological and immunohematology procedures and techniques to measure analytes qualitatively and quantitatively. CSU
Medical laboratory technology

MLT-160  Clinical Hematology, Coag, UA and Body Fluids Practicum
4 units  LR
• 220 hours laboratory per term
• Prerequisite: MLT 110, MLT 120, and MLT 125 or equivalents
• Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.
Introduces entry-level clinical laboratory practice and experience in the department of hematology, urinalysis, coagulation and body fluids. Emphasizes technique, theory and application of knowledge. Different instrumentation methods will be introduced and studied as well as bench/manual methods. Competence will be evaluated based on final clinical evaluations. This practicum will be conducted at a clinical affiliate site that will be assigned by the MLT (medical laboratory technology) Program Coordinator. CSU

MLT-165  Clinical Chemistry Practicum
4 units  LR
• 220 hours laboratory per term
• Prerequisite: MLT 130 or equivalent
• Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.
Introduces entry-level clinical laboratory practice and experience in the department of chemistry and special chemistry. Emphasizes technique, accuracy, and precision. Different instrumentation methods will be introduced and studied as well as bench/manual methods. Competence will be evaluated based on final clinical evaluations. This practicum will be conducted at a clinical affiliate site that will be assigned by the MLT (medical laboratory technology) Program Coordinator. CSU

MLT-170  Clinical Microbiology Practicum
4 units  LR
• 220 hours laboratory per term
• Prerequisite: MLT 135 or equivalent
• Note: Only students who are accepted into the medical laboratory technology program (or accepted as an alternate) will be allowed to register for this course.
Introduces entry-level clinical laboratory practice and experience in the department of microbiology, mycology, parasitology and virology. Emphasizes identification methods, theory and technique. Different instrumentation methods will be introduced and studied as well as bench/manual methods. Competence will be evaluated based on final clinical evaluations. This practicum will be conducted at a clinical affiliate site that will be assigned by the MLT (medical laboratory technology) Program Coordinator. CSU

MUSIC – MUSIC

Applied and Fine Arts Division
Michael Almaguer, Dean
Business and Foreign Language Building 204
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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in arts degree
Music
Certificate of achievement
Music industry studies

Associate in arts degree - Music
The associate in arts degree in music offers students the opportunity to attain the basic skills and knowledge needed as preparation for careers in music and further undergraduate study. The music major is a two-year program of transferable courses open to all students. Required courses include theory and musicianship and piano proficiency. The choice of large ensemble performance courses enables the student to customize his/her own needs and/or special interests.
This degree provides students with the foundations for a broad range of musical specializations such as instrumental performance, vocal performance, jazz performance, composition, theory, musicology, ethnomusicology, music education, and music industry. Music faculty and staff are dedicated to assisting students in exploring performance and teaching opportunities, and transfer to four-year institutions of higher learning.
The DVC music major is intended for transfer. Students who intend to transfer to a four-year baccalaureate program should consult with a counselor regarding specific major preparation requirements at the transfer institution of their choice. Students may not take a pass/no pass option for major courses. Students who intend to transfer are advised to select General Education Option 2 (IGETC) or Option 3 (CSU G.E.). Option 1 (DVC General Education) is not generally advised.

Students must complete each of the courses required for the major with a grade of “C” or better. Certain courses may satisfy both a major and other DVC graduation requirements; however, the units are only counted once.

**major requirements**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MUSIC 122 Theory and Musicianship I*</td>
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</tr>
<tr>
<td>MUSIC 123 Theory and Musicianship II*</td>
<td>4</td>
</tr>
<tr>
<td>MUSIC 150 Beginning Piano I</td>
<td>1</td>
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<tr>
<td>MUSIC 151 Beginning Piano II</td>
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<tr>
<td>MUSIC 222 Theory and Musicianship III</td>
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<td>MUSIC 223 Theory and Musicianship IV</td>
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**plus at least 4 units from:**

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>MUSIC 136 Jazz Ensemble</td>
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<td>MUSIC 140 Wind Ensemble</td>
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<td>MUSIC 162 Concert Choir</td>
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<tr>
<td>MUSIC 166 Chamber Singers</td>
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<tr>
<td>MUSIC 180 Diabolo Valley Masterworks Chorale</td>
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<td>MUSIC 236 Night Jazz Band</td>
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<td>MUSIC 240 Symphonie Band</td>
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<tr>
<td>MUSIC 290 DVC Philharmonic Orchestra</td>
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**total minimum required units** | 22

*Credit by examination available.

**recommended courses**

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<tbody>
<tr>
<td>MUSIC 100 Individual Studio Instruction</td>
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<tr>
<td>MUSIC 110 Introduction to Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 112 America's Music - A Multicultural Perspective</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 114 World Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 117 History of Rock and R&amp;B</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 118 History of Jazz</td>
<td>3</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 172 Introduction to Electronic Music and MIDI</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 173 Advanced Electronic Music</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 174 Introduction to Pro Tools</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 175 Advanced Pro Tools</td>
<td>3</td>
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<tr>
<td>MUSIC 181 Introduction to the Music Industry</td>
<td>2</td>
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</tbody>
</table>

**plus at least 9 units from:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSIC 124 Introduction to Music Production and Multi-track Recording</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 125 Advanced Music Production and Multi-track Recording</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 177 Introduction to Reason and ACID</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 182 Songwriting</td>
<td>3</td>
</tr>
<tr>
<td>MUSIC 270 Applied Projects in Music Industry Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

**total minimum required units** | 23

**MUSIC-100 Individual Studio Instruction**

1.5 units LR

- May be repeated three times
- 27 hours lecture/6 hours lecture by arrangement/72 hours laboratory 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 term, 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 term along with a juried performance at the end of the term. CSU, UC

**MUSIC-101 Beginning Guitar**

1 unit SC

- May be repeated once
- 54 hours lecture per term
- Note: Students must provide an acoustic six-string guitar for use in the course

This course provides beginning six-string guitar instruction for general students as well as music students seeking to learn a second instrument. The course includes instruction in both folk and classical styles. First position keys and chords, harmonization by ear, transposition, various strums and styles, finger-picking accompaniments, bass notes, basic music theory, and note reading are taught. No previous musical experience is necessary. CSU, UC
Music

**MUSIC-102 Intermediate Guitar**
1 unit SC
- May be repeated once
- 54 hours lecture per term
- Recommended: MUSIC 101 or equivalent
- Note: Students must provide an acoustic six-string guitar for use in the course

This course provides intermediate six-string guitar instruction for students who have satisfactorily completed MUSIC 101 or the equivalent. Intermediate level classical solo repertoire as well as equivalent level popular music will be examined. Bar chords, intermediate level keys and arpeggios, transposition with and without a capo, strums, bass runs, and classical theory will be taught. CSU, UC

**MUSIC-103 Guitar Ensemble**
1 unit SC
- May be repeated once
- 54 hours lecture per term
- Recommended: MUSIC 102 or equivalent
- Note: Students must provide an acoustic six-string guitar for use in the course

This course focuses on the sight-reading, rehearsal, and performance of basic-level guitar ensemble literature. Basic note reading skills will be employed. Each member of the group will become a better musician through individual practice, listening, performance, and being an active part of the ensemble experience. CSU, UC

**MUSIC-104 Advanced Guitar Ensemble**
1 unit SC
- May be repeated once
- 54 hours lecture per term
- Recommended: MUSIC 103 or equivalent
- Note: Students must provide an acoustic six-string guitar for use in the course

This course focuses on the sight-reading, rehearsal, and performance of advanced guitar ensemble literature. Students will experience an expanded ensemble repertoire arranged for up to eight players featuring the music of Bach, Haydn, and other classical masters. Advanced note reading skills will be employed. Each member of the group will become a better musician through individual practice, listening, performance, and being an active part of the ensemble experience. 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 term. 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 term. CSU, UC

**MUSIC-107 Live Popular Concert Performance and Production**
1 unit SC
- May be repeated three times
- 54 hours lecture per term
- Formerly MUSPF 107

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

**MUSIC-110 Introduction to Music Literature**
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly MUSLT 110

This course is an introduction to the experience of listening to music with an appreciation of its technical, stylistic, expressive, social and historical aspects. Audio recordings, audio-video recordings, and live performances are used to study the evolution of Western classical styles and genres including 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

**MUSIC-112 America's Music- A Multicultural Perspective**
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly MUSLT 112

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
MUSIC-114 World Music
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly MUSLT 114

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

MUSIC-115 Music of the Middle East, North Africa, and South Asia
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly MUSLT 115

This course is a survey of Middle Eastern, North African, South Asian and Diaspora music cultures. Students will study popular and sacred musical traditions in both rural and urban contexts, and learn how music making relates to: religion, political, ethnic and national identity, popular culture, gender, and globalization. Historical, cultural, and social conditions for music will be explained, and current global issues and events will be demonstrated through evaluating the ways in which hybrid musical forms emerge when Middle Eastern, Western and other musical and cultural elements blend or conflict. CSU, UC

MUSIC-116 Native American Music
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly MUSLT 116

This course provides a survey of the numerous musical traditions, contributions and influences of the Native peoples in the Americas, including the Caribbean and Hawaii. Numerous traditions involving music will be presented that are affected by historical and current social and political conditions. Global issues and events will be explained through analyzing the ways in which new or hybrid musical forms emerge when Native, Western and other musical and cultural elements blend or come into conflict. Music will be explained as a symbol of identification and a tool of resistance in the process of cultural continuity and change. Perspectives will be drawn from ethnomusicology, the social sciences, multimedia, and Internet sources. CSU, UC

MUSIC-117 History of Rock and R & B
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly MUSLT 117

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

MUSIC-118 History of Jazz
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly MUSLT 118

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

MUSIC-120 Introduction to Music Skills
3 units SC
- 54 hours lecture 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
- Note: Credit by examination option available

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

MUSIC-123 Theory and Musicianship II
4 units  SC
- 108 hours lecture per term
- Recommended: MUSIC 122 or equivalent
- Note: Credit by examination option available
This course is a study of harmonic techniques used in the Western Common Practice and addresses diatonic harmony, four-part voice leading, basic musical structures, basic composition, basic harmonic and structural analysis, and musicianship skills including sight singing, 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-130 Jazz Workshop
1 unit  SC
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition
- Formerly MUSPF 130
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 term. CSU, UC

MUSIC-134 Musical Theater Workshop
1 unit  SC
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition
- Formerly MUSPF 134
This course provides training and experience for instrumentalists and vocalists in the production and presentation of a musical including comprehensive rehearsal and performance. CSU, UC

MUSIC-135 Vocal Jazz Ensemble
1 unit  SC
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition
- Formerly MUSPF 135
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 term to address different technical and artistic issues. CSU, UC

MUSIC-136 Jazz Ensemble
1 unit  LR
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition
- Formerly MUSPF 136
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 term. CSU, UC

MUSIC-137 Jazz Combos
1 unit  SC
- May be repeated once
- 54 hours lecture per term
- Prerequisite: Audition
- Formerly MUSPF 137
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
MUSIC-139 Marching Band Techniques
1 unit LR
• May be repeated three times
• 54 hours lecture per term
This is a performance organization whose goals include the sight-reading, rehearsal and performance of a variety of marching 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 marching band experience. New literature will be performed each term. CSU, UC (credit limits may apply to UC - see counselor)

MUSIC-140 Wind Ensemble
1 unit LR
• May be repeated three times
• 54 hours lecture per term
• Prerequisite: Audition
• Formerly MUSPF 140
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 term. CSU, UC

MUSIC-142 Woodwind Ensemble
1 unit SC
• May be repeated three times
• 54 hours lecture per term
• Prerequisite: Audition
• Formerly MUSPF 142
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

MUSIC-144 Brass Ensemble
1 unit LR
• May be repeated three times
• 54 hours lecture per term
• Prerequisite: Audition
• Formerly MUSPF 144
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

MUSIC-150 Beginning Piano I
1 unit SC
• May be repeated three times
• 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 three times
• 54 hours lecture 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 idiomatic styles. CSU, UC

MUSIC-154 Beginning Woodwind Instruments
1 unit SC
• May be repeated three times
• 54 hours lecture 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

MUSIC-155 Beginning Brass Instruments
1 unit SC
• May be repeated three times
• 54 hours lecture 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 lecture 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 lecture 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-162 Concert Choir
1 unit SC
• May be repeated three times
• 54 hours lecture per term
• Prerequisite: Audition
• Formerly MUSPF 162
This course is the study, rehearsal and public performance of standard choral literature for mixed voices. New literature will be studied each term. CSU, UC

MUSIC-166 Chamber Singers
1 unit SC
• May be repeated three times
• 54 hours lecture per term
• Prerequisite: Audition
• Formerly MUSPF 166
This course is for the study and public performance of ancient through contemporary chamber choir literature including music influenced by non-Western cultures. New literature is studied each term. CSU, UC

MUSIC-168 Percussion Ensemble
1 unit SC
• May be repeated three times
• 54 hours lecture per term
• Prerequisite: Audition
• Formerly MUSPF 168
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

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
being an active part of the ensemble experience. CSU, UC through individual practice and performance, listening and rehearsal and performance of string ensemble literature.

This performance ensemble focuses on the sight-reading, performance, 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

This is an introductory course that will provide the foundational skills needed 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

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 terms. 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

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

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

This 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

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

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

A supplemental course in music to provide a study of current topics in music. Specific topics will be announced in the class listing. 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 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-236 Night Jazz Band
1 unit SC
- 54 hours lecture per term
- Prerequisite: Audition
- Formerly MUSPF 236
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 term. CSU, UC

MUSIC-240 Symphonic Band
1 unit LR
- May be repeated three times
- 54 hours lecture per term
- Prerequisite: Audition
- Formerly MUSPF 240
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 term. 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 production 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 lecture 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 Baroque, Classical, Romantic, and Contemporary keyboard works in a master class format. New literature will be studied each term. 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  
• 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 terms of the music industry studies program. Projects will vary from term to term. CSU

MUSIC-290  DVC Philharmonic Orchestra  
1 unit  SC  
• May be repeated three times  
• 54 hours lecture per term  
• Prerequisite: Audition  
• 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.  
• Formerly MUSPF 290  
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 term so that different technical and artistic issues are addressed. CSU, UC

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

MUSIC-299  Student Instructional Assistant  
.5-3 units  SC  
• May be repeated three times  
• Variable hours  
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.  
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

NUTRITION – NUTRI

Diablo Valley College is approved by the California Board of Registered Nurses for continuing education credits. 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-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)

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**OCEANOGRAPHY – OCEAN**

Biological and Health Sciences Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

**Possible career opportunities**

The diverse range of subjects examined and the multi-disciplinary 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 109).

- Formerly OCEAN 109

This course is an introduction to the geological, chemical, physical and biological aspects of the world’s oceans and the interactions among these different aspects. Lecture topics will include: The history of oceanography; historic and modern oceanographic instruments; plate tectonics and marine geology; 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, its climate, and the lives of its inhabitants; food, drug, and mineral energy resources from the sea; global and local ocean resource management, aquacultural techniques and practices, and preservation of marine environments; and the deep sea; properties, animals and adaptations. The subject is multi-disciplinary both in regard to the variety of aspects studied and the methods of study utilized. CSU, UC

**OCEAN-102 Fundamentals of Oceanography with Laboratory**

4 units  SC

- 72 hours lecture/36 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 among these different aspects. Lecture topics will include: 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 class listing. CSU

OCEAN-299 Student Instructional Assistant
0.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

PERSIAN – PERSN

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
Business and Foreign Language Building 204
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
5 units SC
- 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
5 units SC
- 90 hours lecture/18 hours laboratory by arrangement per term
- Recommended: PERSN 120 or equivalent
This is a second term 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
0.3-4 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 class listing. CSU

PERSN-155 First Term Conversational Persian
3 units SC
- May be repeated once
- 54 hours lecture/18 hours laboratory by arrangement per term
This 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/18 hours laboratory by arrangement 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/18 hours laboratory by arrangement 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

PERSN-299  Student Instructional Assistant
.5-3 units  SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

PHILOSOPHY – PHILO

Applied and Fine Arts Division
Michael Almaguer, Dean
Business and Foreign Language Building 204
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-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
- Prerequisite: 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-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-150  Topics in Philosophy
1.3-4 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 class listing. 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-Socrates, 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
- Recommended: Eligibility for ENGL 122 or equivalent
- Note: Submission of acceptable educational contract to department and Instruction Office; topics must extend study beyond courses offered.
This course provides an opportunity for students to study special interests under direction of philosophy faculty. CSU

PHILO-299 Student Instructional Assistant
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

PHOTOGRAPHY
See ART-ART

Possible career opportunities
A photography career offers exciting job prospects as a photojournalist, archivist, photo engraver, photographic crafts-person, photographic laboratory technician, illustrator, and commercial photographer (weddings, portraits, industrial, fashion, and architecture.)
WASHINGTON – Autumn 2013

PE-100 Aquatic Fitness
.5-2 units SC
• May be repeated three times
• Variable hours
This is an activity course designed to enable students to develop a high level of cardiovascular fitness through a swimming workout. Competitive strokes will be performed and utilized within both aerobic (long distance) and anaerobic (sprint distance) style fitness programs. Students will improve cardiovascular conditioning, upper body muscular strength and core strength. Students will also gain knowledge in fitness training principles such as periodization, overload, and recovery. CSU, UC (credit limits may apply to UC - see counselor)

PE-105 Water Aerobics
.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
.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
.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
.5-2 units SC
• May be repeated once
• Variable hours
• Formerly PE 114
This is an activity course exploring the principles of Hatha Yoga and how they apply to achieving 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
.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 is an activity course designed to improve aerobic cardiorespiratory fitness utilizing 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 in which students will develop physical fitness through jogging. Students will learn how to improve jogging technique, assess and measure cardiovascular fitness, as well as develop an individualized jogging program for overall fitness and health. In addition, topics such as equipment, safety, nutrition, shoes (form and function), and injury prevention will be addressed. CSU, UC (credit limits may apply to UC - see counselor)  

PE-118  Introduction to Triathlon Training  
.5-2 units  SC  
• May be repeated three times  
• Variable hours  
• Note: Students must provide bicycle and helmet.  
This is an introductory activity course in triathlon training which offers students the opportunity to cross-train in triathlon skills (swimming, biking, and running) and learn introductory training methods to accomplish an increased level of fitness through training. The history, rules, equipment, and safety concerns of triathlon will be discussed, as well as, training methods and race strategies. No previous experience 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  
This is an activity course 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 to be discussed 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 is an activity course designed to improve cardiovascular fitness, muscular flexibility and 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-122  Theory and Practice of Strength Training and Fitness  
.5-2 units  SC  
• May be repeated three times  
• Variable hours  
This is an activity course designed to increase muscular strength, muscular endurance, and fitness utilizing plate-loaded apparatus, free weights, selectorized weight machines, treadmills, stationary bikes, ellipticals, and stair-masters. Students will be required to attend one mandatory meeting that will be designated in the class listing. CSU, UC (credit limits may apply to UC - see counselor)
**Physical education**

**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 power lifting. Technique will be emphasized and training programs will be developed. The sport of power lifting, as well as safety and nutritional information as it relates to power lifting, 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 term. 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**

This is an activity course emphasizing toning and strengthening of the 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 stationary cycling training to develop cardiovascular fitness. Students will also utilize various strength and flexibility modalities, mental imagery, visualization, nutrition concepts, as well as assessment of their cardiovascular fitness training level through heart rate monitoring and resting heart rate values. 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: First class session will be held in the classroom**

This is an activity course enabling students to learn about hiking and safety skills while enjoying the beautiful parks and open spaces 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 on hilly terrain and are all one day hikes. 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 encouraged to seek permission from their doctor before beginning the course**

This is an activity course designed for students over fifty of all fitness levels. Topics will include conditioning principles, goal-setting, fitness assessments and nutrition guidelines. This course is open to all students. CSU, UC (credit limits may apply to UC - see counselor)

**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 class listing. 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  
- Variable hours  
This is an activity course that focuses on the basic delivery technique, targeting, spare shooting and strategy of bowling. Additional topics include equipment, rules, etiquette, terminology and scoring. Students will have the opportunity to practice these techniques as well as participate in class competition. CSU, UC (credit limits may apply to UC - see counselor)

PE-162  Beginning Golf  
.5-2 units  SC  
- Variable hours  
- Note: Some class meetings will be held at Buchanan Field Golf Course  
This is an activity course designed to introduce the game of golf and 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: PE 172 or equivalent  
- Note: Prior tennis knowledge and competitive experience recommended  
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)
Physical education

PE-182 Basketball
.5-2 units SC
• Variable hours
• Note: Students should be physically capable of performing vigorous exercise
This is an activity course in basketball with an 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-189 Men's Lacrosse
.5-2 units SC
• May be repeated three times
• Variable hours
• Note: Students must supply their own protective equipment and lacrosse stick
This is an activity course emphasizing the fundamental skills and strategies of men's lacrosse. This course focuses on rules, etiquette, safety, and lacrosse skills, such as catching, passing, cradling, shooting, and defending. Offensive and defensive positions and basic team strategies are also addressed. No previous lacrosse experience is necessary. Open to men and women. 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
  •  Variable hours
This is an activity course focusing 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
  •  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 the faculty. CSU

PE-299  Student Instructional Assistant
.5-3 units  SC
  •  May be repeated three times
  •  Variable hours
  •  Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

PHYSICAL EDUCATION ADAPTIVE – PEADP

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)

**PECMB-112 Self-Defense**

.5-2 units  SC
- May be repeated three times
- Variable hours

This is an activity course that combines defensive techniques and concepts from jujitsu, judo, karate, and aikido. Students will explore self-defense techniques, as well as increase muscular fitness (strength, endurance, flexibility, and balance), improve self-discipline, focus, balance, relieve stress, and increase mental awareness. 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

This is an activity course involving the history, philosophy, techniques and safety aspects of tai chi chuan. Tai chi chuan is a slow moving Chinese martial art used as exercise and self-development. Students will learn fundamental forms, as well as increase muscular strength and endurance, flexibility and balance. CSU, UC (credit limits may apply to UC - see counselor)

**PECMB-114 Aikido**

.5-2 units  SC
- May be repeated once
- Variable hours

This is an activity course involving the history, philosophy, techniques and safety aspects of aikido. This is a Japanese warrior art involving a noncompetitive, non-fighting discipline, that is comprised purely of defensive techniques and principles of movement. Students will learn fundamental aikido techniques, as well as increase cardiovascular and muscular fitness. 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 is an activity course involving the history, philosophy, techniques and safety aspects of judo. Judo emphasizes throws and pins, self-discipline, punctuality, courtesy, and respect. Students will learn judo techniques, as well as increase cardiovascular and muscular fitness. CSU, UC (credit limits may apply to UC - see counselor)
PECMB-119 Karate
0.5-2 units SC
• May be repeated three times
• Variable hours
This is an activity course involving the history, philosophy, techniques and safety aspects of Kajukenbo Karate. This martial art form teaches the way of the “empty hand” using legs, arms and fists, as well as Kiai (expression of inner energy), which accompanies each action. Students will learn karate techniques, as well as increase cardiovascular and muscular fitness. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-123 Intermediate Tai Chi Chuan
0.5-2 units SC
• May be repeated once
• Variable hours
• Recommended: PECMB 113 or equivalent
This is an activity course focusing on an intermediate level of tai chi chuan practice. Students will master more complex forms and continue to develop concentration, and cardiovascular and muscular fitness. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-124 Intermediate Aikido
0.5-2 units SC
• May be repeated once
• Variable hours
• Recommended: PECMB 114 or equivalent
This is an activity course focusing on an intermediate level of aikido practice. Students will explore more complex skills and techniques with an emphasis on increased pace, as well as continue to develop concentration, and cardiovascular and muscular fitness. CSU, UC (credit limits may apply to UC - see counselor)

PECMB-150 Topics in Martial Arts and Combatives
0.3-4 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 class listing. CSU

PEDAN-128 Pilates Mat Work
0.5-2 units SC
• May be repeated three times
• Variable hours
This is an activity course introducing basic mat 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
0.5-2 units SC
• May be repeated three times
• Variable hours
This is an introductory course focusing on the development of coordination, rhythm, strength, flexibility, alignment and basic dance movement combinations in a variety of genres. Secondary focus is on basic musculoskeletal alignment, movement safety, and dance appreciation skills. CSU, UC

PEDAN-130 Ballet Fundamentals
0.5-2 units SC
• May be repeated three times
• Variable hours
This is 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-136 Jazz Dance Fundamentals
0.5-2 units SC
• May be repeated three times
• Variable hours
This is an introductory course in jazz dance technique. This class will focus on proper jazz dance alignment, center work and movement across the floor. It will also include an introduction to the history of jazz dance. CSU, UC
Physical education - dance

PEDAN-138 Beginning Tap Dance
.5-2 units SC
- May be repeated once
- Variable hours
This is a course in beginning tap dance technique and covers a wide range of tap dance styles. The cultural and historical aspects of this genre will also be studied. CSU, UC

PEDAN-141 Intermediate Tap Dance
.5-2 units SC
- May be repeated once
- Variable hours
- Prerequisite: PEDAN 138 or equivalent
This is an intermediate level class in tap dance technique and will introduce more advanced tap dance steps and combinations. The contribution of tap dance to American art and culture will also be studied. CSU, UC

PEDAN-142 Modern Dance Fundamentals
.5-2 units SC
- May be repeated three times
- Variable hours
This is an introductory course in modern dance technique. This class will focus on proper modern dance alignment, center work, and movement across the floor. It will also include an introduction of modern dance history. 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 class listing. 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 class listing. CSU

PEDAN-160 Beginning Ballroom/Social Dance
.5-2 units SC
- May be repeated three times
- Variable hours
This is an activity course in basic ballroom/social dance. This course will focus on the techniques, history, terminology, principles and other elements, including style and rhythm of ballroom/social dance. A partner is not necessary as this course will incorporate an understanding of dance footwork specific to leaders and followers. A variety of dance styles will be covered, and may include American style fox-trot, American style waltz, American style tango, night club two-step, hustle, polka, quickstep and Viennese waltz. CSU, UC

PEDAN-161 Swing Dance
.5-2 units SC
- May be repeated three times
- Variable hours
This is an introductory course in 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 is an introductory course in 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
This is an intermediate level course in 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
This is a course in Broadway Musical dance technique. Dance styles from a variety of Broadway genres, as well as audition techniques, will be covered. The history of dance in musical theater and its impact on American culture will also be discussed. CSU, UC
Physical Education, Athletics and Dance Division
Christine Worsley, Dean
Physical Education Office Building 105
925-685-1230 ext. 2736

PEIC-098  Intercollegiate Pre-Participation Orientation
.3 unit  P/NP
• Non degree applicable
• 5 hours lecture per term
This is a course preparing new students, intending to try-out/compete for an intercollegiate athletic team, for
the upcoming academic term and season of competition. Students will complete the California Community College
Athletic Association’s (CCCAA) athletic eligibility requirements, complete medical forms and waivers, register for the
NCAA Clearinghouse, and fulfill other requirements for community college athletic competition.

PEIC-110  Student-Athlete Success I
2 units  SC
• 27 hours lecture/36 hours laboratory per term
This course is designed to prepare the first year student athlete for intercollegiate competition and academic
achievement. Topics for this class will include, but are not limited to, eligibility, college academic resources, personal
responsibility issues, and opportunities after DVC, CSU, UC (credit limits may apply to UC - see counselor).

PEIC-111  Student-Athlete Success II
2 units  SC
• 27 hours lecture/36 hours laboratory per term
This course is designed to further assist student-athletes toward degree completion, transfer, and/or professional
employment while competing in intercollegiate athletics. Topics for this class will include, but are not limited to, transfer
and athletic eligibility requirements for four year schools, the recruiting process, completing the application and/or professional employment process, scholarships and financial aid, leadership training, and personal responsibility for life success.

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 term 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
• 60 hours activity per term
• Prerequisite: PEIC 202A or tryout audition
• Note: Spring term 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 term 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 term 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).
Physical education - intercollegiate

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)

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

Physical Education, Athletics and Dance Division
Christine Worsley, Dean
Physical Education Office Building 105
925-685-1230 ext. 2736

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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degrees
Fitness instruction
Kinesiology: coaching
Sports medicine/athletic training

Certificates of achievement
Coaching
Personal training

Associate in science degree - Fitness instruction
The associate in science degree in fitness instruction is a two-year course of study designed for students who are interested in a career in the fitness industry and/or wish to transfer to a four-year institution in kinesiology or related major. It will expose students to many facets of the fitness industry and is appropriate for those students who wish to become a personal training and/or group exercise instructor. 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 exercise science, strength and conditioning, preparation for a teaching credential or other specialty area under the kinesiology umbrella.

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 other graduation requirements; however the units are only counted once.

<table>
<thead>
<tr>
<th>major requirements</th>
<th>units</th>
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<tbody>
<tr>
<td>HSCI 230</td>
<td>Advanced First Aid and CPR</td>
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<tr>
<td>PETHE 259</td>
<td>Sport and Exercise Psychology</td>
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<tr>
<td>PETHE 281</td>
<td>Principles of Optimizing Human Performance</td>
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<td>PETHE 282</td>
<td>Exercise Techniques and Physical Fitness Testing</td>
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<td>PETHE 284</td>
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<td>PETHE 291</td>
<td>Professional Aspects of Personal Training</td>
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<td>PETHE 294</td>
<td>Practical Experiences in Personal Training and Fitness Instruction I</td>
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<tr>
<td>PETHE 295</td>
<td>Practical Experiences in Personal Training and Fitness Instruction II</td>
</tr>
</tbody>
</table>
Associate in science degree - Kinesiology: coaching

The associate in science degree in kinesiology is a two-year course of study designed for students who are interested in obtaining a job as an athletic coach, be prepared for an entry level job in sports or recreation administration and/or wishing to transfer to a four-year institution in kinesiology or related major. It is appropriate for those students who wish to become a youth or secondary school coach and a variety of sport options are available. Students who wish to transfer to four-year institutions must consult with program faculty and college counselors to ensure that the requirements for transfer to appropriate institutions are met. Possible programs of study at the baccalaureate level teaching credential to become a secondary school teacher/coach, exercise science, sports management or other specialty area under the kinesiology umbrella.

To earn this degree, students must complete the core major requirements as indicated and choose an area of emphasis. Each course used to meet a major requirement must be passed with a “C” grade or higher and all general education and graduation requirements, as listed in the catalog, must be met. Certain courses may satisfy both major and other graduation/general education requirements; however the units are only counted once.

major requirements

- HSCI 230 Advanced First Aid and CPR .................. 3
- PETHE 210 Introduction to Kinesiology .................. 3
- PETHE 259 Sport and Exercise Psychology ............... 3
- PETHE 281 Principles of Optimizing Human Performance .............................................. 3
- PETHE 282 Exercise Techniques and Physical Fitness Testing .............................................. 1
- PETHE 284 Introduction to Sports Medicine and Athletic Training ...................................... 3
- PSYCH 101 Introduction to Psychology .................. 3

plus at least 3 units from:
- NUTRI 120 Sports Nutrition: Fueling the Athlete ........ 3
- NUTRI 160 Nutrition: Science and Applications ........ 3

program electives

- BUSM 191 Small Business Management .................. 3
- PETHE 219 Introduction to Kinesiology .................. 3
- PETHE 279 Overview of Sports Medicine and Fitness Professions .............................................. 3
- PETHE 283 Introduction to Sports Massage ................ 1.5
- PETHE 285 Advanced Sports Medicine and Athletic Training .................................................. 3
- PETHE 292 Personal Training National Examination Preparation .............................................. 3


total minimum required units 32.5
coaching emphasis:
plus at least 3 units from:
PETHE 260 Theory of Coaching Individual Sports.................. 3
PETHE 261 Theory of Coaching Team Sports.................. 3
PETHE 264 Theory of Coaching Football.................. 3

plus at least 2 units from:
PE 106, PE 110, PE 154, PE 162, PE 163, PE 172, PE 173, PE 174, PE 180, PE 182, PE 185, PE 188, PE 189, PE 190, PE 192, PE 193, PE 199

or

PEIC 200, PEIC 202A and B, PEIC 203A and B, PEIC 206, PEIC 210, PEIC 215, PEIC 216, PEIC 217, PEIC 223, PEIC 224, PEIC 225

* activity course or intercollegiate athletic participation must be selected in area of coaching emphasis

total minimum required units 33

recommended electives
PETHE 279 Overview of Sports Medicine and Fitness........... Professions........................................... 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 careers 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 or allied health professional. Earning this degree may facilitate the student's transfer to a four year college and/or professional program.

DVC sports medicine/athletic training 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 G.E.). General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer.

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. Certain courses may satisfy both major and other graduation requirements; however the units are only counted once.

major requirements units
BIOSC 199 Human Anatomy........................................ 5
HSCI 124 Health and Wellness.......................................... 3
PETHE 279 Overview of Sports Medicine and Fitness Professions........................................... 2
PETHE 281 Principles of Optimizing Human Performance.................................................. 3
PETHE 282 Exercise Techniques and Physical Fitness Testing.................................................. 1
PETHE 283 Introduction to Sports Massage........................ 1.5
PETHE 284 Introduction to Sports Medicine and Athletic Training.......................................... 3
PETHE 285 Advanced Sports Medicine and Athletic Training.................................................. 3
PETHE 286 Clinical Experiences in Sports Medicine and Athletic Training I................................ 2
PETHE 287 Clinical Experiences in Sports Medicine and Athletic Training II................................ 2
PETHE 288 Clinical Experiences in Sports Medicine and Athletic Training III................................ 4
PSYCH 101 Introduction to Psychology.................................. 3

plus at least 3 units from:
CHEM 108 Introductory Chemistry....................................... 4
CHEM 109 Introduction to Organic and Biochemistry............. 4
CHEM 120 General College Chemistry I.................................. 5
PHYS 110 Elementary Physics........................................... 3
PHYS 120 General College Physics I...................................... 4

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 units
HSCI 230 Advanced First Aid/CPR.................................. 3
PETHE 259 Sport and Exercise Psychology.......................... 3
PETHE 281 Principles of Optimizing Human Performance.................................................. 3
PETHE 282 Exercise Techniques and Physical Fitness Testing.................................................. 1
PETHE 284 Introduction to Sports Medicine and Athletic Training.......................................... 3

plus at least 3 units from:
NUTRI 120 Sports Nutrition: Fueling the Athlete................... 3
NUTRI 160 Nutrition: Science and Applications............................... 3

plus at least 3 units from:
PETHE 260 Theory of Coaching Individual Sports.................. 3
PETHE 261 Theory of Coaching Team Sports.................. 3
PETHE 264 Theory of Coaching Football.................. 3
Physical education - theory

plus at least 2 units from:
- PE 106, PE 110, PE 154, PE 162, PE 163, PE 172, PE 173, PE 174, PE 180, PE 182, PE 185, PE 188, PE 189, PE 190, PE 192, PE 193, PE 199

or

PEIC 200, PEIC 202A or B, PEIC 203A or B, PEIC 206, PEIC 210, PEIC 215, PEIC 216, PEIC 217, PEIC 223, PEIC 224, PEIC 225

* Activity courses or interscholastic participation must be in the selected area of coaching emphasis.

Certificate of achievement - Personal training

The personal training certificate program is a one-year course of study that will expose students to many facets of the fitness industry and prepares them to obtain entry-level employment as a personal trainer. Completion of the certificate requirements will also prepare students to sit for national personal training examinations. To earn a certificate of achievement, a student must complete each course used to meet a certificate requirement with a grade of “C” or higher. Courses are available in the day and evening.

required courses

HSCI 230 Advanced First Aid and CPR ........................................... 3
PETHE 259 Sport and Exercise Psychology ...................................... 3
PETHE 281 Principles of Optimizing Human Performance .................. 3
PETHE 282 Exercise Techniques and Physical Fitness Testing ................. 1
PETHE 284 Introduction to Sports Medicine and Athletic Training .......... 3

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

personal training emphasis

PETHE 291 Professional Aspects of Training and Fitness Instruction ........ 3
PETHE 294 Practical Experience in Person Training I ..................... 1
PETHE 295 Practical Experience in Person Training II ..................... 1

plus at least 1 unit from:
- PE 122 Theory and Practice of Strength Training and Fitness .............. 0.5-2
- PE 125 Power Lifting .......................................................... 0.5-2

total minimum required units 22

PETHE-150 Topics in Physical Education Theory

.3-4 units SC
• May be repeated three times
• Variable hours

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 in the class listing. CSU

PETHE-187 Analysis of the Multiple Aspects of Modern Day Football

.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)

PETHE-210 Introduction to Kinesiology

3 units SC
• 54 hours lecture per term

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 also 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)

PETHE-215 Introduction to Sport and Recreation Management

3 units SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent

This is an introductory course in sport and recreation management. Students will examine the history and development of the profession, discover and evaluate a variety of career opportunities, discuss organizational and managerial strategies, and analyze current trends in sport and recreation management. CSU
PETHE-216  Practical Experience in Sport and Recreation Management I
2 units  SC
• 18 hours lecture/54 hours laboratory per term
• Prerequisite: PETHE 215 or equivalent (may be taken concurrently)

This is an internship course that will expose students to the practical application and responsibilities within the field of sport and recreation management. They will have the opportunity to assist within the Diablo Valley College Physical Education and Athletics departments on a variety of projects including marketing, game management, website management, sports information, fundraising, and/or scheduling. CSU

PETHE-217  Practical Experience in Sport and Recreation Management II
2 units  SC
• 18 hours lecture/54 hours laboratory per term
• Prerequisite: PETHE 216 or equivalent

This is an internship course that continues to enhance students’ skills and practical experiences within the field of sport and recreation management. Students will participate in creating and implementing projects within the Diablo Valley College Physical Education and Athletics departments. Topics for projects include, but are not limited to, marketing, game management, website management, sports information, fundraising, and/or scheduling. CSU

PETHE-259  Sport and Exercise Psychology
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for ENGL 122 or equivalent

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

PETHE-260  Theory of Coaching Individual Sports
3 units  SC
• 54 hours lecture per term

This course is designed to provide students with an understanding of all facets of coaching individual sports. Topics will include methods of instruction, practice design, mental preparation, and program building. 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

PETHE-261  Theory of Coaching Team Sports
3 units  SC
• 54 hours lecture per term

This course is designed to provide students with an understanding of all facets of coaching team sports. Topics will include methods of instruction, practice design, mental preparation, and program building. 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

PETHE-262  Theory of Coaching Basketball
3 units  SC
• 54 hours lecture per term

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)

PETHE-263  Theory of Coaching Cross Country
3 units  SC
• 54 hours lecture per term

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)

PETHE-264  Theory of Coaching Football
3 units  SC
• 54 hours lecture per term

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)
**Physical education - theory**

**PETHE-265 Theory of Coaching Soccer**
3 units  SC  
- 54 hours lecture per term
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)

**PETHE-266 Theory of Coaching Tennis**
3 units  SC  
- 54 hours lecture per term
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)

**PETHE-267 Theory of Coaching Track and Field**
3 units  SC  
- 54 hours lecture per term
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)

**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-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 laboratory 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
- Required: 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 284 (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
Physical education - theory

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 Fitness Training
1.5 units  SC
• 18 hours lecture/37 hours laboratory per term
• Recommended: PETHE 281 or equivalent
This course prepares potential personal trainer and group exercise instructor for the practical aspects of training and managing clients in a group fitness setting. Principles of appropriate progression, regression and modification will be emphasized. Program design, exercise sequencing, training variables, use of strength equipment and practical teaching skills needed to design and instruct creative, effective and well-balanced, group fitness training sessions/classes will be included. CSU

PETHE-294  Practical Experience in Personal Training and Fitness Instruction I
1 unit  SC
• 36 hours lecture/108 hours laboratory per term
• Prerequisite: PETHE 281 and PETHE 291 or equivalents
This is an internship course that will expose students to the practical application and responsibilities of personal training through the observation and assistance of a fitness professional. Students will observe and assist with assessments on clients for fitness programs, and in the preparation and execution of fitness programs. Also included will be the observation of the adaptation/adjustment of fitness program specifics to meet the changing needs of the clients fitness level and risk factor management and development of long and short term fitness goals. CSU

PETHE-295  Practical Experience in Personal Training and Fitness Instruction II
1 unit  SC
• 36 hours lecture/108 hours laboratory per term
• Prerequisite: PETHE 281 and PETHE 291 or equivalents
This is an internship course that will expose students to the practical application and responsibilities of personal training through the observation and assistance of a fitness professional. Students will observe and assist with assessments on clients for fitness programs, and in the preparation and execution of fitness programs. Also included will be the observation of the adaptation/adjustment of fitness program specifics to meet the changing needs of the clients fitness level and risk factor management, as well as assist in the development of long and short term fitness goals. 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 study beyond courses offered.
An opportunity for advanced students to study special interests under the direction of the faculty. CSU

PETHE-299  Student Instructional Assistant
.5-3 units  SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU
PHYSICAL SCIENCE – PHYSC

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

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.

PHYSC-112 Fundamentals of Physical Science
3 units SC
• 54 hours lecture per term
• Prerequisite: MATH 110 (may be taken concurrently) 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
.3-4 units SC
• May be repeated three times
• Variable hours
A supplemental course in physical science to provide a study of current concepts and problems in physical science. Specific topics will be announced in the class listing. CSU

PHYSC-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

PHYSICS – PHYS

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

Possible career opportunities
Career opportunities available for physicists include: research in industry, universities, and national laboratories. Many teach in high schools, colleges, and universities. Others can be found in hospitals, the military, oil fields, power plants, in the astronaut corps, in museums, in patent law firms, and in management positions in business and government. A background in physics can help a technical writer or a computer programmer. Most career options require more than two years of college study.

PHYS-110 Elementary Physics
3 units LR
• 54 hours lecture per term
• Prerequisite: PHYS 110 or equivalent (may be taken concurrently)
• Recommended: Concurrent enrollment in PHYS 111 and eligibility for ENGL 122 or equivalents
A study of forces, motion, heat, electricity and magnetism, optics and matter, with discussions, experimental illustration, and problem solving. This course emphasizes topics in classical physics. Students specifically interested in focusing on modern physics should take PHYS 113. 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 or equivalent (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 equivalents
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 term 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 or equivalent
Second term 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) or equivalents
- 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) or equivalents
- 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
- Note: This course or its equivalent is recommended for PHYS 130
Designed for engineering, physics and chemistry majors, this course is a 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. 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. 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
- Co-requisite: MATH 193 (may be taken previously) or equivalent
- Recommended: PHYS 129 or equivalent; eligibility for ENGL 122 or equivalent
- Note: For those students who have not recently completed a full year of high school physics, the physics department strongly recommends completion of PHYS 129 before enrolling in PHYS 130
Designed for engineering and physical science majors (such as physics, chemistry, and geology), this course is a lecture and laboratory study of classical mechanics: vectors, particle kinematics, Newton’s laws, equilibrium of rigid bodies, work and energy, gravitation, fluids, momentum, rotational kinematics and dynamics, and oscillations and waves in elastic media. CSU, UC (credit limits may apply to UC - see counselor)

PHYS-150  Topics in Physics
.3-4 units  SC
- May be repeated three times
- Variable hours
A supplemental course in physics to provide a study of current concepts and problems in physics. Specific topics will be announced in the class listing. 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: MATH 130 or equivalent; MATH 292 (may be taken concurrently) or equivalent
- Recommended: Eligibility for ENGL 122 or equivalent
Designed for engineering and physical science majors (such as physics, chemistry, and geology), this course is a continuation of PHYS 130. It is a lecture and laboratory study of thermodynamics, electricity, and magnetism. Topics included are temperature, heat and the first and second laws of thermodynamics, kinetic theory of gases, electric field and electric potential of static charges, magnetic field of moving charges, current, voltage, resistance, capacitance, induced electric fields, Maxwell’s equations and plane electromagnetic waves. 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: PHYS 230 and MATH 294 or equivalents (may be taken concurrently)
- Recommended: Eligibility for ENGL 122 or equivalent

Designed for engineering, physics and chemistry majors, this course is a continuation of PHYS 130 and 230. It is a lecture and laboratory study of optics and modern physics. Topics included are light as an electromagnetic wave, geometric and wave optics, special relativity, quantum physics, atomic and molecular physics, condensed matter physics, and nuclear physics. CSU, UC (credit limits may apply to UC - see counselor)

PHYS-299  Student Instructional Assistant
.5-3 units  SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

PLUMBING – PLUMB

Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

Possible career opportunities

In collaboration with Plumbers and Steamfitters Union Local 159 email: info@plumbers159.org and Plumbers-Steamfitters-Refrigeration Union Local 342 www.ua342.org. DVC offers two five-year apprenticeship programs: steamfitting and plumbing. Apprenticeship is training that is designed to prepare an individual for a career in the skilled crafts and trades. Apprentices develop technical skills, experience the sharing of assignments and see how technical tasks relate specifically with theoretical knowledge and interpretation. Apprentices earn a wage while learning. Enrollment in this program is restricted. You must be registered as an apprentice with the State of California to participate in the program and accepted into the apprenticeship program by our Union partners.

Plumbers-Steamfitters-Refrigeration Union Local 342,
Joint Apprenticeship and Journeymen Training Office
935 Detroit Avenue
Concord, CA 94518-2501
925-686-0730

Plumbers and Steamfitters Local 159
1308 Roman Way
Martinez, CA 94553
800-443-0220 or
925-229-0883
email: info@plumbers159.org

Program level student learning outcomes

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in science degree
Plumbing
Certificate of achievement
Plumbing
Certificate of accomplishment
Plumbing

Upon successful completion of the program, the student will have the necessary knowledge and skill for a career in residential, commercial, and industrial plumbing. Reading of blueprints, layout, estimating, installation of piping systems and fixtures, repair of supply and waste water systems are just some of the skills that will be mastered during this program.

A student is eligible for graduation with an associate in science degree after the satisfactory completion of a minimum of 60 units.

To earn an associate in science degree with a major in plumbing, students must complete each course used to meet a major requirements 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. Certain courses may satisfy both major and other graduation requirements; however, the units are only counted once. General Education Option 1 (DVC General Education) is appropriate for students who do not intend to transfer. DVC Plumbing 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 G.E.).
### Associate in science degree - Plumbing

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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PLUMB 110 OSHA-CPR</td>
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<tr>
<td>PLUMB 111 Trade Math.</td>
<td>1.5</td>
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<tr>
<td>PLUMB 112 Water Supply</td>
<td>1.5</td>
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<td>PLUMB 113 Sewage Dis.</td>
<td>1.5</td>
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<td>PLUMB 114 Plumbing S.</td>
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<td>PLUMB 115 Constr. M.</td>
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<td>PLUMB 116 Med. Gas S.</td>
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<td>PLUMB 117 Related S.</td>
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<td>PLUMB 118 Drawing</td>
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<td>PLUMB 119 Advanced</td>
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<td>PLUMB 120 Tool Wksh.</td>
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<tr>
<td>PLUMB 124 Welding</td>
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<td>PLUMB 125 Elec.</td>
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<td>PLUMB 126 Gas Install</td>
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<td>PLUMB 127 Backflow P.</td>
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<td>PLUMB 128 Fixtures</td>
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<tr>
<td>PLUMB 129 Cert Prep</td>
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**Total minimum required units:** 30

*The units shown are the minimum that can be taken for each course*

### Certificate of achievement - Plumbing

<table>
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<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PLUMB 112 Water Supply</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 113 Sewage Dis.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 114 Plumbing S.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 115 Constr. M.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 116 Med. Gas S.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 117 Related S.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 118 Drawing</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 119 Advanced</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 120 Tool Wksh.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 121 Tool Wksh.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 122 Code I</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 123 Code II</td>
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</tr>
<tr>
<td>PLUMB 124 Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 125 Elec.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 126 Gas Install</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 127 Backflow P.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 128 Fixtures</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 129 Cert Prep</td>
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</table>

**Total minimum required units:** 28

*The units shown are the minimum that can be taken for each course*

### Certificate of accomplishment - Plumbing

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>PLUMB 110 OSHA-CPR</td>
<td>1.5</td>
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<tr>
<td>PLUMB 111 Trade Math.</td>
<td>1.5</td>
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<tr>
<td>PLUMB 112 Water Supply</td>
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<tr>
<td>PLUMB 113 Sewage Dis.</td>
<td>1.5</td>
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<tr>
<td>PLUMB 114 Plumbing S.</td>
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<tr>
<td>PLUMB 115 Constr. M.</td>
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<tr>
<td>PLUMB 116 Med. Gas S.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 117 Related S.</td>
<td>1.5</td>
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<tr>
<td>PLUMB 118 Drawing</td>
<td>1.5</td>
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<tr>
<td>PLUMB 119 Advanced</td>
<td>1.5</td>
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<tr>
<td>PLUMB 120 Tool Wksh.</td>
<td>1.5</td>
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<tr>
<td>PLUMB 121 Tool Wksh.</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 122 Code I</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 123 Code II</td>
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<tr>
<td>PLUMB 124 Welding</td>
<td>1.5</td>
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<tr>
<td>PLUMB 125 Elec.</td>
<td>1.5</td>
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<tr>
<td>PLUMB 126 Gas Install</td>
<td>1.5</td>
</tr>
<tr>
<td>PLUMB 127 Backflow P.</td>
<td>1.5</td>
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<tr>
<td>PLUMB 128 Fixtures</td>
<td>1.5</td>
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<tr>
<td>PLUMB 129 Cert Prep</td>
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</table>

**Total minimum required units:** 10

*The units shown are the minimum that can be taken for each course*
<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
<th>Notes</th>
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<tbody>
<tr>
<td>PLUMB-113</td>
<td>Sewage Disposal</td>
<td>1.5-2.5</td>
<td>LR</td>
<td>Variable hours</td>
</tr>
<tr>
<td></td>
<td>The principles and methods of sewage disposal for residential and commercial buildings. CSU</td>
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<td></td>
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<tr>
<td>PLUMB-114</td>
<td>Plumbing System Service and Repair</td>
<td>1.5-2.5</td>
<td>LR</td>
<td>Variable hours</td>
</tr>
<tr>
<td></td>
<td>The planning and troubleshooting of plumbing systems and repairs. CSU</td>
<td></td>
<td></td>
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<tr>
<td>PLUMB-115</td>
<td>Construction Management in Plumbing</td>
<td>1.5-2.5</td>
<td>LR</td>
<td>Variable hours</td>
</tr>
<tr>
<td></td>
<td>An introduction to the administrative procedures, plans and specifications, scheduling, and other forms of communication in the construction field. CSU</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PLUMB-116</td>
<td>Medical Gas Systems</td>
<td>1.5-2.5</td>
<td>LR</td>
<td>Variable hours</td>
</tr>
<tr>
<td></td>
<td>The requirements and standards of medical gas and vacuum system installation. CSU</td>
<td></td>
<td></td>
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<tr>
<td>PLUMB-117</td>
<td>Related Science in the Piping Trades</td>
<td>1.5-2.5</td>
<td>LR</td>
<td>Variable hours</td>
</tr>
<tr>
<td></td>
<td>The scientific and mechanical principles that are basic to the work of the piping industry. CSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLUMB-118</td>
<td>Beginning Drawing and Plan Reading for the Piping Trades</td>
<td>1.5-2.5</td>
<td>LR</td>
<td>Variable hours</td>
</tr>
<tr>
<td></td>
<td>The interpretation of drawings and sketches associated with piping installation. CSU</td>
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</tr>
<tr>
<td>PLUMB-119</td>
<td>Advanced Drawing in the Piping Trades</td>
<td>1.5-2.5</td>
<td>LR</td>
<td>Variable hours</td>
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<tr>
<td></td>
<td>Interpret, coordinate and make drawings and sketches associated with piping installation. CSU</td>
<td></td>
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<tr>
<td>PLUMB-120</td>
<td>Plumbing Tool Workshop I</td>
<td>1.5-2.5</td>
<td>LR</td>
<td>Variable hours</td>
</tr>
<tr>
<td></td>
<td>The practical and theoretical aspects of plumbing tool processes. Students will learn the safe and proper use of the commonly used trade tools. CSU</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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. Specific topics will be announced in the class listing. CSU

PLUMB-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 current courses offerings.
An opportunity for advanced students to study special interests under the direction of the faculty. CSU

PLUMB-299 Student Instructional Assistant
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

POLITICAL SCIENCE - POLSC
Social Sciences Division
Ellen Kruse, Interim Dean
Faculty Office 136
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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in arts degree
Political science

Associate in arts degree - 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 G.E.). 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. Certain 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 units
POLSC 120 Introduction to Politics .................................................. 3
POLSC 121 Introduction to United States Government........... 3

complete 9 units from:
- POLSC 151 California Politics................................. 3
- POLSC 220 Comparative Politics .......................... 3
- POLSC 240 Political Theory .................................. 3
- POLSC 250 International Relations ......................... 3

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 United States: 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 and Pacific Islanders in the United States.......................... 3
Political science

HIST 140 History of Western Civilization to Renaissance.......................... 3
HIST 141 History of Western Civilization Since the Renaissance.................... 3
HIST 150 History of East Asia (to 1600).................................................. 3
HIST 170 History of Women in 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 minimum required units** 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 California 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 UC

POLSC-155 Topics in Political Science
.3-4 units SC
- May be repeated three times
- Variable hours
A supplemental course in political science to provide a study of current concepts and problems in political science and related substantive areas. Specific topics will be announced in the class listing. CSU UC

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 sovereignty of the nation-state and international politics, the nature of the global 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 three times
- Variable hours
- Note: 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 UC
POLSC-299 Student Instructional Assistant
.5-3 units SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

PSYCHOLOGY – PSYCH
Social Sciences Division
Ellen Kruse, Interim Dean
Faculty Office 136
925-685-1230 ext. 2518

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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in arts degree
Psychology

Associate in arts degree - 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 G.E.). 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. Certain 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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td>PSYCH 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 145</td>
<td>Critical Thinking in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 215</td>
<td>Introduction to Research Methods in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MATH 142</td>
<td>Elementary Statistics with Probability</td>
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plus at least 3 units from:

<table>
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<tr>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BIOSC 101</td>
<td>Fundamentals of Biological Science</td>
<td>3</td>
</tr>
<tr>
<td>BIOSC 102</td>
<td>Fundamentals of Biological Science with Laboratory</td>
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complete at least 3 units from:

<table>
<thead>
<tr>
<th>Area 1 (Identity and Interpersonal Relationships)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSYCH 122</td>
<td>Psychology of Modern Life</td>
<td>3</td>
<td></td>
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<tr>
<td>PSYCH 140</td>
<td>Psychology of African Americans in a Multicultural Society</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYCH 141</td>
<td>Psychology of Latinos/Chicanos in the U.S.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYCH 160</td>
<td>Psychology of Women</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYCH 240</td>
<td>Transpersonal Psychology</td>
<td>3</td>
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complete at least 3 units from:

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<tr>
<th>Area 2 (Abnormality, Personality and Social Context)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PSYCH 220</td>
<td>Psychology of Personality: Personal, Social, Cultural Differences</td>
<td>3</td>
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<tr>
<td>PSYCH 225</td>
<td>Social Psychology</td>
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<tr>
<td>PSYCH 230</td>
<td>Abnormal Psychology</td>
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Psychology

complete at least 3 units from:

**Area 3 (Biology and Development)**

<table>
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<tr>
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<th>Course Title</th>
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<th>Type</th>
<th>Eligibility</th>
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<tbody>
<tr>
<td>PSYCH 115</td>
<td>Resiliency and Student Success</td>
<td>1</td>
<td>SC</td>
<td>54 hours lecture per term, ENGL 116/118 or equivalent</td>
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<tr>
<td>PSYCH 130</td>
<td>Emotions, Learning and the Brain</td>
<td>3</td>
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<td>Recommended: Eligibility for ENGL 122 or equivalent</td>
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<tr>
<td>PSYCH 190</td>
<td>Psychology of Adolescence</td>
<td>3</td>
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<td>Formerly PSYCH 210</td>
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<tr>
<td>PSYCH 200</td>
<td>Life-Span Psychology</td>
<td>3</td>
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<td><strong>Total minimum required units</strong></td>
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**PSYCH-101** Introduction to Psychology

3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
- Formerly PSYCH 210

PSYCH 101 is a study of the major theories, methods and concepts 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-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, learning, and social behavior. The relationship between brain and environment is used to provide an understanding of motor, visual, and conceptual development; processes of emotion and learning; and learning disabilities of children and adults. Research and theory will be examined for practical application. CSU, UC

**PSYCH-140** Psychology of African Americans in a Multicultural Society

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.

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

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
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 class listing. 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-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 for 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 for 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 for ENGL 122 or equivalent
This course is a study of the symptoms, causes, treatments, and prevention of psychological disorders. Multiple theoretical perspectives are used to examine the biological, psychological, and social factors creating abnormality. The course examines the Diagnostic and Statistical Manual of Mental Disorders (DSM) classification system, cultural and gender differences in abnormality, current issues, and case illustrations of behavioral disorders. CSU, UC

PSYCH-240  Transpersonal Psychology
3 units  SC
• 54 hours lecture per term
• Recommended: Eligibility for 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
**Psychology**

**PSYCH-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 current courses offerings.

An opportunity for advanced students to study topics of special interest under direction of the faculty. CSU

**PSYCH-299 Student Instructional Assistant**
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

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**REAL ESTATE – RE**

See Business-Real Estate – RE

**RESPIRATORY THERAPY – RT**

**Associate in science degree**
Respiratory therapy

**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 Valley Center; 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>units</th>
<th>CHEM 108 Introductory Chemistry</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>required general education courses</td>
<td>ENGL 122 Freshman English: Composition and Reading I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 120 Intermediate Algebra</td>
<td>4</td>
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<td>total units of program prerequisites</td>
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<td></td>
</tr>
<tr>
<td>BIOSC 119 Fundamentals of Microbiology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOSC 129 Human Anatomy</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>BIOSC 140 Human Physiology</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>PHYS 110 Elementary Physics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYCH 122 Psychology in Modern Life</td>
<td>3</td>
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<td>total units of general education</td>
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**major requirements**

<table>
<thead>
<tr>
<th>units</th>
<th>RT 101 Principles of Respiratory Therapy I</th>
<th>3</th>
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<tr>
<td>or</td>
<td>RT 101L Beginning Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RT 102* Beginning Laboratory</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>RT 103* Basic Patient Care</td>
<td>0.5</td>
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<tr>
<td></td>
<td>RT 104A* Principles of Respiratory Therapy II</td>
<td>3</td>
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<tr>
<td></td>
<td>RT 104B* Principles of Respiratory Therapy III</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>RT 105A* Intermediate Laboratory I</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RT 105B* Intermediate Laboratory II</td>
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</table>

**plus at least 4 units from:**

<table>
<thead>
<tr>
<th>units</th>
<th>RT 106* Intermediate Clinical Practice (twice)</th>
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</thead>
<tbody>
<tr>
<td>or</td>
<td>RT 107* Intermediate Clinical Practice</td>
<td>4</td>
</tr>
</tbody>
</table>

**plus all units from:**

<table>
<thead>
<tr>
<th>units</th>
<th>AH 151* Applied Clinical Pharmacology</th>
<th>2</th>
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<tbody>
<tr>
<td></td>
<td>RT 108* Basic Principles of Respiratory Pathophysiology</td>
<td>1</td>
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<tr>
<td></td>
<td>RT 130A* Advanced Respiratory Therapy I</td>
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<td>RT 130B* Advanced Respiratory Therapy II</td>
<td>1.5</td>
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<td></td>
<td>RT 130L* Advanced Clinical Practice</td>
<td>2</td>
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<tr>
<td></td>
<td>RT 131A* Principles of Mechanical Ventilation I</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>RT 131B* Principles of Mechanical Ventilation II</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>RT 132* Advanced Laboratory</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RT 133* Mechanical Ventilation Laboratory</td>
<td>2</td>
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</table>
RT 134* Neonatal and Pediatric Respiratory Care........ 1
RT 134L* Clinical Practicum in Neonatal and Pediatric
Respiratory Care........................................... 1.5
RT 135* Computer Simulations for Respiratory Care .. 0.5
RT 136* Critical Care Clinical Practice ..................... 3.5
RT 137* Home Respiratory Care and Pulmonary
Rehabilitation.................................................. 0.5
RT 138* Special Rotations in Respiratory Care .......... 0.5
RT 139* Pulmonary Function Testing ........................ 1
RT 139L* Clinical Practice in Pulmonary Function
Testing................................................................. 0.5
RT 145* Cardio-Pulmonary Resuscitation Basic
Life Support...................................................... 0.5

*These are Ohlone College courses.

**total minimum required units**  44.5

Note: Prerequisites must be completed prior to entering RT 101. Students who document completion of one term survey A and P course prior to fall 2006 will be exempt from completion of DVC BIOSC 139 and BIOSC 140. Students who already possess a DVC associate degree are considered to have met the AS in RT general education requirement.

**Ohlone**
Area III, Fine Arts/Humanities
3 units required

Area V, Physical Education/Wellness
1 unit required

Area VI, Cultural Diversity
0-3 units required

Area VII, Information Competency
0-1 unit required

In addition to the above requirements, students may need to 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.

**total minimum required units**  85.5

**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.

**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.

**Program level student learning outcomes**
Program level student learning outcomes have been developed for each of the three Options for General Education. A complete list of current program level student learning outcomes for each option is available on the DVC website at: www.dvc.edu/slo.

**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.
Russian

complete minimum of 15 units from the following list of courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>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>90 hours lecture/18 hours laboratory by arrangement per term</td>
</tr>
<tr>
<td>RUSS 121</td>
<td>Second Term Russian</td>
<td>5</td>
<td></td>
<td>90 hours lecture/18 hours laboratory by arrangement per term</td>
</tr>
<tr>
<td>RUSS 220</td>
<td>Third Term Russian</td>
<td>5</td>
<td></td>
<td>90 hours lecture/18 hours laboratory by arrangement per term</td>
</tr>
<tr>
<td>RUSS 221</td>
<td>Fourth Term Russian</td>
<td>5</td>
<td></td>
<td>90 hours lecture/18 hours laboratory by arrangement per term</td>
</tr>
</tbody>
</table>

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 term 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

RUSS-299 Student Instructional Assistant
.5-3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

SIGN LANGUAGE – SIGN

Students with prior sign language instruction should check with a sign language teacher regarding proper placement in sign language courses. The following system is generally used to determine the appropriate term of college work based on high school language: one year equals one college term; two years equal two college terms; three years equal three college terms.

Social Sciences Division
Ellen Kruse, Interim Dean
Faculty Office 136
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-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
Designed for students interested in learning beginning American Sign Language, a language developed in a visual/gestural mode, and used by the general American deaf population. Also designed to increase the student’s awareness of the deaf culture. The course serves as an introduction to American Sign Language introducing expressive and receptive sign, the manual alphabet, facial expression, and body gestures. Emphasis is on conversational skills in functional situations, knowledge of deaf culture and the deaf community. CSU, UC

SIGN-281  American Sign Language (ASL) II
3 units  SC
- 54 hours lecture per term
- Prerequisite: SIGN 280 or equivalent
Course builds on basic principle and vocabulary introduced in American Sign Language I. Course further develops skills including expressive and receptive sign, the manual alphabet, facial expression, and body gestures. Emphasis is on conversational skills in functional situations, continued vocabulary and grammatical expression development, and knowledge of deaf culture and community. CSU, UC

SIGN-282  American Sign Language (ASL) III
3 units  SC
- 54 hours lecture per term
- Prerequisite: SIGN 281 or equivalent
Using ASL I and II as a base, this course expands vocabulary and grammatical skills, both receptive and expressive. It will further develop conversational skills in functional situations, and lead to an appreciation of the deaf culture and history. CSU, UC

SIGN-283  American Sign Language (ASL) IV
3 units  SC
- 54 hours lecture per term
- Prerequisite: SIGN 282 or equivalent
Using ASL I, II, and III as a base, this course expands vocabulary and grammatical skills, both receptive and expressive. It will further develop conversational skills in functional settings, and lead to an appreciation of the deaf culture and history. CSU, UC

SOC-110  The American Social Experience
3 units  SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
A multicultural and interdisciplinary examination of the various interpretations developed within the social sciences of the roles of individuals and their experiences in American society. The course considers the roles of social institutions, federal, state, and local governments, and surveys the ideas and values that played a part in shaping America’s cultural image. The course surveys the significant contributions of Latinos, African Americans, Native Americans, and women in shaping the evolution of the concept of American individualism. It also examines critical events in the shaping of social, political, and economic identity among national and gender groups in American society and culture. 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 processes 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
- Recommended: Eligibility for ENGL 122 or equivalent
A history of American women from the Progressive Era (1890) to present, emphasizing both the commonalities 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-123 American Popular Culture
3 units SC
- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent
A multicultural and interdisciplinary examination of popular culture's changing nature in American society. It examines the social institutions and values that shape American popular culture, and national and California state governments through the lens of popular culture. The course considers the significant contributions of Latino, African American, Native American, and Jewish communities in shaping the evolution of American popular culture, and considers the importance of women as both producers and consumers of popular culture. CSU, UC (credit limits may apply to UC - see counselor)

SOCSC-155 Topics in Social Science
.3-4 units SC
- May be repeated three times
- Variable hours
A supplemental course in the social sciences to provide a study of current concepts and problems in social sciences and related substantive areas. Specific topics will be announced in the class listing. 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. This course is taught on-site within the study abroad program. 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
SOCS-298 Independent Study
3-5 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 the faculty. CSU

SOCS-299 Student Instructional Assistant
3-5 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

Sociology

Sociology provides students with career opportunities including criminologist, employment counselor, interviewer, researcher, social worker, and urban planner. Most career options require more than two years of college study.

SOCS-298 Independent Study
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 the faculty. CSU

SOCS-299 Student Instructional Assistant
3 units SC
- May be repeated three times
- Variable hours
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

SOCO-121 Introduction to Social Problems
3 units SC
- 54 hours lecture per term
- Prerequisite: Eligibility for ENGL 122 or equivalent

A survey of perspectives on major social problems, primarily in the urban, industrial settings. 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 aging, health care needs, mental illness, environmental issues, labor force conditions, gender and sexuality, poverty, crime, juvenile delinquency, suicide, addiction, abuse, migration and relations with minority groups, or membership in deviant subcultures. CSU, UC

SOCO-122 Critical Thinking About Social and Cultural Issues
3 units SC
- 54 hours lecture per term
- Prerequisite: Eligibility for 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 relevance of sociological insights and theories as a background for understanding current events and issues. CSU, UC

SOCO-123 Introduction to Social Research
3 units SC
- 54 hours lecture per term
- Prerequisite: 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
Sociology

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 a 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 multicultural look at social change in cities and in the suburbs which examines the experience of African Americans, Latinos, Asian Pacific Americans, Native Americans and Euro 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  
- Note: This course fulfills the American Cultures requirement at UC Berkeley  
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-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 class listing. CSU

SOCIO-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 the faculty. CSU

SOCIO-299  Student Instructional Assistant  
.5-3 units  SC  
- May be repeated three times  
- Variable hours  
- Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.  
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

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  
Business and Foreign Language Building 204  
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.

**Program level student learning outcomes**

Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at [www.dvc.edu/slo](http://www.dvc.edu/slo).

**Certificate of achievement**

Spanish

**Certificate of achievement - 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 at least 13 units from one of the following lists of courses which must be completed with a grade of “C” grade or higher.

<table>
<thead>
<tr>
<th>List</th>
<th>Course</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>SPAN 110</td>
<td>3</td>
<td>Spanish for Business I</td>
</tr>
<tr>
<td>A</td>
<td>SPAN 111</td>
<td>3</td>
<td>Spanish for Business II</td>
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<tr>
<td>A</td>
<td>SPAN 120</td>
<td>5</td>
<td>First Term Spanish</td>
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<tr>
<td>A</td>
<td>SPAN 121</td>
<td>5</td>
<td>Second Term Spanish</td>
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<tr>
<td>A</td>
<td>SPAN 220</td>
<td>5</td>
<td>Third Term Spanish</td>
</tr>
<tr>
<td>A</td>
<td>SPAN 221</td>
<td>5</td>
<td>Fourth Term Spanish</td>
</tr>
<tr>
<td>A</td>
<td>SPAN 230</td>
<td>3</td>
<td>Fifth Term Spanish</td>
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<tr>
<td>A</td>
<td>SPAN 231</td>
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<td>Sixth Term Spanish</td>
</tr>
<tr>
<td>A</td>
<td>SPAN 250</td>
<td>3</td>
<td>Contemporary Spanish and Latin American Literature</td>
</tr>
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<tr>
<th>List B</th>
<th>Course</th>
<th>Units</th>
<th>Description</th>
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<tr>
<td>B</td>
<td>SPAN 121</td>
<td>5</td>
<td>Second Term Spanish</td>
</tr>
<tr>
<td>B</td>
<td>SPAN 155</td>
<td>3</td>
<td>First Term Beginning Conversational Spanish</td>
</tr>
<tr>
<td>B</td>
<td>SPAN 156</td>
<td>3</td>
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<td>SPAN 157</td>
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<td>Third Term Beginning Conversational Spanish</td>
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<tr>
<td>B</td>
<td>SPAN 220</td>
<td>5</td>
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</tr>
<tr>
<td>B</td>
<td>SPAN 221</td>
<td>5</td>
<td>Fourth Term Spanish</td>
</tr>
</tbody>
</table>

**SPAN-110 Spanish for Business I**

3 units SC

- 54 hours lecture per term

Introductory course designed to provide basic effective business communication skills in the Spanish language. The focus will be on career-specific vocabulary, providing functional oral and written language samples, as well as communicative practice through a defined grammatical syllabus. The topic of cultural practices in various Spanish-speaking countries as related to business will be included. CSU

**SPAN-111 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
Spanish

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 class listing. CSU

SPAN-155  First Term Beginning Conversational Spanish
  3 units  SC
  - 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.
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.
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.
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

SPAN-299  Student Instructional Assistant  
.5-3 units SC  
• May be repeated three times  
• Variable hours  
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.  
Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

SPECIAL EDUCATION – SPEDU

Counseling Division  
Terry Armstrong, Dean  
Counseling 111  
925-685-1230 ext. 2288

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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

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. Certain courses may satisfy both a major and a graduation requirement; 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.

major requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECE 124</td>
<td>Child Development and Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 122</td>
<td>Psychology in Modern Life</td>
<td>3</td>
</tr>
<tr>
<td>SPEDU 101</td>
<td>Introduction to Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SPEDU 102</td>
<td>Historical Perspectives of Disabilities and the Law</td>
<td>3</td>
</tr>
<tr>
<td>SPEDU 103</td>
<td>Classroom Strategies for the Special Education</td>
<td>3</td>
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</table>

plus 2-4 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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 180</td>
<td>Internship in Occupational Work Experience Education</td>
<td>1-4</td>
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plus at least 6 units from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ECE 125</td>
<td>Principals and Practices of 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>Advanced Curriculum Development in ECE...</td>
<td>3</td>
</tr>
<tr>
<td>ECE 263</td>
<td>The Special Needs Child-Speech, Language and Hearing</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>
Special education

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
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 minimum required units 23

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 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 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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<td>Introduction to Disabilities</td>
<td>3</td>
</tr>
<tr>
<td>SPEDU 102</td>
<td>Historical Perspectives of Disabilities and the Law</td>
<td>3</td>
</tr>
<tr>
<td>SPEDU 103</td>
<td>Classroom Strategies for the Special Education Paraeducator</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>plus 2-4 units from:</strong></td>
<td></td>
</tr>
<tr>
<td>COOP 170</td>
<td>Occupational Work Experience Education</td>
<td>1-4</td>
</tr>
<tr>
<td>COOP 180</td>
<td>Internship in Occupational Work Experience</td>
<td>1-4</td>
</tr>
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<td></td>
<td><strong>plus at least 6 units from:</strong></td>
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</tr>
<tr>
<td>ECE 125</td>
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<tr>
<td>ECE 126</td>
<td>Health, Safety and Nutrition for the Young Child</td>
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<tr>
<td>ECE 128</td>
<td>Advanced Curriculum Development in ECE</td>
<td>3</td>
</tr>
<tr>
<td>ECE 263</td>
<td>The Special Needs Child-Speech, Language and Hearing</td>
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</tr>
<tr>
<td>EDUC 120</td>
<td>Teaching as a Profession</td>
<td>3</td>
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</tbody>
</table>

EDUC 122  Introduction to Reading Development and Interventions for K-3 .......................... 3
MATH 124  Mathematics for Liberal Arts .......................... 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 minimum required units 23

SPEDU-101  Introduction to Disabilities

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<th>Units</th>
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</table>

- 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

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- 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 mandates will be emphasized. CSU

SPEDU-103  Classroom Strategies for the Special Education Paraeducator

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</table>

- 54 hours lecture per term
- Recommended: Eligibility for ENGL 122 or equivalent

This course explores the basic principles of pragmatic professional within the educational workplace. Students will learn effective communication techniques to facilitate and manage appropriate student behavior and learning. CSU
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.

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Associate in arts degree - Communication studies
The communication studies area views communicative behavior as central to human activity, to individual development, to interpersonal relationships, and to the functioning of political, economic, cultural, and social institutions.

Certificate of achievement - Communication studies
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 counselor at your prospective college for more information.

To earn a certificate in arts degree with a major in communication studies, students must complete three core courses supplemented by twelve restricted electives from which students select a minimum of nine units. 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. Certain courses may satisfy both a major and a graduation requirement; however, the units are only counted once.

major requirements
SPCH 120 Fundamentals of Speech............................. 3
SPCH 121 Persuasion and Critical Thinking.................... 3
SPCH 128 Interpersonal Communication........................ 3

plus at least 3 units from:
JRNAL 110 Mass Media of Communication..................... 3
JRNAL 120 Newswriting Techniques............................ 3
SPCH 123 Argumentation and Debate.......................... 3
SPCH 124 Voice and Diction.................................... 3
SPCH 130 Small Group Communication........................ 3
SPCH 140 Effective Listening.................................. 1
SPCH 148 Performance of Literature.......................... 3
SPCH 155 Topics in Speech...................................... 0.3-4
SPCH 160 Projects in Public Speaking.......................... 1
SPCH 161 Projects in Debate.................................... 1
SPCH 162 Projects in Oral Interpretation....................... 1
SPCH 298 Independent Study................................... 0.5-3

total minimum required units 18

Certificate of achievement - Communication studies
To earn a certificate of achievement in communication studies, students must complete three core courses supplemented by ten restricted electives from which students select a minimum of three units to meet their individual educational and career goals. The certificate program courses also meet some of the requirements of the major for the associate in arts degree in communication studies at Diablo Valley College.

required courses
SPCH 120 Fundamentals of Speech............................. 3
SPCH 121 Persuasion and Critical Thinking.................... 3
SPCH 128 Interpersonal Communication........................ 3

plus at least 3 units from:
SPCH 123 Argumentation and Debate.......................... 3
SPCH 124 Voice and Diction.................................... 3
SPCH 130 Small Group Communication........................ 3
SPCH 140 Effective Listening.................................. 1
Speech

SPCH-148 Performance of Literature 3 units SC
SPCH-155 Topics in Speech 0.3-4 units SC
SPCH-160 Projects in Public Speaking 1 unit SC
SPCH-161 Projects in Debate 1 unit SC
SPCH-162 Projects in Oral Interpretation 1 unit SC
SPCH-298 Independent Study 0.5-3 units SC

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
3.3-4 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 class listing. 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, duo
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 the class period. CSU

SPCH-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 pursue special
studies in communication under the direction of faculty.
CSU

SPCH-299  Student Instructional Assistant
.5-3 units  SC
• May be repeated three times
• Variable hours
• Note: Applications must be approved through the
Instruction Office. Students must be supervised by a
DVC instructor.
Students work as instructional assistants, lab assistants and
research assistants in this department. The instructional
assistants function as group discussion leaders, meet and
assist students with problems and projects, or help instruc-
tors by setting up laboratory or demonstration apparatus.
Students may not assist in course sections in which they are
currently enrolled. CSU

SPORTS MEDICINE/ATHLETIC TRAINING
See Physical Education Theory - PETHE

STEAMFITTING – STMFT
Physical Sciences and Engineering Division
Ray Goralka, Interim Dean
Physical Sciences Building 263
925-685-1230 ext. 2359

Possible career opportunities
In collaboration with Plumbers and Steamfitters Union
Local 159 email: info@plumbers159.org and Plumbers-
Steamfitters-Refrigeration Union Local 342 www.ua342.
org, DVC offers two five-year apprenticeship programs:
steamfitting and plumbing. Apprenticeship is training that
is designed to prepare an individual for a career in the
skilled crafts and trades. Apprentices develop technical
skills, experience the sharing of assignments and see how
technical tasks relate specifically with theoretical knowl-
dge and interpretation. Apprentices earn a wage while
learning. Enrollment in this program is restricted. You must
be registered as an apprentice with the State of California
to participate in the program and accepted into the appren-
ticeship program by our Union partners.

Plumbers-Steamfitters-Refrigeration Union Local 342,
Joint Apprenticeship and Journeymen Training Office
935 Detroit Avenue
Concord, CA 94518-2501
925-686-0730

ARCHIVED
Steamfitting

Plumbers and Steamfitters Local 159
1308 Roman Way
Martinez, CA 94553
800-443-0220 or
925-229-0883
email: info@plumbers159.org

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. Course enrollment is limited to those who have been accepted by the local union responsible for the section. 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 Cardiopulmonary 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. Course enrollment is limited to those who have been accepted by the local union responsible for the section. 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-112  Use and Care of Tools
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 local union responsible for the section.
- Formerly STMFT 250
The identification of tools encountered in the industrial environment. The proper use of trade-related tools. CSU

STMFT-113  Welding Safety/Plate Welding
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 local union responsible for the section.
- Formerly STMFT 251
The introductory course in welding safety and theory. Beginning plate arc welding will be addressed. CSU

STMFT-114  Oxygen/Acetylene Cutting
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 local union responsible for the section.
- Formerly STMFT 252
Oxygen and acetylene cutting and safety. Cutting for various plate thicknesses and layouts. CSU

STMFT-115  Pipe Shop 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 local union responsible for the section.
- Formerly STMFT 253
The use of various pipe and fitting materials and their application. Using pipes and pipe fitting materials to build piping projects based on isometric drawings. CSU

STMFT-116  Pipe Shop 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 local union responsible for the section.
- Formerly STMFT 270
Related technical instruction, supplementary to the apprentice’s on-the-job training. Student will be introduced to basic isometric drawing and basic steam systems. Copper connections will be made with solder and brazing procedures. 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. Course enrollment is limited to those who have been accepted by the local union responsible for the section. 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. Course enrollment is limited to those who have been accepted by the local union responsible for the section. 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. Course enrollment is limited to those who have been accepted by the local union responsible for the section. This class is the same as PLUMB 119.
•  Formerly STMFT 155

Interpret, coordinate and make drawings and sketches associated with piping installation. CSU

STMFT-120  Instrumentation 1
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 local union responsible for the section.
•  Formerly STMFT 273

Related technical instruction, supplementary to the apprentice's on-the-job training. Instrumentation 1 includes basic descriptions of processes, loop diagrams and documentation in the instrumentation field. CSU

STMFT-121  Instrumentation 2
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 local union responsible for the section.
•  Formerly STMFT 274

Related technical instruction, supplementary to the apprentice's on-the-job training, Instrumentation 2 will give the students the knowledge of pneumatic controls, liquid level instruments, analyzers and fiber optic signals. CSU

STMFT-122  Steam 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 local union responsible for the section.
•  Formerly STMFT 275

Related technical instruction, supplementary to the apprentice's on-the-job training. Introduction to the properties of saturated steam, traps, boilers and heating systems. CSU

STMFT-123  Electricity for Steamfitting
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 local union responsible for the section.
•  Formerly STMFT 276

The specialized knowledge and techniques required to make electrical systems operate and function properly for the steamfitter working in the instrumentation field. CSU

STMFT-124  Industrial Rigging
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 local union responsible for the section.
•  Formerly STMFT 277

Related technical instruction, supplementary to the apprentice's on-the-job training. Students will be able to identify safe work habits to use with industrial rigging. Load limits, crane ratings, equipment storage and handling are all covered. CSU
Steamfitting

STMFT-125 Beginning AutoCAD
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 local union responsible for the section.
- Formerly STMFT 260

Introductory course covering the computer application AutoCAD as it relates to the creation of technical drawings. Course covers two dimensional computer aided drafting of objects in orthographic projection. Hands-on training utilizing a comprehensive overview of the software package and its applications in pipe drafting is stressed. Students are recommended to have a basic knowledge of technical drawing. CSU

STMFT-126 Advanced AutoCAD
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 local union responsible for the section.
- Formerly STMFT 271

Course is designed for students with previous knowledge and experience in using AutoCAD. Course covers surface/wireframe and solid modeling features of AutoCAD for 3-dimensional modeling and photo realistic rendering, customization and optimal application of AutoCAD and utility options for presentation purposes and project management. CSU

STMFT-127 Pumps
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 local union responsible for the section.
- Formerly STMFT 272

Related technical instruction, supplementary to the apprentice’s on-the-job training. Students will review the different types, installation, operation and maintenance of industrial pumps. CSU

STMFT-128 Tube Bending
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 local union responsible for the section.
- Formerly STMFT 279

Related technical instruction, supplementary to the apprentice’s on-the-job training. Students will complete projects related to tube bending and installations. Several tubing connection assignments will assist the student in recognizing different tubing connectors. CSU

STMFT-129 Union Heritage
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 local union responsible for the section.

This program is designed to review the heritage and traditions of the United Association of Steamfitters and Welders. Students will learn about past and current events with presentations and classroom interactions. CSU

STMFT-131 Pipe Welding 1
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 local union responsible for the section.
- Formerly STMFT 261

The techniques and methods for beginning welding processes for the steamfitting apprentice. Safe procedures and practices for use of cutting torch. Introduction of groove pipe welding. CSU

STMFT-132 Welding 5
1.5-3.5 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 local union responsible for the section.
- Formerly STMFT 262

The techniques and methods for welding processes for the steamfitting apprentice. Students will learn to identify various welding rods and their applications. CSU
STMFT-133  Welding 6
1.5-3.5 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 local union responsible for the section.
- Formerly STMFT 263

The techniques and methods for welding processes for the steamfitting apprentice. Techniques studied will include string beads on an open grooved pipe weld and proper torch positioning for advanced torch cutting. CSU

STMFT-134  Welding 7
1.5-3.5 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 local union responsible for the section.
- Formerly STMFT 264

The techniques and methods for welding processes for the steamfitting apprentice. Topics will include proper handling of grinders, identification of hazards and an introduction to square groove welding processes. CSU

STMFT-135  Welding 8
1.5-3.5 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 local union responsible for the section.
- Formerly STMFT 265

The techniques and methods for welding processes for the steamfitting apprentice. Techniques studied will include single vee groove couplings in various positions. CSU

STMFT-136  Welding 9
1.5-3.5 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 local union responsible for the section.
- Formerly STMFT 266

The techniques and methods for welding processes for the steamfitting apprentice. Topics will include identification of trapped slag using an x-ray image, as well as completing a root bead in a welding coupon in 6G position. CSU

STMFT-137  Welding 10
1.5-3.5 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 local union responsible for the section.
- Formerly STMFT 267

The techniques and methods for welding processes for the steamfitting apprentice. Topics will include identification of materials and tools needed for stainless steel welding processes, and both location and repair of welding defects on carbon steel pipe. CSU

STMFT-138  Orbital Welding
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 local union responsible for the section.

The training and certification for the Automatic Orbital Welding machine. CSU

STMFT-140  Construction Management in Steamfitting
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 local union responsible for the section.
- Formerly STMFT 272

An introduction to the administrative procedures, plans and specifications, scheduling and other forms of communication in the construction field. CSU

STMFT-150  Topics in Steamfitting
.3-4 units  SC
- May be repeated three times
- 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 local union responsible for the section.

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 class listing. CSU
Steamfitting

STMFT-299  Student Instructional Assistant  
.5-3 units  SC  
• May be repeated three times  
• Variable hours  
• Note: Applications must be approved through the Instruction Office. Students must be supervised by a DVC instructor.

Students work as instructional assistants, lab assistants and research assistants in this department. The instructional assistants function as group discussion leaders, meet and assist students with problems and projects, or help instructors by setting up laboratory or demonstration apparatus. Students may not assist in course sections in which they are currently enrolled. CSU

TRANSFER STUDIES – CSU

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

Certificate of achievement - CSU General Education
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 CSU 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 or school 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 G.E. transfer information in this catalog)

total minimum required units (CSU G.E.) 39

TRANSFER STUDIES – IGETC

Program level student learning outcomes
Program level student learning outcomes have been developed for each of the three options for General Education. A complete list of current program level student learning outcomes for each program is available on the DVC website at www.dvc.edu/slo.

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)

total minimum required units (IGETC) 34

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

total minimum required units (CSU G.E.) 39
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  
Ph.D. - University of Michigan

Almaguer, Michael  
deep of applied and fine arts  
B.A. - UC Davis  
M.A. - San Francisco State University

Appell, Glenn  
faculty - music  
B.A. - Hunter College, New York  
M.A. - San Francisco State University

Armstrong, Terry L.  
deep of counseling and student support services  
B.A., M.A. - CSU Fresno

Avanesian, 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

Bairos, Monte  
faculty - music  
A.A. - Merced College  
B.A. - CSU Stanislaus  
M.M. - University of Colorado, Boulder

Barber, Thomas P.  
faculty - English  
B.A. - Saint 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 - culinary arts  
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

Bessie, Adam  
faculty - English  
B.A. - UC Davis  
M.A. - San Francisco State University

Blackwell-Stratton, Marian  
faculty - English  
B.A. - UC Berkeley  
M.F.A. - Mills College

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 science  
B.S., M.S., Ph.D. - Purdue University

Canada, Yvonne  
counselor  
B.A. - Cal Poly, San Luis Obispo  
M.A. - Bowling Green State University, Ohio

Carbonell, Ana Maria (Ila),  
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

Carter, Hilton  
faculty - dental technology  
A.A. - Diablo Valley College  
B.A. - Saint Mary's College  
Certified Dental Technologist  
M.A. - United International University

Carter, Jamyle  
faculty - mathematics  
A.B. - Harvard University  
M.A., Ph.D. - UCLA

Castle, Karen  
faculty - physical science  
B.S., M.S., Ph.D. - University of Michigan
Faculty and administrators

Chambers, Carla J.  
counselor  
B.S. - Central State University  
M.A. - Ohio State University

Chisar, Michael  
faculty - physical education  
(sports medicine)  
B.S. - CSU Fullerton  
M.S. Hahemann University, Pennsylvania

Chiu, Jeannie  
faculty - English  
A.B. - Cornell University  
Ph.D. - UC Berkeley

Churchill, Peter D.  
faculty - business administration  
B.M. - University of Pacific  
M.A. - CSU Los Angeles  
J.D. - American College of Law

Cocciemiglio, Steven L.  
faculty - physical education  
B.A. - University of Hawaii  
M.A. - Saint Mary’s College

Colchico, Kristen  
faculty - health science  
B.S. - CSU East Bay  
M.S. - Indiana State University  
Ed.D. - Columbia University

Collazo, Monserrate  
faculty - mathematics  
B.S., M.S. - University of Puerto Rico

Conde, Kellie  
counselor disability support services  
B.A. - CSU Hayward  
M.S. - San Francisco State University

Conley, James W.  
central service manager, interim  
Pacific Coast Banking School  
University of Washington

Connor, Michael W.  
faculty - physics  
B.A. - UC San Diego  
M.S., Ph.D. - UC Davis

Cook, Bruce  
faculty - music  
B.A. - Greensboro College  
M.A. - University of North Carolina  
Ph.D. - University of Colorado

Costa, Kathleen  
dejan of San Ramon Valley Center  
A.A. - San Joaquin Delta College  
B.A. - John F. Kennedy University  
M.S. - CSU Hayward

Cruise, Marina  
faculty - Spanish  
B.A., M.A., Ph.D. - UC Berkeley

Dah, Roshan  
business services supervisor  
M.S. - College of Accounting and Financial Science

Dannels, Lupe Carvajal  
counselor  
B.A. - UC Riverside  
M.A. - CSU Fresno

Darr, Mike  
faculty - physical education/athletics  
B.A. - CSU Fresno  
M.A. - Saint Mary’s College

Day, Victoria L.  
faculty - dental hygiene  
B.A. - UC Santa Cruz  
B.S., D.D.S. - San Francisco State University

Deason, Nancy  
faculty - learning disabilities specialist  
B.A. - University of North Carolina  
M.A. - New York University

Delfabro, George  
food services manager

Delgado, Rita  
counselor  
B.A. - UC Berkeley  
M.S. - CSU Hayward

DeLoach, Marva L.  
librarian  
B.S. - Savannah State College  
M.S.L.S. - Atlanta University  
Ph.D. - University of Pittsburgh

DeMarco, Helen  
faculty - nutrition  
B.S. - University of Oregon  
M.S. - San Jose State University

Denning, Joann  
faculty - art digital media  
B.A. - UC San Diego  
M.F.A. - UC Davis

DePew, Ralph  
faculty - physical education  
B.A. - San Francisco State University  
M.S. - Saint Mary’s College

Di Bari, Isabella Castellano  
faculty - English  
B.A. - CSU Northridge  
M.A. - San Francisco State University (2)

Dinwiddie, Denise  
faculty - English  
B.S., M.Ed. - University of Missouri

Dixon, Martha L.  
faculty - biological science  
B.A., Ph.D. - UC Berkeley  
Teaching Credential - San Francisco State University

Dorado, Maria Isabel  
counselor  
B.A. San Francisco State  
M.A. Michigan State University

Dougan, Susana “Raine”  
counselor - EOPS/CARE  
B.A., B.S. - UC Berkeley  
M.A. - Pacifica Graduate Institute

Draa, Christopher  
faculty - culinary arts  
A.A. - Diablo Valley College  
Certificate - California Culinary Academy

DuLaney-Greger, Keri  
faculty - English  
B.A. - UC Irvine  
M.A. - San Diego State University

Duwe, Axel  
faculty - biological sciences  
B.S., Ph.D. - University of Western Ontario, Canada  
J.D. - John F. Kennedy University

Eckelmann, Claudia  
faculty - business  
B.A. - CSU East Bay  
M.A. - Saint Mary’s College

Edwards, Karen  
faculty - mathematics  
B.A., Ph.D. - UC Berkeley

Elsa, Mohamed  
dejan of planning, research and student outcomes  
B.A. - University of Alexandria in Egypt  
M.B.A. - Michigan State University

Espiritu, Florence  
librarian  
A.A. Los Medanos  
B.A. - UC Davis  
M.L.I.S University of Washington

Eustes, Robert D.  
faculty - culinary arts  
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

Fisher, Jane  
faculty - art

Flores-Lowry, Josephine T.  
faculty - physical education  
B.A., M.A. - University of the Pacific

Floyd, Donna  
vice president of student services, interim  
A.A. - Contra Costa College  
B.A. - California State University, Hayward  
M.A. - University of San Francisco  
Psy.D. - John F. Kennedy University

Foster, Bill  
bookstore manager  
B.A. - Colorado State University

Foster, John H.  
administration services coordinator  
M.A. - UC Berkeley  
M.S. - CSU Hayward

Fünfmann, Guido  
faculty - computers  
M.S. - Montclair State University  
Ph.D. - University of Florida

Furmanek, Gail  
counselor - learning disabilities  
S.A. - Fullerton College  
B.S. - CSU Fullerton  
M.A. - Biola University

Garcia, William  
faculty - political science  
B.A. - California State University, Hayward

Garrett, Ruby  
counselor - learning disabilities  
M.S. - CSU Fullerton
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster, Judy</td>
<td>faculty - business education</td>
<td>A.A. - Diablo Valley College</td>
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House, Valerie  
Cashier's Office supervisor, interim  
B.S. - CSU Hayward

Huff, Mickey  
faculty - history/social science  
B.A., M.A. - Youngstown State University

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Kow, Helen L.  
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Krause, Lynden  
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B.A. - Tabor College  
M.Ed. - Trenton State College  
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Kresch, Holly  
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B.A. - University of Colorado  
M.S. - CSU Hayward

Krivicich, Joseph  
faculty - physics  
B.S. - Northwestern University  
M.A., Ph.D. - UC Berkeley

Krup, Michele A.  
faculty - art  
A.A. - Diablo Valley College  
B.A. - CSU Sonoma  
M.A., M.F.A. - UC Berkeley

Kruse, Ellen N.  
faculty - English  
B.A. - University of Hawaii  
M.A. - SUNY at Binghamton

Lacayo, Allan  
faculty - business  
B.S., M.A. - UC Berkeley

Laham, Martha S.  
faculty - business administration  
B.A. - UC Irvine  
M.I.M. - American Grad. School of International Management

Lamb, Susan  
vice president of instruction  
B.S., M.Ed. Southwest Texas State University

Lang, Lindsey  
faculty - mathematics  
B.S., M.S. - Cal Poly San Luis Obispo

Lang-Moreland, Michael E.  
faculty - horticulture  
B.S. - California Polytechnic State University

Larson, Wayne  
faculty - chemistry  
B.S. - Carleton College  
Ph.D. - California Institute of Technology

Lee, Owen  
faculty - music  
B.A., Ph.D. - UC Berkeley

Leitner, Patricia J.  
faculty - mathematics  
B.A., M.A. - UC Berkeley

Leivas, Christopher  
vice president, finance and administration  
B.S. - CSU Humboldt  
M.B.A. - Golden Gate University

Lema, Laurie A.  
faculty - speech  
B.A., M.A. - San Jose State University
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<td>B.B.A. - University of Notre Dame</td>
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<td>Needham, C. D. Samuel</td>
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<td>counselor</td>
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<tr>
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<td>M.S.W. - University of Michigan</td>
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<th>University/Institution</th>
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<td>Panahandeh, Mohammad</td>
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<td>Shi, Xiaofeng Charlie</td>
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The names on the previous pages represent full time faculty and administrators. A list of part-time faculty appears on the DVC website.
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