

WOODLAND COMMUNITY COLLEGE

Your Community, Your College



Catalog 2009-2010

*2300 E. Gibson Road Woodland, CA 95776
(530) 661-5700*

Our Mission

The mission of Woodland Community College is to provide high quality, student-centered education and lifelong learning opportunities for the communities we serve.

At WCC, students pursue their educational goals in an environment that values diversity, individuality, mutual respect, civic responsibility, and the free exchange of ideas.



Yuba Community College District
2088 North Beale Road, Marysville, CA 95901
(530) 741-6700



Catalog

2009-2010

Woodland Community College

2300 East Gibson Road

Woodland, CA 95776

530-661-5700

530-661-5786 TTY

www.woodland.yccd.edu

Outreach Operations:

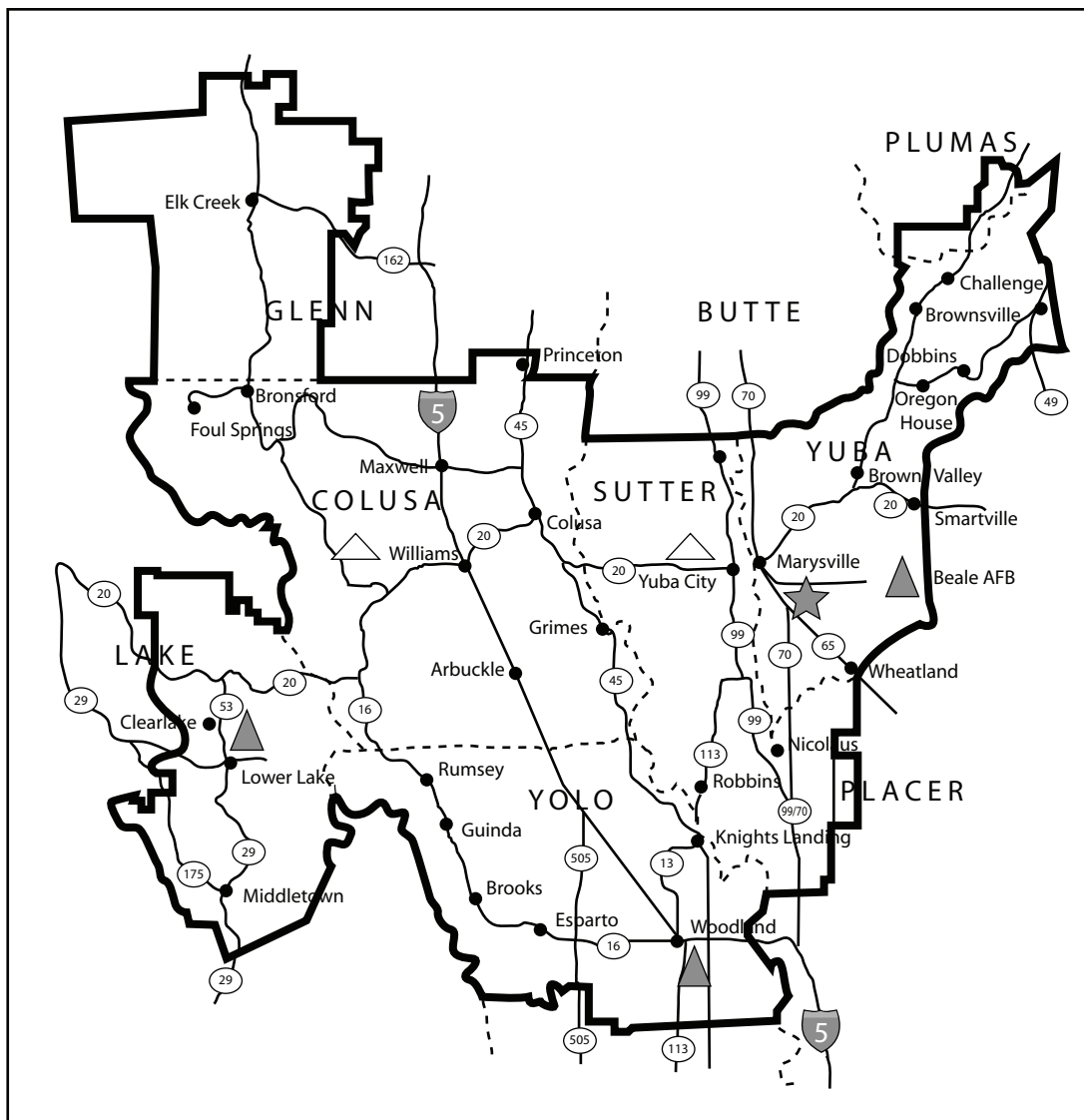
Colusa County

One Stop Partnership

146 Market Street

Colusa, CA 95932

530-458-0326 EXT 104



Legend



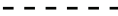



-  District Boundary
-  Roadways
-  County Lines
-  Yuba Community College District Office and Yuba College
-  Woodland Community College/ Education Centers
-  Planned Sites

Table of Contents

	<i>Page</i>
District Map.....	2
District Calendar	4-5
District Organization	7
College Goals and Mission.....	8-10
District Information.....	11-13
Programs and Services	14-17
WCC Foundation.....	17
Admissions	18-21
Registration Procedures	22-25
Fees and Expenses.....	23
Financial Aid	26-27
College Life.....	28-30
Campus Police	31
Academic Regulations and Information.....	32-44
Graduation Requirements	45-47
Transfer Preparation and Information.....	48-54
Programs and Options.....	55-58
Course Information	59-61
Programs and Courses.....	62-109
Academic Faculty, Staff and Administrators	111-113
Index.....	115-119
Campus Map	120

DISTRICT CALENDAR — 2009-2010

FALL SEMESTER — 83 days of regular instruction

May 26	Academic Year 2008-09 ends
June 15	Summer Session 2009 commences
July 1	Deadline to apply for Summer 2009 Graduation
July 2, 3, & 4	Academic and administrative holiday - Independence Day Observed
July 24	Regular 6-week Summer classes end; classes have different dates
August 17	INSTRUCTION BEGINS FOR FALL SEMESTER
August 21	**Last day to add courses or register without special permission
August 28	**Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition
August 28	Instructors are to drop No Shows for Census Roster Clearance
August 31	Census Date
September 7	Academic and administrative holiday - Labor Day Observance
September 11	**Last day to drop class(es) to prevent "W" grade(s) on permanent record
September 17	Constitution Day Observance - activities to be announced
September 18	**Last day to elect Credit/No Credit grading option
November 11	Academic and administrative holiday - Veterans Day Observance
November 13	**Last day to drop class(es) without grade penalty (usually a failing grade)
November 15	Deadline to apply for Fall 2009 Graduation
November 25-27	Academic and Administrative holiday - Thanksgiving Observance
December 1	Closing date for foreign student applications for Spring 2010
December 1-16	Limited student activities
December 9-16	Final examination period
December 16	Conclusion of Fall Semester
December 21	Grades from Instructors are due for Fall 2009 semester
December 24-Jan. 3	Winter Recess -- all offices CLOSED

**Dates apply to full-semester classes; short-term class dates will vary.

Refer to the Schedule of Classes, the college web site (www.woodland.yccd.edu), or contact Admissions and Records at (530) 661-5700 for registration and testing information and dates.

DISTRICT CALENDAR — 2009-2010

SPRING SEMESTER — 83 days of regular instruction

January 18	Academic and administrative holiday - Martin Luther King Day Observance
January 19	INSTRUCTION BEGINS FOR SPRING SEMESTER
January 25	**Last day to add courses or register without special permission
January 29	Instructors are to drop No Shows for Census Roster Clearance
February 1	**Last day to be eligible for refund of enrollment, parking, student services fees, and non-resident tuition
February 1	Census Date
February 11	**Last day to drop class(es) to prevent “W” grade(s) on permanent record
February 12	Academic and administrative holiday - Lincoln’s Birthday Observance
February 15	Academic and administrative holiday - Washington’s Birthday Observance
February 19	**Last day to elect Credit/No Credit grading option
March 2	Cal Grant deadline -- Free Application for Federal Student Aid (FAFSA) completed and submitted to the federal government to determine Cal Grant eligibility and federal financial aid priority funding
March 29-April 2	Spring Recess; Academic Holiday
March 31	Administrative holiday - Cesar Chavez Day Observance
April 1 & 2	Administrative Holiday – all offices closed for spring break on Thursday and Friday
April 15	Deadline to apply for Spring 2010 Graduation
April 23	**Last day to drop class(es) without grade penalty (usually a failing grade)
May 3-25	Limited student activities
May 15	Closing date for foreign student applications for Fall 2010
May 18-25	Final examination period
May 22	Woodland Community College Commencement Ceremony
May 25	Conclusion of Spring Semester; Academic year 2009-2010 ends
May 31	Academic and administrative holiday - Memorial Day Observance
May 28	Grades from Instructors are due for Spring 2010 semester
June 14	Summer Session 2010 commences
July 1	Deadline to apply for Summer 2010 graduation
July 23	Regular 6-week Summer classes will end; other classes have different dates

**Dates apply to full-semester classes; short-term class dates will vary.

Regular days of instruction for Academic Year - 167 days (175 total days)

Refer to the Schedule of Classes, the college web site (www.woodland.yccd.edu), or contact Admissions and Records at (530) 661-5700 for registration and testing information and dates.
--

President's Welcome



Dr. Angela Fairchild

Welcome to Woodland Community College!

I am proud to announce the accreditation of Woodland Community College as the 110th California Community College! The accreditation will help Woodland Community College transition from an education center to full college status and will help WCC expand student-centered services and academic programs necessary to meet the demands of the communities we serve.

Helping our students achieve their educational goal is the highest priority of our faculty and administration. In order to help facilitate the educational goals of all our students, the College offers associate degrees in a variety of disciplines, provides transfer opportunity preparation services to students seeking admissions to four-year postsecondary institutions, and also provides supplemental services to support the development of professional, career, and technical education. Pre-collegiate coursework, including services for English language learners and English as a Second Language (ESL), are also available to meet the academic and personal needs of our students.

A diverse schedule and different instructional services are available to meet the needs of our students. Aside from the traditional lecture-style courses, the College offers online classes and distant education services by utilizing television broadcasting, interactive video, and web-based video-streaming at a variety of locations. The scheduling options suits the needs of our students allowing them to select between day, evening, or weekend classes.

We have a range of student services on campus to support your success, including Counseling, Tutoring Center, Writing & Math Center, Disabled Students Programs and Services (DSP&S), Veterans Services, Financial Aid Office, Open Media Lab, Library, as well as Career and Transfer assistance. I encourage you to use the resources available to support your success and enrich your educational experience at WCC. Remember, we are here to serve you!

Services at the Colusa One-Stop Outreach facilities in the City of Colusa continue to help facilitate the course offerings opportunities available to our students through a variety of convenient locations throughout the region. With plans of opening the new outreach facilities in 2010/2011, Colusa County will experience an expansion of services and programs necessary to meet the regional needs of our community.

This catalog is as an excellent source of information and I invite you to use this information in developing an educational plan that meets your needs. As an addition to this resource, I also encourage you to access other helpful resources by visiting the campus web site, www.woodland.yccd.edu.

Again, welcome to Woodland Community College! We appreciate you choosing us to help you realize your plans for academic growth and your continued life-long learning.

Dr. Angela Fairchild
President

District Organization

GOVERNING BOARD

RESIDENCE

Alan Flory, President	Woodland
Jim Buchan, Vice President	Yuba City
Xavier Tafoya, Clerk	Woodland
Brent Hastey, Member	Marysville
George Nicholau, Member	Marysville
Ben Pearson, Member.....	Maxwell
Leela Rai, Member	Yuba City
Juan Cervantes.....	Student Trustee

DISTRICT OFFICES

Chancellor	Dr. Nicki Harrington
Vice Chancellor Administrative Services	Dr. Willard Wright
Vice Chancellor Educational Planning and Services.....	Dr. Beatriz Espinoza
Director, Institutional Dev./Grants/Foundation	Dr.W. Phillip Krebs
Director, Public and Governmental Relations.....	Dr. Adrian Lopez
Director, Personnel Services/Human Resource Dev.	Al Alt
Director, Information Systems	Karen Trimble
Director, Institutional Effectiveness.....	David Waite

WOODLAND COMMUNITY COLLEGE

President.....	Dr. Angela Fairchilds
Vice President of Academic and Student Services.....	Dr. Al Konuwa
Dean of Instruction and Learning Resources	Ken Nather
Dean of Student Services.....	Dr. Stacey A. Cook

College Goals & Philosophy

Advantages of WCC

The faculty are experienced instructors, skilled in discovering and developing the interests and capabilities of their students. The ability to communicate with faculty members minimizes the danger that a student may become confused and lost in the hurry and bustle of college life and emphasizes the importance of the individual. WCC bridges the gap between high school and university, making adjustment easier.

The years of college education offered by WCC are an important budgetary item, especially since there is an increasing tendency for professional preparation to require more than four years of college study. WCC enables students and their families to conserve their resources for the long period of professional training.

WCC provides students with such services and activities as individualized counseling, social and cultural activities, and physical recreation of sufficient variety to meet the needs and patterns of all students.

Students will find the opportunity to adjust their studies to their individual needs; those in high school who did not meet university admission requirements may make up their deficiencies; those who want training for immediate entry into paying jobs will find the courses they need; those who wish to complete two years and transfer to a senior college or university may do so with junior (third-year) status.

The Board of Trustees is committed to equality, values the diversity of the District's students, faculty, staff, and people with whom it does business, and believes in the importance of a multicultural education to prepare students for a global society.

The Board in its commitment to Diversity has adopted the following: Definition of Diversity, Diversity Statement, Principles of Community, and Diversity Framework for Institutional Transformation and Cultural Competency.

Diversity Statement

The Yuba Community College District service area has a richly diverse population, spanning eight counties (Yuba, Sutter, Colusa, Lake, Yolo, and portions of Butte, Glenn and Placer) and nearly 4,200 square miles of territory in rural Northern California. The District recognizes, embraces, and celebrates the wide array of personal experiences, values, and worldviews that arise from differences of culture and circumstances within its vast educational borders.

The District has a compelling interest in fostering the multi-cultural knowledge, awareness, and skills necessary for its student-body and workforce to contribute to its vision. The awareness that the District's campuses are accessible to students from all groups, and thus serve all parts of the community equitably, helps sustain the academic and social fabric of the District.

Diversity is an integral part of the District's academic mission as it enriches the educational experiences and scholarly environment for all students. An interactive classroom that enhances diversity of thought and critical thinking across the curriculum will effectively prepare students for the complex and pluralistic world. The District strives to foster an open exchange of ideas in an environment that provides role models and exemplifies the values of integrity, civility, mutual respect, and social justice in all of its activities.

The Yuba Community College District is committed to providing fair and equitable opportunities to students, employees, and the community through its recruitment, admission, and retention.

Principles of Community

The Yuba Community College District is committed to promoting and ensuring an environment that values and supports every person in an atmosphere of civility, honesty, cooperation, professionalism and fairness. Diversity is essential to the creativity and innovation that we seek on our campuses, throughout the District, and in the communities.

The Yuba Community College District expects that every campus member will practice these Principles of Community:

- We value intellectual and cultural diversity, open communication, collegiality, collaboration, mutual respect, personal integrity, and responsible citizenship.
- We affirm the dignity of all individuals and strive to uphold a just community in which actions of discrimination and hate are not tolerated.
- We affirm the right of freedom of expression within our community and also affirm our commitment to the highest standards of civility and decency towards all.
- We acknowledge that our society carries historical and divisive biases, and therefore, we will endeavor to foster mutual understanding and appreciation among individuals and groups, and we promote awareness through education and constructive strategies for resolving conflicts.
- We confront and reject all manifestations of discrimination, including those based on ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside of the District, or any of the other differences among people which have been excuses for misunderstanding, dissension, or hatred.
- We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.

STUDENT SERVICES

Dean of Student Services..... Dr. Stacey A. Cook

Admissions/Records
Assessment Testing
CalWORKs/TANF
C.A.R.E.
Career/Job Placement
Counseling
DSPS
EOPS

Financial Aid
Matriculation
Outreach Services
Puente Program
Student Government
Transfer Services
Upward Bound
Veterans Services

Dean of Instruction and Learning Resources Ken Nather

INSTRUCTIONAL DIVISIONS

Mathematics and Science

(Mathematics, Life Sciences, Physical Sciences, Statistics,)

Fine Arts/ Humanities

(Art, English, English as a Second Language, Foreign Languages, Humanities, Library, Reading, Speech,)

Career and Technical Education

(Accounting, Agriculture, Administration of Justice, Business, Early Childhood Education, Economics, Mass Communications)

Social Sciences

(Anthropology, Ethnic Studies, History, Philosophy, Political Science, Psychology, Sociology)

District Information

Yuba Community College District

The Yuba Community College District was founded in 1927, on a 160-acre site outside of Marysville. In December, 1965, the College District was reorganized to include Colusa, Sutter, and Yuba counties and in 1974-75 to include large portions of Glenn, Lake, and Yolo counties. The District now stretches across the broad central valley of California from high in the foothills of the Sierra Nevada to the Coast Range and covers 4,192 square miles.

Woodland Community College

Woodland Community College has provided educational opportunities for Woodland, Esparto, Knights Landing, and Colusa County since 1975. Accredited as the second college in the Yuba Community College District in 2008, WCC is located at 2300 East Gibson Road in Woodland. Growing is the key description of Woodland Community College. With growth all around the college, in both Yolo and Colusa counties, WCC opened its new Learning Resource Center in May of 2007. The 72,000 Sq Ft. building doubled the blueprint of WCC, adding 25 new lecture and classrooms, an expanded library, math and writing labs, and an expanded community room. Other facilities include, a campus bookstore, science building, childcare center, tutoring facilities and other laboratories on campus. The development of the facilities at WCC stands as a symbol of the commitment of the Yuba Community College District Board of Trustees' to the educational needs of the communities we serve.

Outreach Areas

Courses meet at off-campus sites in Colusa County. Plans for a permanent facility are begin developed for Williams. The new facility is scheduled to be open for courses in fall 2010.

Yuba College

The College opened on its present site in September, 1962. For 80 years Yuba College has been providing quality education to the residents of the Yuba Community College District and has earned a reputation as an educational leader in northern California. Yuba College offers technical and occupational classes to help gain or improve job skills.

Clear Lake Campus

Courses have been offered in this area since the fall semester of 1972. The Campus is located on Highway 53 in the city of Clearlake. Lake County students can complete two years of pre-transfer work at the Campus or satisfy their own needs in General Education. The Campus is growing and offers a full range of community college courses. In addition to transfer programs, the Campus offers career education in Business, construction trades, Food Services Management, health fields, and Mass Communications, as well as courses in many other areas. The Campus also provides a wide range of student services and remedial courses, and a Child Development Center.

Beale AFB

Classes have been offered on this site since the fall semester of 1960. Classes are located in the Base Education/Library Building at 17849 16th Street, Beale Air Force Base. A variety of general education and transfer courses are offered in late afternoon and evening, as well as some noon-hour classes. Two program formats are provided: Semester-length schedules and two nine-week terms each semester.

This catalog is published for informational purposes only. Each student must assume complete responsibility for compliance with the instructions and regulations set forth herein. However, the information in this catalog is not to be regarded as an irrevocable contract between the student and the District. The District reserves the right to change any provision or requirement at any time.

The District assumes no responsibility for misinterpretation by a student of policies and procedures as presented in this catalog. Counselors and administrators are available to advise and assist students in meeting necessary requirements.

This catalog provides important information to help students plan for college. It includes course information, resources, and services available; academic program descriptions; degree requirements; and information about College policies and procedures.

Students should use the catalog to help to be a successful college student. For example, knowing what a course is about and how it fits into the goals or program is one of the requirements for proper course selection. Course descriptions are available in the section entitled, "Programs and Courses." If the goal is to complete an associate degree, it is important to become familiar with the *General Education Degree Requirements* described in "Graduation Requirements." If the goal is to complete a degree or to select courses prior to transferring to a four-year college or university, then the information on "Transfer" is very helpful. Counselors are also available for assistance.

Use the catalog to learn where and how to get things done. It has information for locating resources and will assist in becoming familiar with College policies and procedures. Information is available about resources such as Advisement, Admissions and Records, Counseling, Disabled Student Programs and Services, Financial Aid, Tutoring Center, Library, and Veterans Affairs. There is also information about adding a class, applying for graduation, or getting a transcript. The Yuba Community College District employees feel a shared responsibility for the success of student and students also have a responsibility for their own success.

Accreditation

Woodland Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges 10 Commercial Blvd. Ste 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education *Association of Junior Colleges*; and to "American Junior Colleges" published by the *American Council on Education*, Washington, D.C.

Academic Freedom

Reference: Title V, Section 51023; Accreditation Standard IIA.7

Academic employees must be free to teach and the students free to learn. Both must have access to the full range of ideas, materials and options. It is the responsibility of academic employees to encourage students to study varying points of view and to respect the students' right to form, hold, and express judgements, opinions, and beliefs, clearly identifying them as such.

The responsibility of protecting academic freedom rests with the Board of Trustees, administration, educational supervisors, and academic employees. Academic employees have a primary responsibility to develop the curriculum and select instructional materials and methods of presentation appropriate to meet the goals of that curriculum. Academic employees, educational supervisors, and administrators may recommend policies for Board consideration when there are criticisms of staff, methods, or materials. Academic employees, educational supervisors and administrators must develop procedures to implement those Board-adopted policies related to academic freedom.

When academic employees are performing their assigned responsibilities, they shall be free to express personal opinions and pursue scholarly, literary, and/or artistic endeavors.

WCC Mission

The mission of Woodland Community College is to provide high quality, student-centered education and lifelong learning opportunities for the communities we serve.

At WCC, students pursue their educational goals in an environment that values diversity, individuality, mutual respect, civic responsibility, and the free exchange of ideas.

WCC Vision Statement

The following Vision Statement emanates from input gathered from college constituents during Strategic Planning Sessions and reflects the work of the College Council.

Woodland Community College is a regional college dedicated to excellence and innovation. At WCC, we strive to strengthen the communities we serve. We commit to the growth and improvement of our academic and career technical programs to meet the needs and expectations of a changing global economy.

We will continue to provide the resources and rigorous academic programs that will empower our students to succeed and positively transform their lives.

We value being an accessible institution of higher education, one that respects the many facets of human identity and promotes collegiality, cultural enrichment, economic development, civic responsibility, and life-long learning.

Colors and Mascot

The college colors are green, silver and black. The WCC mascot is the Eagle.

Nondiscrimination Statement

The Yuba Community College District does not discriminate on the basis of race, color, national origin, sex (gender), physical and mental disability, age, sexual orientation, religion, medical condition, ancestry, or marital status in any of its policies, procedures, or practices, nor does it tolerate sexual harassment, in compliance with the *Americans with Disabilities Act of 1991*, *Title VI of the Civil Rights Act of 1964* (pertaining to race, color, and national origin), *Title IX of the Education Amendments of 1972* (pertaining to sex), *Section 504 of the Rehabilitation Act of 1973* (pertaining to handicap), and *Age Discrimination Act of 1975* (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints may be directed to: Human Resources, Title IX Coordinator (530-741-6975) or Director - District Disabled Students Program and Services, Section 504 Coordinator (530-741-6992). Both are located at Yuba College, 2088 North Beale Road, Marysville, CA 95901. The lack of English language skills will not be a barrier to admission and participation in the College's vocational education programs.

The College recognizes its obligation to provide overall program accessibility throughout the College for handicapped persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons. Inquiries regarding Federal laws and regulations about nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office for Civil Rights, San Francisco Office, U.S. Department of Education, 50 United Nations Plaza, Room 239, San Francisco, CA 94102-4102.

The Yuba Community College District Board of Trustees has adopted a Diversity Policy, BP 1300, which includes the following: a Definition of Diversity, a Diversity Statement, Principles of Community and a Diversity Framework for Institutional Transformation and Cultural Competency.

Programs and Services

Admissions and Records:

Located in building 100. Contact the department directly at 530-661-5700. For information regarding the application process, residency status, fees, transcripts, parking fees, etc.

Assessment Center:

Woodland Community College offers placement testing. Please contact the registration office for the testing schedule and hours of operation at (530) 661-5700.

Individuals with disabilities or special testing needs should discuss options or accommodations with DSPS staff at (530) 661-5797

The District Assessment Center (Yuba College main campus in Marysville) is a member of the National College Testing Association (NCTA) Consortium of Test Centers and offers distance education testing for various colleges and universities from around the country. We also provide proctoring for makeup tests and course finals with prior arrangement with your instructor. The District Assessment Center is also an Authorized Prometric Testing Center for computer network, hardware and software certification. The center also offers "*The College Board*" Computer-Based College-Level Examination Program (CLEP).

For your privacy and safeguarding of your records, photo identification is required for all testing transactions.

A.S.W.C.C. - Student Government:

The Associated Students of Woodland Community College controls student affairs, under the guidance of the Campus Life supervisor. The Student Council is the governing body of the ASWCC and provides services and social activities for students. They also represent students' views to the administration and Board of Trustees through participation on the Governing Board and college committees.

Bookstore:

The Bookstore is located in Building 200. In addition to making available for purchase the required books for each class, the bookstore also sells assorted supplies (binders, pens, paper, etc.)

For hours of operation call (530) 661-5790.

Toll-Free: (800) 434-1443

Book order: www.efollett.com

CalWORKs:

The Woodland Community College CalWORKs Program provides services to students receiving Temporary Assistance to Needy Families (TANF). The CalWORKs Program offers services for eligible students in the following areas: Counseling, Job Placement, CalWORKs Work-Study and Child Care. Please contact the CalWORKs office at 530-668-3681 for more information.

Career Center:

Provides career exploration and job search services utilizing industry career assessments, a library occupation specific references and resources, career and job search workshops, community job talks/fairs and individual career counseling by appointment. Please call (530) 661-5777.

Cooperative Agencies Resources For Education (C.A.R.E.):

The Cooperative Agencies Resources for Education (C.A.R.E.) is a state-funded program which was developed to provide education opportunities for persons receiving TANF benefits. CARE is designed to provide support towards student retention and academic success and to assist eligible students in their academic and/or vocation objectives. The program provides academic, vocational, and personal counseling; financial assistance, book grants, supplies, access to the CARE library, child care, transportation, tutoring and peer counseling. For further qualification information, please call (530) 661-5728.

Child Development Center:

The Child Development Center is located at Woodland Community College in building 1000. Potty-trained, pre-schoolers (2-5 years) are served at the Child Development Centers. State Preschool is available 9:00 a.m.-Noon at no charge to eligible student-parents. Early morning and Noon-10:00 p.m. child care is also available on a sliding scale fee rate. Facilities are available for outdoor and indoor play, learning activities, and naps.

The centers hours of operation are dictated by the semester class start dates and times. (Times may vary with each campus; check local campus hours.) Evening hours availability is dependent on enrollment numbers.

Cooperative Work Experience

Education:

Cooperative Work Experience Education (CWEE) is a class designed to recognize learning that occurs on-the-job. In order to qualify, a student must (1) be concurrently enrolled in a minimum of seven units which can include units earned in CWEE (enrollment in one other class during summer session) and (2) develop specific learning objectives approved by the employer and WCC. A complete description of Cooperative Work Experience Education is found in the "Programs and Courses" section of this catalog. Please call 530-668-3682 for more information.

Counseling:

Community colleges are distinguished by the personal attention given to students and the quality of guidance and counseling services provided. Counseling is an essential part of WCC, designed to complement and facilitate the instructional program and to aid students in academic, career, and personal planning.

Counselors provide services for helping each student:

- Analyze aptitudes and interests and learn decision-making processes related to academic and career planning.
- Determine the best educational program for achieving a chosen career.
- Select courses and college activities to maximize the student's opportunities and potential.
- Develop a student educational plan that encompasses both the course work and supplemental needs of the student.
- Plan a transfer program which leads to acceptance with junior standing at an upper division college or university, if such is the choice.
- Resolve personal problems which are of such a nature that a college counselor can be of professional assistance.

INDIVIDUAL COUNSELING. Every student is strongly encouraged to see a counselor at least twice each semester to confer on matters pertaining to satisfactory adjustment to college life and progress toward educational/career goals. Since accurate information about program requirements and course prerequisites is essential for planning courses of study, counselors serve as valuable resource people in helping select appropriate courses. Pre-transfer students are urged to consult with counselors and with the catalogs of the institutions they wish to attend in order to be certain they fulfill all lower division general requirements and specific major requirements of the upper division colleges of their choice.

Counseling also offers a variety of services and resources designed to aid students in choosing, changing, or confirming career goals and taking appropriate steps to reach those goals. Students are advised to make their vocational plans or to select the school to which they wish to transfer as early as

possible in their college career. Frequent changes of program or changes in vocational objectives may delay graduation or interfere with successful transfer to other collegiate institutions. Responsibility for meeting these requirements rests entirely on the student.

WCC has counselors available at WCC in Woodland and Colusa County. Students are encouraged to use the counselors' expertise as they progress through their programs.

GROUP COUNSELING/ORIENTATION. WCC provides several types of orientation programs: registration briefing sessions, self-paced orientation courses, career and college planning courses (Counseling 10, 15R, 15AR, 15BR, 45, and 25).

WCC counselors provide essential information concerning college graduation and transfer requirements, rules and regulations, and registration procedures for WCC programs.

Disabled Student Programs &

Services:

Disabled Students Programs and Services(DSPS) offer eligible students access to a variety of specialized support services. These services are intended to assist college students with disabilities to successfully participate in regular college programs and activities.

We serve students with the following disabilities:

- Acquired Brain Injury
- Psychological Disability
- Deaf/Hard of Hearing
- Speech and Language Impairment
- Blind/Visual Limitation
- Health Impaired
- Learning Disability
- Developmentally Delayed Learner
- Mobility Limitation

For additional information contact Disabled Students Programs and Services at (530) 661-5797 or TTY (530) 661-5786.

Extended Opportunity Programs and Services (E.O.P.&S.):

E.O.P.&S. is a state-funded program that provides financial assistance and educational support services to eligible financially and educationally disadvantaged, non-traditional students. E.O.P.&S. includes intensive supportive services which enhance the potential for student retention, successful completion of academic and vocational programs, and transfer to other educational institutions. Some of the services offered include career planning, academic and transfer counseling, tutoring, peer support, and advising. For further qualification information, please call (530) 661-5728.

Financial Aid:

WCC has a financial aid program that includes scholarships, grants, and other aid, designed to help students who need financial assistance to further their educational goals. If you need help in bridging the gap between your own resources and the cost of attending college, stop by the Financial Aid Office in temporarily located in Building 100. Fill out a student aid application and talk with a staff person, or call (530) 661-5725.

It is not too late to apply for a PELL grant for the school year. Students need to complete a Free Application for Federal Student Aid (FAFSA) which is available in the Financial Aid Office. Four weeks after mailing the FAFSA form to the processing center, students will receive a Student Aid Report (SAR). This report should be brought to the Financial Aid Office as soon as it is received. The Financial Aid staff will help you through the rest of the awarding process. Applications should be completed as soon as possible. FAFSA may be filed on line at www.fafsa.ed.gov.

Health Services & Student Health

Insurance:

Woodland Community College and CommuniCare Health Centers provide specific services for currently enrolled Woodland Community College students. Clinical services provided are basic first aid, treatment for specific minor illnesses and ailments, and health education. Call the Health Service at (530) 661-7758 for more information.

Library:

The Woodland Community College Library is located in the southwest corner of the LRC building that celebrated its grand opening August 2007. The library houses a growing collection of books, DVDs, and periodicals. The book collection is arranged by subject (using the Dewey Decimal Classification System), with shelves dedicated to biographies, fiction, and easy readers (ESL collection). Media stations are available to review DVD, VHS,

and other multimedia materials. The library collection can be searched through the library's website (<http://www.yccd.edu/woodland/library>). The website can also be used to access various subscription databases and the electronic book collection. Students can obtain assistance with research and library resources at the Library Reference Desk. A Library Card, validated each semester, may be obtained at the Library Circulation Desk.

Library facilities include tables, study carrels, stuffed chairs and group study rooms. The library's primary responsibility is to serve the needs of those persons enrolled in Woodland Community College or other sites in the YCCD. courses. However, members of the public are welcome to use the facilities any time the library is open. The Library is open from morning to late evening five days a week.

Library Contacts:

Reference/Information: (530) 661-7224

Circulation: (530) 661-5740

Open Media Lab (OML):

The Open Media Lab (OML) features 40 computer workstations with various programs necessary to complete coursework, including access to the internet. The OML is open to all students and is open from morning to late evening five days a week. Instructional Assistants (IA) are available to assist students with their computing needs. The OML can be reached at (530) 661-5729

Upward Bound:

As an academic preparation and enrichment project funded through the federal TRiO programs, Upward Bound provides services to economically and educationally disadvantaged participants in Colusa County. Participants are selected from Maxwell High School, Pierce High School, and Williams High School.

The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll into higher education by providing academic advising, counseling and motivational support services. Strategies include meeting with academic advisors knowledgeable of the nations' post-secondary institutions, receive academic advising in course selection for college/university admissions, test preparation in the SAT/ACT, supplemental tutoring/instruction in high school curriculum content, and participate in educational/cultural activities. During the vacation sessions from the high school, participants attend college visits, partake in summer residential academy, and attend social activities such as time-management, leadership, and communication. For information please contact (530) 661-2207

Tutoring Center:

The Tutoring Center provides free help in most subjects and is available to all registered students. If you need tutoring or wish to be a tutor, come to the Tutoring Center. It is located in Building 800, Room 809. For more information, call (530) 661-5733.

Veterans Affairs:

WCC is approved for the training of veterans and dependents under various laws of the United States and California. All veterans who plan to collect benefits must consult a counselor who will provide guidance in selecting programs which qualify the veteran for benefits. For more information on veteran's benefits, call (530) 661-5704 -- TTY (530) 741-6994.

Woodland Community College

Foundation:

History: The WCC Foundation was established in 1972 to support programs, services and scholarships that would help to improve student life at the campuses and centers of the Yuba Community College District. Throughout the subsequent decades, numerous gifts and sound investing have built the corpus of foundation funds to a level approaching \$5 million dollars, making the WCC foundation one of the larger community college foundations in the State of California.

Donations: As a registered 501 (c)(3), WCC Foundation, Inc., is able to assure that all gifts received by the foundation are fully tax deductible. The foundation has received direct support through gifts of cash, real estate, equities and art throughout its 30 years of operation. Additionally, planned gifts such as wills, charitable remainder trusts, and insurance policies have benefited the foundation's programming capabilities. In-kind gifts, such as laboratory equipment, usable automobiles, and classroom supplies, if properly appraised, can also provide the donor with a tax deduction. The Foundation office can be reached at (530) 749-3868 to discuss options for giving.

Programs: The WCC Foundation has supported literally hundreds of projects, programs, services and scholarships throughout its thirty years of operation. In recent years, direct support from the foundation has provided networking equipment for Clear Lake Community College, laboratory support for the Administration of Justice Program in Marysville, marketing materials for student recruitment at Woodland Community College and hundreds of thousands of dollars in direct student support through scholarships or book grants. On the average, between 45-50 projects and scholarships per semester receive support through donations to the Woodland Community College Foundation.

Governance: WCC Foundation is overseen by a Board of Directors, with representatives of the WCC service area.

Admissions

The Yuba Community College District does not restrict admission to residents of the District, nor does it restrict the privilege of District residents to attend any other community college. Nonresident students are accepted on the same basis as California resident students, except that State law requires a tuition charge (see "Residency Requirements").

OPEN ENROLLMENT POLICY

All courses, regardless of where offered, are open to members of the public who are otherwise eligible for admission, with the following exceptions:

- Courses that are specifically exempted by statute, including "impacted" allied health programs (Radiologic Technology, Veterinary Technology, ADN, LVN, etc.);
- Courses closed by maximum enrollment of students by the "priority registration" policies;
- Courses with academic requisites that restrict enrollment of academically unqualified students; and
- Courses with content that would be a repeat of a course of equivalent or more advanced course work previously taken by the student (exceptions require counselor evaluation and approval).

Applicants may apply for admission on-line by going to our website at www.woodland.yccd.edu. Select the campus you plan to attend. Use the "Quick Links" section. Select "Apply Now!" and follow the instructions. A paper *Registration Application* is also inserted in every class schedule for students who do not want to access the on-line application.

Admission to Impacted Programs: Associate Degree Nursing (ADN), Psychiatric Technician, Veterinary Technology, Vocational Nursing, and Radiologic Technology require a special application. Contact Yuba College in Marysville, or call (530) 741-6786 for details, application, and deadlines.

Foreign students must obtain a special application which will be mailed upon request from the Foreign Student Admissions Office, located on the Yuba College campus in Marysville or call (530) 741-6705.

Age and/or High School Graduation Requirement: In general, all full-time students must have earned a high school diploma, a *State Certificate of Proficiency*, or the equivalent, or be 18 years of age as of the date of registration, as provided in Section 76000 of the *Education Code*, and meet Federal "Ability to Benefit" requirements.

Concurrent Enrollment of High School Students: A high school student who has completed the EIGHTH grade may be admitted on a part-time basis subject to the following requirements with the written recommendation of the high school administrator and the parent's permission: No Physical Education courses may be taken; students must have met any course prerequisite requirements; students are required to fulfill the minimum day requirement at their high school, or, for charter/home-schooled students, the parent has to verify that the proposed college course work will not interfere with the student's basic high school course work; charter or home-schooled students must present a grade equivalency certification documenting the grade level the student has achieved; charter or home-schooled students must present a copy of the affidavit submitted to the State or County Office of Education to document the student's involvement in an educational process; concurrently enrolled students receive the lowest registration priority. Students must be certified to be eligible for advanced scholastic or vocational coursework. Contact the high school administrator for information concerning authorization to enroll. Students are subject to all rules, regulations, and fees of the College. The enrollment fee will be waived for eligible students, but the Student Services fee (and non-resident tuition if applicable) will be charged.

Application Process Steps to Apply for Priority Registration:

- File an application for admission.
- File high school and college transcripts; transcripts must be received by direct mail from the issuing institution or hand-carried in a sealed official envelope.
- Complete the District *Placement Examination* (CPT). The test should have been completed within the last three years or it is suggested that it be repeated. It may be taken twice in a two-year period.
- Participate in an orientation program to become acquainted with the District's programs, services, academic expectations, procedures, and regulations.
- Meet with a counselor to develop an educational plan appropriate to the student's goals and present learning skills. Counselors can suggest programs that will strengthen a student's learning skills.

Residency Requirements

California state law mandates that each student who applies for admission to provide residency information and evidence as deemed necessary by the Admissions Office to determine the student's residence classification. The following rules regarding residency determination are not a complete explanation. For further information, contact the Admissions Office. These rules are subject to change at any time in accordance with State law.

The residency determination date is the day prior to the first day of instruction for each semester.

General Rules for Residency:

1. Persons who are 19 years of age or older may establish residence in accordance with the criteria listed below. Year of residence must begin after the eighteenth birthday.
2. Persons who are under 19 years of age may establish residence in accordance with the criteria listed below and the following: (a) Married minors may establish their own residence, and (b) an unmarried minor derives residence from the parent with whom he or she is residing. If the student lives with neither parent, residency is derived from the parent with whom he or she last lived. (The residence of an unmarried minor who has a parent living cannot be changed by her or his own act, by appointment of a legal guardian, or by relinquishment of a parent's right of control.)
3. Active duty military personnel stationed in California are entitled to resident classification.
4. A dependent child or spouse of an active duty military person stationed in California is entitled to residence classification.
5. A member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged will be granted a "one-year grace period" in order to establish California residency. Establishment of residency requires physical presence and acts of intent be demonstrated for one full year.
6. Persons who have had a "permanent residence visa" for one year may establish residence in accordance with the criteria listed below.
7. Non-resident and non-citizens (other than "non immigrant aliens" who are out of status with INS) who have attended a California high school for at least three years and who graduated from a California high school may be eligible for an exemption of the non-resident tuition. (Pick up an AB540 application form at the Registration Office.)
8. A student who was classified as nonresident and is seeking reclassification as a resident **MUST** show financial independence. Financial independence requires not having been claimed as a dependent on state/federal income tax forms by parents, not having received more than \$750.00 a year from a parent, and not having lived more than six weeks in a year with a parent in the immediately preceding twelve months. Students will be required to submit documentation showing how tuition and living expenses were paid during the preceding year.

Criteria for Residency: Nonresident students do not automatically become residents by merely being in California for more than one year. State law also requires "proof of intent" to establish California residence for more than **one year prior** to the residence determination date. The burden of proof rests with the student, not the District. Students must present a combination of documentation to prove intent to be a resident. Students must also show no contrary intent, that is, they must not have maintained residence status in their former state (i.e. driver's license, taxes, car registration, etc.). Types of documentation that may be submitted that will help to establish proof of intent (with lack of intent for residence in another state) include the following. No one factor is decisive.

Documentation: W-2 form; California State Income Tax payment; Driver's license; Motor vehicle ownership and registration; Purchase of property; Voter registration; License from California for professional practice; Any other proof of intent as may be deemed necessary to establish residence classification.

A student incorrectly classified as a California resident because of falsification of information is subject to reclassification as a nonresident and payment of nonresident tuition or exclusion from class(es) upon notification. Students classified as nonresidents may appeal the decision within 30 days of the date of the residence classification decision.

All students classified as nonresident are required to pay *Nonresident Tuition Fee*; the *Enrollment Fee*; and the *Student Services Fee* each semester. (See Schedule of Classes for current fee amounts.) Nonresident fees are refundable only during the first two weeks of a semester (dates vary for short-term classes) if the student withdraws from a course. The date on which the withdrawal is received in the Registration Office will determine the refund date. Refunds shall not exceed the amount of tuition paid, and will be processed in accordance with District regulations (see "Refund" section).

Foreign Student Admission

Under Federal law, WCC is authorized to enroll students on F-1 student visas for two-year vocational and transfer programs. Foreign students applying for admission must request application forms from the Foreign Student Admissions Office.

The deadlines to apply are May 15th for the fall semester and December 15th for the spring semester. Since applications will not be considered until all required documents are on file, students are encouraged to request applications early.

To be considered for admission, a foreign student must meet specific criteria and agree to:

- Pay *Tuition* and *Enrollment Fees* at the time of registration. (See current fees in Schedule of Classes.) The *Enrollment Fees* and *Student Services Fee* are also due at the time of registration each semester.
- Complete the required application packet which consists of:
 1. Application form, including a recent photograph
 2. Copies of high school and college transcripts
 3. A TOEFL examination with test scores sent from the testing service to WCC (minimum score of 475 is required.)
 4. A letter of English Proficiency
 5. A certified financial statement, showing evidence of support, in U.S. dollars, for duration of the time in the U.S. (should be able to provide approximately \$10,000.00 annually without planning to work while in the U.S.)
 6. A letter of recommendation
 7. A certificate of health to include a special test for tuberculosis.
 8. A \$25.00 Application Processing Fee.
- Purchase hospitalization policy (approximately \$150.00 per year).
- Pursue a specific degree program.
- Register in required English courses each semester until graduation requirements are met.
- Complete a minimum of 12 units each semester with at least a "C" average.
- Complete academic program in a maximum of six semesters.
- Work with the Foreign Student Assistant to meet all requirements for foreign students.
- Provide own housing.

Only those students who agree to each of the above requirements and meet the above criteria will be considered for admission to WCC. Applicants who are accepted to WCC will be mailed the *Immigration and Naturalization Form I-20*.

Matriculation

Matriculation is a process designed to help students achieve their educational goals. All new, transfer, and returning students (who have not attended a Yuba Community College District class within the last three years and do not meet the matriculation exemptions) will complete the matriculation process. The Yuba Community College District is committed to helping students achieve their educational goals through the matriculation process, which includes :

- Admission to the College
- Assessment of English, mathematics, and reading skill levels
- Orientation, which provides information about programs and services, academic expectations, and procedures
- Counseling to assist in defining goals and developing a plan to achieve those goals
- Registration for classes
- Follow-up services to help students progress toward their educational goals.

Matriculation Exemptions: At the time of application, all students are classified as Exempt or Non-Exempt from various matriculation components. Exempt students are those who meet two or more of the criteria are listed below. (NOTE: These exemptions do **NOT** provide clearance for PRIORITY REGISTRATION or enrollment into specified English, mathematics, or reading courses.)

- Have completed an Associate or higher degree – *provide verification of degree*;
- Concurrently enrolled in high school - *need* permission form signed by parents and high school official;
- Enrolled only in classes for which they have approved previous training (i.e., firefighters taking a fire science class);
- Enrolled in fewer than 6 units;
- Do not plan to earn a degree or certificate;

Matriculation (Continued)

- Completed at least 24 units at another college within the past three years and were in good standing -- verification required;
- Enrolled in ONLY performance classes (e.g., acting, drawing) or activity classes (e.g. physical education);
- Enrolled in only job-skill upgrade, self-improvement, or general interest courses.

Performance Courses Eligible for Matriculation Exemption:

Art 1LR, 2, 4B, 6A, 6B, 7B, 7C, 8A, 8B, 9A, 9B, 12A, 12B, 14B, 15B, 19A, 19B, 20A, 20B, 27R, 29R, 30R, 32B, 33, 34A, 34B, 35, 36R, 37R, 38AR, 38R, 39R, 40R, 41R, 42R, 43R, 44R, 45R, 46R

Music 1C, 1D, 2A, 2B, 2C, 2D, 8A, 8B, 14B, 26R, 30R, 31R, 32R, 33R, 34R, 35R, 37R, 40A, 40B, 40C, 40D, 41AR, 41BR, 42R, 43R, 44R, 53R, 54R, 57R, 58R, 210R, 211R

Performance Courses Eligible for Matriculation Exemption:

Physical Education 1.02R-1.15R, 1.21R-1.59R, 1.74R- 1.79R, 2.01R-2.13R, 3R, 101R, 21R, 11R-18R, 31R, 32R, 35R, 36R, 37R, 38R

Theatre Arts 11A, 11B, 12A, 12B, 26R, 29R, 32R, 45B, 48G

Note: Students wishing to take a course for **general interest** or for **personal/professional improvement** should contact the Registration Office for enrollment dates. Students will be expected to meet any academic prerequisites regardless of the purpose for taking the course.

Exemption from taking the **PLACEMENT EXAM ONLY** may apply to students who:

- Have completed previous course work in English, mathematics and reading.
- Have completed placement tests at another post- secondary institution - *provide documentation*.

Students seeking an exemption from the matriculation process must submit an exemption form. Forms are available at all registration sites.

Matriculation – Students’ Rights, Challenge, and Complaint process: Students may challenge any matriculation component. To do so, consult with a college counselor. Challenges and/or complaints may be filed with the Dean of Student Development, who is responsible for investigation and resolution. The Dean will maintain a file on all formal challenges and complaints.

Students who meet the criteria and receive an exemption from a WCC counselor, and students enrolling in summer session only, are eligible to register as non-matriculated students without meeting any requirements other than the basic legal admission requirement.

- For the purpose of registration status classification, such a student will be classified as a NON-MATRICULANT.
- For purpose of academic classification, the student’s statement on the registration form will be accepted without verification.

Students classified as NON-MATRICULANTS will be required to declare an educational goal during the term after which the student completes 15 semester units of degree-applicable credit course work. These students will be provided an opportunity to see a Counselor to develop a student educational plan.

Registration Procedures

Continuing students should schedule a counseling appointment for assistance in registration, advising, and completion of an educational plan.

All other applicants should file a *Registration Application*, complete the *Placement Examination*, and have high school and/or college transcripts sent to the Registration Office at the local YCCD campus. Applicants will complete orientation and meet with a counselor to discuss educational plans and select appropriate courses for registration.

OPEN ENROLLMENT POLICY

All courses, regardless of where offered, are open to members of the public who are otherwise eligible for admission, with the following exceptions:

- Courses that are specifically exempted by statute, including “impacted” allied health programs (Radiologic Technology, ADN, LVN, Psychiatric Technician, etc.);
- Courses closed by maximum enrollment of students by the “priority registration” process;
- Courses with academic requisites that restrict enrollment of academically unqualified students; and
- Courses with content that would be a repeat of a course of equivalent or more advanced course work previously taken by the student (exceptions require counselor evaluation and approval).

Student Responsibility Regarding Registration

Students should acquaint themselves with District policies and procedures, study this Catalog and the *Schedule of Classes*, consider the curricula carefully, and plan the courses needed for graduation and required for their majors as well as courses desired for electives before reporting to the Registration Office.

Students must assume complete responsibility for fulfilling all requirements to meet planned objectives. Students on probation should carefully consider the consequences of their status when planning for registration.

Assessment

Assessment is used to advise students about courses and services most appropriate to their skills, educational backgrounds and career goals. (See also “Placement Examination” section for other information.)

Change in Enrollment

Students wishing to change their course enrollment may add or drop classes using telephone registration, WebAdvisor registration, or by submitting the appropriate forms to the Registration Office. Full-term courses may be added during late Registration period (see “Schedule of Classes”), later only in special cases and with instructor approval.

ENROLLMENT FEES. Enrollment fees for classes that are dropped on or before the refund deadline (fourteenth calendar day for full-semester classes or ten percent of a short-term class) are credited to the student's account. (See “Refund” section of this *Catalog*.) If a class is dropped prior to the end of the fourth week of a regular semester (30% of term for short-term courses), no notation of the course will be entered on the academic record. If a class is dropped after that time but prior to the end of the thirteenth week of a regular semester (75% of term for short-term courses), a “W” will be entered on the academic record. If the drop is processed after that time, State law provides the grade must be other than a “W,” and usually it will be a failing grade.

It's the student's responsibility (not the instructor's) to process all Adds and Drops. This is not an automatic process. Students who discontinue attendance in any class without officially dropping the course are subject to a failing grade. If the student drops a class using telephone registration or WebAdvisor, it is the student's responsibility to check that drops (or adds) were correctly processed.

Maximum Unit Load

The average student load is 16 units per semester. A counselor will allow a student to register in an excess of 19 units only when it is necessary. In any case, 19 units is the maximum load which may be approved (limited to 16 maximum for a student on probation). Units in excess of 19 are allowed only for the most urgent reasons and on the basis of counselor approval. Eight units is the maximum in which a student may register during the summer session without counselor approval (signature).

Placement Examinations

The purpose of the Placement Examination is to assess each student's skills in mathematics, reading, and writing, and determine the appropriate beginning courses in each discipline. The placement system is designed to place students into courses in which they may build on their current skills and advance through the curriculum at the pace best suited to their needs and abilities.

All students who plan to enroll in English, mathematics, or reading courses or courses with a heavy reading content or math content; those who plan to graduate or transfer units to another institution; and concurrently enrolled high school students are required to complete the Placement Examination prior to enrolling into classes. The examination generates a profile of each student's reading, mathematics, and writing skills based on test scores and other information supplied by the student. Placement based on this multiple measures approach is mandatory. Students may challenge the placement by filing a prerequisite challenge form with the Dean of Student Services. The results of the challenge are final. Students should seek counselor assistance when filing a prerequisite challenge.

Students may take the Placement Exam no more than three times in a 2-year period and not more than twice in any semester. There is a 14-day waiting period for retests. The placement examination may not be used to supplant a failed prerequisite course or to skip a course in a sequence of courses. Placement scores may be valid for up to two years.

Students may transfer test scores from another institution for use at YCCD, provided the test used is approved by the Chancellor as a Second Party Assessment Instrument, and provided the scores can be translated to the YCCD Placement System. It is the student's responsibility to have the other institution provide the score report to the Assessment Center. Placement will be made in accordance with current placement policies and procedures, and may differ from the placement at the previous college. Students have the option of taking the Placement Exam instead of transferring their scores.

Students who wish to transfer to a 4-year institution should consult a high school or college counselor about taking other tests. Some institutions require SAT or ACT test scores from transfer students. SAT and ACT are not approved for use in California Community Colleges, and Yuba College does not offer either test at college sites. Students should consult the SAT or ACT test guides available at the Assessment Center for test dates and locations, or visit the appropriate WEB site.

Students who wish to take the YCCD Placement Examination should call 530-661-5700;

Students with disabilities or special testing needs should discuss options and accommodations with a counselor and/or Disabled Students Programs and Services staff. YCCD Assessment Centers comply fully with the provisions of the Americans with Disabilities Act.

For your privacy and safeguarding of your records, photo identification is required for all testing transactions.

Placement Levels

Placement scores identify the course level appropriate for each student's level of academic skill in English, mathematics, and reading. After successfully completing the placement-level course, students advance to the next level, and continue to progress until degree requirements are met. All students are encouraged to seek counselor advice in selecting courses appropriate for their educational goals.

Placement Level Reading Courses

3001	Reading 110A
3002	Reading 110B
3003	Reading 105/106
3004	Reading 70
3005	Reading competency met; Reading 70 recommended

Placement Level

English Courses

1001	English 110A
1002	English 110B
1003	English 105
1004	English 51/51L
1005	English 1A

Placement Level Mathematics Courses

2001	General Studies 174R
2002	Math 110 or General Business 100
2003	Math 111 or General Business 100
2004	Math 50 or General Business 56
2005	Math 52 or General Business 56
2006	Math 10, Math 15, Math 25, or Statistics 1
2007	Math 21
2008	Math 7, Math 9
2009	Math 1A or higher

ADVISORY PLACEMENT LEVELS FOR COURSES REQUIRING COLLEGE-LEVEL SKILLS.

Many "entry level courses" that are numbered 1-99 carry credit/units that apply toward the associate degree and require college-level language and/or computation skills for successful participation. It is recommended that students meet the following criteria if they plan to enroll in any course with a description that includes an "L" and/or "M." "L" means college-level language skills are recommended and "M" means college-level computation skills are recommended. These requisites are advisory only. Students may meet the recommended criteria for "L" courses by:

1. Achieving a *Reading Placement Code* of "3004" or higher; or achieving a grade of "C" or better in Reading 70; or concurrent enrollment in Reading 70; or
2. Achieving an *English Placement Code* of "1003" or higher; or achieving a grade of "C" or better in English 105/106; or concurrent enrollment in English 105/106.

Students may meet the recommended criteria for "M" courses by:

1. Achieving a *Mathematics Placement Code* of "2003" or higher; or completing Math 110, General Business 100, or Math 111 with a grade of "C" or better; or concurrent enrollment in Math 110, General Business 100, or Math 111.

Schedule of Classes

The *Schedule of Classes* is published each semester. The *Schedule* includes registration procedures, course information, critical deadline dates, the official *Academic Calendar*, and other important information for students.

Unit of Academic Credit

THE UNIT OF CREDIT IS THE SEMESTER HOUR. The value of a course is computed on the basis of one unit of credit for each hour of lecture or discussion and two-to-three hours of laboratory. Courses meeting less than a full semester will require an equivalent number of hours prorated on a per-week basis. Two hours of outside preparation are normally required for each semester hour of class lecture. In order to earn credit in a course, the student must complete the course; no partial units of credit are allowed. To serve the purposes of the students and the District, courses may on occasion be offered for less than the number of units indicated in the *course Outline*.

Fees and Expenses

All fees quoted below are those known at the time this Catalog went to press.

STATE-MANDATED ENROLLMENT FEE. All students (unless at the time of registration they qualify for exemption* under State mandates) are subject to an *Enrollment Fee*. These fees are established by the State legislature and are determined at the time of enrollment by the student's unit load. The current fee is \$20.00 per unit.

*Exemptions: State regulations provide the following three programs to help eligible low income students with California residence status to have the *Enrollment Fee* waived.

- Board of Governor's Waiver Program A. For any student who, at the time of registration, is a recipient of (1) TANF (*Temporary Assistance for Needy Families*); (2) SSI/SSP (*Supplementary Security Income/State Supplementary Program*); (3) *General Assistance/General Relief Program*;

or (4) The *California Department of Veteran Affairs* or the *National Guard Adjutant General's Certification of Eligibility* for a dependent's fee waiver.

- Board of Governor's Waiver Program B. For low income students who meet eligibility requirements.
- Board of Governor's Waiver Program C. For low income students who qualify for Financial Aid.

Prior to registration, students in any of these categories should obtain the appropriate application materials from the Financial Aid Office for exemptions.

NONRESIDENT/NON-CITIZEN TUITION. Students who have not established California residency in accordance with state regulations (see Residency section), will be required to pay the *Nonresident Tuition Fee* of \$178.00 per unit. Students who are both citizens and residents of a foreign country are required to pay \$195.00 per unit.

STUDENT SERVICES FEE. ALL Students are required to pay a *\$6.00 Student Services Health Fee* each semester/summer session. Students who depend exclusively upon prayer for healing in accordance with a bona fide religion, sect, or denomination (upon written verification from an authorized church official) are exempt from paying the *Student Services Health Fee*. This church documentation must be submitted to the Vice President's Office for the exemption.

PARKING FEE. Students and staff who drive vehicles on campus will pay a Parking Fee and be issued a decal. The cost is \$40.00 per semester; \$20 for summer session. As an option, students may purchase a \$1 daily parking pass in lieu of a semester decal. The Parking Fee covers day and evening campus attendance. All non-student, seasonal, and short-term employees may park in the General Parking Lots and must display either a valid semester parking decal or a \$1 parking pass.

These fees are nonrefundable after the fourteenth calendar day of the full-semester or the first ten percent of classes for short-term classes.

OTHER FEES. The Associated Students of Woodland Community College collect a voluntary annual A.S. Y.C. Fee of \$10.00 per year, \$5.00 per semester for services and benefits.

All students should be prepared to purchase their own books, which are sold at the Bookstore. Direct school expenses for the entire year, including books, will probably average \$600 to \$700; book costs for pre-professional students (such as engineering and medicine) will run somewhat higher.

Students in some health-care courses and programs (such as Nursing, Psychiatric Technician, Radiologic Technology) are required to purchase drug testing, film badges, pay for a background check, and other related items for the program. The BOGW enrollment fee waiver does not cover these charges.

Estimated total expenses, including personal expenses and transportation, for a California resident is \$10,724.00. A sample budget for an average CALIFORNIA resident for one year is shown below:

**Sample Expenses of Average California
Resident Student Attending Woodland Community College**

COMMUTER STUDENT LIVING AT HOME

State-mandated Enrollment Fee	\$600.00
Student Services Fee	12.00
Parking Fee	60.00
Board and Room	4,338.00
Books and Supplies	1,638.00
Personal Expenses	3,096.00
Transportation	940.00
per year	\$10,724.00

Refunds

All *Enrollment Fee* refunds are subject to a \$10.00 *Processing Fee*. This *Fee* will be charged only once per each semester of enrollment. Any refund processed for less than \$10.00 will not be assessed an additional *Fee*.

BOOK REFUNDS. Full refunds will be made, at the College Bookstore, for books purchased for the current semester up to two weeks after the start of that semester; one week for summer session. Receipts are required for all refunds and new books must be unmarked and in new condition.

ENROLLMENT/STUDENT SERVICES FEES/NONRESIDENT TUITION. Students are eligible for a refund of these Fees if the procedures below are followed.

- The student “officially” drops the class on or before the refund deadline (fourteenth calendar day of the semester or ten percent of a short-term class), AND
- The drop(s) reduces the student’s currently enrolled unit load, AND
- A refund request form is filed with the District Cashier.

When students request a fee refund, they should be aware of the following.

- Students must make a written request to receive a refund of fees.
- Refunds will NOT automatically be issued.
- All enrollment fee refunds are subject to a once-a-semester \$10 *Processing Fee*.
- If fees were paid by check, there will be a waiting period until that check clears through the student’s bank before funds can be processed.
- For refunds a student must complete a *Request for Refund* and a check will be mailed.

Official Drops -- may be submitted through WebAdvisor, telephone registration, or in person at the Registration Office. It is the student’s responsibility to ensure all drops are processed.

PARKING FEES. Students who withdraw from classes before the fourteenth day of the semester (dates vary for short-term classes) may apply for a refund of the *Parking Fee*. The parking sticker must be returned to qualify for the refund.

PRO-RATA REFUNDS. A financial aid student attending the Yuba Community College District for the first time who is a nonresident will be granted a pro-rata refund of those fees if he/she withdraws from all classes prior to the 10th week of the semester (in full-semester classes). Contact the Financial Aid Office for more information. An *Administrative Fee* of \$100 or 5% of the total charges (whichever is less) will be collected for each pro-rata refund processed.

Financial Aid

Financial Aid Program

The role of the Financial Aid Office is to help eligible students pursue their educational goals. The objective is to equitably provide funds and services to eligible students and, to the extent that funds permit, not deny a student the opportunity for an education simply because of lack of money. The Financial Aid Office attempts to fill the financial gap that may exist between the cost of education and the money available to students from family, employment, savings, and other resources.

CRITERIA AND PROCEDURES FOR FINANCIAL AID. In order to treat all students equitably, standardized budgets are established and are applied to all applicants. Typical expenses for an academic year for a California resident living with parents to attend Woodland Community College are: State-mandated Enrollment Fee, \$20 per unit; Parking Fee, \$100; Student Services Fee, \$12 per semester; Room/Board, \$4,338; Books/Supplies, \$1,638; Personal expenses, \$3,096; Transportation expenses, \$1,040.

The application form to be used for most financial aid programs is the Free Application for Federal Student Aid Program (FAFSA). In order to determine "need" for financial aid funds, taxable and nontaxable income information is necessary. Award funds are made based on this need. Income, assets, debts, size of family, and number of family members in college are important factors considered in the calculation. This information is reported on the application form and forwarded to the central processor for further processing. Supporting documentation may be required by the Financial Aid Office.

DEADLINE FOR FILING FINANCIAL AID APPLICATIONS. March 2nd is the deadline for students who want consideration for Cal Grants and Federal work-study. Students are encouraged to complete the FAFSA even if they have missed the March 2nd deadline. Students who complete the FAFSA after the March 2nd deadline may qualify for a Pell Grant or loan.

SATISFACTORY ACADEMIC PROGRESS. Students awarded financial aid funds are required, by Federal law and Woodland Community College policy, to make satisfactory progress towards their educational goal. The specific requirements are available at the Financial Aid Office. Academic Progress is necessary in order to continue receiving funds.

RETURN TO TITLE 4 (R2T4). Students who drop completely or withdraw from classes prior to completing 60% of the term may be required to repay any unearned federal funds to Woodland Community College or to the Department of Education, per Federal regulations.

Programs Available to Woodland Community College Students

- Scholarships. Many scholarships are available to help students to meet the cost of education. These scholarships become available through private support from individuals and organizations in the Woodland Community College who have contributed to scholarship funds.
- Most scholarships are based on academic achievement; other are based on financial need. A complete listing of all scholarships offered, eligibility requirements, deadline dates, and application information is available in the scholarship handbook at the Financial Aid Office.
- Grants. Federal, State, and Institutional grant programs are available to eligible Woodland Community College students. These funds are based on financial need criteria and paid two times per semester. Included are Federal PELL; Federal SEOG Supplemental Educational Opportunity Grant; Academic Competitive Grant, BIA (Bureau of Indian Affairs) Grant; E.O.P.S. (Extended Opportunity Program & Services) Grant; CARE (Cooperative Agency Resources & Education) Grant; Chaffee Grant; CAL GRANTS B and C, and Federal Student Support Services Grant.
- Work-Study. The Federal Work Study Program provides jobs for eligible students awarded FWS funds as part of their financial aid package. An award offer is not a job guarantee. The Placement Office helps eligible students locate employment. College units may also be available for this job experience; contact a counselor for more information. This popular program provides invaluable work experience and a flexible work schedule for students attending Woodland Community College. The CalWORKs Work-Study Program coordinates with the Federal Work Study Program on a student-by-student basis.

- Direct Loan. Student loans are available to eligible students, including subsidized and un-subsidized. Eligibility information and application forms are available through the Financial Aid Office or on the college website.

Hope Scholarship (Tax Relief)

The Hope Scholarship is actually a tax credit, not a scholarship. Tax credits are subtracted directly from the tax which is owed, rather than reducing taxable income like a tax deduction. A family must file a tax return and owe taxes in order to take advantage of it. The Hope Scholarship credit is not refundable for families who do not pay taxes. The federal government created the Hope Scholarship to allow families the opportunity to deduct the enrollment/tuition fees paid for attending college for income tax purposes. There are federal criteria and guidelines for deducting the fees for income tax purposes; consult a tax advisor if you have questions.

At the end of each calendar year, Woodland Community College will mail out a statement (Form 1098T) for students who meet the required criteria (does not apply if fees were waived or paid by another agency). The 1098T statement includes enrollment fees and tuition charged during the year (not when payments are received).

If the student is a dependent (for income tax purposes), the student must contact the Business Office, indicating the parents' name, social security number, and mailing address. The Internal Revenue Service requires this information be included with the student's information or the parent will not be able to deduct the fees for tax purposes. It is the student's responsibility to provide this information each calendar year since the College does not determine tax dependency.

Lifetime Learning Credit

The Lifetime Learning Credit is a tax credit. Tax credits are subtracted directly from the tax which is owed, rather than reducing taxable income like a tax deduction. A family must file a tax return and owe taxes in order to take advantage of it. The Lifetime Learning Credit is not refundable for families who do not pay taxes. The federal government created the Lifetime Learning Credit to allow families the opportunity to deduct enrollment/tuition fees for income tax purposes. There are federal criteria and guidelines for deducting the fees for income tax purposes; consult a tax advisor if you have questions.

At the end of each calendar year, Woodland Community College will mail out a statement (Form 1098-T) for students who meet the required criteria and who paid for the enrollment/ tuition fees (does not apply if fees were waived or paid by another agency).

If the student is a dependent (for income tax purposes), the student must contact the Business Office, indicating the parent's name, social security number, and mailing address. The Internal Revenue Service requires this information be included with the student's information or the parent will not be able to deduct the fees for tax purposes. It is the student's responsibility to provide this information each calendar year since the College does not determine tax dependency.

College Life

Clubs and Organizations

Clubs and organizations cater to and meet the academic, social, and political needs of a wide variety of students; they provide participation in extracurricular activities both on- and off-campus. Information concerning clubs and organization can be obtained by calling Student Government at (530) 661-5785 or the Public Information Office at 661-5731. Students are encouraged to start and participate in clubs. Below is a list of clubs that have been chartered by ASWCC in recent years.

Associated Students of Woodland Community College (ASWCC)
 Accounting/Business Club (See Instructor Sherry Spina for more information)
 Art Club
 Collegiate Agricultural Leaders (the CAL Club – see Instructor Brandi Asmus for more information)
 International Student Association (I.S.A.)
 Movimiento Estudiantil Chicano de Aztlan (M.E.Ch.A)

Student Code of Conduct

If a student's conduct violates District rules or regulations, the *Code of Conduct for Students*, or public laws, the student will be subject to one of the forms of "sanctions" included in the Code, which are:

- **Admonition.** An oral statement to a student that he or she is violating or has violated District rules or legal statutes.
- **Warning.** Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the Warning, may be cause for more severe disciplinary action.
- **Censure.** A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding in a violation of any District regulation or legal statute within a stated period of time.
- **Disciplinary Probation.** Exclusion from participation in the Financial Aid Program and/or in privileged or extracurricular District activities as set forth in the notice for a period of time not exceeding one school year; withholding of grades and/or transcripts, if on *Disciplinary Probation* due to refusal to meet financial obligation to the college, including a parking fine.
- **Restitution.** Reimbursement for damage to or misappropriation of property. This may take the form of requiring appropriate service or other compensation.
- **Suspension.** Exclusion from classes and other privileges or activities, including Financial Aid, as set forth in the notice for a definite period of time not to exceed two years; may include "Withdrawal of Consent for Student to Remain on Campus."
- **Expulsion.** Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the *Order of Expulsion*. A copy of the Woodland Community College *Code of Conduct for Students* may be obtained from the Office of the Vice President of Students.

Dress Regulations

WCC students are expected to demonstrate maturity by exercising good judgment and taste in everyday attire. Whatever the student's judgment, however, every individual is required to wear shoes or bona fide street sandals in all campus buildings. Instructors in charge of field trips and/or social events have authority to enforce additional dress regulations which they deem are required for the occasion.

Drug Free School Policy

The District recognizes that substance abuse is a major health problem throughout the United States. Therefore, in order to eliminate abuse, the entire college community must be involved. The single consistent message is that substance abuse is wrong, dangerous, and will not be tolerated. **The Yuba Community College District has a "zero tolerance" policy; all campuses and centers are to be alcohol and drug free.**

It is the stated policy of the Yuba Community College District to implement a comprehensive substance abuse strategy that will work more effectively in combating potential drug use and use of drugs by students. The policy sets forth procedures that not only expose students to awareness of the dangers of drugs and alcohol, but also encourages each individual to act to prevent the sale and use of drugs.

The following program principles have been adopted to implement this policy:

- The *Student Code of Conduct*, supported by *Education Code* Section 60041, prohibits the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students on its property or as part of any of its activities.
- Information regarding applicable legal sanctions under local, State, and Federal law for the unlawful possession or distribution of illicit drugs and/or alcohol is available to all students through the WCC Campus Police Department and the WCC Campus Student Health Services.
- Educational materials regarding health risks associated with the use of illicit drugs and the abuse of alcohol are made available to all students through Student Health Services. More in depth information is available through the Chemical Dependency Program courses.
- Information regarding resources for drug or alcohol counseling and treatment are available through Student Health Services.
- The Dean of Student Services' Office will keep records of all disciplinary actions and evaluate consistency of all enforcement.

Selective Service Registration - MEN

By law, virtually ALL MEN must register at age 18. The *Selective Service Registration Program* allows the government to keep an accurate list of names and addresses for young men, 18 through 25 years old. In a national emergency requiring expansion of our Armed Forces, the list would be used to call men for possible military service. By registering all young men, the *Selective Service System* makes sure a future draft will be fair. If you do not register, you could be prosecuted and fined up to \$250,000 and/or be put in jail for up to five years. Registration is also required to qualify for Federal student financial aid, job training benefits, and most Federal employment. The *Selective Service Registration Form* may be obtained from the Yuba College Registration Office or from your local post office.

Smoking Policy

In the interest of public health, Woodland Community College became a tobacco-free campus effective August 18, 2003.

Use of any form of tobacco is prohibited at all times in the following areas:

1.1 On all grounds and in all buildings of the Woodland Community College Campus.

1.2 In or on any space, building, or classroom leased or rented by the college.

1.3 In all vehicles owned or leased by the college.

This policy and these regulations apply to employees, students, visitors, and other persons who enter any Woodland Community College facility as described in paragraph one.

Smoking, or other use of tobacco, is prohibited within all Yuba Community College District buildings, including restrooms, dining areas, classrooms, laboratories, library, gymnasium, offices, and the theatre, along with any other interior building area, including quads.

Student Activities

Believing that a variety of outside-of-class activities will give students an opportunity to develop their personalities and broaden their social lives under wholesome conditions, WCC conducts a carefully planned, faculty-sponsored activities program. Clubs, Associated Students of WCC, class and departmental organizations, publications, music and drama activities, and traditional events offer a wide and interesting field for student participation. Those opportunities for enjoyable participation in a program which stimulate social and individual development comprise one of the advantages of campus life at WCC. Every student is urged to engage in activities insofar as academic responsibilities permit.

STUDENT COMPLAINTS

The Board of Trustees authorizes the administration to develop regulations and procedures to equitably resolve a student's complaint that his/her status or privileges as a student have been adversely affected by a college decision or action.

The regulations and procedures developed by the administration will follow these general principles:

1. A complaint cannot be anonymous, and the complaint must be filed within 30 days of the incident addressed in the complaint.
2. This procedure has no jurisdiction over complaints for which separate legal processes are in existence as provided by law.
3. The procedures should ensure that all participants shall respect the rights of all other parties, maintain confidentiality of the participants and nature of the complaint, and refrain from indiscriminate or inappropriate discussion of the case. Such discussion might endanger due process as well as the integrity of all participants by fostering rumor and prejudice.

It is not the intent of this policy to infringe upon the academic freedom or legal right of the faculty, staff, or the student.

Student Complaints Involving Faculty or other Staff Members

A student who feels that he or she has been treated wrongly by faculty or other staff member (while performing his or her duties on or off-campus during an official college activity) and who seeks to remedy the situation, is advised to follow the procedures below.

These procedures are to provide for due process and a remedy for the basis of the complaint:

1. Complaints Pertaining to Academic Matters

- If the basis for the complaint is an academic matter, such as: grading standards, scores on assignments, laboratory procedures, skills performance, or other areas directly related to course content and requirements, the student **SHOULD** meet informally with staff member and attempt to resolve the complaint.
- If the basis for the complaint is an academic matter as described above, and the student has met informally with the staff member in an attempt to resolve the complaint and the student is not satisfied with the results and wishes to pursue the complaint further, he or she then **MUST** meet with the immediate supervisor of the staff member (usually the Dean of Instruction) and advise this person of the complaint. The immediate supervisor will further pursue an informal remedy to the complaint.
- In the event that informal attempts to resolve the complaint through the supervisor of the staff person are unsuccessful, the student may file a formal written complaint. The supervisor must respond to the formal complaint in writing within 30 working days.
- If the remedy stated in the reply to the written formal complaint is objectionable to the student, he or she may send objections in written form to the Vice-President

2. Complaints Pertaining to Alleged Mistreatment

- If the basis for the complaint is mistreatment by a staff member, but is not "ALLEGED UNLAWFUL DISCRIMINATION OR SEXUAL HARASSMENT", the student **SHOULD** meet with the staff member and try to resolve the complaint informally. If the student has deep concerns and does not wish to meet informally with the staff member, he or she must meet with the supervisor of the staff member and pursue an informal remedy to the complaint.
- If the complaint is not resolved informally through the supervisor, the student has the option to file a written complaint on Complaint Form A as described above. The written formal complaint will then be processed as described above.
- If the complaint is an "ALLEGED UNLAWFUL DISCRIMINATION COMPLAINT" in relation to ethnic group identification, religion, age, sex (INCLUDING SEXUAL HARASSMENT), marital status, color, or physical or mental ability, the Discrimination Form is to be used. These forms are available in the offices of the President and the Deans and the procedures described on that form will be followed.

Children in Class

Attendance in a class is limited to those students who are officially registered in accordance with State and District regulations. This includes high school students enrolled concurrently in the class. Children are prohibited from attending classes. Classes are limited in size, and no disruptions will be allowed in the classroom. In addition, the District assumes no liability for injuries that may occur to the child.

Campus Police

Campus Police Department

The primary jurisdiction of the Yuba Community College District Police Department includes the Woodland Community College campus, Yuba College campus, and Clear Lake campus. Jurisdiction also includes other grounds or properties owned, operated, controlled, or administered on behalf of the Yuba Community College District as outlined in the California Education Code Section 72330.

The Yuba Community College District Police Department is committed to the safety and security of all students, staff, and faculty attending or visiting Yuba Community College District. We pride ourselves on the development of a community-oriented relationship with those we are sworn to protect.

The Police Department thoroughly investigates all crime reports and encourages the YCCD community to report all crimes. The Department provides ongoing support and assistance to victims regardless of whether criminal prosecution is sought.

The Police Department is located in Building 300 on campus. The telephone number is 530-661-5722. An emergency telephone, which immediately summons an on-duty officer, is located at the front door of the Police Department Office (Marysville campus). The on-duty officer carries a cellular telephone which may be reached by dialing 530-870-1158.

Academic Regulations and Information

The District reserves the right to change any District rule or regulation, including the arrangement of courses; the requirements for graduation; the requirements for admission, degrees, and fees; and any other regulations affecting the student body. Such changed regulations will govern both old and new students and shall be effective whenever determined by the District. Failure to comply with established rules, regulations, policies, and/or procedures shall result in disciplinary action and may result in dismissal from the College. Students who feel they have extenuating circumstances which excuse them from these academic regulations should:

- Obtain a standard *Student Petition* from the Registration Office.
- Seek the advice and recommendation from a counselor.
- File the completed petition with the Registration Office for action by the College Standards Subcommittee.

Family Educational Rights and Privacy Act (FERPA)

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

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

If a student wishes to do so, he/she should see a counselor to start the process. The student folder contains copies of high school and college transcripts (if they were sent to YCCD by the student) and other data that may be important for student guidance. The District transcript includes summary information from other colleges attended when those transcripts have been sent to the District for evaluation. These records are available for review by the student with the counselor or Student Services administrator.

If this step does not cover the types of records requested, the student should submit to the Dean of Student Development, a written request that identifies the record(s) he/she wishes to inspect. The Dean will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Dean of Student Development, the Dean shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the District to amend a record that they believe is inaccurate or misleading. The student should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If WCC decides not to amend the record as requested by the

student, the District official will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

Directory information is given out only when it is necessary or appropriate to do so in the opinion of a member of the Student Services professional staff; *a request to limit Directory Information must be made by a student within seven calendar days of registration*. Directory information includes name, address, telephone listing, student class schedule, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and pictures for publicity purposes—such as this catalog and the regional newspapers. Other than directory information, which may be released, no other data from a student's records will be released without written authorization except to authorized college personnel upon the basis of need in relation to the student's education or in response to a lawfully issued subpoena.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. Other than the permanent academic Yuba Community College District record, data is kept only as long as it is pertinent.

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Academic Renewal without Course Repetition

The Yuba College District Governing Board, under *Title V*, Section 55765, permits the alleviation of substandard ("D" and "F") academic performance, which is shown not to be reflective of the student's recent performance. This policy is adopted for students who need a means of tempering their previous academic record so they may successfully accomplish an academic goal.

Academic Renewal is subject to the following conditions:

- The maximum amount of course work that may be alleviated is 30 semester units.
- Since the end of the semester to be alleviated, the student must have completed 12 semester units with a 3.0 Grade Point Average (GPA), 18 semester units with a 2.5 GPA, or 24 semester units with a 2.0 GPA. A "CR" grade will count as a "C" for computing the grade point average for academic renewal purposes.
- A minimum of two semesters must have elapsed since the course work to be alleviated was recorded.
- The student must have completed at least 12 units in residence at Woodland Community College.
- Under no circumstances may course work be discounted that has been used in fulfillment of requirements for a degree or certificate.
- If the student is otherwise eligible for graduation, *Academic Renewal* may not be used to raise the grade point average (GPA) in order to qualify for graduation with honors.
- No units that have been excluded by *Academic Renewal* can be reinstated.
- Course work granted *Academic Renewal* status may be counted, if appropriate, toward fulfillment of prerequisites.

- The student's academic record will be annotated in such a way that all work remains legible, ensuring a true and complete academic history.

Students seeking *Academic Renewal* must petition the Office of the Dean of Student Services. The petition arises out of a consultation between the student and a counselor. Current educational objectives should be discussed with a counselor and the counselor's recommendation should be included on the petition.

WCC will honor similar actions by other accredited colleges and universities in determining grade point averages and credits. However, students should be aware that all course work is subject to reevaluation by each subsequent college attended.

Advanced Standing/Transfer of Credit

A student who presents (via direct mail from the college previously attended or hand-carried in a sealed official envelope) a transcript of record showing satisfactory scholarship and honorable dismissal may be admitted to the College with *Advanced Standing*. No previous collegiate record may be disregarded.

Credit for lower division courses taken previously at another college or university will be allowed toward the *Associate in Arts* or *Associate in Science* degree only if the former institution was accredited by one of the regional accrediting associations. (Accredited institutions are those so designated by one of the regional accrediting associations: Western Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Colleges and Schools, and Southern Association of Colleges and Schools.)

All such college transcripts will be evaluated. Only lower division courses determined to be associate degree level will be accepted for transfer credit. Credit is also allowed for college-level USAFI courses (but not for USAFI GED tests). Credit will also be given for the College-Level Examination Program, General Examinations of the College Entrance Examination Board (CLEP).

Attendance

A student is expected to attend all sessions of each class in which enrolled. Attendance is the student's responsibility. Any student who ceases to attend a class without officially dropping it through telephone registration, WebAdvisor, or at the Registration Office may receive a failing grade.

Auditing Class

The Governing Board of The Yuba Community College District has adopted the following guidelines authorizing the auditing of courses pursuant to Education Code Section 76370.

- Auditors must be eligible for admission to the College as regularly enrolled students.
- Auditing is authorized only when a student has exhausted the opportunities for course repetition.
- Students enrolling for credit will have priority in all credit classes. Auditing will be permitted only at the conclusion of the late registration period.
- Auditors will complete an Auditor Application Form, which must be signed by appropriate instructor. Faculty members instructing audit eligible courses have the right to refuse auditors.
- The completed Auditor Application Form must be filed with the Registration Office.
- A nonrefundable audit fee of \$15 per unit will be payable at the time of enrollment by the auditor.
- Auditors will not be charged the regular Enrollment Fee which is paid for credit enrollment, and the Nonresident Tuition Fee will not apply.
- Course costs will be charged to auditors where appropriate.
- Auditors must purchase parking permits.
- Auditors must meet course prerequisites.
- No transcript of record will be maintained for audited classes.
- Auditors will not be counted in enrollment-based decisions about maintaining or canceling classes.
- No transfer from audit to credit status or the reverse will be permitted.
- Audited classes do not count toward units for any purpose, e.g., financial aid, veteran's benefits, full-time student status.

Authority of Instructors

Every student is required to attend class regularly and satisfy the instructor, in such ways as the instructor may determine, that the course work is being performed in a systematic manner. Instructors may report to the counselors and to the Dean the names of students whose attendance or work is unsatisfactory. The instructor has the right to drop any student with excessive absences (as defined by instructor) which, in the instructor's judgment, will prevent the student from meeting the objectives of the course.

Pursuant to the *Code of Conduct for Students*, an instructor may remove a student from her or his class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the President. The President or designee shall initiate a review process to determine whether or not there are sufficient grounds to remove the student permanently from the class.

Basic Skills Pre-Collegiate Course

Limitation

State regulations specify that students may take no more than 30 semester units in "Pre-collegiate Basic Skills" courses. This regulation applies to all courses numbered 100-199, except ESL (English as a Second Language) courses AND for students identified by the district as having a learning disability.

Students who are not eligible to move into collegiate-level courses upon completion of the maximum 30 semester units of basic skills courses will be referred to adult education for future skill development and will be dismissed from attending WCC in pre-collegiate courses. Consult with a counselor if you are approaching this limit.

Catalog Rights

Students maintaining attendance in at least one semester of a calendar year receive "catalog rights." Summer session does not count for catalog rights. Catalog rights refer to the regulations determining graduation requirements. Students may elect the requirements in effect in the year they began their study or in the year they graduate from WCC. Once catalog rights are established, absence related to an approved educational leave or for attendance at another accredited* institution is not to be considered an interruption, providing the above attendance criteria is met.

While catalog rights hold degree requirements, they do not apply to changes in prerequisites required in a given course. Prerequisite requirements are those stated in the "Course Descriptions" section of the current catalog.

CLEP Exam Credit Acceptance Policy

Yuba Community College District welcomes students from a wide variety of backgrounds and experiences. It is recognized that many students bring with them a depth of knowledge in certain subjects and honor that knowledge by accepting the *College-Level Examination Program (CLEP) Examinations* for credit in appropriate classes. Assuming that an acceptable score is achieved on a CLEP examination, WCC grants credit in the appropriate course(s) for each examination. The table below defines the credit offered and if required score is earned for each accepted CLEP examination.

General Examinations	Credits Offered	Course Equivalent
English Composition with Essay	6	ENGL 1A; elective
English Composition	4	ENGL 51L
Humanities	6	Humanities elect.
Mathematics	6	MATH 52; 2 units elective
Natural Sciences	6	Non-lab science
electives for non-science majors		
Social Science & History	6	Social Science electives
Subject Examinations		
Business		
Info. Systems/Computer Apps	3	BCA 15R
Principles of Management	3	MGMT 10
Principles of Accounting	4	ACCT 1
Introduction to Business Law	3	GNBUS 18A
Principles of Marketing	2	None
Composition & Literature		
American Literature	3	ENGL 30A
Analysis & Interpretation of Lit	3	ENGL 2
Freshman Composition	3	ENGL 1A
English Literature	3	ENGL 46A
Foreign Languages		
French Level 1	4	FRNCH 1*
French Level 2	8	FRNCH 1 & 2*
German Level 1	4	GERMN 1*
German Level 2	8	GERMN 1& 2*
Spanish Level 1	4	SPAN 1*
Spanish Level 2	8	SPAN 1 & 2*

History & Social Sciences

American Government	3	SOCSC 1
American History I:		
Early Colonization to 1887	3	HIST 17A
History of the U.S. II:		
1865 to Present	3	HIST 17B
Human Growth and Dev.	3	None
Principles of Macroeconomics	3	ECON 1A
Principles of Micro-economics	3	ECON 1B
Introductory Psychology	3	PSYCH 1A
Introductory Sociology	3	SOCIL 1
Western Civilization I:		
Ancient Near East to 1648	3	HIST 4A
Western Civilization II:		
1648 to Present	3	HIST 4B
Humanities		
Ethnics in America	3	PHIL 2

Science & Mathematics

Algebra	4	MATH 50*
	4	MATH 52*
Pre-Calculus	4	MATH 7
Calculus with Elementary Functions	4	MATH 1A
General Biology	3	BIOL 10
General Chemistry	3	CHEM 10

*Credit cannot be earned for both classes.

DANTES Exams

	Credits Offered	Course Equivalent
Intro Computer/Basic	3	COMSC 10L
Intro to Computing	3	COMSC Elective
Here's to Your Health	3	HLTH 1
Prin. of Supervision	3	MGMT 5
Organizational Behavior	3	MGMT elective
Fund. College Algebra	3	MATH Elective
Human Cult. Geography	3	SOCSC elective
Prin. of Public Speaking	3	SPECH 1
Physical Science I	3	PHYSC elective
Environment & Humanity	3	Elective credits

College Board Advanced Placement

The Yuba Community College District grants college credit for successful completion of *Advanced Placement Program Examinations* of the College Board. Students who complete special advanced placement courses and who present scores of three or higher (3, 4, or 5) for the *Advanced Placement Examinations* to the College's Records Office will receive credit ("CR" grade) for specific college courses. A student may not enroll in any course for which *Advanced Placement Examination* credit has been allowed. The following table indicates equivalencies and unit allowances at WCC.

Other colleges or universities have different policies concerning advanced placement and may not honor this policy. It is also possible that other colleges and universities may not honor WCC transcript entries which award advanced placement credit for regularly offered credit courses.

All examinations require a score of 3, 4, or 5.

TEST	Units	Equivalent Course
U.S. Government and Politics	3	Social Science 1
U.S. History	3	History 17A
Art: History	6	Art 1A, 3 units elective credit
Art: Studio Drawing	6	6 units elective credit
Art: Studio General	6	6 units elective credit
Biology	5*	Biology (no lab units)
Chemistry	10*	Chemistry (no lab units)
Computer Science A	3	Elective
Computer Science AB	3	Elective
Economics-Macro	3	Elective
Economics-Micro	3	Elective
English Language/ Comp	6	English 1A, 3 units elective credit
English Literature/Comp	6	English 1A, 3 units elect. credit
European History	3	History 4B
French Language**	8	French 1 and 2
French Literature**	8	French 1 and 2
German Language**	8	German 1 and 2
German Literature**	8	German 1 and 2
Government and Politics-Comparative:	3	Elective
Mathematics Calculus AB	4	Math 1A
Mathematics Calculus BC	4	Math 1B
Music Theory	3	Elective
Physics B	6*	Physics 2A/2B (no lab units)

Physics C Mechanics	4*	Physics 4A (no lab units)
Physics C Elec. & Magnetism	4*	Physics 4B (no lab units)
Psychology	3	Elective
Spanish Language	8	Spanish 1 and 2
Spanish Literature	8	Spanish 3 and 4

*Does not meet lab requirement for General Education

**Credit may not be awarded in both categories.

Credit By Examination

Advanced standing credit, with a "CR" grade, is allowed upon evidence of successful completion of: (1) *College—Level Examination Program General Examinations* of the *College Entrance Board*, scoring at or above the 25th percentile (Credit may not be awarded for CLEP if prior credit has been earned in a college course in the same subject matter.); (2) *Proficiency Examination Program* (PEP) administered by *American College Testing Program*; (3) *California State University and College English Equivalency Examination* administered by *C.S.U., Chancellor's Office*. Credit is not awarded until applicant has become a student in the Yuba Community College District.

Credit By Examination (Challenge)

A currently, or formerly, enrolled student may take a special examination to earn credit or to meet a prerequisite. If the challenge is at a campus or center, it must be a course offered at that campus or center. If the course is successfully challenged for a credit, a "CR" grade will be awarded. To be eligible to challenge a course a student must:

1. Not be enrolled in the course;
2. Not have completed nor enrolled in a more advanced course;
3. Have completed at least 12 units from Yuba College with a GPA or 2.0 or higher.
4. Have approval from the appropriate division dean and recommendation from the instructor teaching the course to be challenged.

To request a challenge, a student must file a *Petition for Credit by Examination* to the appropriate dean. Credit by examination is not applicable to all courses. A course may be challenged only once unless the Dean or the President determines the existence of extenuating circumstances.

Credit For Military Experience

Upon application, the College will evaluate military records to determine if a student may be awarded **elective** credit for military service. The serviceperson must have spent at least four months in active service and have a discharge other than dishonorable. These units will satisfy the Health/Physical Education graduation requirement.

College credit may be allowed for the completion of college-level courses in formal service schools in accordance with recommendations found in the Guide published by the *American Council on Education*. Credit may also be allowed for college-level USAFI courses (but not for USAFI GED tests).

Credit/No Credit Grading

At the option of each Division and in accordance with Title 5 regulations, some courses are offered on the Credit-No Credit (satisfactory-fail) grading basis. In those cases where a single standard of performance for which unit credit is assigned, the "CR/NC" grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit for failure to do so. The CR/NC grading is indicated in the course description section of this Catalog and *Schedule of Classes*.

In addition, a student in good standing may elect to take one regularly graded course, not in her or his major, each semester, on a Credit/No Credit basis. The student should consult a counselor to discuss transferability of courses placed on the credit/no credit option. The student must file the appropriate credit-no credit option form at the Registration Office no later than the end of the fifth week (30%) of the semester or the end of 30% of class for short-term courses. Students can change the grading mode in accordance with these procedures at any time until the 30% date in the course by submitting a new Credit-No Credit option form at the Registration Office. After this date, the grading mode will be final.

The "CR" grade symbol will be awarded for work completed at "C" (satisfactory) or better level. Units earned for satisfactory achievement shall be counted in the satisfaction of degree requirements. A grade of "D" or "F" work will result in an "NC" for the course. In neither case will units be counted in the determination of the student's grade point average, but the "NC" will be counted in Progress Probation.

Examinations

Midterm and Final Examinations may be given in all courses. *Final Examinations* in full-semester courses are given as listed on the *Final Examination Schedule*. No student exception may be allowed to the Schedule except upon approval of an individual *Student Petition* by the College Standards Subcommittee. Such exceptions will be allowed only in the case of extreme emergency.

Exemption from Regulations

A student wishing to claim exemption from any regulation of the District must file a written *Student Petition* with the College Standards Subcommittee.

Financial Obligations

Student records will be withheld and all student/alumni privileges canceled in the case of a student failing to meet financial obligations to the District, including failure to pay *Enrollment Fees, Tuition, Child Care charges*; return library materials/pay library fines; return or pay for athletic equipment; meet loan or scholarship fund obligations; return/replace any District equipment for which responsible.

Computer and Network Usage Policy

The Board of Trustees, in granting access to District computers and networks, expects that employees and students, in their use of these systems, will adhere to legal and ethical standards consistent with the District's mission. The Board hereby directs the administration to develop regulations and procedures setting forth the specific responsibilities and obligations related to use of District computers and networks. The administration shall also establish disciplinary procedures to enforce this policy that are consistent with policies and laws governing the conduct of employees and students.

Grades

Semester grades are permanent and are not changed unless extenuating circumstances are involved. Students who believe there is an error concerning their grade should contact the instructor. If the instructor agrees there is an error in the grade, the instructor will submit a "Change of Grade" to the Records Office. If the instructor does not agree there is an error in the grade and the student wishes to pursue the matter further, the student should meet with the Dean concerning the appeal process.

Students can obtain their grades by using telephone registration (1-877-741-9822 toll free) or by using Web Advisor at www.woodland.yccd.edu. Report cards are NOT mailed.

GRADING

The grading system is as follows:

Grade	Definitions	Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

Other

Symbols Definition

CR Credit: the "CR" is awarded for work completed at the "C" or better level. Students earn no grade points, but they do earn the unit(s). Courses with a "CR" grade are not computed in the GPA.

NC No Credit: The "NC" is awarded for work completed at the "D" or "F" level. No units are earned for work at this level. Courses with an "NC" grade are not computed in the GPA.

AU Audit: Students do not earn units, nor does the class appear on a student's permanent record.

W Withdrawal: A "W" is recorded for students who officially withdraw from a course after the end of the fourth week of the semester or 30% of term (whichever is less) or 30% deadline of the course for short-term classes.

MW Military Withdrawal: Special exemption—requires documentation. (See "Military Withdrawals" for documentation required.)

Temporary

Symbols

Definition

I Incomplete: At the end of a term, an "I" (incomplete) may be awarded by the instructor when a student has been unable to complete academic work for unforeseeable, emergency, and justifiable reasons. The incomplete signifies that the student was enrolled, has attended classes throughout the term, that only a minimal amount of course work has not been completed in the prescribed time, and there is still the possibility of earning credit.

A copy of the *Incomplete Grade Report Form* will be mailed to the student indicating work to be completed for removal of the "I" and alternate letter grade to replace the "I" in the event the student fails to meet the conditions for removal of the "I."

An "I" must be made up during the semester following the awarding of the incomplete (excluding summer). A final grade will be assigned by the instructor when the work has been completed or the alternate grade will be awarded in the event the student fails to complete the work during the prescribed time period.

A student may not enroll in the same course in which an incomplete grade was awarded.

IP In Progress: This symbol indicates that a course is in progress and has not yet ended.

RD Report Delayed: This symbol indicates either the course has not yet ended, or the instructor has not yet submitted the final grade for the student in the course.

Note: "C" or higher grades are required for courses in a student's major.

Academic and/or administrative sanctions may be applied in cases of academic dishonesty. Academic consequences may include:

1. Receiving a failing grade on the test paper or exam
2. Having your course grade lowered
3. Receiving an F in the course

Administrative consequences may include:

1. Verbal or written reprimand
2. Being placed on disciplinary probation
3. Being placed on disciplinary suspension
4. Being expelled

Woodland Community College shall maintain a permanent record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once. A copy of the Woodland Community College Academic Honor Code and disciplinary procedures are printed in the class schedule, course catalog, student handbook, and online at www.woodland.yccd.edu

Grade Point Average - Computing

The GPA is computed by dividing the total grade points by the total units attempted in the following manner:

1. Grade points are computed by multiplying the number of units represented by an individual course by the grade point value assigned to the grade. For example, a 3-unit course with a grade of "B" is 9 grade points ("B" 3 grade points x 3 units attempted). See "Letter Grades" section for grade point values.
2. The total number of grade points earned in all courses is divided by the total number of units attempted. The result is the GPA.

Academic Honor Code

As a student at Woodland Community College, you join a community of scholars committed to excellence in the process of learning and instruction. We assume that you will pursue your studies with integrity and honesty, meaning you will never appropriate another person's words, thoughts, ideas, or data as your own. We uphold the principle of academic integrity, whereby appropriate acknowledgement is given to the contributions of others in any work, through appropriate internal citations and references. It is your responsibility to know what constitutes academic dishonesty. If you fail to maintain the standard of academic integrity as set by the college, you jeopardize your current and future standing in the classroom and as a member of this institution.

Academic Dishonesty

Plagiarism is defined as the act of representing the work of someone else as your own and submitting it for any purpose. Cheating is the act of obtaining or attempting to obtain credit for academic work through dishonest, deceptive, or fraudulent means. Interpretations of academic dishonesty may differ among individuals and groups. However, as a Woodland Community College student, you are expected to refrain from the following activities, which constitute academic dishonesty:

1. Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writing without giving appropriate credit.
2. Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures as your own.
3. Copying, in part or in whole, from someone else's work.
4. Submitting work presented previously in another course, if contrary to the rules of either course.
5. Submitting a paper purchased or copied from any research or essay service, including online essay services.

Academic dishonesty also includes the following:

1. Purposefully allowing another student to copy from your paper during an examination.
2. Consulting with others, using electronic equipment such as cell phones, or using materials not authorized by the instructor during an examination.
3. Giving your homework, essay, or other academic work to another student to plagiarize.
4. Letting another person submit any work in your name.
5. Lying to an instructor or college official to improve your grade.
6. Altering a graded work after it has been returned without instructor consent, then submitting the work for re-grading.
7. Stealing tests.
8. Forging signatures on college documents.

Honors List

The Honors List, produced at the end of each semester (except Summer Session), recognizes students who have maintained at least a "B" (3.0) grade point average in 12 or more **GRADED** units during that semester (does not count classes with CR/NC grades). Students who are enrolled in at least 12 units and for whom the graded course work is at least a 3.00 GPA, may also be eligible for the Honors List if each Credit/No Credit course is required for the student's major, and if the student achieves *Credit with Distinction as indicated by the instructor* in each of those Credit/No Credit courses. Honors achievement will be noted on the student's academic record. This list is sent to the local newspapers and may be published in accordance with their policy and procedures. The names of students who have requested that no information about them be released will be excluded from this list.

Notification of Absence

In cases where a student may be absent for four or more days, a *Notification of Emergency Absence* can be requested by a student from the College (in cases of accident, sickness, bereavement, etc.). Further, it is the responsibility of the student to contact instructors upon returning to make up missed course work. Call the Counseling Office for the WCC campus and the Registration Office at the other sites to request the *Notification of Emergency Absence*.

Open Enrollment Policy

All courses, regardless of where offered, are open to members of the public who are otherwise eligible for admission, with the following exceptions:

- Courses that are specifically exempted by statute, including “impacted” allied health programs (Radiologic Technology, Veterinary Technology, ADN, LVN, Psychiatric Technician, etc.);
- Courses closed by maximum enrollment of students by the “priority registration” process;
- Courses with academic requisites that restrict enrollment of academically unqualified students; and
- Courses with content that would be a repeat of a course of equivalent or more advanced course work previously taken by the student (exceptions require counselor evaluation and approval).

Prerequisites/Corequisites

“Prerequisite” means the preparation or previous course work considered necessary for success in the course. Prerequisites are required only for courses where specific academic background is necessary in order to assure students a reasonable chance of success in the course. Prerequisites which are listed as “required” include:

- Courses for which specific prerequisites have been validated,
- Sequential course work in a degree or program, or
- Courses in which a prerequisite is necessary for transfer to a four-year college. Responsibility for having met the prerequisite rests with the student.

“Corequisites” for a course are those courses which must be taken concurrently with the course. Corequisites provide the necessary skill or supplementary body of knowledge or laboratory time during the course to help assure success in the course.

It is the *student’s* responsibility to be aware of and comply with the prerequisite regulations. Prerequisites are shown for each course in the College Catalog and *Schedule of Classes*. It is the student’s responsibility to check the prerequisites and NOT register for any class for which the student has not completed the prerequisite/corequisite.

Students may show they have met the prerequisite/corequisite requirements through one or more of the following:

- Successful completion of the prerequisite course.
- Appropriate placement score on the Yuba Community College District *Placement Examination*.
- Official grade report or transcript from another college/school showing successful completion of prerequisite.
- Prerequisite challenge form approved. (Challenge forms are available from the office of the Dean of Student Services at the Woodland Community College. Students may be dropped from a class for not having completed the prerequisite. Such action may also result in a student losing Financial Aid, Veteran’s Benefits, etc., since the drop may result in the student’s units falling below full-time/part-time status.

Policy for Petitioning or Waiving Course Prerequisites

Course placement is determined by a process in which the student and counselor review all assessment criteria available. Students who wish to petition their recommended placement or the waiver of a prerequisite should be prepared to give evidence or justification why the exemption should be granted. Reasons for seeking a prerequisite waiver may include one or more of the following:

- Prerequisite course is not available,
- Prerequisite has not been validated,
- Student has the knowledge or ability to succeed in the course without meeting the prerequisite, or
- Student believes the prerequisite is discriminatory or is being applied in a discriminatory manner.

Check with a counselor, your site administrator, or the Dean of Student Services to obtain the required forms.

Challenges to prerequisites/corequisites shall be on the approved form and filed at the location where the student registers for the majority of her/his classes.

Public Law 101-542 & 102-26— Student Right To Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, it is the policy of the Yuba Community College District to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1999, a cohort of all certificate, degree, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population, nor do they account for student outcomes occurring after this three-year tracking period. Based upon the cohort defined above, 38.1 percent attained a certificate or degree or became “transfer prepared” during a three-year period, from Fall 1999 to Spring 2002.

Students who are “transfer-prepared” have completed 56 transferable units with a GPA of 2.0 or higher. Based on the cohort defined above, 25.3 percent transferred to another postsecondary institution, prior to attaining a degree, certificate, or becoming “transfer-prepared” during a five-semester period, from Spring 1998 to Spring 2002.

YCCD Certificate and Degree Totals

The following are the numbers of degrees and certificates awarded District-wide for the last three years (counts Fall, Spring, and Summer). These totals do not consider the students' status upon entering the District.

2005-06

Associate in Arts	276
Associate in Science	527
Certificate of Completion	144
Certificate of Training	106
Total	1,053

2006-07

Associate in Arts	235
Associate in Science	409
Certificate of Completion	204
Certificate of Training	127
Total	1,035

2007-08

Associate in Arts	238
Associate in Science	573
Certificate of Completion	134
Certificate of Training	164
Total	1,109

Repeated Courses

State law mandates the repeat regulations in the Yuba Community College District.

Repetition of courses with substandard grades:

Students may repeat a course for which they have earned a substandard grade one time. Upon completion of the repeated course, the best grade earned will be computed in the cumulative grade point average. The lower grade will remain on the academic record, but will be coded with a symbol indicating the course has been repeated and will be disregarded in the computation of the grade point average. The student's academic record will be notated so that all work remains legible, insuring a true and complete academic history.

A student who has completed a course with a substandard grade at another accredited college or university may repeat the equivalent course in the Yuba Community College District. If successfully completed, the student may petition to have the substandard grade and units disregarded in the transfer totals from that other college.

Repetition of courses with a non-substandard grade:

A course in which a grade of "C" or better was earned may be repeated when extenuating circumstances exist which justify such a repetition. Students must petition the College Standards Subcommittee for approval. When the student completes the course, the course and grade will be listed on the academic record, but will be notated so the grade and units will not count. Reasons for justification of these repeats include: significant lapse in time (3 or more years), change in technology, recertification/training requirements, or other justifiable reasons.

Repeatable courses:

Some courses are progressive in nature and provide an expanded education experience when repeated. These courses are identified in the College Catalog and Schedule of Classes with the letter "R" following the course number and indicating the maximum allowable repetitions. A student may not register in any course in a single discipline beyond four times.

Legally mandated training:

Course repetition is allowed when the repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses may be repeated for credit, and the grade and units received each time shall be included for purposes of calculating the student's grade point average. A student must petition the College Standards Subcommittee and present documentation that course repetition is necessary to complete legally mandated training. The district may claim apportionment each time the student repeats the course.

Disabled students:

Course repetition for disabled students is subject to the course repetition limitation; however, additional repeats may be authorized under the following circumstances:

1. When continuing success of the student in other general and/or special class is dependent on additional repetitions of a specific class;
2. When additional repetitions of a specific special class are essential to completing a student's preparation for enrollment into other regular or special classes; or;
3. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

Exceptions:

In special circumstances, the student may submit a petition to the College Standards Subcommittee for an additional repeat. No state funding (FTES) may be claimed for this additional repeat.

NOTE:

A student who has been awarded an "I" (incomplete grade) may not enroll in the same course in which an incomplete grade was awarded.

A student who has satisfactorily complete the equivalent or more advanced high school or college course work may NOT be awarded credits for completion of the lower level college course work.

Courses from other colleges will be checked for repeats at the time of graduation. At that time, any credit awarded for repeated classes will be coded on the student's record. Therefore, students should consult a counselor for evaluation of credits/ requirements/repeat check prior to petitioning for graduation.

No course repetition procedures established by the District will conflict with Education Code 76224 pertaining to the finality of grades assigned by instructors, or with Title V Section 59023, or District procedures relating to the retention and destruction of records.

Servicemembers' Opportunity College

The Yuba Community College District is a designated *Servicemembers' Opportunity College* (S.O.C.) involving an educational concept, jointly sponsored by educational agencies within the *U.S. Department of Defense* and the *American Association of Community and Junior Colleges*, recognizing that individuals serving in the Armed Forces often have unique educational needs. The District has committed its resources to aid in the quest of education. Admission, residency, course credit, and degree requirements are in accordance with the criteria for Servicemembers' Opportunity Colleges.

Special academic assistance is provided and credit is granted for educational experience obtained in the Armed Services, *College Examinations* (CLEP), *College Proficiency Examinations* (CPEP), USAFI courses, and on-campus "challenge" examinations. Under a *Contract for Degree* agreement, developed with the College Servicemembers' Counselor, a serviceperson may plan to earn an associate degree from the District as a result of a variety of learning options with a minimum of only 12 units earned, in any time sequence, in the District. Information regarding these opportunities may be obtained from any District counselor or from the Dean of Student Services.

Standards for Probation/Dismissal

Students are subject to "Probation" and/or "Dismissal," for reasons of deficient scholarship, in accordance with the provisions of Sections 55754 through 55756 of *Title V California Administrative Code*, and this Catalog. It is the policy of the Yuba Community College District Governing Board that no student be automatically dismissed, but that the individual case of each student subject to dismissal be reviewed by Student Personnel Services staff prior to invoking action.

ACADEMIC PROBATION. A student who has attempted at least 12 semester units of the Yuba Community College District classes as shown by the official academic record shall be placed on *Academic Probation* when he/she has earned a cumulative grade point average of less than 2.0, including only grades earned in this District. Part-time students become subject to these *Probation* regulations after they have enrolled in an accumulated total of 12 semester units of Yuba Community College District classes.

PROGRESS PROBATION. A student who has enrolled, beginning fall 1981, in a total of at least 12 semester units of Yuba Community College District classes as shown on the official academic record shall be placed on *Progress Probation* when the percentage of all units in which a student has enrolled and for which entries of "W," "I," and "NC" are recorded reaches or exceeds fifty percent (50%).

REMOVAL FROM PROBATION. A student is removed from *Academic Probation* when the cumulative GPA (earned in Yuba Community College District classes only) reaches 2.0 or higher. A student is removed from *Progress Probation* when the units of "W," "I," and "NC" grades drop below 50% of the accumulated units of enrollment as shown on the official academic record.

PROCEDURES AND REGULATIONS. While on the first semester of *Academic* and/or *Progress Probation*, the maximum number of units for which a student may register is 16. The counselor may, and often will, reduce this maximum. The maximum is reduced to 12 units for a student who is on second semester of probation. If, after the end of the semester, it becomes necessary to place the student on *Academic* or *Progress Probation*, the student will be notified by the Dean of Student Services. An interview must then be scheduled by the student with a counselor. Regulations governing activities of students on *Academic* or *Progress Probation* are determined and enforced by the College Standards Subcommittee. For those on *Disciplinary Probation*, see the provisions of the Yuba Community College District *Code of Conduct for Students*.

DISMISSAL. A student who is on Academic Probation shall be subject to dismissal if the student earned a cumulative GPA of less than 1.75 in all units attempted in each of 3 consecutive semesters even though a lapse of college attendance may occur between the semesters. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," and "NC" are recorded in at least 3 consecutive semesters reaches or exceeds fifty percent (50%). Dismissal may be postponed by the College Standards Subcommittee when evidence of academic improvement or extenuating circumstances exist.

A student who feels there are extenuating circumstances with these regulations should see a counselor and file a petition with the College Standards Subcommittee. The Subcommittee may conditionally reinstate a student when the circumstances are justifiable. Justifiable circumstances include accidents, illnesses, changes in working conditions, and other reasons beyond the student's control.

READMISSION. A dismissed student may petition for readmission (on probation) after consultation with a counselor. The counselor will help the student select appropriate classes, limit the number of units of enrollment, and set up a visitation schedule to check the student's progress during the semester of attendance.

NOTE:

Students receiving financial aid must refer to the current Financial Aid Brochure concerning Probation Status. Students receiving veterans benefits should contact the Veteran's Affairs Office concerning consequences of probation. All students receiving aid/benefits should consult a counselor concerning consequences of probation. Students on probation may be prohibited from receiving aid/benefits.

Student Classification

I. REGISTRATION STATUS

FULL-TIME STUDENT - registered for 12 or more units of credit (4 units or more in summer session).

PART-TIME STUDENT - registered for fewer than 12 units of credit (fewer than 4 units in summer session).

SPECIAL PART-TIME STUDENT - concurrent enrollment in high school under Education Code Section 76001 or 76002.

II. ACADEMIC CLASS STATUS

FRESHMAN STUDENT - has earned to date fewer than 30 units of credit.

SOPHOMORE STUDENT - has earned to date 30 or more units of credit but has not completed all course and unit requirements for Associate in Arts or Associate in Science, or any higher degree.

Student Definitions

- Continuing Student. A student who was enrolled in the previous semester (excluding summer session).
- New Student. A student who has never attended any college.
- Returning Student. A student who attended WCC previously, but not during the previous semester (excluding summer session).
- Transfer Student. A student who attended another institution prior to applying to WCC.
- Returning Transfer Student. A student who attended WCC, then attended another institution, and plans to attend Yuba College again.

Transcripts

A student may apply for a transcript of college courses at the Records Office. A student in good standing may receive a transcript at any time. Two copies are furnished free by the College; additional copies are charged for at the rate of three dollars each. Transcripts requested "over the counter" will require a \$6.00 "Rush" fee.

Students may print out their own free "unofficial" transcript copy "on-line" by logging onto our website at www.yccd.edu. Select WebAdvisor and follow instructions.

Academic transcripts are not made for students who withdraw from the College during the first four weeks of a semester or during the first week of summer session or for students enrolled in noncredit or fee courses. The Records Office will accept a telephone request with identifying information for transcripts if the transcript is to be sent to another educational institution. If the request is not to be sent to another educational institution, the student must request the transcript in writing. The student should include social security/ID number, name, birth date, name attended under, address, and last year attended.

Transcripts will not be released for students who have holds placed on records for outstanding obligations to the College.

Veterans Standard of Progress

If a student receiving veterans benefits remains on *Academic Probation* beyond two semesters and has not achieved at least a 2.0 GPA for the most recent semester (excluding summer session), the college is required to report a termination of benefits directly to the Veteran's Administration due to unsatisfactory progress. The Veteran's Administration representative cannot certify a veteran for any class beyond that point.

Once the District Veteran's Administration representative certifies or recertifies a student for re-enrollment after termination for unsatisfactory progress, the Veteran's Administration presumes that the college has determined the student's ability to maintain satisfactory progress in the future. Any student needing to be recertified will need to consult the Veterans Affairs Specialist for assurance that all procedures and requirements have been met. For more information, contact the Veteran's Affairs Office.

Withdrawal Symbol

A student may officially drop (withdraw) from a course or courses during the first four weeks of full semester classes (30% of term for short-term classes). No notation will be entered on the student's academic record to indicate enrollment.

Full semester courses officially dropped after the end of the fourth week (30% of term for short-term courses) but prior to the end of the thirteenth week (75% of term for short-term courses), will result in "W" on the student's academic record. The "W" symbol indicates that the student was permitted to drop the course or was dropped by the instructor. A "W" symbol carries no connotation of quality of student's performance and is not used in the calculation of grade point average.

Withdrawals for full semester classes after the thirteenth week of classes (end of 75% of term for short-term courses) must result in a grade other than a "W" (usually a failing grade). However, in cases of extenuating circumstances such as accident or serious illness, the student may file a petition and evidence (doctor's excuse, hospital bill, etc.) at the Registration Office requesting permission to withdraw after the final withdrawal deadline. Although the "W" symbol is not used in computation of grade point averages, excessive "W," "NC," or "I" symbols are considered in determining Progress Probation (see "Standards for Probation"). Students are responsible for processing appropriate official forms prior to the deadlines.

Withdrawal - Military

Military withdrawal occurs when a student who is a member of an active or reserve *United States* military service receives orders (other than TDY) compelling a withdrawal from courses. A student must file a petition requesting this option and attach a copy of military orders. Upon verification of such orders, a withdrawal symbol of "MW" will be assigned. Military withdrawals will not be counted in progress probation and dismissal calculations.

Graduation Requirements

Woodland Community College has a formal graduation ceremony once a year (at the end of the spring semester), but the student may petition to graduate at the end of Fall (November 15), Spring (April 15), or Summer (July 1) terms. Students must APPLY to graduate prior to the deadline in order to be considered. Applications are available at Admission and Records.

This catalog describes the District's graduation and transfer requirements. Not all requirements can necessarily be met at all locations where classes are offered. Students should consult the *Schedule of Classes* at each location to determine the types of classes available and frequency of offerings.

All students, including transfers from other colleges, are encouraged to complete a placement examination (see "Placement Examination" information). A transfer student must have a 2.0 grade point average in associate degree level work completed in the Yuba Community College District as well as a 2.0 overall associate degree level course work GPA, as well as completing 12 units of associate-degree level course work in the District in order to graduate.

Students desiring to graduate may work toward the *Associate in Arts* or *Associate in Science* degree. Students who believe they may continue their education at a four-year college or university should also plan to complete the General Education requirements for transfer and consult a counselor.

Common to both the *Associate in Arts* and *Associate in Science* degrees is a strong general education program which fosters the following philosophy.

General Education Philosophy Statement

"General Education in the Yuba Community College District is more than a set of required courses. It is a course of study designed to assist the student in beginning an effective lifelong learning process in which the interrelationships of human knowledge and experience are recognized. Embodied in this design is recognition of the student's need to think and communicate effectively, both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; to develop the capacity for self-understanding; and to understand the issues related to and the ways in which health and well-being can be maintained."

COURSE REQUIREMENTS FOR THE DEGREE: Only courses completed by deadlines may be counted toward the degree to be issued for the requested term. (See "Course Numbering System," limitation of 100-299 courses for associate degree.)

Additional Associate Degrees

An *Associate in Arts* or *Associate in Science* degree will be awarded to those already possessing an associate degree, subject to the following conditions:

1. All requirements in a different major from that of previous associate degree(s) must be satisfied. Students may only earn one degree in a general education major. For these degrees, the major will not be printed on the diploma. For majors in specific degrees (*as defined in catalog degree section*), the major will be printed on the degree.
2. All general education requirements in effect at the time of beginning the new degree program must be satisfied. After meeting the above conditions, a student may petition for any degree for which he/she has met the graduation requirements.

Associate in Arts/Associate in Science Degree

The *Associate in Arts* or *Associate in Science* degree may be awarded to a student who has completed the following requirements:

REQUIREMENT 1: All students must pass the reading, writing, and mathematics competency examinations or equivalents listed below.

COMPETENCY REQUIREMENTS:

Reading competency may be met by:

1. Passing English 1A with a "C" or better; OR
2. Passing Reading 70 with "C" or better; OR
3. Achieving a passing score on the Reading *Placement Examination*; OR
4. Possession of an A.A., A.S., or higher degree at the time of admission to the District.

NOTE:

Students seeking an A.A./A.S. degree should complete the reading competency requirement within the first 30 units of credits earned in the YCCD district, or be enrolled in a prerequisite reading course.

Writing competency may be met by:

1. Passing English 1A with "C" or better.

Mathematics competency may be met by:

1. Any mathematics or statistics course that has Math 50 as a prerequisite; or
2. any higher level mathematics or statistics course.

Graduation Requirements

REQUIREMENT 2: All students must complete 18 units of general education, selecting at least 3 units each from Areas A, B, C, D1, D2, and E below.

AREA A. NATURAL SCIENCE (*Select 3 units*)

Agriculture 45
Anthropology 1
Astronomy 1
Biology 1, 10, 10L, 11, 15, 25
Chemistry 1A, 2A, 3A, 10
Ecology 10, 12
Geography 1
Geology 10, 10L, 11L, 20
Physical Science 10A, 10AL, 10B
Physics 2A, 4A, 10, 10L, 15
Plant Science 20, 20L, 22, 22L

AREA B. SOCIAL SCIENCE (*Select 3 units*)

Afro-American Studies 16A, 16B
Anthropology 2
Asian-American Studies 14
Early Childhood Education 3
Economics 1A, 1B
Geography 2
History 4A, 4B, 7, 8, 11, 14, 15, 16A, 16B, 17A, 17B, 29
La Raza Studies 1, 15
Native American Studies 7
Political Science 1
Psychology 1A, 12, 31, 32, 33, 40
Social Science 1, 4
Sociology 1, 2, 10, 35
Women's Studies 29, 31, 35

AREA C. HUMANITIES (*Select 3 units*)

Art 1A, 1B, 1C, 5, 26
Asian-American Studies 31
English 1B, 2, 23, 30A, 30B, 33, 34, 36, 37, 38, 42, 44A, 44B, 45, 46A, 46B
French 1, 2
German 1, 2, 3, 4
Humanities 3, 5, 10, 11, 12, 15, 26A, 31, 33, 34
Music 1, 1A, 3, 11, 12, 15
Philosophy 1, 2, 3, 20
Sign Language 1, 2, 3
Spanish 1, 2, 3, 4, 10, 20A, 20B
Speech 2
Theatre Arts 10, 33, 34
Women's Studies 26A, 37

AREA D. LANGUAGE AND RATIONALITY

D1. ENGLISH COMPOSITION (*Select 3 units*)

English 1A (met by writing competency)

D2. COMMUNICATION AND ANALYTICAL THINKING (*Select 3 units*)

Business Computer Applications 15R
Computer Science 2, 3, 4, 6, 9A, 9B, 10, 10L
Electronics Technology 25
English 1C
General Business 56
Mathematics 1A, 9, 10, 15, 21, 25, 52
Philosophy 12
Reading 10
Speech 1, 3, 6, 7, 8, 9
Statistics 1

AREA E. ELECTIVES (*Select at least 3 additional units*)

1. A second course from any Area above; OR
2. Documentation of active military service (may also be used to meet Requirement 4 (Health/P.E.); OR
3. Course(s) listed below:

Accounting 1, 1L, 10A
Administration of Justice 10, 30
Applied Science 22
Automotive Technology 21, 22
Counseling 10
Electronics Technology 1, 12
English 20LR
Environmental Horticulture 20
Family and Consumer Science 10, 11, 16
General Business 10
Health 1, 13
Human Services 11
Mass Communications 20LR
Physical Education 1. courses

REQUIREMENT 3: All students must complete the designated degree major courses with a grade of "C" or better. Majors are listed in the section headed "Certificate/Degree Programs" and in the Course Descriptions section of the catalog.

REQUIREMENT 4: All students are required to successfully complete either: Health 1, Health 4, Health 13, or Family and Consumer Science 11 OR two Physical Education activity courses one of which must be selected from the following:

Physical Education 1.14R, 1.21R, 1.22R, 1.26R, 1.27R, 1.28R, 1.37R, 1.57R, 1.59R, 3R, 4R, 6R, 7R

Note: Students who will be completing degrees in the Allied Health areas (Nursing, Psychiatric Technology, Radiologic Technology, or Veterinary Technology), and students who submit documentation of active military service are exempted from this requirement.

REQUIREMENT 5: All students are required to fulfill the Multicultural Graduation Requirement (MGR) by completing three or more units from the following courses or the programs listed below:

Anthropology 2; Art 1A, 3B, 5; Asian-American 14, 31; ECE 27; Education 1; English 30A, 30B, 36, 37, 44B; History 5A, 5B, 7, 14; Human Services 11; Humanities 5, 16, 17, 26B, 31; Music 16, 17; Native American 7; Philosophy 1, 3, 20; Sociology 5; Spanish 20A, 20B, 36; Speech 8; Women 26B

Completion of the following programs also fulfills the requirement:

Associate Degree Nursing; Psychiatric Technician; Radiologic Technology; and Vocational Nursing.

REQUIREMENT 6: All students are required to complete a minimum of 60 semester units in lower division associate degree level courses with at least a 2.0 ("C") grade point average. The grade point average that is calculated for associate degree purposes only counts units and grade points earned in associate degree level classes. Non-associate degree credit courses (numbered 100-199 and 200-299) completed fall 1989 and thereafter will not count toward the associate degree. For courses completed between July 1, 1983, and July 30, 1989, a maximum of 6 semester units of courses numbered 100-199 may be counted toward this requirement. All courses numbered 200-299 completed prior to fall 1989 may be counted toward this requirement.

REQUIREMENT 7: All students are required to complete a minimum of 12 semester units with at least a 2.0 ("C") grade point average in associate degree level classes in the Yuba Community College District.

REQUIREMENT 8: All students wishing to graduate must file a petition card as a *Candidate for Graduation*. Deadline dates to apply are: Fall-November 15; Spring-April 15; Summer-July 1.

Courses from Other Colleges

Courses from other colleges will be checked for repeats when a student petitions for graduation. At that time, any credit awarded for repeated classes will be coded on the student's academic record. Consult with a counselor for evaluation of credits/requirements/repeat checks prior to petitioning for graduation.

Servicemembers' Opportunity College

Members of the Armed Forces interested in a Contract for Degree which allows transfer of graduation requirements from other institutions with as few as 12 units earned in residency with the Yuba Community College District in any time sequence should consult with a counselor.

Transfer Preparation and Information

Do you wish to enter a profession or to continue your education beyond the first two college years?

- You should earn an associate degree from Woodland Community College.
- You will need to transfer to a four-year institution upon graduating from Woodland Community College.
- You will find some of the college or university preparatory curricula in the following pages.
- You will find the requirements for junior standing at the *University of California* and the *California State University* system on the following pages.
- You should see your counselor for specific requirements for other higher institutions.
- Unless specifically exempt by statute, all courses of study (programs), regardless of where offered, are open to members of the public who are otherwise eligible for admission to the College. Where prerequisites are necessary, they are academic in nature and may take the form of a course to complete, or a qualifying score to earn on an objective test.

ASSIST

ASSIST (Articulation System Stimulating Interinstitutional Student Transfer) is a computerized information system that provides students with detailed course transfer and articulation information to help them plan their academic careers, facilitate a seamless transfer process, and reduce the number of redundant courses they may take as they move from Community Colleges to universities.

The ASSIST database includes all of the most current official articulation agreements that every CSU and UC campus has established with any of the 110 California Community Colleges. ASSIST also includes the following complete and historical information for all 109 California Community Colleges — CSU Transferable Courses; CSU GE-Breadth Certification Courses; IGETC Course Lists; UC Transferable Courses; UC Transfer Admission Eligibility Courses.

ASSIST operates as California's official statewide source for course articulation and transfer information and is available to all students, faculty and staff via the Internet at www.assist.org.

Preparation for Transfer

The requirements listed in the following section are subject to change without notice. Check with your WCC counselor and the Transfer Center for periodically updated information.

PREPARATION FOR ADVANCED STANDING AT FOUR-YEAR UNIVERSITIES AND COLLEGES. WCC, offers courses similar to courses offered in the lower division, or the first two years, of four-year universities and colleges. Since course requirements for graduation vary between colleges, it is to the student's advantage to choose the university or college to which he or she plans to transfer as early as possible, so as to complete the courses at WCC which best satisfy the lower division course requirements at that particular college or university to which the student ultimately transfers. Lower

division course requirements typically include a set of "general education" courses as well as sequence of courses in the student's chosen "major" field of study.

For more up-to-date, detailed, or extensive information regarding transfer requirements, students are encouraged to visit a counselor, where there is a collection of college and university catalogs. Counselors also maintains and provides articulation sheets which summarize current course and major requirements of various local colleges and universities. Students are encouraged to discuss their transfer strategy with a counselor or with a representative of the colleges or universities who periodically visit the counseling department.

Students interested in transferring should also be aware of critical application filing periods and procedures. This information, as well as applications to most four-year institutions in California, can be obtained from the Transfer Center and from the counselors.

STUDENT RESPONSIBILITY FOR MEETING TRANSFER REQUIREMENTS. Students are advised to obtain a copy of the catalog for their chosen transfer college. Counselors provide assistance, but it is up to each individual student to decide upon an educational goal, to take the responsibility for devising a long-range educational plan to achieve this goal, to read the college catalog of the transfer college or university of her or his choice, and then to choose the appropriate WCC courses to satisfy the requirements for transfer to that college or university.

TRANSFER TO A UNIVERSITY OF CALIFORNIA SYSTEM AND CALIFORNIA STATE UNIVERSITY SYSTEM. A program which community college transfer students may use to fulfill lower division general education requirements for almost all schools in either the *California State University* or *University of California* system is the Intersegmental General Education Transfer Curriculum (IGETC). Refer to the IGETC paragraphs in this *Catalog*.

LOWER-DIVISION TRANSFER PATTERNS (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor's degree in the CSU system.

The LDTP project provides a set of "road maps" for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus.

"Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus's ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the systemwide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student.

Through CSU Mentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.

IDENTIFICATION OF UC AND CSU COURSE TRANSFER

STATUS. The status of a transfer course is indicated next to the course title in the "Course Descriptions" section of this Catalog. If the course is transferable, the designator "Transfer Status:" appears. "Transfer Status: CSU" indicates that the course credit transfers to all of the *California State Universities* (for at least elective credit). "Transfer Status: CSU; UC" indicates that the course credit transfers to all of the *California State Universities* and all of the *University of California* campuses (for at least elective credit). If the designator "unit limitation" appears (i.e., Transfer Status: CSU; UC unit limitation), the transferability of the units to the *University of California* are limited in some way when combined with other courses in the discipline. NOTE: Subject to change without notification, check with a counselor for current information.

TRANSFER TO INDEPENDENT COLLEGES AND

UNIVERSITIES. Admission requirements to independent colleges and universities vary. Course transferability and course credit allowed at independent college and universities also vary. Students should consult the transfer school catalog for specific requirements and transferability, or make an appointment with their counselor to clarify admission standards.

Course requirements vary on the different campuses; students should consult the catalog of the particular campus of their choice.

The *University* requires the completion of 120 semester units or more for the bachelors degree, of which approximately 50 units must be earned in upper division courses; thus 70 semester (105 quarter) units is the maximum which may effectively be transferred from a community college. The *University* (except for UC, Berkeley) is on the Quarter System; to convert WCC semester units to the University quarter units, multiply the WCC units by one and one-half; e.g., six semester units equal nine quarter units. See a WCC counselor for a list of transferable courses to the *University of California*.

ADVANCED STANDING SELECTION CRITERIA TO THE UNIVERSITY OF CALIFORNIA.

The *University* makes every effort to provide a place on one of its campuses for all applicants who meet the minimum admission requirements and file an application during the appropriate filing period. In recent years, the number of applicants for some campuses and some majors has far exceeded the number of spaces available. When a campus cannot accept all eligible applicants, it uses standards that are more demanding than the minimum requirements to select students. These criteria are listed below.

Academic Criteria:

1. Completion of a specified pattern or number of courses that meet general education or breadth requirements.
2. Completion of a specified pattern or number of courses that provide continuity with upper division courses in the major.
3. GPA in all transferable courses.

Supplemental Criteria:

1. Special talents, interests, or experiences — beyond those indicated by the academic criteria — that demonstrate unusual promise of leadership, achievement, and service in a particular field such as civic life or the arts.
2. Special circumstances that have adversely affected the applicant's life experiences. These circumstances may include, for example, disabilities, personal difficulties, low family income, refugee status, or veteran status.

CALIFORNIA STATE UNIVERSITY SYSTEM LOWER DIVISION REQUIREMENTS. *California State University* requirements vary slightly from campus to campus and from major to major. Requirements for some of the more popular majors are included on the following pages. For requirements of other colleges and majors than illustrated, students should consult both the catalog of the *State University* or campus of their choice and their counselor at WCC.

The *California Administrative Code, Title V, Section 40409* provides that up to 70 semester (105 quarter) units of credit, exclusive of any credit granted for military service, may be transferred from a community college to *any State University* campus. Students must be certain, however, to select courses at WCC appropriate in the major and to the *State University* campus which they have selected. When otherwise appropriately selected, all WCC courses numbered 1 through 49 are designed for transfer.

State law compels all *State University* campuses to require a minimum of 48 units of General Education; 39 units are usually completed in lower division and the remaining 9 units in upper division. See also the following pages. Many four-year institutions require Ethnic Studies classes for graduation. Consult a WCC counselor.

NOTICE: *California State University* transfer students must take the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM) before or during their first semester to determine proper placement in English and mathematics courses. The consequences for not taking the tests on time are serious.

Students will be exempt and not have to take these tests if they have taken an approved college composition course with a grade of "C" or better, and an approved General Education mathematics course above the level of intermediate Algebra with a grade of "C" or better. Consult with your counselor for further information.

ADMISSION REQUIREMENTS TO THE CALIFORNIA STATE UNIVERSITY. Community college students may be admitted to the *CSU* system as either upper division or lower division transfers depending on space availability. Upper division transfers (students with 60 or more *CSU* transferable units) will always be given priority consideration for admission and eligibility will be based upon academic performance at the college level. Lower division transfers will only be admitted if space permits and eligibility was established at the high school level.

Students who were ineligible to attend the *State University System* directly from high school and complete a selected *State University's* major and General Education requirements, and must also complete 60 transferable units with a "C" (2.0) grade point average before becoming eligible for transfer. These students must complete 30 units from the *CSU General Education Breadth Requirements* which include A(1), A(2), A(3), and B(4). See a WCC counselor for details.

WCC transfers an impressive number of students to the *California State University* system. Admission representatives from local *CSU* campuses visit the Transfer Center on a regular basis. Check with the Center for more detailed information.

MAKING UP MISSING COLLEGE PREPARATORY COURSES. To be eligible for admission to the *California State University* as a freshman, the student who graduated from high school June, 1984, or later must have completed, with grades of "C" or better, four years of high school college preparatory English and two years of high school college preparatory mathematics in addition to meeting the eligibility index. Students who enter college fall, 1988, or later must have completed, with grades of "C" or better; four years of high school college preparatory English, four years of high school college preparatory mathematics, one year of United States History, one year of laboratory science, two years of foreign language, one year of visual or performing arts, and three years of electives, in addition to meeting the eligibility index.

CALIFORNIA STATE UNIVERSITY
General Education Breadth Requirements
2008 – 2009 CERTIFICATION SHEET

Student's Name: _____

Student ID#: _____

Circle courses completed. List units in column (courses may be counted only once).

A. Communication in the English Language and Critical Thinking – 9 Units (One course required from 1, 2, & 3)	Lower Division Units	Pass Along	SUBJECT AREA CERTIFIED:
1. Oral Communication: Speech 1, 3, 6, 7		A1	<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div> Area A
2. Written Communication: English 1A		A2	
3. Critical Thinking: English 1B, 1C (formerly English 41); Philosophy 12; Speech 3		A3	

B. Physical Universe and Its Life Forms – 9 Units (One course required from 1 & 2 (including lab) & 4	Lower Division Units	Pass Along	SUBJECT AREA CERTIFIED:
1. Physical Science: Chemistry 1A*, 1B*, 2A*, 2B*, 8, 9*, 10, 18A; Ecology 10, 12; Geography 1; Geology 10, 10L*, 11L*; Physical Science 10A, 10B, 10C*; Physics 2A, 2B, 3A*, 3B*, 10L*		B1	<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div> Area B
2. Life Science: Anthropology 1; Biology 1*, 2*, 3*, 4*, 5*, 6*, 10, 10L*, 15*, 25; Ecology 10, 12; Plant Science 20, 20L*, 22, 22L*		B2	
3. One Course from (1) or (2) must be a lab course (* denotes lab)		B3	
4. Mathematics/Quantitative Reasoning: Math 1A, 1B, 2A, 7, 9, 21; Statistics 1		B4	

C. Arts, Literature, Philosophy and Foreign Language – 9 Units (Must include courses from 1 & 2. Courses must be taken in at least two disciplines)	Lower Division Units	Pass Along	SUBJECT AREA CERTIFIED:
1. Arts (Art, Dance, Music, Theatre): Art 1A, 1B, 1C, 5; English 2, 33, 34; Humanities 3, 5, 10, 11, 12, 15, 16, 33, 34; Music 3, 12, 15, 16; Speech 2; Theatre Arts 33, 34		C1	<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div> Area C
2. Humanities (Literature, Philosophy, Foreign Language): Afro American Studies 16A, 16B; Asian American Studies 14; Early Childhood Education 39; English 1B, 2, 30B, 36, 37, 39, 46B; History 4A, 4B, 5A, 5B, 6, 7, 8, 11, 14, 15, 16A, 16B, 17A, 17B, 29; Humanities 10, 11, 12; LaRaza Studies 15; Music 12; Native American Studies 7; Philosophy 1, 2, 3, 6, 20; Spanish 1, 2, 3, 10, 20A, 20B; Speech 2; Women's Studies 29, 37		C2	

D. Social, Political and Economic Institutions and Behavior, Historical Background – 9 Units (Courses must be taken in at least two disciplines)	Lower Division Units	Pass Along	SUBJECT AREA CERTIFIED:
U.S. History/Constitutions/American Ideals Requirement (40404) – 6 Units Complete one course each from (1) and (2) OR two courses from (3). (1) History 15, 17A, 17B; LaRaza Studies 15 (2) Political Science 1 (3) History 17A and History 17B		D	<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div> 40404 Completed
Other Social Science Selections (one, two or three courses): Administration of Justice 10; Afro American Studies 16A, 16B; Anthropology 2; Asian American Studies 14; Early Childhood Education 3, 31; Economics 1A, 1B; Family & Consumer Science 31; History 4A, 4B, 5A, 5B, 6, 7, 8, 11, 14, 15, 16A, 16B, 17A, 17B, 29; LaRaza Studies 1, 15; Mass Communications 2; Native American Studies 7; Philosophy 6; Political Science 1; Psychology 1A, 1B, 12, 22, 31, 33, 41, 46; Sociology 1, 2, 5, 10, 35; Speech 8; Women's Studies 29, 31, 35		D	<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div> Area D

E. Lifelong Understanding and Self-Development – 3 Units	Lower Division Units	Pass Along	SUBJECT AREA CERTIFIED:
Counseling 10, 25; Early Childhood Education 3; Family & Consumer Studies 10; General Business 25; Health Education 1; approved Physical Education activities (1.5 unit maximum); Psychology 1A, 1B, 12, 31, 33, 41, 46; Women's Studies 31		E	<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div> Area E

Full Certification Completed: Yes ☐ No ☐ Semester Units

Certified by: _____ Date: _____

If you have any questions, please call WCC Admissions and Records at (530)661-5700.

Transfer and Preparation Information

Intersegmental General Education Transfer Curriculum (IGETC) (2008/09)

NOTE: Students should check with a counselor for updates verified after Catalog publication date.

The *Intersegmental General Education Transfer Curriculum* (IGETC) is a general education program which community college transfer students may use to fulfill lower division general education requirements in either the *CSU* or *UC*. Because of its generic nature, and agreements between the *CSU*, the *UC*, and the community college system, completion of the IGETC to fulfill lower division general education requirements has become a common path taken by community college students who transfer to the *CSU* or *UC*.

Completion of the IGETC, in itself, does not improve eligibility for admission to the *CSU* or *UC*, or admission to a specific campus or program. The IGETC will permit a student to transfer from a community college to a campus in either the *CSU* or *UC* system without the need, after transfer, to take additional lower division, general education courses to satisfy campus General Education requirements. Completion of the IGETC is not a requirement for transfer to a *CSU* or *UC* campus, nor is it the only way to fulfill the lower division, general education requirements of *CSU* or *UC* prior to transfer.

See a counselor for segmental and campus-specific admission requirements and lower division major requirements.

Some students may be better served by taking courses which fulfill the *CSU* General Education Breadth requirements or those of the *UC* campus or college to which they plan to transfer. Students pursuing majors that require extensive lower division major preparation may not find the IGETC option to be advantageous. The IGETC is 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. Fifth and Revelle Colleges at *UC, San Diego*, the School of Business at *U.C., Berkeley*, and the School of Architecture at *UC, Berkeley* will not accept the IGETC. Schools of Engineering do not generally recommend the IGETC—see a counselor for assistance in planning your program.

All course work applicable to the IGETC must be completed and certified by the last California community college attended prior to transfer in order to be accepted by *CSU* and *UC*. Except under special circumstances, “certification” means that the last community college attended prior to transfer to the *UC* or *CSU* campus will verify that the student has completed the IGETC (see “IGETC After Transfer Policy”). In addition to the course requirements for each subject area, full certification for the *CSU* must include completion of the Oral Communication requirement. For the *UC*, Oral Communication is not required, but the certification must include satisfaction of the foreign language proficiency requirement. All courses must be completed with a grade of “C” or better.

IGETC AFTER TRANSFER POLICY. The IGETC After Transfer Policy provides students, under special circumstances, the opportunity to complete a maximum of two IGETC courses after transferring to *UC* or *CSU* for full certification, provided the two courses are not required for admission to either system. Eligibility for completion of IGETC After Transfer must be based on demonstrated need such as illness, unavailable or canceled courses, military service, or unexpected hardships, such as family or employment problems that took place in the final term prior to transfer. In those instances, a “Petition for Eligibility to Complete IGETC After Transfer” form must be completed. Students should consult a counselor to discuss options and limitations for completing IGETC requirements after transfer.

Intersegmental General Education Transfer Curriculum 2008 – 2009 ADVISING SHEET

Name (Please Print) _____
 Last First Middle Student I.D. Date of Birth

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements. NOTE: All courses must be completed with grades of "C" or better.

DIRECTIONS: Circle courses taken at Woodland Community College, list courses taken at other colleges. Indicate name of test if requirement was met with Advanced Placement (AP).

Legend: C = Completed IP = In Progress R = Remaining

	C	IP	R
AREA 1 – ENGLISH COMMUNICATION (CSU – 3 courses required, one each from Group A, B and C. UC – 2 courses required, one each from Group A and B) Group A: English Composition, 1 course, 3 semester, 4-5 quarter units English 1A Course: _____ College: _____ Advanced Placement: _____			
Group B: Critical Thinking – English Composition, 1 course, 3 semester, 4-5 quarter units English 1C* (formerly English 41) Course: _____ College: _____ (No AP scores accepted for this area)			
Group C: Oral Communication (CSU requirement only) 1 course, 3 semester, 4-5 quarter units Speech 1, 3, 6, 7 Course: _____ College: _____ (No AP scores accepted for this area)			
AREA 2 – MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING (1 course, 3 semester, 4-5 quarter units) Math 1A+, 1B, 2A, 7, 9+; Statistics 1 Course: _____ College: _____ Advanced Placement: _____			
AREA 3 – ARTS and HUMANITIES (At least 3 courses, with at least one course from the Arts and one course from the Humanities; 9 semester, 12-15 quarter units) Arts: Art 1A, 1B, 1C, 5; English 33, 34; Humanities 3, 5, 12, 15, 16, 33, 34; Music 3, 12, 15, 16; Theatre Arts 33, 34; Women's Studies 26A+, 26B+ Course: _____ College: _____ Advanced Placement: _____			
Humanities: Afro American Studies 12A*, 12B*, 16A*+, 16B*+; Asian American Studies 14*, 31; English 1B, 30B, 33, 36, 37, 38, 46B; History 4A+, 4B+, 5A*+, 5B*+, 7*, 8, 11, 14*, 15*, 16A*+, 16B*+, 17A+, 17B+, 29; Humanities 10, 11, 15, 33; LaRaza Studies 15*; Music 15; Native American Studies 7*; Philosophy 1, 2, 3, 6*, 20; Spanish 3*+, 20A*+, 20B*+; Theatre Arts 33; Women's Studies 29, 37 Course: _____ College: _____ Advanced Placement: _____			
AREA 4 – SOCIAL and BEHAVIORAL SCIENCES (At least 3 courses from at least 2 disciplines or an interdisciplinary sequence; 9 semester, 12-15 quarter units) Afro American Studies 16A*+, 16B*+; Anthropology 2; Asian American Studies 14*; Early Childhood Education 3+, 31; Economics 1A, 1B; Family & Consumer Science 31; History 5A*+, 5B*+, 7*, 14*, 15*, 16A*+, 16B*+; LaRaza Studies 1, 15*; Native American Studies 7*; Philosophy 6*; Psychology 1A, 1B, 12, 22, 31, 33, 41, 46; Sociology 1, 2, 5, 10, 35; Speech 8; Women's Studies 31, 35 Course: _____ College: _____ Advanced Placement: _____			

Intersegmental General Education Transfer Curriculum ADVISING FORM (Continued)

	C	IP	R
AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES At least 2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by "L" in parentheses); 7-9 semester, 9-12 quarter units Physical Sciences: Chemistry 1A(L)+, 1B(L), 2A(L)+, 2B(L)+, 8, 9(L), 10+; Geography 1; Geology 10+, 10L(L)+; Physical Science 10A+, 10B+, 10C(L); Physics 2A+, 2B+, 3A(L)+, 3B(L)+, 4A(L)+, 10L(L)+ Course: _____ College: _____ Advanced Placement: _____			
Biological Sciences: Anthropology 1; Biology 1(L), 2(L), 3(L), 4(L), 5(L), 6(L), 10+, 10L(L)+, 15(L)+, 25; Ecology 10, 12; Plant Science 20+, 20L(L)+, 22(L)+, 22L(L)+ Course: _____ College: _____ Advanced Placement: _____			
LANGUAGE OTHER THAN ENGLISH (UC Requirement Only): Complete 2 years of the same foreign language of high school level work with a grade of "C" or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement test, <u>OR</u> 550 on the College Board Achievement Test in Foreign Language <u>OR</u> complete 4-5 units from the courses listed below. _____ College Courses(s) that meet the proficiency level _____ Sign 1, 2, 3; Spanish 1+, 2+, 3*+, 20A*+, 20B*+ _____ Completed in high school Competency: _____ Test Name: _____ Score: _____ Date: _____			
CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS (<i>Not part of IGETC; may be completed prior to transfer.</i>) 6 units; One course from Group 1 <u>and</u> one course from Group 2 <u>OR</u> two courses from Group 3. 1. History 15, 17A, 17B; LaRaza Studies 15 2. Political Science 1 3. History 17A and History 17B Note: Courses used to meet this requirement may not be used to satisfy requirements for IGETC. Completed _____			

Legend:

+ Transfer credit is limited by either UC or CSU or both.

Indicates both courses must be completed to meet area requirement.

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

(L) Designates courses with a laboratory.

(Please consult with a college counselor for additional information)

IGETC COMPLETED: California State University []Yes

University of California []Yes

California State University Graduation Requirement in U.S. History, Constitution and American Ideals []Yes

Programs and Options

Do you wish to earn a college degree in a CAREER PROGRAM and prepare to take a job at the end of your college course?

- You will find some of the occupational curricula in the next section. Your counselor will help you make a wise choice.
- You should earn an associate degree from Woodland Community College.
- You will have an opportunity to secure advanced training in several occupational fields.

Do you wish to increase your skills without working toward a college degree?

- You will find some of the occupational curricula in the next section.
- You do not have to earn a degree.
- You may wish to earn a *Certificate of Achievement*.
- You may attend for as long or as short a period as you desire.
- You may attend as a part-time or full-time student.
- You may select any course offered in the college subject to conditions set forth in this Catalog.

Unless specifically exempt by statute, all courses of study (programs), regardless of where offered, are open to members of the public who are otherwise eligible for admission to the District. Where prerequisites are necessary, they are academic in nature and may take the form of a course to complete, or a qualifying score to earn on an objective test.

Avenues to Better Jobs

The following information provides avenues to better jobs, including *Articulation Agreements*, *Certificates of Achievement*, *Associate in Science Degree* and *Associate in Arts Degree* programs. These planned programs are a sample of the occupational-technical education available in the District. Certificate programs cannot be completed at all locations. Consult each *Schedule of Classes* and a counselor before selecting a particular training program.

Tech Prep/2+2

The Tech Prep Program of the Yuba Community College District coordinates the awarding of college credit to high school students who meet approved articulation requirements. An articulated course is one in which the high school instructor/Regional Occupational Program (ROP) and Woodland Community College faculty have formally agreed that the high school's/ROPs course outline, syllabus, textbook, and final exam are comparable to those in a course of the same major within Woodland Community College. Students receive credit on a Woodland Community College transcript once articulation requirements have been completed. The Tech Prep Program prepares students to earn a certificate, an associate's degree or transfer to a 4-year university.

For more information about the Tech Prep Program, contact the YCCD Tech Prep Office at (530) 634-7785, visit the Admissions and Records Office at any of the campuses, or see your counselor. Also visit the Tech Prep website at www.yccd.edu/techprep/.

Programs Articulated with ROP and Secondary Institutions

Programs listed below have at least one class articulated with secondary institutions. Students should check with their counselor if they have questions about specific classes or to determine if they are eligible for advance placement and/or college credit for courses completed at the secondary level.

Accounting
Administration of Justice
Agriculture
 -Animal Science
 -Environmental Horticulture
Art-Applied Photography
Business
 -Administrative Assistant
 -Business Computer Applications
 -Clerical
 -Information Technology
 -Medical Office Skills
 -Word Processing
Drafting
Early Childhood Education
 -Infant and Toddler
Electronics Technology
Fire Technology
Manufacturing Technology/Metalworking-Welding
Mass Communications
Nursing
Veterinary Technology

Woodland Community College Associate Degree and Certificate Programs

EMPHASIS/MAJOR	ASSOCIATE IN ARTS	ASSOCIATE IN SCIENCE	CERTIFICATE ACHIEVEMENT
Administration of Justice			
Law Enforcement	W		
Corrections	W		
Agriculture, Environmental Horticulture and Technology			
Agriculture	W		
Agricultural Business			W
Environmental Horticulture	W		W
Landscape Design			W
Landscape Installation/ Maintenance			W
Art			
Multi-media			W
Business			
Accounting	W		W
Administrative Assistant	W		W
Business Administration	W		
Business Computer Applications	W		W
Clerical			W
General Business Management	W		
Income Tax Preparation	W		W
Management For Busy People			W
Personnel Management	W		W
Small Business Mgmt	W		W
Word Processing	W		W

WCC Associate and Certificate Programs

Woodland Community College Associate Degree and Certificate Programs

EMPHASIS/MAJOR	ASSOCIATE IN ARTS	ASSOCIATE IN SCIENCE	CERTIFICATE ACHIEVEMENT
----------------	----------------------	-------------------------	----------------------------

Communication Studies (Speech)	W		
Early Childhood Education	W		
Child Dev. Associate Teacher			W
Child Development Teacher			W
Diversity in ECE			W
Infant and Toddler			W
Pediatric First Aid/CPR			W
School Age Children			W
Emergency Medical Technology			
EMT-1			W
EMT-1 Refresher			W
English	W		
Family and Consumer Science			W
General Education			
Arts and Humanities	W		
Social and Behavioral Science		W	
Natural Science and Mathematics		W	
Communications	W		
General Health		W	
Fire Technology			
Fire Fighter I			W
History	W		
Human Services		W	
Chemical Dependency Awareness		W	W
Chemical Dependency Counselor		W	W
Nursing*			
Associate Degree Nursing		W	
ADN (Step-Up)		W	
Vocational Nursing		W	
Psychology		W	
Social Science	W		

* Yuba College Nursing Program:

Degrees/Certificates of Completion in nursing can be earned at Woodland Community College. The nursing program is approved for Yuba College. Woodland Community College students can fulfill requirements through courses offered at Woodland Community College and through distance Education. Degree or Certificates of Completion will be issued by Yuba College.

Associate in Arts (A.A.) and Associate in Science (A.S.) Degree Programs

A student must file a *Petition for Graduation*. The District holds the graduation ceremony once a year (end of May/first part of June) and students who wish their name to appear in the graduation program must submit a *Petition* to the Records Office by May 1. However, the student may petition to graduate at the end of the Fall, Spring, or Summer terms. The deadlines to petition are: Fall - November 15; Spring - April 15; Summer - July 1.

A student who wishes to receive an Associate degree should consult a counselor. The counselor will assist the student in planning the courses required to satisfy the major for the degree. Diplomas printed for a "general education" major will NOT have the major printed on the diploma.

In order to receive a degree in one of the specific majors for the *Associate in Arts* or *Associate in Science* Degrees, a student is required to complete the specific courses listed with a grade of "C" or better. After successful completion of the specific major (and all other graduation requirements), the specific major for the degree will be printed on the diploma.

No courses for the specific majors may be waived. Equivalent course work may be substituted only with approval. The student should submit a petition to the College Standards Subcommittee. Petitions will be forwarded to the (division) Associate Dean for division recommendation of action.

A student may petition for only one "general education" degree since the major will not be printed on the diploma. A student who is earning a degree in one of the specific majors may petition for any specific major in which he/she has met all graduation requirements.

Certificate of Achievement

Courses taken to satisfy requirements for a Certificate of Training usually provide the core courses for students electing the goal of a Certificate of Achievement in an occupational area. This goal requires more time and commitment, but better qualifies the student for employment by adding other required or elective courses. The Certificate of Achievement requires 12 to 42 units and may be completed in one to two years. Certificates of Achievement must be approved through the President's Office and will be shown on the student's transcript.

NOTE: All courses required for the certificate must be completed with a "C", "P", or "CR" or better grade.

Requirements for Certificates

In order to verify competency in training for performance by issuing a certificate: a "C" or better, or "P" grade must be earned in each course; and all courses required for the certificate must be taken at a Yuba Community College District campus within the four years immediately preceding the granting of the certificate. However, students who are required to repeat a class for the "recency" requirement must realize they may not earn additional units for completion of the course. The student must file a Student Petition to repeat the class in which a "C" or better grade was earned. If granted, the course will be listed on the academic record, but will be noted so the units and grade are not counted in the cumulative totals.

Exceptions: A petition may be submitted to the appropriate Dean for consideration of outside work, not to exceed one-half of the required units. Each petition will be considered individually, and final determination rests with the appropriate Dean in consultation with appropriate faculty. The four-year requirement may also be petitioned in the same manner. The petition may be obtained at the Registration Office. After completing the petition, the petition is returned to the Registration Office and will be forwarded to the appropriate Dean for action.

Applying for Certificate of Achievement

(for 12 Units or more)

1. AFTER completing all requirements for the certificate, the student obtains a "Petition for Certificate Card" from the Registration Office.
2. Student completes the *Petition Card* and files it with the Registration Office.
3. The Registration Office sends the *Petition for Certificate Card* and a copy of the student's transcript to the appropriate Dean.
4. The Dean verifies eligibility, completes the certificate, and mails it to the student.
5. The Dean completes the *Petition for Certificate Card* and returns it to the Records Office.
6. The Records Office records the "approved" *Petition for Certificate Card* and records the certificate information on the student's academic record.

Course Information

This Announcement of Courses provides the most complete listing of courses available. Courses are continuously modified and updated, and offered on an as-needed basis at each location.

Admission to Courses

OPEN ENROLLMENT POLICY

All courses, regardless of where offered, are open to members of the public who are otherwise eligible for admission, with the following exceptions:

- Courses that are specifically exempted by statute, including “impacted” allied health programs (Radiologic Technology, ADN, LVN, Psychiatric Technician, etc.);
- Courses closed by maximum enrollment of students by the “priority registration” or “first come, first served” registration policies;
- Courses with academic requisites (prerequisites and corequisites) that restrict enrollment of academically unqualified students; and
- Courses with content that would be a repeat of a course of equivalent or more advanced course work previously taken by the student (exceptions require counselor evaluation and approval).

REQUISITES

“Prerequisite” means the preparation or previous course work considered necessary for success in the course. Prerequisites are required only for courses where specific academic background is necessary in order to assure students a reasonable chance of success in the course. Prerequisites which are listed as “required” include:

- Courses for which specific prerequisites have been validated,
- Sequential course work in a degree or program, or
- Courses in which a prerequisite is necessary for transfer to a four-year college.
Responsibility for having met the prerequisite rests with the student. A grade of “C” or better is required to meet a course prerequisite.
- Corequisites for a course are those courses which must generally be taken concurrently with the course. Corequisites provide the necessary skill or supplementary body of knowledge or laboratory time during the course to help assure success in the course. Concerns about requisites are best resolved with a college counselor or the course instructor prior to the first day of Class.

POLICY FOR PETITIONING OR WAIVING COURSE PREREQUISITES

Course placement is determined by a process in which the student and counselor review all assessment criteria available. Students who wish to petition their recommended placement or the waiver of a prerequisite should be prepared to give evidence or justification why the exemption should be granted. Reasons for seeking a prerequisite waiver may include one or more of the following:

- Prerequisite course is not available,
- Prerequisite was established in violation of regulations or District approved process.
- Student has the knowledge or ability to succeed in the course without meeting the prerequisite, or
- Student believes the prerequisite is discriminatory or is being applied in a discriminatory manner.

Check with a counselor or the Dean of Student Services to obtain the required forms.

Challenges to prerequisites/corequisites shall be on the approved form and filed at the location where the student registers for the majority of her/his classes.

WCC strongly encourages that the language and mathematics skill levels of new students be assessed by the *Placement Examination* (CPT or equivalent) prior to enrollment in most courses. The placement scores provide students and counselors with information helpful to select appropriate courses that are taught at the skill levels of the student. These test scores serve as recommended guidelines in the selection of entry level courses for which the course content requires college level skill proficiency for successful participation. Other factors are also considered in a multiple measures approach.

PLACEMENT LEVELS FOR “SKILLS COURSES.”

Placement Examination scores, in combination with other factors, are used to help place students in one of the levels of reading, writing, and mathematics courses listed below. After satisfactorily completing the appropriate skills course, students may progress by enrolling in the course at the next higher level. Students should consult a counselor for an evaluation of placement scores and discussion of other factors that affect placement. Refer to “Placement Levels” in this *Catalog*.

Key to Numbers and Listings

Content and policies expressed in this Catalog are believed to be true and correct as of the date of publication. Courses are listed alphabetically by department and numerically within the listing of each department. Units of credit are shown in parentheses immediately following the course title.

Any course listed in this Catalog may be offered in the summer session, evening, or off-campus programs at any time there is a sufficient number of students available, generally fifteen, to justify offering the course.

Students should consult the printed *Schedule of Classes* to determine which courses will be offered during a given semester. Any course listed in the *Schedule of Classes* may be canceled when the enrollment is insufficient to justify offering the class, or an instructor is not available.

COURSE “10”

The number “10” in each department is generally reserved for the basic General Education course in the discipline.

COURSE “47”, “48”, “49”, “97”

Refer to “Course Descriptions”

COURSE NUMBERING/TRANSFER OF CREDITS

It is imperative that students planning to transfer to a university or four-year college plan their program with a District counselor as there may be variances in courses accepted at certain universities. The District’s courses are listed within a variety of numbering series as an aid in interpreting the nature of the course, as follows

PRIOR TO JULY 1, 1974: All courses numbered 1 through 99 were of collegiate grade and carried transfer credit to four-year colleges and universities. Courses numbered 100 and up were not intended for transfer to four-year colleges; however, all credit courses in the District were used toward requirements for degrees and certificates.

JULY 1, 1974 TO JUNE 30, 1989:

1-49 Designed as Admissions List courses

intended to carry transfer credits to all baccalaureate degree-granting colleges and universities.

50-99 Not primarily designed for transfer purposes, but taught at the level and of such quality that acceptance is recommended at any college or university offering such course work or offering program in which such course would will be appropriate.

100–199 Series: Developmental/Remedial.

200–299 Series: Primarily designed at the technical level; usually will be courses specifically designed as part of a program(s) leading directly to employment. Under special circumstances, a Baccalaureate degree-granting institution may wish to accept such courses for transfer credit.

JULY 1, 1983 TO JUNE 30, 1989:

A maximum of 6 semester units of courses numbered 100 to 199 can be counted toward the associate degree.

CURRENT COURSE NUMBERING DEFINITIONS:

1–49 Series: Designed as Admissions List courses intended to carry transfer credit to all baccalaureate degree granting colleges and universities.

50–99 Series: Not primarily designed for transfer purposes, but taught at the level and of such quality that acceptance is recommended at any college or university offering such course work or offering programs in which such course work will be appropriate.

100–199 Series: Non-associate degree credit basic skills remedial courses intended to prepare students to succeed in courses at the associate degree level.

200–299 Series: Non-associate degree credit courses that are either, (1) vocational courses intended to prepare students for post-secondary vocational education or for occupations not requiring associate degree level skills for entry or, (2) academic development courses, other than remedial basic skills, intended to prepare students to succeed in associate degree level course work.

500 Series: Noncredit courses sometimes referred to as “Adult Education Courses.”

Transfer Status Designation

As indicated previously, the course number system is a guide to course transferability. In addition, the status of a transfer course is indicated next to the course title. If the course is transferable, the designator "Transfer Status:" appears. "Transfer Status: CSU" indicates that the course credit transfers to all of the *California State Universities*. "Transfer Status: CSU; UC" indicates that the course credit transfers to all of the *California State Universities* and all of the *University of California* campuses. If the designator "unit limitation" appears (i.e., Transfer Status: CSU; UC unit limitation), the transferability of the units to the *University of California* are limited in some way when combined with other courses in the discipline. Questions concerning these courses should be directed to a counselor.

Repeatable Courses

Some courses are progressive in nature and provide an expanded educational experience when repeated. These courses are identified by the letter "R" following the course number. California State regulations prohibit enrolling in a repeatable course more than four times. Students who have exhausted the maximum number of repeats in a specific course, see "Audit Policy."

Courses in the same "area" are all counted towards the repeat maximum (i.e., Beginning Tennis, Intermediate Tennis, and Advanced Tennis are all counted as "Tennis" and may only be taken for a total of four enrollments in any combination).

Cooperative Education Work Experience classes may only be repeated for a maximum of four times -- with no more than 16 units combined in any level of work experience/internship courses (with a maximum of six units in General Work Experience).

Unit of Credit

The *Unit of Credit* is the semester hour. One unit of credit is granted for each hour of lecture or discussion, two-to-three hours of laboratory, or two hours of activity per week, for a 17-week semester. For most courses, students will be expected to spend an average of two hours in preparation or study for each hour of lecture or recitation.

Credit is allowed only upon satisfactory completion of a course; no partial units of credit are allowed when the student must withdraw prior to completion of the course except in an open-entry, open-exit, individualized course.

Units of Credit are generally offered for the number of units indicated. To serve the purposes of the students and the District, however, courses may on occasion be offered for less than the number of units indicated in the *Course Outline*.

Programs and Courses

Administration of Justice

Administration of Justice offers degree programs designed for entry into law enforcement, corrections, and related fields, and for already employed persons to further themselves academically and vocationally.

Woodland Community College offers:

- An Associate in Science Degree Program for students planning to enter law enforcement, corrections, or a related area after two years of course work (see specific degree requirements).
- A Transfer Program intended for students wishing to pursue a bachelor's degree.

LAW ENFORCEMENT (Associate in Science Degree)

Required Courses	Units
AJ 10 Introduction to Law Enforcement.....	3
AJ 11 Criminal Law.....	3
AJ 13 Evidence.....	3
AJ 14 Criminal Justice Process.....	3
AJ 15 Criminal Investigation.....	3
AJ 19 Community Relations.....	3
Total units required for degree major	18
Additional Recommended Courses	
AJ 20 Juvenile Law and Procedures.....	3
AJ 21 Narcotics and Drugs.....	3
AJ 30 Introduction to Corrections.....	3

CORRECTIONS (Associate in Science Degree)

Required Courses	Units
AJ 11 Criminal Law.....	3
AJ 20 Juvenile Law/Procedures.....	3
AJ 30 Introduction to Corrections.....	3
AJ 31 Criminal and Delinquent Behavior.....	3
AJ 33 Introduction to Correctional Counseling.....	3
AJ 34 Correctional Treatment Programs.....	3
Plus three additional units from courses listed below	3
AJ 10 Introduction to Law Enforcement.....	3
AJ 14 Criminal Justice Process.....	3
AJ 19 Community Relations.....	3
AJ 21 Narcotics and Drugs.....	3
HUSEV 10 Introduction to Human Services.....	3
Psychology/Sociology electives.....	3
Total units required for degree major	21

AJ 10—Introduction to Law Enforcement (3 units) CSU/UC

History and philosophy of criminal justice; overview of criminal justice system identifying the various segments, their roles, and interrelationships. Required for all criminal justice majors. (L)

AJ 11—Criminal Law (3 units) CSU/UC
History, philosophy, and constitutional provisions of criminal law, including exploration of crimes against persons, property, and the State. (L)

AJ 13—Evidence (3 units) CSU
Origin, development, and philosophy of evidence; types, degrees, and rules governing admissibility; judicial decisions interpreting individual rights; arrest, and search and seizure. (L)

AJ 14—Criminal Justice Process (3 units) CSU
Legal processes from pre-arrest, arrest through trial, sentencing, and correction procedures; a review of the history of case and common law; conceptual interpretations of law as reflected in court decisions; a study of case law methodology and case research as the decisions impact upon the procedures of the justice system. (L)

AJ 15—Criminal Investigation (3 units) CSU
Fundamentals of investigation; techniques of crime scene search and recording; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation. (L)

AJ 16—Police Operations (3 units) CSU
Philosophy, functions, organization, duties, and analysis of police operational functions, including public service responsibilities and special police problems. (L)

AJ 19—Community Relations (3 units) CSU/UC

Role of police service as perceived by various segments of the community and the officer: interrelationships between the criminal justice agencies, employees, and the public. (L)

AJ 20—Juvenile Law and Procedures (3 units) CSU

Organization, function and jurisdiction of juvenile agencies; processing and detention of juveniles; juvenile case disposition; legal statutes, and court procedures. (L)

AJ 21—Narcotics and Drugs (3 units) CSU

Analysis of narcotics and drugs, physical effects of addiction, and sociological problems of drug abuse. (L)

AJ 30—Introduction to Corrections (3 units) CSU

History, philosophy, and overview of corrections including probation, parole, and correctional institutions. (L)

AJ 31—Criminal and Delinquent Behavior (3 units) CSU

A study of the causes of crime and delinquency by analyzing various social, psychological, and cultural factors. (L)

AJ 33—Introduction to Correctional Counseling (3 units) CSU

History, objectives, and theories of counseling relevant to corrections; common methods, techniques, and interventions of counseling; understanding the client as a person. (L)

AJ 34—Correctional Treatment Programs (3 units) CSU

The study of correctional treatment programs concerning juveniles and adults, in both the casework setting and in a custody institution. (L)

AJ 54RA—Peace Officer Orientation (1.5 units)

832 PC; laws of arrest, search and seizure; communications; arrest and control techniques. Meets *Peace Officer Standards and Training* (POST) and *Standards and Training for Corrections Program* (STC). Prerequisite: medical/physician's clearance; health/history statement, Par Q as required by POST. Corequisite: AJ 54RB only if moving on to AJ 50RA/B. Otherwise, can be taken alone. (L) (Repeatable: May be taken four times only.)

AJ 54RB—Peace Officer Orientation - Firearms (.5 unit)

832 PC firearms training. Meets *Peace Officer Standards and Training* (POST) and *Standards and Training for Corrections Program* (STC). Prerequisite: DOJ fingerprint clearance. Corequisite: AJ 54RA only if moving on to AJ 50RA/B. Otherwise, can be taken alone. (L) (Repeatable: May be taken four times only.)

AJ 208R—Police Report Writing Essentials (3 units)

Designed to meet performance objectives for police report writing as prescribed by the California Commission on Peace Officer Standards and Training (POST) for the basic academy course. Will enhance writing skills for those in law enforcement, probation, corrections, or security services. Deals with a broad range of police report writing problems including grammar and composition, field notes, crime notes, characteristics of a good report and communicating in a clear and understandable manner. (L) (Repeatable: May be taken four times only.)

AJ 210R—Child Care Health and Safety (0.5 unit)

Designed to meet the requirements of *Assembly Bill 962*. Subject matter relates to child day care and is appropriate for anyone dealing with children on a regular basis where knowledge of CPR, Pediatric First Aid, and Health and Safety Training may be needed. Satisfies all requirements of the *American Red Cross California Childcare Course*. Grades are CR/NC. (Repeatable: May be taken four times only.)

Agriculture

California Agriculture represents a model of food and fiber production for the rest of the world. Producing over 300 different crops, the agriculture economy generates over \$20 billion on a continued decline of land acres. The program of courses offered in the Agriculture department will prepare students for a variety of occupations in Agriculture, and will prepare student for transfer to higher institutions.

Courses in agriculture, environmental horticulture, and plant sciences are designed for total student access. Many courses are available on campus and online. Students completing courses offered by the Agriculture department will gain an appreciation for the interrelationships between agriculture, the environment, world influences, and economic and political pressures.

The Agriculture Department offers A.S. Degrees in Agriculture, and Environmental Horticulture. Certificates of Achievement and/or completion are awarded to students in the areas of Environmental Horticulture, Landscape Design, and Landscape Installation/Maintenance. All of the programs offered by the Agriculture department are designed to focus on individuality of each student; allowing each student to select specific electives to represent their specific interests, career, and educational goals

AGRICULTURE (Associate in Science)

Required Courses	Units
AG 14 Entrepreneurship.....	3
AG 45/45L Principles of Animal Science	3-4
PLSCI 20/20L Principles of Plant Science.....	3-4
PLSCI 22/22L Introduction to Soils.....	3-4
Agriculture/Plant Science/ Enviro. Horticulture Electives	9
Total units required for degree major	21-21

AGRICULTURAL BUSINESS (Certificate of Achievement)

Required Courses	Units
------------------	-------

AG 11 Agricultural Accounting	3
AG 12 Computer in Agriculture or.....	3
BCA 15R Bus. Comp. Appl.	3
AG 13 Marketing.....	3
AG 14 Entrepreneurship.....	3
Agriculture, Environmental Horticulture, OR Plant Science electives.....	6
Total units required	18

AG 11—Agricultural Accounting (3 units) CSU

Basic principles of accounting as applied to agricultural business and farm operations; development of skills needed to create a general ledger and then develop and analyze a balance sheet and profit and loss statement; standard accounting procedures are covered with emphasis on both hand and computer applications. (LM)

AG 13—Marketing (3 units) CSU

Principles and applications of marketing applied to entrepreneurial ventures including concepts, methods, tactics, and strategies. Traditional methods of marketing as well as marketing on the Internet will be included. Students will develop a marketing plan for a business of their choice. (L)

AG 14—Entrepreneurship (3 units) CSU

Principles of establishing and managing a small business, including the preparation of a business plan; emphasis on goal-setting, types of business organizations, obtaining licenses and permits, financing options, accounting aspects, legal requirements, managing the enterprise, and other aspects in business entrepreneurship. (LM)

AG 32R—Internship (v1-4 units) CSU

On-the-job training which coordinates individual career goals with placement at a job site. A maximum of 8 semester units may be earned with a 4-unit maximum per semester. Students enrolling in this class are not eligible for work experience or other internship classes during the same semester. Prerequisite: Demonstrated knowledge in agricultural/production work with particular emphasis on the health and safety issues; demonstrated ability to work safely. Grades are CR/NC. (Repeatable: May be taken two times only.)

AG 44—Horse Production (3 units) CSU

Overview of the principles of horse production, including anatomy, physiology, reproduction, nutrition, health, breeds and breeding, as well as basic horse vaccination and disease prevention. (LM)

AG 45—Principles of Animal Science (3 units) CSU/UC

Overview of the principles of animal science and the interrelationships of domestic animals and mankind; investigation of animal anatomy, physiology, reproduction, nutrition, health, products and by-products, as well as behavior and genetics from a scientific perspective. (LM)

AG-45L Principles of Animal Science (4 units) CSU/UC

Overview of the principles of animal science and the interrelationships of domestic animals and mankind; investigation of animal anatomy, physiology, reproduction, nutrition, health, products and by-products, as well as behavior and genetics from a scientific perspective. Current topics on influence of humans on genetic potential and productivity will be addressed. Experimental design and reporting, animal dissections, basic animal handling and husbandry practices, recognition of animal health, and use of biotechnology in animal science will also be addressed. Not open for credit to student with credit in AG 45. (LM)

AG 46—Animal Feeds and Nutrition (3 units) CSU

An introduction of the feeds and nutrition of farm animals. This course will study digestive anatomy and physiology, composition and selective of feeds, characteristics of nutrients, principles of nutrition, nutrient requirements of ruminant and non-ruminant animals, and formulation of diets to meet these requirements. (L)

AG 47—Livestock Selection and Evaluation (3 units) CSU

A detailed analysis of various visual and physical methods of appraising beef, sheep, swine, and horses concerning functional and economic value. The selection of feeder livestock for project animals will also be covered. Specific reference will be made to performance data and factors determining carcass value.

AG 47AR—Evaluation of Agriculture Products (3 units) CSU

Evaluation skills and training in the specialty animal industry in the area of rabbits, cavies, goats, rats, mice, dogs, and cats. This course will provide students with background information in specialty animals, allow students to enhance skills in oral and written reasons, and develop decision making skills. Field trips required. (Repeatable: May be taken four times for credit.)

AG 100R-Agricultural Leadership (1 Unit)

Covers parliamentary procedures, planning and implementation of organizations, problems and techniques of group dynamics, participation in community and competitive agricultural events. Recommended for agricultural club members and officers. Grades are P/NP. (Repeatable: May be taken four times only.)

Environmental Horticulture

ENVIRONMENTAL HORTICULTURE (Associate in Science)

Required Courses	Units
ENVHR 20 Fundamentals of Environmental Horticulture.....	3
ENVHR 21 Plant Propagation	3
ENVHR 22A or 22B Landscape Plant Identification	3
ENVHR 23A Principles of Landscape Design	3
PLSCI 20L Principles of Plant Science.....	4
Agriculture, Environmental Horticulture, OR Plant Science electives.....	6
Total units required for degree major	22

ENVIRONMENTAL HORTICULTURE

(Certificate of Achievement)

Required Courses	Units
AG 32R Internship.....	3
ENVHR 20 Fundamentals of Environmental Horticulture.....	3
ENVHR 21 Plant Propagation	3
ENVHR 22A or 22B Landscape Plant Identification	3
ENVHR 23A Principles of Landscape Design OR	
ENVHR 24 Greenhouse Mgmt	3
PLSCI 20L Principles of Plant Science.....	4
PLSCI 22L Introduction to Soils.....	4
Agriculture, Environmental Horticulture, OR Plant Science electives.....	6
Total units required	29

LANDSCAPE DESIGN

(Certificate of Achievement)

Required Courses	Units
ENVHR 20 Fundamentals of Environmental Horticulture.....	3
ENVHR 22A Landscape Plant Identification.....	3
ENVHR 23A-23B Principles of Landscape Design/Advanced Design	6
Agriculture, Environmental Horticulture, OR Plant Science electives.....	6
Total units required	18

LANDSCAPE INSTALLATION/MAINTENANCE

(Certificate of Achievement)

Required Courses	Units
ENVHR 22A-22B Landscape Plant Identification	6
ENVHR 23A Principles of Landscape Design	3
ENVHR 26 Landscape Installation and Maintenance.....	3
Agriculture, Environmental Horticulture, OR Plant Science electives.....	6
Total units required	18

ENVHR 20—Fund of Environmental Horticulture (3 units) CSU

Fundamentals of environmental horticulture, including garden practices, environment and plant growth, pruning, propagation, soils, fertilizers, and greenhouse techniques.

ENVHR 21—Plant Propagation (3 units) CSU/UC
Principles and practices in propagating plants; cuttings, budding, grafting, layering, division, separation, and tissue culture; seed and asexual propagation will be covered, as will contemporary commercial techniques of propagation.

**ENVHR 22A—Landscape Plant Identification (3 units)
CSU/UC UC-Unit Limit**
Identification, habits of growth, cultural requirements, and use of specific ornamental woody and herbaceous plants used in Northern California landscapes; covers different plants than those in ENVHR 22B.

ENVHR 22B—Landscape Plant Identification (3 units) CSU/UC UC-Unit Limit

Identification, habits of growth, cultural requirements, and use of specific ornamental woody and herbaceous plants used in Northern California landscapes. Covers different plants than those in ENVHR 22A.

ENVHR 23A—Principles of Landscape Design (3 units) CSU/UC UC-Unit Limit

Techniques of drafting and their relationship to landscape design. Emphasis on the use of landscape drafting equipment, drafting skills, and construction details.

ENVHR 23B—Advanced Landscape Design (3 units) CSU/UC UC-Unit Limit

Emphasis on landscape design, with projects on sun/shade analysis, conceptual design, site analysis, site planning, presentation drawings, and construction drawings. A set of landscape plans will be developed. Prerequisite: ENVHR 23A

ENVHR 24—Greenhouse Management (3 units) CSU
Management of plant materials in the greenhouse including greenhouse operations, propagation, growth and development, cultural practices, record keeping, and marketing.

ENVHR 26—Landscape Installation and Maintenance (3 units) CSU

Principles and practices of landscape installation and maintenance. Techniques for use in commercial, institutional, and home and landscaping situations including: construction techniques, pruning, lawn maintenance, disease and pest control.

ENVHR-47-Basic Vegetable Gardening (1 units) CSU
Techniques of summer vegetable gardening and their relationship to horticulture skills. Emphasis will be to establish a student garden on campus. Students will develop their own plans; propagate, cultivate, and harvest vegetables. Grades are P/NP. (Repeatable: May be taken four times only.)

ENVHR 50R—Workshop in Floral Design (1 unit)
Elements of design, color, care, and handling of floral materials; six selected arrangements vary from fall to spring semester; projects appropriate to the florist industry. Student must provide a floral knife, wire cutter, scissors, and hand towel. Grades are CR/NC. (Repeatable: May be taken four times only.)

ENVHR-51R Beginning Floral Design (1 unit)
Introduction to floral design including the principles and elements of design, color theory, preparation, care of flowers and foliage plants, and formation of basic floral arrangements. Students must provide floral knife, wire cutter, and hand towel. (Repeatable: May be taken four times only.)

ENVHR 210—Landscape Pruning (v.5-1 unit)
Principles and practices involved in the proper pruning of ornamental shrubs, ornamental trees, fruit trees, and roses. Grades are CR/NC.

ENVHR 211—Landscape Irrigation Systems (v.5-1 unit)
Introduces the basics of design, placement, installation, and maintenance of landscape irrigation systems. Grades are CR/NC.

ENVHR 220A—Gardening: Designing the Yard (v.5 unit)
The basics of designing a yard with emphasis on planting areas, the hard and softscape as well as actually doing a design sketch of a yard. Grades are CR/NC.

ENVHR 220B—Gardening: Selecting Trees & Shrubs (v.5 unit)

The basics of selecting trees and shrubs for home landscape will be covered with emphasis on trees and shrubs appropriate for the local area. Grades are CR/NC.

ENVHR 220C—Gardening: Controlling Yard Pests (v.5 unit)

The basics of controlling pests of the home yard: insects, diseases and weeds. A variety of techniques will be discussed including organic techniques. Grades are CR/NC.

ENVHR 220D—Gardening: Irrigation (v.5 unit)

The course will cover the basics of selecting and designing irrigation systems for the home yard including drip, sprinkler and flood irrigation will be covered. Grades are CR/NC.

ENVHR 220E—Gardening: The Organic Way (v.5 unit)

The course will cover the basics of managing the home landscape using organic techniques. Organic techniques of fertilizing as well as insect, disease and weed control will be examined. Grades are CR/NC.

Plant Science

PLSCI 20—Principles of Plant Science (3 units) CSU/UC UC-Unit Limit

Principles of plant growth including structure, growth processes, propagation, physiology, growth media, and biological competitors. Not open for students with credit in PLSCI 20L. (LM)

PLSCI 20L—Principles of Plant Science (4 units) CSU/UC UC-Unit Limit

Principles of plant growth including structure, growth processes, propagation, physiology, growth media, and biological competitors. Laboratory topics include microscope use, plant structures internal and external, photosynthesis, respiration and other aspects of plant growth and development. Not open for credit to student with credit in PLSCI 20. (LM)

PLSCI 22—Introduction to Soils (3 units) CSU/UC UC-Unit Limit

Physical, chemical, and biological properties of soils as related to plant growth and soil formation. Including the study of soil development, classification and characteristics; soil use and management including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Not open for credit to student with credit in PLSCI 22L. (LM)

PLSCI 22L—Introduction to Soils (4 units) CSU/UC UC-Unit Limit

Physical, chemical, and biological properties of soils as related to plant growth and soil formation. Including the study of soil development, classification and characteristics; soil use and management including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Not open for students with credit in PLSCI 22. (LM)

PLSCI 31—Introduction to Sustainable Agriculture (3 units) CSU

Introduction to the history, definitions, concepts, principles, and practices of sustainable agricultural systems. Sustainability topics to be discussed include: organic farming, integrated pest management, holistic resource management, non-organic sustainable agriculture, low-input sustainable agriculture, etc. Local examples of enterprises using sustainable agricultural systems will be discussed. (L)

Anthropology

ANTHR 1—Introduction to Physical Anthropology (3 units) CSU/UC

Study of human biology, genetics, theory of evolution, primatology, changes in humans through time, human fossil record, human variations today, significance of culture. (L)

ANTHR 2—Cultural Anthropology (3 units) CSU/UC

Diversity of cultures from aspects of universals of language, economics, kinship, art, religion, technology, etc.; functional aspects of culture and cultural change; varieties of customs and institutions of different peoples; significance of human culture. (L)

Art

MULTIMEDIA - WEBPAGE DESIGN

(Certificate of Achievement)*

Required Courses	Units
ART 6A-6B Basic Design.....	3
ART 36A Digital Photography	3
COMSC 20 Beginning Web Publishing with HTML	3
IT 42BR Web Page Management and Design.....	3
MCOMM 2 Introduction to Mass Communications.....	3
Total units required	15

ART 1A—History of Art (3 units) CSU/UC
Survey of art history; painting, sculpture, and architecture; primitive and pre-Columbian art from Paleolithic times through Early Christian World. (L)

ART 1B—History of Art (3 units) CSU/UC
Survey of art history; painting, sculpture, and architecture; the Middle Ages through the Baroque. (L)

ART 1C—History of Art (3 units) CSU/UC
Survey of art history; painting, sculpture, photography, and architecture, including a survey of American art; the 19th through the 20th Century. Not open for credit to student with credit in ART 10. (L)

ART 4A—Drawing and Composition (1 or 2 or 3 units) CSU/UC
Drawing and composition using various materials; basic instruction in perspective, landscape, still life, and other subjects. (L)

ART 4B—Drawing and Composition (1 or 2 or 3 units)

CSU/UC

Drawing and composition using various materials; basic instruction in figure drawing and architectural studies. Prerequisite: ART 4A.

ART 5—Art Appreciation (3 units)

CSU/UC

Introduction to art appreciation with an emphasis on basic 2D, 3D, and film mediums and their relationships to humanities. Historical and contemporary work with a multicultural focus will be emphasized. Not open for credit to student with credit in HUMAN 5. (L)

ART 6A—Basic Design (3 units)

CSU/UC

Elements and principles of design as they relate to all forms of art, including two-dimensional problems.

ART 6B—Basic Design (3 units)

CSU/UC

Elements and principles of design as they relate to all forms of art, including two- and three-dimensional problems.

ART 7AR—Creative Materials (3 units)

CSU

Creative activities for young children (2-8 years old), including planning and implementing painting, drawing, print-making, weaving, stitchery, batik, collage, sculpture, puppet-making, and modeling materials. (L) (Repeatable: May be taken four times only.)

ART 7B—Worldwide Arts for Children (3 units)

CSU

Multicultural/ethnic art activities for young children, including planning and integrating projects across the curriculum; construction of age-appropriate art objects representative of cultures and religions in West Africa, the Middle East, Europe, Asia, Mexico, Central America, South America, Caribbean Islands, the United States, and Canada. Not open for credit to student with credit in ECE 7B and ECE 23.

ART 9A—Painting (1 or 2 or 3 units)

CSU/UC

Basic instruction in painting and introduction to materials; emphasis on technique.

ART 9B—Painting (1 or 2 or 3 units)

CSU/UC

Further exploration of painting media and techniques; emphasis on painting from life.

ART 11—Mural Painting (3 units)

CSU/UC

Studio course focused on the actual creation of a large mural; design the composition, prepare the wall, and produce the mural. (M)

ART 12A—Ceramics (1 or 2 units)

CSU/UC

Basic techniques and processes; artistic and creative expression through the use of clay.

ART 12B—Ceramics (1 or 2 units)

CSU/UC

Advanced techniques and processes; artistic and creative expression through the use of clay and glazes. Prerequisite: ART 12A.

ART 14A—Sculpture (2 units)

CSU/UC

Introductory course in sculpture; using and exploring the media of clay, wood, plaster, and armature building. (L)

ART 14B—Sculpture (2 units)

CSU/UC

Further study of three-dimensional construction using clay, plaster, wood, and armature building. Prerequisite: ART 14A.

ART 15A—Printmaking (2 units)

CSU/UC

Techniques and expression in printmaking; relief, stencil, intaglio processes; explore the visual and expressive potential of the fine print. (L)

ART 15B—Printmaking (2 units)

CSU/UC

Practice of printmaking; relief, stencil, and intaglio processes; explore the visual and expressive potential of the fine print. Prerequisite: ART 15A.

ART-19A- Introduction to Commercial Art (4 units) CSU

Basic concepts of commercial art and its uses, stressing layout design, lettering, and simple illustration; special attention to studio problems from idea to production. (L)

ART-19B -Commercial Art: Illustration (4 units)

CSU

Studio practice in the basic concepts and techniques of commercial illustration, using typical projects that occur in employment situations; stress on various media, portfolio, and camera-ready work. Prerequisite: ART 19A.

ART-25R Multimedia Collaboration (4 units)

CSU

Principles and practice of designing and writing multimedia projects including newsletters, booklets, academic documents, presentations, reports, flyers, press releases, posters, and web pages. Emphasis on applying art theory and writing techniques to individual and group projects.

ART-36A Digital Photography (3 units)

CSU

Introduction to digital photography. Exposure control, file formats, and archiving. Basic image editing/manipulation. Knowledge of basic computer operation is highly recommended. Prerequisite: ART 31R or MCOMM 11R, or consent of instructor.

ART-37R-Basic Photography- Digital Format (4 units) CSU

Introduction to digital photography: camera use, types of cameras, and photo enhancement with Adobe programs. (L) (Repeatable: May be taken four times for credit.)

ART 41R—Individual Problems in Painting (1 or 2 or 3 units)

CSU/UC

Advanced painting in which student works on individual painting problems in consultation with instructor. Prerequisite: ART 9A and 9B. (Repeatable: May be taken two times only.)

ART 42R—Individual Problems in Ceramics (1 or 2 units)

CSU/UC

Supervised work as a studio potter; development of advanced techniques and personal expression. Prerequisite: ART 12B. (R1) (Repeatable: May be taken two times only.)

ART 43R—Individual Problems in Printmaking (2 units)

CSU/UC

Advanced exploration and in-depth approach to printmaking. Prerequisite: ART 15A and 15B. (Repeatable: May be taken two times only.)

ART 44R—Individual Problems in Drawing (2 or 3 units)

CSU/UC

Development of a personal drawing style at an advanced level, working in series with the goal of producing a coherent group of works. Prerequisite: ART 4B. (Repeatable: May be taken two times only.)

ART 46R—Individual Problems in Sculpture (2 units) CSU/UC

Advanced techniques and processes; creative and personal expression in three-dimensional forms. Prerequisite: ART 14B. (Repeatable: May be taken two times only.)

Astronomy

ASTRO-1L Introduction to Astronomy With Lab (4 units) **CSU**

Survey of the solar system, stars, galaxies; history and tools of astronomy, cosmology, and exploration of space. Laboratory covers the study and interpretation of astronomical observations through the use of prepared astronomy exercises, the use of telescopes or computer simulations of telescopes, naked eye observation of celestial bodies, and laboratory activities using various quantitative measuring devices. Not open for credit to student with credit in ASTRO 1. (LM)

Biology

BIOL 1—Principles of Biology (5 units) **CSU/UC**

Introduction to biology for majors that emphasizes the molecular, cellular, and environmental processes that are common to most organisms, including respiration, photosynthesis, molecular genetics, heredity, and evolution. Background in high school biology or chemistry is recommended. Prerequisite: MATH 52. (L)

BIOL 2—General Zoology (4 units) **CSU/UC**

Survey of the animal kingdom with emphasis on relationships, adaptation, development, morphology, physiology, and evolution of the major groups. Designed for biology majors and related fields but open to all qualified students. Prerequisite: BIOL 1 or BIOL 15 AND MATH 52. (L)

BIOL 3—General Botany (4 units) **CSU/UC**

Survey of the plant kingdom with emphasis on morphology, physiology, and systematics of the higher plants. Designed primarily for biology majors and related fields, but open to all qualified students. Prerequisite: BIOL 1 or BIOL 15 AND MATH 52. (L)

BIOL 4--Human Anatomy (4 units) **CSU/UC**

Introduction to the gross and microscopic structure of the human body; emphasis placed on the structure and the role of the tissues, organs, and organ systems. Prerequisite: BIOL 1 or 15. (L)

BIOL 5—Human Physiology (4 units) **CSU/UC**

Introduction to the physiological mechanisms of the human body that lead to homeostasis; emphasis on the interrelationship of the cells, tissues, organs, and systems. Prerequisite: BIOL 1 or 15. (L)

BIOL 6—Introductory Microbiology (4 units) **CSU/UC**

History, structure, metabolism, genetics, and ecology of microscopic life forms; their relationship to disease, immunology, agriculture, and industry. Laboratory emphasizes the development of techniques for the detection, isolation, and identification of both harmless and pathogenic species. Prerequisite: BIOL 1 or 15. (L)

BIOL 10L-General Biology (4 units) **CSU/UC UC-Unit Limit**

The science of life for non-science majors; exploration of the origin, characteristics, regulation, replication, and interrelationships of living organisms. Labs and lectures. Not open for credit with credit in BIOL 10. (L)

BIOL 15—Bioscience (4 units) **CSU/UC UC-Unit Limit**

Introduction to basic biological principles, including cellular and organismal structure, energetics, control, physiology, genetics, evolution, and environmental interaction. (L)

BIOL-24 Human Biology (3 units)

CSU

Introduction to general biology of human beings. Emphasis is placed on the concepts, mechanisms and terminology used in anatomy, physiology, and ecology. Topics include cell structure and function, human evolution, anatomy and physiology of the organ systems, genetics, and the human impact on the environment. (L)

BIOL 25—Human Genetics (3 units)

CSU/UC

Designed for non-science majors to provide an understanding of basic principles of genetics, current developments in genetics, and the influence of genes and the environment in determining human characteristics. (L)

Business

Accounting

(Associate in Science)

Required Courses

Units

ACCT 3R Computerized Accounting	3
ACCT 1L Principles of Accounting - Financial	4.5
ACCT 2L Principles of Accounting - Managerial.....	5
BCA 15R Business Computer Applications - Beg.	3
BCA 17R Business Computer Applications-Advanced.....	3
BCA 34R Advanced Excel	1
BCA 41BR Windows.....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law or equivalent.....	3
GNBUS 56 Business Mathematics.....	3
OA 22 Machine Calculation	1
Total units required for degree major	29.5

Additional Recommended Courses:

ACCT 6R Individual Income Taxes-Federal/State	4
ACCT 9 Business Payroll Procedures.....	3.5
ACCT 10A General Accounting	3
ECON 1A Elementary Economics-Macro	3
OA 15A Elementary Typewriting	3
SPECH 6 Group Communication	3
CWEE 45R Occ. Wrk Experience OR INTRN 46R Internship.....	1-4

ACCOUNTING

(Certificate of Achievement)

Required Courses	Units
ACCT 3R Computerized Accounting	3
ACCT 1L Prin. of Accounting-Financial	4.5
ACCT 2L Principles of Accounting-Managerial	5
BCA 15R Business Computer Applications - Beg.	3
BCA 17R Business Computer Applications-Advanced	3
BCA 34R Advanced Excel	1
BCA 41BR Windows.....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 56 Business Mathematics.....	3
OA 22 Machine Calculation	1
Plus at least 6 units from the following:	
ACCT 6R Individual Income Taxes-Federal/State	4
ACCT 9 Business Payroll Procedures.....	3.5
GNBUS 18A Business Law	3
SPECH 6 Group Communication	3
CWEE 45R Occ. Wrk Experience OR INTRN 46R Internship.....	1-4
Total units required	32.5

BUSINESS ADMINISTRATION

(Associate in Science)

Required Courses	Units
ACCT 1L Prin. of Accounting - Financial	4.5
ACCT 2L Prin. of Accounting - Managerial	5
ECON 1A Elementary Economics - Macro	3
ECON 1B Elementary Economics - Micro	3
Select one of the following classes:.....	3-4
STAT 1 Statistics.....	4
or MATH 9 Calculus for Business, Social and Life S (CSU Sacramento)	3
Plus 3 units from the following	3
BCA 15R Business Computer Applications (CSU Sacramento).....	3
GNBUS 10 Intro. to Global Business (CSU Chico)	3
GNBUS 56 Business Mathematics.....	3
Total units required for degree major	21.5

BUSINESS COMPUTER APPLICATIONS

(Associate in Science)

Required Courses	Units
ACCT 3R Computerized Accounting	3
ACCT 10A General Accounting or ACCT 1L.....	3
BCA 15R Business Computer Applications - Beg.	3
BCA 17R Business Computer Applications-Advanced.....	3
BCA 23R Microsoft Outlook.....	1
BCA 25R Desktop Publishing.....	2
BCA 37AR Introduction to Access	1
GNBUS 56 Business Mathematics.....	3
Total units required for degree major.....	20
Additional Recommended Courses	
GNBUS 10 Introduction to Global Business.....	3
OA 15C Advanced Keyboarding.....	3
OA 17AR Word Processing I	3
OA 17BR Word Processing II	3
OA 21 Business Communications	2
OA 52/GNBUS 52 Business English	3
OA 60 General Office Procedures.....	4
SPECH 1 Public Speaking	3
CWEE 45R Occ. Wrk Experience OR INTRN 46R Internship.....	1-4

ACCT 1L—Principles of Accounting-Financial (4.5 units)

CSU/UC UC-Unit Limit

Accounting for business activities, general ledger, special journals, accounts receivable, cash control, depreciation, inventories, and other aspects. Same as ACCT 1, but includes computer applications for accounting partnerships and corporations. Not open for credit to student with credit in ACCT 1. Prerequisite: ACCT 10A with a grade of "C" or better OR achieve a math placement score of at least 2004 (Math-111 level); AND BCA 15R or BCA 33AR or equivalent. (LM)

ACCT 2L—Principles of Accounting-Managerial (5 units)

CSU/UC UC-Unit Limit

Emphasizes accounting principles and tools used by management in the decision-making process, including management accounting, budgetary techniques, cost flow procedures, financial statements, management reporting procedures, and computer applications in accounting. Not open for credit to student with credit in ACCT 2. Prerequisite: ACCT 1 or 1L with a grade of "C" or better. (CAN BUS SEQA=Acct 1 & 2 or Acct 1L & 2L)

ACCT 3R—Computerized Accounting (3 units)

CSU

Computerized accounting using QuickBooks Pro. Basic through intermediate features for small and medium size businesses including banking, sales and customers, purchases and vendors, inventory, reports and graphs. Application of all aspects of accounting cycle. Prerequisite: ACCT 10A or equivalent. (LM)

ACCT 6R—Individual Income Taxes-Federal/State (4 units)

CSU

Individual income tax preparation, forms, and computations; business and professional returns; federal and state returns. Meets *State of California* certification as a tax preparer. Recommendation: Completion of ACCT 10A or some experience will be helpful. (LM) (Repeatable: May be taken four times only.)

INCOME TAX PREPARATION

(Associate in Science) or (Certificate of Achievement)

Required Courses	Units
ACCT 3R Computerized Accounting	3
ACCT 6R Individual Income Taxes-Federal/State	4
ACCT 10A General Accounting OR 1L Principles of Accounting - Financial	3-4.5
BCA 33AR Introduction to Excel	1
GNBUS 10 Intro. to Global Business	3
GNBUS 56 Business Mathematics	3
OA 22 Machine Calculation	1
Total units required for degree major	18

ACCT 9—Business Payroll Procedures (3.5 units)

CSU

Introduction to payroll terminology, procedures, calculations, record-keeping, timelines, percentages, limitations, and laws that relate to maintaining payroll for business firms in California; pegboard and computerized payroll procedures also presented. No prior accounting knowledge is necessary. (LM)

ACCT 10A—General Accounting (3 units)

CSU

Introductory accounting course covering accounting principles and practices, the complete accounting cycle and creation of financial reports. Use of the general journal and special journals, general ledger, accounts payable, accounts receivable and proper financial reporting. (LM)

BUSINESS COMPUTER APPLICATIONS

(Certificate of Achievement)

Required Courses	Units
ACCT 3R Computerized Accounting	3
BCA 15R Business Computer Applications - Beg.....	3
BCA 17R Business Computer Applications-Advanced	3
BCA 22BR Advanced Microsoft Word	1
BCA 25R Desktop Publishing	2
BCA 34R Advanced Excel	1
BCA 41BR Windows	1
OA 22 Machine Calculation	1
Plus at least 10 units from the following.....	10
ACCT 10A General Accounting	3
BCA 23R Microsoft Outlook.....	1
BCA 26R Microsoft Power Point.....	1
BCA 37AR Introduction to Access	1
BCA 37BR Advanced Access	1
COMSC 10L Computer Literacy	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 56 Business Mathematics	3
70 Total units required	28

BCA 13C—Business Computer Laboratory (0) CSU

Laboratory to accompany many BCA and Accounting full-semester courses, including BCA 15R, 17R, and ACCT 2L. Students use IBM-compatible computers to learn operating systems, spreadsheets, databases, and/or Accounting. Each student is required to have two computer diskettes to store files created. (LM)

BCA 15R—Business Computer Applications - Beginning (3 units)

CSU

Develop a beginning/intermediate level of skills using the Microsoft Office Professional Edition Program. Basic features of Word, Excel, Access and PowerPoint are covered along with how to create simple integrated office documents. No prior experience is required. (LM) (Repeatable: May be taken two times only.)

BCA 17R—Business Computer Applications - Advanced (3 units)

CSU

Develop an intermediate/advanced level of skills using the Microsoft Office Professional Edition Program. Advanced features of Word, Excel, Access and PowerPoint are covered along with how to use Object linking and Embedding (OLE) to create integrated Office documents. Prior experience using Windows, Internet, and the Office Suite is assumed. Prerequisite: BCA 15R or equivalent. (LM) (Repeatable: May be taken two times only.)

BCA 22AR—Introduction to Microsoft Word (1 unit) CSU

Overview of the basic features of Microsoft Word; learn to create, edit, and save documents; file management; basic text, paragraph, and page formatting; page numbering; printing options; tables and columns. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

BCA 22BR—Advanced Microsoft Word (1 unit) CSU

Overview of advanced features of Microsoft Word, including advanced formatting, charts, forms, styles, graphics, borders, shading, drawing, macros, sort, and merging features. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

BCA 23R—Microsoft Outlook (1 unit)

CSU

Beginning and intermediate level features of the personal information manager; record contacts, create and manage e-mail communication in a network or Internet; improve personal efficiency using calendar, tasks, notes, and journal features. Preparation for Microsoft Office User Specialists Outlook Expert User Examinations. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

BCA 25R—Desktop Publishing (2 units)

CSU

Fundamentals of document design and layout with emphasis on the importance of visual communication in business documents such as newsletters, flyers, and brochures; use of advanced software; creation of portfolio with selected software applications; can be repeated for more advanced study; intermediate level knowledge of Word or WordPerfect recommended. (L) (Repeatable: May be taken four times only.)

BCA 26R—Microsoft PowerPoint (1 unit)

CSU

Learn the basics and more; create presentations, add text information, add visual elements, bring in data from other sources, modify a presentation, prepare for distribution, customize a presentation, and deliver presentations. Familiarity with keyboard recommended. Preparation for Microsoft Office User Specialists PowerPoint Expert User Examinations. Grades are CR/NC. (Repeatable: May be taken four times only.)

BCA 27—Introduction to Computers (0.5 unit)

CSU

Designed for the novice computer user or anyone thinking about purchasing a computer system; introduction to the basics of hardware, software, and operating systems and their use, as well as an overview of common software and the Internet. Grades are CR/NC. (L)

BCA 33AR—Introduction to Excel (1 unit)

CSU

Basic features of Microsoft Excel spreadsheet software; using toolbars; moving, copying, and formatting text; using spreadsheets for decision-making; creating graphs and charts; and list and data management. Hands-on course with business applications used. Grades are CR/NC. (LM) (Repeatable: May be taken four times only.)

BCA 34R—Advanced Excel (1 unit)

CSU

Learn advanced features of Microsoft Excel spreadsheet software, including advanced formatting options, graphs and charts, decision-making tools, and sorting and data management options. Hands-on course with business applications used. Grades are CR/NC. Prerequisite: BCA 33AR or equivalent. (LM) (Repeatable: May be taken four times only.)

BCA 37AR—Introduction to Access (1 unit)

CSU

Use of Microsoft Access to create simple to complex databases in a Windows environment, to sort the database records, and to create report formats for printed reports. Grades are CR/NC. (LM) (Repeatable: May be taken four times only.)

BCA 37BR—Advanced Access (1 unit)

CSU

Extends capabilities of Access and builds upon a student's knowledge of databases in general; includes creation of multiple databases, students will design and use forms and subforms to input data, use Query by Example (QBE) to extract data and create reports from multiple tables, and use macros to manipulate files. Prerequisite: BCA 37AR. Grades are CR/NC. (Repeatable: May be taken four times only.)

BCA 39—Exploring the Internet (1 unit)

CSU

Overview of the Internet and World Wide Web with emphasis on hands-on business uses, global communications, finding things on the World Wide Web, conversations on the Internet, legal and societal issues, as well as web publishing. Grades are CR/NC. (LM)

BCA 41BR—Windows (1 unit)

CSU

Introduction to Windows environment and its capabilities; use of Windows and its graphical user interface to communicate with personal computers; apply Windows features, concepts, applications, and procedures. Grades are CR/NC. (LM) (Repeatable: May be taken four times only.)

BCA 42AR—Internet Literacy and Safety (3 units)

CSU

Exposes the student to a wide range of topics relating to the Internet. Students will learn how to perform basic searches, work with email, manage and tune the web browser, and make the Internet a practical and functional part of everyday life. Designed to ease the fears of the novice and enhance the ability of the intermediate user. (L) (Repeatable: May be taken four times only.)

General Business

GENERAL BUSINESS MANAGEMENT

(Associate in Science)

Required Courses	Units
BCA 15R Business Computer Applications - Beg.....	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law	3
GNBUS 56 Business Mathematics.....	3
ECON 1A Elementary Economics-Macro	3
MGMT 5 Introduction to Supervision OR MGMT 10 Principles of Management	3
Plus three additional units from courses listed below	3
ACCT 1L Principles of Accounting-Financial	4.5
ACCT 2L Principles of Accounting-Managerial.....	5
ACCT 6R Individual Income Tax.....	4
GNBUS 25 Career Planning.....	3
MGMT 35 Management Psychology	3
OA 52/GNBUS 52 Business English	3
SPECH 1 Public Speaking OR 6 Group Communication	3
Total units required for degree major	21

GNBUS 10—Introduction to Global Business (3 units) CSU/UC

Introduction to the diverse activities of business in a changing environment. Topics include ethics, e-commerce, diversity, motivation, management, organization, marketing, and human resources with an emphasis on global business. Focus on the exploration and understanding of race, culture, gender, and ethnicity in corporate America. Understand the development of a competitive advantage in global and international business. (L)

GNBUS 18A—Business Law (3 units)

CSU/UC

Law and its relationship to business. Laws and regulations affecting managerial decisions. Dispute resolution, torts, contracts, government regulations and other area of commercial law explored through case analysis. Other legal concepts explored include ethics, employment, consumer transactions, competition, the environment, agency, and business organizations. Not open for credit to student with credit in GNBUS 20A, 20B, and 20C. (L)

GNBUS 25—Career Planning and Development (3 units)

CSU

Survey of techniques of career exploration and selection; in the context of a study of the changes that occur during a typical life span, construct a personal profile of current and projected interests, aptitudes, skills, values, personality, and life and personal circumstances. Not open for credit to student with credit in COUNS 25 or PSYCH 25. (L)

GNBUS 52—Business English (3 units)

Review of English grammar with applications for written and oral business communications. Not open for credit to student with credit in OA 52. (L)

GNBUS 56—Business Mathematics (3 units)

Math for accounting, management, real estate, and marketing, including trade and cash discounts, simple and compound interest, present value, annuities and sinking funds, discounting of notes, buying and selling of mutual funds and stocks, depreciation, financial statements, and real estate loans. Not open for credit to student with credit in GNBUS 26. Prerequisite: GNBUS 100 or MATH 111, or a qualifying score on mathematics portion of *Placement Examination*.

GNBUS 100—Elementary Business Mathematics (3 units)

Mathematics operations involving whole numbers, fractions, decimals, and percents; applications including income, property and social security taxes; averages; wages and salaries; bank records; and algebraic solutions to find unknowns. (LM)

Information Technology

IT 42AR—Internet Literacy and Safety (3 units) CSU

Exposes the student to a wide range of topics relating to the Internet. Students will learn how to perform basic searches, work with email, manage and tune the web browser, and make the Internet a practical and functional part of everyday life. Designed to ease the fears of the novice and enhance the ability of the intermediate user. (L) (Repeatable: May be taken four times only.)

IT 42BR—Web Page Management and Design (3 units) CSU

Fundamentals of Web publishing using Adobe Systems Sponsored Curriculum and software from Cisco Academies world-wide program. The course will focus on HTML, design, writing, editing, and maintenance of web pages; emphasis on web page elements such as HTML, image editing, ADA design, and project management. Real-life informational and interactive presentations to include testing and maintenance of web sites on the World Wide Web. (L) (Repeatable: May be taken four times only.)

IT 42CR—Maximizing Internet Resources (1.5 units)CSU

Familiarize students with techniques and tools to perform in-depth personal and/or academic research. Special attention will be paid to finding, organizing and managing online resources, email and other forms of electronic storage and transfer, different methods for determining credibility and citation of electronic resources. (L) (Repeatable: May be taken four times only.)

IT-45AR Supporting Network Clients (3 units) CSU

Implementation and support of network clients, which includes installation and deployment, configuration, administration, monitoring, and troubleshooting. Preparation for certification examination. (LM) (Repeatable: May be taken four times only.)

IT 45BR—Supporting Network Servers (3 units) CSU

Implementation and support of network servers, which includes installation and deployment, configuration, administration, monitoring, and troubleshooting. Provide network services such as file and print, security, fault-tolerance, printing, remote access and cross-platform, multi-protocol interoperability. Preparation for certification examination. Knowledge of supporting network clients is highly recommended. (LM) (Repeatable: May be taken four times only.)

IT 45CR—Network Infrastructure Administration (3 units) CSU

IAAdministration of a distributed networking services infrastructure. (LM) (Repeatable: May be taken four times only.)

Management and Supervision

MANAGEMENT FOR BUSY PEOPLE

(Certificate of Achievement)*

****Pending California Community College Chancellor's Office approval***

Required Courses	Units
MGMT 95AR Managerial Accounting	1
MGMT 95BR Time Management and Planning	1
MGMT 95CR Legal Concerns for Employers	1
MGMT 95DR Recruitment, Interviewing/Hiring	0.5
MGMT 95ER Evaluation/Performance Appraisal	0.5
MGMT 95FR Disciplinary Actions and Grievances.....	1
MGMT 95GR Training Employees.....	0.5
MGMT 95HR Leadership.....	1
MGMT 95JR Stress Management.....	0.5
MGMT 95KR Computer Concepts for Managers	1
MGMT 95LR Transition to Being a Supervisor	0.5
MGMT 95MR Safe Workplace.....	0.5
MGMT 95NR Written Communication Skills.....	1
MGMT 95PR Business Ethics	1
MGMT 95QR Introduction to Quality Management	0.5
MGMT 95WR Customer Service	0.5
Total units required	12

PERSONNEL MANAGEMENT

(Associate in Science)

Required Courses	Units
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law	3
GNBUS 56 Business Mathematics.....	3
MGMT 5 Introduction to Supervision	3
MGMT 10 Principles of Management	3
MGMT 35 Management Psychology	3
Plus three additional units selected from courses listed below	3
Total units required for degree major	21
BCA 15R Business Computer Applications	3
OA 52/GNBUS 52 Business English	3
PSYCH 1A General Psychology.....	3
SPECH 1 Public Speaking OR 6 Group Communication	3

PERSONNEL MANAGEMENT (Certificate of Achievement)

Required Courses	Units
BCA 15R Business Computer Applications - Beginning OR equivalent	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law or equivalent.....	3
MGMT 5 Introduction to Supervision	3
MGMT 10 Principles of Management.....	3
MGMT 35 Management Psychology	3
Plus at least 12 units from the following.....	12
ACCT 1L Prin. of Accounting-Financial OR 10A General Accounting	3-4.5
GNBUS 25 Career Planning.....	3
GNBUS 56 Business Mathematics.....	3
OA 52 Business English	3
Total units required	30

Small Business Management

The Small Business Management Associate in Science Degree is primarily for students who plan to manage a small business or work in a small business environment. The Small Business curriculum provides students with the basic understanding of existing business practices. Students will be able to understand and apply the principles of business ethics, social responsibilities of a business, basic functions of management, and the qualifications required in business management and/or ownership.

SMALL BUSINESS MANAGEMENT (Associate in Science)

Required Courses	Units
ACCT 3R Computerized Accounting.....	3
BCA 15R Business Computer Applications - Beginning OR equivalent	3
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law or equivalent.....	3
GNBUS 52/OA 52 Business English	3
GNBUS 56 Business Mathematics.....	3
Total units required for degree major	18
Additional recommended courses:	
BCA 33AR Intro to Excel	1
BCA 34R Advanced Excel	1
MGMT 5 Introduction to Supervision.....	3
MGMT 10 Principles of Management.....	3
MGMT 35 Management Psychology	3

SMALL BUSINESS MANAGEMENT (Certificate of Achievement)

Required Courses	Units
BCA 15R Business Computer Applications - Beginning.....	3
GNBUS 18A Business Law or equivalent.....	3
MGMT 5 Introduction to Supervision OR 10 Prin. of Management	3
MGMT 35 Management Psychology	3
Plus at least 15 units from the following	
ACCT 1L Prin. of Accounting-Financial OR 10A Gen. Accounting	3-4.5
GNBUS 10 Intro. to Global Business.....	3
GNBUS 25 Career Planning.....	3
GNBUS 56 Business Mathematics.....	3
OA 52 Business English	3
Total units required	27

MGMT 5—Introduction to Supervision (3 units) CSU
Introduction to role of the supervisor; understanding the basic fundamentals of supervision; designed for the potential working supervisor. (L)

MGMT 10—Principles of Management (3 units) CSU
Managerial and organizational theory and practice; planning, organizing, influencing, and controlling; focus on the role, functions, and responsibilities of management in a contemporary organization. (L)

MGMT 15—Human Resource Management (3 units) CSU
Foundations for the contemporary theory and practices relating to the management of people; managing human resources within an organization; basic personnel processes. (L)

MGMT 35—Management Psychology (3 units) CSU
Assists students in understanding and applying theories of management and psychology to human behavior in the workplace; increases awareness of individual and group behaviors, conflict resolution, and organizational dynamics. (L)

MGMT 95AR—Managerial Accounting (1 unit)
Role of the budget; essential elements of the budgeting process, control, and accountability. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95BR—Time Management and Planning (1 unit)
Improvement of time management strategies; focus on dealing with multiple problems and the most effective use of time. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95CR—Legal Concerns for Employers (1 unit)
Current developments in the field of personnel law and legal concerns of management who oversee employees; emphasis on personnel laws and policies related to equal opportunity, affirmative action, and sexual harassment. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95DR—Recruitment, Interviewing, Hiring (0.5 unit)

Personnel recruitment, including affirmative action considerations, interviewing techniques, checking references, and orientation for new employees. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95ER—Evaluation and Performance Appraisal (0.5 unit)

Exploration of the use of periodic interactive discussion centering on employees' contributions to organizational goals; introduction to evaluation tools such as job inventories and appraisal documents. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95FR—Disciplinary Actions (1 unit)

Analysis of employee discipline systems, rights of management and employees, collective bargaining agreements, and general grievance procedures. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95GR—Training Employees (0.5 unit)

Aspects of establishing an effective employee training program, including identification of training needs, preparation of training objectives, and psychological approaches to training. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95HR—Leadership (1 unit)

Analysis of basic human behavior on the job, focusing on various leadership styles, motivational techniques, and improvement of employee productivity. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95JR—Stress Management (0.5 unit)

Cause-and-effect factors of stress and the skills and strategies supervisors can use to help cope with stress; stress as both enemy and ally. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95KR—Computer Concepts for Managers (1 unit)

Introduction to basic concepts of computer application for managers in planning, organizing, directing, and controlling. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95LR—Transition to Being a Supervisor (0.5 unit)

Exploration of management potential for emerging supervisors; focuses on role transition and organizational need in directing and controlling. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95MR—Safe Workplace (0.5 unit)

Responsibilities of the supervisor for development of safety attitudes and practices; emphasis on accident prevention procedures as well as components of report forms. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95NR—Written Communication Skills (1 unit)

Advanced verbal, nonverbal, written, and group communication skills; business meetings, public speaking, and other management communication skills covered. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95PR—Business Ethics (1 unit)

Provides a practical approach to business ethics useful in responding to business problems in a range of areas including accounting, finance, marketing, and management. Grades are CR/NC. (Repeatable: May be taken four times only.)

MGMT 95QR—Introduction to Quality Management (0.5 unit)

Introduction to the philosophy, tools, and techniques of quality improvement efforts in organizations. Emphasis on understanding the quality systems approach to customer focus, continuous improvement, and employee involvement. Focus on the relationship of customer satisfaction and organization success. This is the foundation for understanding many quality improvement initiatives in organization. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT 95WR—Customer Service (0.5 unit)

Focus on customer service improvement; development of customer service strategy and attitude, treating clients appropriately, phone etiquette, e-mail etiquette, and the do's and don'ts of customer service. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

MGMT-280AR-Writing a Business Plan (0.5 unit)

Development of a business plan; emphasis on market identification, sources of funding, assessment of strengths and weaknesses of the business managers, and preparation and evaluation of the plan. Intended for potential or existing business owners and managers. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

MGMT-280BR-Legal Aspects of Starting a Business (0.5 unit)

Legal issues encountered by the small business owner. Intended for potential or existing business owners and managers. (L) Grades are P/NP. (Repeatable: May be taken four times only.)

MGMT-280CR-Marketing Analysis for a Small Business (0.5 unit)

Provides students with the information and tools to analyze marketing strategies of a small business. Intended for potential or existing business owners and managers. (L) Grades are P/NP. (Repeatable: May be taken four times only.)

MGMT-280DR-Market Research for Your Local Area (0.5 unit)

Provides students with the knowledge of research tools to conduct market research of their local business area. Intended for potential or existing business owners and managers. (L) Grades are P/NP. (Repeatable: May be taken four times only.)

MGMT-280ER-Marketing Strategy for Small Business (0.5 unit)

The importance of promoting your business and taking the time to develop a solid marketing strategy. Intended for potential small business owners and managers. (L) Grades are P/NP. (Repeatable: May be taken four times only.)

MGMT-280FR-Personnel Management and Operations (0.5 unit)

Introduction to the complicated laws regarding hiring and maintaining employees. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

MGMT-280GR-Small Business Financing (0.5 unit)

Fundamentals of financing a business venture, including establishing an accounting system, tools to forecast business needs, establish an overall cash management system, and what a lender wants to see. Intended for potential or existing business owners and managers. Grades are P/NP. (L) (Repeatable: May be taken four times only.)

Office Administration

ADMINISTRATIVE ASSISTANT

(Associate in Science)

Required Courses	Units
GNBUS 56 Business Mathematics.....	3
OA 15B Intermediate Keyboarding.....	3
OA 17BR Word Processing II OR equivalent	3
OA 21 Business Communications	3
OA 22 Machine Calculations	1
OA 52/GNBUS 52 Business English	3
OA 53 Filing.....	1
OA 60 General Office Procedures	4
OA 61 Advanced Office Procedures	4
Total units required for degree major	25
Additional Recommended Courses	
ACCT 10A, ACCT 1L, ACCT 2L	3-5
BCA 15R Business Computer Applications - Beg.....	3
BCA 22AR Introduction to Microsoft Word	1
BCA 22BR Advanced Microsoft Word	1
BCA 37AR Introduction to Access	1
BCA 41BR Windows OR equiv. operating system.....	1
GNBUS 10 Intro. to Global Business.....	3
GNBUS 18A Business Law or equivalent.....	3
OA 15C Advanced Keyboarding.....	3
MGMT 5 Introduction to Supervision	3
MGMT 10 Principles of Management	3
MGMT 15 Human Resources Management.....	3
SPECH 1 Public Speaking	3
CWEE 45R Occ. Wrk Experience	1-4

ADMINISTRATIVE ASSISTANT

(Certificate of Achievement)

First Semester

Units

OA 15B Intermediate Keyboarding.....	3
OA 17AR Word Processing I	3
OA 22 Machine Calculations	1
OA 52 Business English.....	3
OA 60 General Office Procedures	4

Second Semester

OA 17BR Word Processing II	3
OA 21 Business Communications	3
OA 53 Filing.....	1
OA 61 Advanced Office Procedures	4
Total units required	25

CLERICAL

(Certificate of Achievement)

Required Courses

Units

OA 15B Intermediate Keyboarding.....	3
OA 17AR Word Processing I	3
OA 17BR Word Processing II	3
OA 52 Business English.....	3
OA 60 General Office Procedures	4

Plus at least 5 units from the following.....5

ACCT 10A General Accounting OR ACCT 1L

Principles of Accounting-Financial	3-4.5
BCA 41BR Windows.....	1
GNBUS 56 Business Mathematics.....	3
OA 22 Machine Calculations	1
OA 53 Filing.....	1
Total units required	21

WORD PROCESSING

(Associate in Science)

Required Courses	Units
BCA 15R Business Computer Applications OR equivalent	3
BCA 41BR Windows OR equiv. operating system.....	1
OA 15B Intermediate Keyboarding	3
OA 17AR Word Processing I	3
OA 17BR Word Processing II	3
OA 21 Business Communications	3
OA 53 Filing	1
OA 60 General Office Procedures	4
OA 61 Advanced Office Procedures	4
Total units required for degree major	25

WORD PROCESSING

(Certificate of Achievement)

First Semester	Units
BCA 41BR Windows OR equiv. operating system.....	1
OA 15B Intermediate Keyboarding	3
OA 17AR Word Processing I	3
OA 52 Business English	3
OA 60 General Office Procedures	4
Second Semester	
BCA 15R Business Computer Applications - Beginning OR equiv.....	3
OA 17BR Word Processing II	3
OA 21 Business Communications	3
OA 22 Machine Calculations	1
OA 53 Filing	1
OA 61 Advanced Office Procedures	4
Total units required	29

OA 13A—Office Administration Laboratory (0) CSU
Laboratory to accompany BCA word processing courses and OA courses offered the first half of the semester including BCA 22AR and BCA 22BR. Students use IBM compatible computers to complete assignments for these classes. Each student required to have two diskettes to store files.

OA 15A—Beginning Keyboarding (3 units) CSU
Acquire basic beginning level of keyboarding and basic document formatting. Not open for credit to student with 3 units of credit in S&O or OA 15R. (L)

OA 15B—Intermediate Keyboarding (3 units) CSU
Refinement of basic keyboarding skills and to complete more advanced level of document formatting to the intermediate level of competency. Not open for credit to student with 6 units of credit in S&O or OA 15R. (L)

OA 15C—Advanced Keyboarding (3 units) CSU
Keyboarding skill development to the advanced professional level of competency. Not open for credit to student with 9 units of credit in S&O or OA 15R. (L)

OA 17AR—Word Processing I (3 units) CSU
Introduction to basic word processing operations such as document formatting, editing, saving and retrieving, printing, and merging. (L) (Repeatable: May be taken four times only.)

OA 17BR—Word Processing II (3 units) CSU
Advanced word processing operations involving long and multiple-part documents, macros, and tables; document presentation. Prerequisite: None; OA 17AR or equivalent recommended. (Repeatable: May be taken four times only.)

OA 21—Business Communications (3 units) CSU
Development and refinement of written and oral business communication skills, including composing, editing, proofreading, and document preparation to mailable standards. Prerequisite: None; OA 52 or GNBUS 52 with a grade of "C" or better recommended; ability to type and use word processing (OA 15A or equivalent) as all work must be typed/printed from disk. (L)

OA 22—Machine Calculation (1 unit) CSU
Skill development in the operation of the electronic display and printing calculator, including addition, subtraction, multiplication, division, memory, percentages, and interest calculations to solve typical business problems. Speed and accuracy by touch method emphasized. (LM)

OA 52—Business English (3 units)
Review of English grammar with applications for written and oral business communications. Not open for credit to student with credit in GNBUS 52. (L)

OA 53—Filing 1 unit)
Introduction to the methods in coding and filing business correspondence for manual storage and retrieval; filing systems covered include alphabetic, serial numeric, terminal digit numeric, subject, and geographic. (L)

OA 55—Medical Word Processing (3 units)
Medical document editing utilizing partial speech recognition documentation/voice processing and transcription from physician dictation. Course work will encompass general medical/surgical and specialties such as OB-GYN, pediatrics, orthopedics, and cardiovascular medicine. Prerequisite: OA 17BR, OA 52/GNBUS 52, and NURS 51. Experience or course work equivalent to the preceding is acceptable. (L)

OA 59—General Transcription (2 units)
Method and practice in editing and transcribing dictated business correspondence. Material simulates correspondence in various areas of business. (L)

OA 60—General Office Procedures (4 units)
Skills and procedures necessary in an automated office; office information systems, technology, and procedures; telecommunications; information processing; mail and telephone systems; time management; public relations; and human relations skills. (L)

OA 61—Advanced Office Procedures (4 units)

Develop and apply advanced level of principles, knowledge, and skills necessary for the proper operation of the automated office; emphasis is on higher level administrative assistant skills such as analysis, communication, decision-making, and supervision principles. Prerequisite: OA 15B. (LM)

OA 65—Medical Office Procedures (3 units)

Medical office duties, medical transcription, and training in preparation of medical records and standard forms; role of the allied health administrative medical assistant. Prerequisite: OA 15A or OA 17AR or equivalent is recommended (ability to use word processing software as all work must be typed. (L)

RE 30—Real Estate Principles (3 units) CSU

Introduction to real estate principles for the prospective broker, salesperson, informed participant, or observer. Required course for California Real Estate Examination. (LM)

Chemistry

CHEM 1A—General Chemistry (5 units)**CSU/UC UC-Unit Limit**

Fundamental principles of inorganic chemistry; nomenclature of inorganic compounds, chemical formulas, equations, and reactions; stoichiometry; structure of atoms, ions, and molecules and periodic table; oxidation-reduction and acid-base reactions; equilibrium; and gas laws. Not open for credit with credit in CHEM 3A and 3B. Prerequisite: MATH 52 or equivalent with a "C" or better, and one year of high school chemistry with a grade of "B" or better, or CHEM 2A or 50 or equivalent with a grade of "C" or better. (LM)

CHEM 1B—General Chemistry (5 units)**CSU/UC UC-Unit Limit**

Principles of inorganic chemistry, including kinetics, thermodynamics, equilibrium, electrochemistry, and acid-base chemistry; descriptive chemistry and qualitative analysis. Prerequisite: CHEM 1A or 3B with a grade of "C" or better. (LM)

CHEM 2A—Introductory Chemistry (5 units)**CSU/UC UC-Unit Limit**

Introduction to fundamental principles of inorganic chemistry; structure and bonding, nomenclature, chemical equations and reactions, stoichiometry, acids, bases, and chemical equilibrium, redox, gases, solutions, and nuclear chemistry. Not open for credit to student with credit in CHEM 1A or equivalent. MATH 50 with a "C" or better strongly recommended. (LM)

CHEM 2B—Introductory Chemistry (4 units)**CSU/UC UC-Unit Limit**

Introduction to fundamental organic chemistry and biochemistry; structure and nomenclature; reactions, stereochemistry; bioenergetics and metabolism. Prerequisite: CHEM 1A or 2A. (LM)

CHEM 8—Organic Chemistry (3 units) CSU/UC

Study of carbon compounds including nomenclature and structures involving physical properties, chemical reactions, representative preparation, and reaction mechanisms. Prerequisite: CHEM 1A with a grade of "C" or better. (LM)

CHEM 9—Organic Chemistry Laboratory (2 units)**CSU/UC**

Laboratory course to accompany CHEM 8. Prerequisite: CHEM 1A with grade of "C" or better; Corequisite: CHEM 8 which may be taken concurrently. (LM)

CHEM 10—Concepts of Chemistry (3 units)**CSU/UC UC-Unit Limit**

Survey of basic concepts and practices of chemistry; designed for non-science majors desiring an introduction to fundamental chemistry concepts and skills. Not intended for students who will enroll in subsequent chemistry coursework. (L)

CHEM 18A—Organic Chemistry for Health and Life Sciences (4 units)**CSU/UC UC-Unit Limit**

This is a course designed for students planning professional school studies in health and life sciences. A rigorous, in-depth presentation of basic principles with emphasis on stereochemistry and spectroscopy and preparations and reactions of aromatic and nonaromatic hydrocarbons, haloalkanes, alcohols and ethers. Reactions include SN1, SN2, E1 and E2.

CHEM-18B Organic Chem for Health/Life Sci 2nd**(4 units)****CSU/UC**

This is a continuation course of Chem 18A designed for students planning professional school studies in health and life sciences. Emphasis on the preparation, reactions and identification of organometallic compounds, aldehydes, ketones, carboxylic acids, and their derivatives, alkyl and acyl amines, α -dicarbonyl compounds, and various classes of naturally occurring, biologically important compounds.

Computer Science

COMSC 10L—Computer Literacy (3 units) CSU/UC

Introduction to the computer and its applications; survey of the history of computers, hardware, software, social aspects, and problem-solving techniques; hands-on microcomputer object oriented programming in will be examined. (LM)

COMSC 13—Computer Lab (0)**CSU**

Laboratory required for enrollment in computer language courses. Corequisite: COMSC 10L or 20.

COMSC 20—Beginning Web Publishing with HTML**(3 units)****CSU**

Fundamentals of Web publishing using HTML, including design, writing, and maintenance of WebPages; emphasis on real-life informational and interactive presentations to include testing, revising, and maintenance of web presentations on the World Wide Web. (L)

Cooperative Work Experience Education

CWEE 44R—General Work Experience (v1-3 units) CSU

Coordination of on-the-job learning with college experience to develop desirable work habits, attitudes, and career awareness through supervised employment. Maximum of 6 units can be earned in General Work Experience during enrollment with a 3-unit maximum in any one semester. Maximum of 4 enrollments or 16 units can be earned in any combination of Work Experience (Occupational/General) and Internship enrollment. Those enrolling in this class are not eligible for other work experience/internship classes during the same semester. Corequisite: Must have a job; Fall/Spring: Must maintain enrollment in and complete 7 units, including W.E. units, through the Yuba Community College District; Summer: Must be enrolled in and complete one other class through the Yuba Community College District. Grades are CR/NC. (L)

CWEE 45R—Occupational Work Experience (v1-4 units) CSU

Coordination of on-the-job learning with college major to improve employment skills and career goals through supervised employment. Maximum of 16 units can be earned in Occupation W.E. during enrollment at the college, with a 4-unit maximum in any one semester. Maximum of 4 enrollments or 16 units can be earned in any combination of Work Experience (Occupational/General) and Internship enrollment. Those enrolling in this class are not eligible for other work experience/internship classes during the same semester. Corequisite: Must have a job; Fall/Spring: must maintain enrollment in and complete minimum of 7 units, including Work Experience units, through the Yuba Community College District; Summer: must be enrolled in and complete one other class through the Yuba Community College District. Grades are CR/NC. (L)

CORRECTIONS

(see Administration of Justice)

Counseling

COUNS 10—College Success (3 units) CSU/UC

Study skills and knowledge necessary to college success, including time management, memory techniques, note taking, reading skills, test-taking skills, critical thinking, writing, learning styles, diversity, communication skills, career planning, assessment, and other resources. (L)

COUNS-15BR Orientation to College (0.5 unit) CSU

Designed to provide students with information and skills to facilitate their transition to college. Familiarize students with the college community, rules, regulations, and policies. Introduce the use of student services. Develop a thorough understanding of program requirements and the knowledge necessary for sound educational planning. (L) (Repeatable: May be taken four times only.)

COUNS 22—Peer Advising Seminar (2 or 3 units) CSU

Designed for peer advisors; methods of working with students from a wide variety of backgrounds, with the emphasis on individualized assistance to help in all areas of counseling; orientation to materials and resources; development of interpersonal skills. Grades are CR/NC. (L)

COUNS 25—Career Planning and Development (3 units) CSU

Survey of techniques of career exploration and selection. In the context of a study of the changes that occur during a typical life span, construct a personal profile of current and projected interests, aptitudes, skills, values, personality, and life and personal circumstances. Not open for credit to student with credit in GNBUS 25 or PSYCH 25. (L)

COUNS 30—Transfer Preparation (2 units) CSU

Preparation for a successful transfer experience to a university; emphasis on understanding the public and private university systems in California. (L)

COUNS 45R—Career - College Planning (1 unit) CSU

Designed to assist student in the decision-making process as it relates to maximizing potential in career, education, and personal development. **Contact Counseling Department to schedule an appointment within one week after adding class.** Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

COUNS 56R—Effective Parenting (1 unit)

Development of effective parent-child relationships, including behavior, emotions, encouragement, and communications. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

Course “47” or “97” or “197” or “297”

47 OR 97 OR 197 OR 297--SPECIAL TOPICS (.5 to 3 units) CSU

Exploration of selected areas or topics in a subject area. Procedures for implementing the course involve cooperative planning by instructor, Division Dean or Executive Dean, and Vice President of Instruction. Course “47” is intended for transfer and meets the definition of a baccalaureate-level course. Course “97” is not intended for transfer but is of the associate degree level. Course “197” non-associate degree credit basic skills remedial courses intended to prepare students to succeed in courses at the associate degree level. Course “297” non-associate degree credit courses that are either vocational courses intended to prepare students for postsecondary vocational education or for occupations not requiring associate degree level skills for entry; or academic development courses, other than remedial basic skills, intended to prepare students to succeed in associate degree level course work. On the transcript, the course will be shown with a regular department prefix, viz Art 47, followed by a title.

Course “48”

48A-B-C-D--INDEPENDENT STUDIES (1 to 3 units) CSU/UC unit limitation

The granting of transfer credit at any *University of California* campus for any “Course 48” is contingent upon an evaluation of the course outline by the individual U.C. campus. These courses are used whenever circumstances warrant offering courses not yet part of an established curriculum. For example, media courses which are offered as Independent Studies requiring prior approval by the *Chancellor’s Office*. Other Independent Studies courses may originate from the needs and curiosities of groups of students and faculty to study areas of mutual interest and concern. Media courses will be developed by the Instructional Services Division/or the *Northern California Telecommunications Consortium*. Students and faculty may identify areas of interest not taught in other courses to: (1 unit) Describe problems within identifiable areas of interest; (2 units) use procedures likely to develop further knowledge; (3 units) develop ways of acting on basis of new knowledge; and (4 units) use integrated approach to solution of problems. These courses are intended for transfer and meet the requirements of a baccalaureate-level course.

Course “49”

49R--SPECIAL PROJECTS (1 unit) CSU/UC unit limitation

When special circumstances warrant offering a special course to the individual student outstanding in a particular area, an instructor, with approval, may register a student in an individual Special Projects course which will be identified by the name of the department, the course number of “49”, and the title “Special Projects.” Registration in the course involves signing a contract under which the student and instructor agree upon the accomplishment which must be demonstrated by the student in order to receive credit, and which is approved by the cognizant Division Dean or Executive Dean and Vice President of Instruction. These courses are intended for transfer and meet the requirements of a baccalaureate-level course. Grades are CR/NC. (Repeatable: May be taken four times in the area only.)

Early Childhood Education

Training and experience in Early Childhood Education provides several career options.

EARLY CHILDHOOD EDUCATION

(Associate in Science)

First Semester	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 3 Child Growth/Development	3
ECE 11 Techniques of Observing Children.....	1

Second Semester

ECE 1B Preschool Teaching Practices (Curriculum).....	3
ECE 31 Child, Family, Community	3
ECE 46R Field Experience.....	3

Third & Fourth Semesters

Additional ECE Electives.....	8
Total units required for degree major.....	24

ECE 2A Administration of Children’s Centers (*recommended*)

FAMILY DAY CARE PROVIDER – Many WCC ECE courses provide valuable training for the in-home child care provider, i.e. ECE 3, 1A, 1B, 31, and electives The California Resource and Referral Network conducts orientations for prospective providers. Call your local Resource and Referral Agency for details. To become a licensed provider, contact your county Community Care Licensing Division at <http://www.cclcd.ca.gov/>.

CHILD DEVELOPMENT ASSOCIATE TEACHER (Certificate of Achievement)*

***Pending California Community College
Chancellor’s Office approval**

Required Courses	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 1B Preschool Teaching Practices (Curriculum).....	3
ECE 3 Child Growth/Development	3
ECE 31 Child, Family, Community	3
Total units required	12

Director of Private Day Care Center/Preschool Options

Requires 15 postsecondary units, the same 12 units as listed in above, plus ECE 2A Administration of Children's Center. Other requirements for the director include:

- High school graduation or GED, and at least four years of teaching in a licensed child care or comparable group child care program; or
- Associate degree with a major or emphasis in early childhood education or child development and at least two years of teaching experience in a licensed child care center; or
- A bachelor's degree with a major or emphasis in early childhood education or child development and at least one year of teaching experience in a licensed child care center.

To apply for a license to operate private day care center, write to **State of California Health/Welfare Agency, Department of Social Services, Community Care Licensing.**

CHILD DEVELOPMENT TEACHER (Certificate of Achievement)

These programs are required to possess the California Child Development (Teacher) Permit issued by Commission on Teacher Credentialing. After completing required course work of 40 total units and 175 days of experience, apply for the permit at local county schools office.

Required Courses	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 1B Preschool Teaching Practices (Curriculum).....	3
*ECE 1C Positive Social Dev. in Young Children (Guidance).....	3
ECE 3 Child Growth/Development	3
*ECE 7A Creative Materials OR 7B Worldwide Arts OR 7C Theory of Children's Art	2
*ECE 10 Health, Safety, and Nutrition	3
*ECE 11 Techniques of Observing Children	1
ECE 31 Child, Family, Community	3
*ECE 46R Field Experience	3
Total units required	24

ECE 2A Administration of Children's Centers (*strongly recommended*)

PLUS GENERAL EDUCATION ELECTIVES. 16 diversified units with at least one course in each of the following General Education (graduation requirement) areas: Humanities, Social Science, Mathematics or Natural Science, and English 1A.

EXPERIENCE. In addition to specified courses, 175 days (3 or more hours per day) of experience. Renewals are issued for five-years with verification of 105 hours of professional development.

*ECE 11, 10, 7, 1C, 46R are required for certificate only. The Child Development Teacher Permit can be obtained with ANY 12 ECE elective units after completion of ECE 3, 31, 1A, 1B.

DIVERSITY IN ECE

(Certificate of Achievement)

Required Courses	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 1B Preschool Teaching Practices (Curriculum).....	3
ECE 3 Child Growth/Development	3
ECE 6 Early Childhood Language Dev.....	3
ECE 7B Worldwide Arts for Children	2
ECE 11 Techniques of Observing Children.....	1
ECE 23 Cultural Diversity in ECE Classrooms OR	
ECE 27 Early Childhood Multicultural Curriculum and Issues.....	3
ECE 31 Child, Family, Community	3
SPECH 8 Intercultural Communications.....	3
Total units required	24
Additional ECE <i>Recommended</i> courses:	
ECE 5 Physical Activities for Young Children.....	1
ECE 16 Preschool Music Activities.....	1
ECE 25 Group Experience in Outdoor Environment.....	3
ECE 39 Children's Literature.....	3
ECE 83 Techniques of Story telling.....	1

INFANT AND TODDLER

(Certificate of Achievement)

Required Courses	Units
ECE 1A Preschool Teaching Practices (Programs).....	3
ECE 1B Preschool Teaching Practices (Curriculum).....	3
ECE 3 Child Growth and Development	3
ECE 10 Health, Safety, Nutrition	3
ECE 11 Techniques of Observing Children.....	1
ECE 31 Child, Family, Community	3
ECE 33 Infants/Toddlers.....	3
ECE 46R Field Experience (<i>with Infants/Toddlers</i>)	3
Additional ECE electives	2
Total units required	24
Recommended ECE courses:	
ECE 17 Preschoolers with Exceptional Needs.....	3
ECE 23 Cultural Diversity in ECE Classrooms.....	0.5

PEDIATRIC FIRST AID/CPR

(Certificate of Training)

Required Courses	Units
ECE 210R California Child Care Health Safety.....	0.5

SCHOOL AGE CHILDREN

(Certificate of Achievement)

Required Courses	Units
ECE 1A Preschool Teaching Practices (Programs)	3
ECE 1B Preschool Teaching Practices (Curriculum)	3
ECE 3 Child Growth/Development	3
ECE 7A Creative Materials OR ART 7A Creative Materials.....	2
ECE 11 Techniques of Observing Children.....	1
ECE 14 The School Age Child.....	3
ECE 31 Child, Family, Community	3
ECE 46R Field Experience (<i>with School-Age Children</i>)	3
Additional ECE electives	3
Recommended:	
ECE 1C Positive Social Dev. in Young Children (Guidance)	3
ECE 5 Physical Activities for Young Children	1
ECE 25 Group Experience/Outdoor Env.	3
Total units required	24

ECE 1—Introduction to ECE Curriculum (1 unit) CSU

Introduction to the early childhood center environment and playgrounds and appropriate curriculum activities for young children. Developmentally appropriate practices and activities in all areas of learning will be introduced and explored. Examples of planning for short-term and long-term projects, with appropriate evaluation and documentation will be given. Grades are CR/NC. (L)

ECE 1A—Preschool Teaching Practices (Programs) (3 units) CSU

Overview of early childhood education, including goals and philosophies of child development programs, exploration of various types of programs, and job potential for students; developmentally appropriate practices in early childhood education will be stressed. Corequisite: ECE 3, or concurrent enrollment. (L)

ECE 1B—Preschool Teaching Practices (Curriculum) (3 units) CSU

Curriculum, methods, and materials used in early childhood education; planning, implementing, and evaluating curriculum with appropriate content for preschool children; special focus on children's language skills, cognitive development, and creative expression. Prerequisite: ECE 1A. (L)

ECE 1C—Positive Social Development in Young Children (Guidance) (3 units) CSU

Designed to help teachers and caregivers of young children to establish relationships with children and apply principles of behavior management; basic principles include helping young children develop positive self-esteem, enter into group play, form friendships, and learn pro-social behavior. (L)

ECE 2A—Administration of Children's Centers (3 units) CSU

Administrative skills, knowledge, and techniques needed to organize and operate a child development center; emphasis on budget, program management, regulatory laws, and development of policies and procedures. (L)

ECE 2B—Administration of Children's Center (3 units) CSU

Role of the program director; staff development and staff relations; techniques for effective supervision; management theory; personnel policies and procedures; professional ethics and growth. Prerequisite: ECE 2A. (L)

ECE 3—Child Growth and Development (3 units) CSU/UC UC-Unit Limit

The study of the physical, cognitive, psychosocial and emotional changes in the development of the child from conception through adolescence. Practical application of developmental principles and patterns of growth. Exposure to critical thinking as it relates to child development in a professional setting. It is designed as a foundation course for careers in education, human services, health and related fields. (L)

ECE 5—Physical Activities for Young Children (1 unit) CSU

Designed to give adults working with preschool and school-age children a variety of hands-on activities useful in creating stimulating outdoor environments; practice using equipment like bean bags and hula hoops, as well as become familiar with games from diverse ethnic groups. Not open for credit to student with credit in PE 5. (L)

ECE 6—Early Childhood Language Development (3 units) CSU

Language development and influences in early childhood including theories of language acquisition, inter-relatedness of growth, stages of development, and appropriate curriculum for enhancing speaking, listening, pre-reading, and pre-writing skills. (L)

ECE 7A—Creative Materials (3 units) CSU

Creative activities for young children (2-8 years), including planning and implementation of painting, drawing, printmaking, weaving, stitchery, batik, collage, sculpture, puppet-making, and modeling materials. Not open for credit to student with credit in ECE or ART 7 or ART 7A. (L)

ECE 7B—Worldwide Arts for Children (3 units) CSU

Multicultural/ethnic art activities for young children, including planning and integrating projects across the curriculum; construction of age-appropriate art objects representative of cultures and regions in West Africa, the Middle East, Europe, Asia, Mexico, Central America, South America, Caribbean Islands, the United States, and Canada. Not open for credit to student with credit in Art 23 or 7B. (L)

ECE 9—Children's Cooking Activities (1 unit) CSU

Process of cooking as it relates to the developmentally oriented early childhood curriculum; cooking activities that promote language acquisition, cognitive development, psycho-motor skills, and social and emotional growth; includes the importance of good nutrition education and how to prepare nutritious snacks and simple meals. Grades are CR/NC. (L)

ECE 10—Health, Safety, and Nutrition (3 units) CSU

Concepts of health, safety, and nutritional needs of children from prenatal period through early childhood; emphasis on providing safe and healthy environments; understanding the effects of foods and nutrition on behavioral patterns, learning abilities, physical stamina, and growth; and presenting appropriate health, safety, and nutrition curriculum for children. (L)

ECE 11—Observation and Assessment (1 unit) CSU

Focuses on the appropriate use of assessment and observation strategies to document development, growth, plan, and learning in order to join with families and professionals in promoting children's success and maintaining quality programs. Recording strategies, rating systems, portfolios, and multiple assessment methods are explored. (L)

ECE 12—Science for Young Children (1 unit) CSU

Designed to provide teachers and caregivers of young children with principles of appropriate science curriculum; emphasis on informal science experiences and the cognitive connections made by young children as they observe, manipulate, process, and communicate. Classroom organization and management, readily-found materials, and connections with other curriculum areas are also included. (L)

ECE 14—The School Age Child (3 units) CSU

Developmental characteristics and needs of the 6-12 year old child at home or in a group care setting; includes developmental stages; program environment; developmentally appropriate curriculum, activities, and materials; meeting the needs of families; classroom management; communication techniques; administrative requirements, skills, and characteristics of caregivers. (L)

ECE 16—Preschool Music Activities (1 unit) CSU

Storytelling, movement, and games to involve children in music; development of music programs that integrate instruments into daily activities for children; basic instruction in the autoharp will be provided. Grades are CR/NC. (L)

ECE 17—The Exceptional Child (3 units) CSU

Focus on identification of children with special needs; resource and referral, full inclusion, activities, and teaching strategies within the preschool setting; normal and exceptional development, family partnerships, the Individual Education Plan (IEP) and Individual Family Service Plan (IFSP); approaches to environment, behavior, and planning are topics for individual and group study. (L)

ECE-21 Music Skills for Pre-Education Majors (3 units)CSU

Development and application of basic music skills; study of notation, rhythm, melody, harmony, keyboard, recorder, and autoharp. For education majors and others who have no previous experience in reading or playing music notation. Required music skills drill one hour a week minimum. Not open for credit to student with credit in MUSIC 1. (I)

ECE 22—Developing Number Concepts (1 unit) CSU

Focuses on ways adults can help make mathematical concepts meaningful to preschool and kindergarten children rather than emphasizing counting and number recognition. Grades are CR/NC. (L)

ECE 23—Cultural Diversity in ECE Classrooms (0.5 unit) CSU

Strategies for working with children and families of culturally diverse backgrounds; emphasis on self-awareness; guidelines for classroom materials, curriculum, and resources. Grades are CR/NC. (L)

ECE 25—Group Experience in Outdoor Environments (3 units) CSU

Developing creative outdoor learning environments, including playgrounds, activities and cooperative games. Circle time, or daily planned group experiences will also be explored and developed through integrated, thematic instruction. (L)

ECE 27—Early Childhood Multicultural Curriculum and Issues (3 units) CSU

A comparison of strategies for working with children and families of culturally diverse backgrounds; emphasis on self-awareness; guidelines for classroom materials, curriculum, and resources, as well as a comparison of at least three cultural groupings represented in the local population. (L)

ECE 31—Child, Family, and Community (3 units) CSU/UC

Study of the environmental influences on growth and development of the child in the family, including social class, ethnicity, disability or risk conditions, education, interaction of family members, and awareness of community resources. Not open for credit to student with credit in FCS 31. (L)

ECE 32—Parenting (3 units) CSU

Techniques and advise for encouraging a positive parenting style and effective child-rearing procedures; interaction patterns and levels of communication between family members. Not open for credit to student with credit in FCS 32. (L)

ECE 33—Infants and Toddlers (3 units) CSU

Introduction to infants and toddlers; development, curriculum, and program planning; intervention, observation, and assessment; children with special needs; and infant/adult relationships. (L)

ECE 37—Mentor Teacher (2 units) CSU

Methods and principles of supervising student teachers in Early Childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as Mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Satisfies adult supervision requirement for State Department of Social Services. (L)

ECE 39—Children's Literature (3 units) CSU

Introduction to children's literature: history, elements, and types of books of interest to children from birth through eight years old. Students will read, share, and plan activities around classical, cultural, and award-winning books. Methods of selecting and evaluating books will be applied. Not open for credit to student with credit in ENGL 39. (L)

ECE 41—Child Guidance and Discipline (1 unit) CSU

Introduces the major theories of social, emotional, and moral development with particular emphasis placed on the implications of the utilization of a developmental approach to child guidance and discipline in the preschool setting. Grades are CR/NC. (L)

ECE 46R—Field Experience - Preschool (3 units) CSU

Provide practical experience for the student teacher in an early childhood program under qualified supervision. Tuberculosis check required for admission. Concurrent enrollment in ECE 1B required. Prerequisite: ECE 3. (L) (Repeatable: May be taken four times only.)

ECE-48G Child Development: SteppingStones (2 units) **CSU**

Video lessons covering child growth and development from conception through adolescence, including basic concepts and the interrelationships to the physical, motor, cognitive, social, and emotional development of human beings. This is an independent study course. Grades are CR/NC. (L)

ECE 51R—Special Topics in ECE (.5 to 2.5 units)

Contemporary issues and practices for teachers and caregivers in the early childhood area, including curriculum, health and safety, legislation and advocacy, licensing regulations, and other related subjects. Students will apply the principles to their own work setting and age groups. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

ECE 56R—Effective Parenting (1 unit)

Development of effective parent-child relationships, including behavior, emotions, encouragement, and communication. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

ECE 59—Child Abuse: Causes, Effects, Remedies (0.5 unit)

Overview of the nature and types of child abuse and its effects; procedures for reporting child abuse and crisis counseling. Grades are CR/NC. (L)

ECE 83—Techniques of Story Telling (1 unit)

Methods of effective storytelling, including classroom use and ways to develop stories. Students will produce at least one story. Grades are CR/NC. (L)

ECE 210R—California Child Care Health Safety Course (0.5 unit)

Designed to meet requirements of Assembly Bill 962; relates to child day care and is appropriate for anyone dealing with children on a regular basis where knowledge of CPR, Pediatric First Aid, and Health and Safety Training may be needed. Satisfies all requirements of the *American Red Cross California Childcare Course*. Grades are CR/NC. (Repeatable: May be taken four times only.)

Ecology

ECOL 10—Environment-Concepts and Issues (3 units) **CSU/UC**

Ecology studies the interaction and interdependence among living organisms in their environment. The course presents fundamental scientific principles in examining how natural ecosystems function and how human actions affect natural ecosystems. Emphasis is placed on the role of science in determining causes and in contributing solutions to local and global environmental problems. (L)

ECOL 12—Marine Ecology (3 units) **CSU/UC**

Introduction to the physical marine environment, marine life, and the interactions between the two, including human interaction in the marine environment. (L)

Economics

Economic wisdom is nearly proverbial, but in a negative sort of way. Despite this prevailing prejudice, economics does have useful lessons for understanding the world. The purpose of the economics program is to contribute to this understanding. The courses are aimed at providing a basic level of sophistication in economic matters that will help to explain both the U.S. and global economies. Thus the program is divided into the traditional categories of macro-economics: How governments act to constrain or release economic forces (ECON 1A); and micro-economics: How individuals and businesses operate in the context of supply and demand (ECON 1B).

Course topics and terms that are frequently encountered in newspapers, both on the front page and in the business section, will be explained: Supply and demand, interest rates, wages, financial markets, public goals versus private interests, regulation and deregulation, unemployment, the poverty level, inflation, trade balances, budget and deficits, taxation, exchange rates, and the new "global economy."

ECON 1A—Elementary Economics-Macro (3 units) **CSU/UC**

Economic principles, problems, and policies; theories related to various economic problems and policies, i.e., inflation, recession, taxation, poverty, agriculture, economic development, and the environment; includes possible solutions to these problems; emphasizes macro economics. (L)

ECON 1B—Elementary Economics-Micro (3 units) **CSU/UC**

Economic principles, problems, and policies, including price theory or theory of the firm, labor economics, foreign trade, and comparative economic systems; emphasizes micro economics. (L)

Education

EDUC 1—Introduction to Teaching (3 units) **CSU/UC**

Survey of American educational institutions and teaching principles, including student participation as a teacher's aide in an elementary or secondary classroom. (L)

Emergency Medical Technician

The Emergency Medical Technician class prepares students to take the certification examination as an EMT-1 and meet State EMT-1 training standards. In addition, the class provides for review and updating of information and skills necessary for recognition and pre-hospital care of medical emergencies, satisfying State EMT-1 Refresher requirements.

EMT-1

(Certificate of Training)

Required Courses	Units
EMT 61 Emergency Medical Technician 1.....	4.5

EMT 61—Emergency Medical Technician I (4.5 units)

Preparation for taking the certification examination as an EMT I. Meets State EMT I training standards. Prerequisite: Current CPR certification for the health care provider or for the professional rescuer. (LM)

EMT-1 REFRESHER

(Certificate of Training)

Required Courses	Units
EMT 252R EMT-1A Refresher	1

EMT 252R—EMT-I Refresher (1 unit)

Review and update of information and skills necessary for pre-hospital care of medical and traumatic emergencies. Satisfies State EMT-I refresher requirements. Prerequisite: EMT 53 or EMT 51 or EMT 61 or FIRSC 53 and EMT 54, or current certification as EMT IFS and EMT 63. Grades are CR/NC. (Repeatable: May be taken four times only.)

English

ENGLISH

(Associate in Arts)

Required Courses	Units
ENGL 1A College Composition and Reading	3 or 4
ENGL 1B Critical Thinking and Writing About Literature	3
ENGL 30B Introduction to American Literature II.....	3
OR 46B Intro to English Literature II.....	3
Plus 6 additional units selected from	
ENGL 1C, 31R, 36, 37, 39, 43R, or 46B	6
Total units required for degree major	18

ENGL 1A—College Composition and Reading (4 units) CSU/UC

Development of analytical reading and the writing of college-level essays, including critical analysis, rhetorical forms, and collegiate research. Prerequisite: Satisfactory score on *Placement Examination* and appropriate skills and knowledge or a grade of "C" or better in ENGL 51 or 51L. (L)

ENGL 1B—Critical Thinking/Writing About Literature (3 units) CSU/UC

Critical thinking and writing about literature; develops critical thinking, reading, and writing skills applicable to the analysis of prose, poetry, drama, and criticism from diverse cultural sources and perspectives; emphasis on the techniques and principles of effective written argument; some research required. Prerequisite: ENGL 1A with a grade of "C" or better.

ENGL 1C—Critical Thinking/Advanced Composition (3 units) CSU/UC

Principles of critical thinking, reading, and writing beyond freshman composition; focuses on the principles of, and the development of, logical and analytical reasoning, argumentative writing, and on the principles of rhetoric (invention, arrangement, style, memory, delivery, modes of discourse, audience). Prerequisite: ENGL 1A with a grade of "C" or better. (L)

ENGL 1LR—English Writing Lab (.5 or v.5-1 unit) CSU

Improvement of the writing of essays for college level composition and literature courses; includes familiarity with basic word processing commands for the purpose of revising, editing, and printing essays. Corequisite: ENGL 1A, 1B, 41, or English literature course. (Repeatable: May be taken four times only.)

ENGL 2—Oral Interpretation of Literature (3 units) CSU/UC

Introduction to analysis and interpretation of literature for oral reading; encourages a deeper, richer experience of prose, poetry and drama; enables sharing the love of literature in the oral tradition. Prerequisite: ENGL 51 or 51L or satisfactory score on English *Placement Examination*. Not open for credit to student with credit in SPECH 2.

ENGL 20LR—Newspaper Production (3 or 4 units) CSU

Production of school newspaper; become familiar with all phases of newspaper production, including reporting, writing, editing, photographing, advertisement marketing, and desktop publishing. Editor positions assigned to those demonstrating initiative, leadership, and superior writing skills. Corequisite: ENGL 19 or MCOMM 19 or MCOMM 8 or prior completion of one of these classes. (L) (Repeatable: May be taken four times only.)

ENGL-25R Multimedia Collaboration (4 units) CSU

Principles and practice of designing and writing multimedia projects including newsletters, booklets, academic documents, presentations, reports, flyers, press releases, posters, and web pages. Emphasis on applying art theory and writing techniques to individual and group projects.

ENGL 30B—Introduction to American Literature II (3 units) CSU/UC

Survey of American Literature from 1865 through the Twentieth Century; writers include, among others, Clemens, James, Wharton, Frost, Faulkner, Hughes, Lowell, Warren, Walker, Brooks, Wright, and Rich; special attention is paid to the major literature genres, themes, and historical backgrounds. (L)

ENGL-31R-Creative Writing (3 units) CSU/UC

Emphasizes principles of writing poetry, short fiction, and autobiography. Students write in prescribed forms and in experimental forms of their own choosing. Work done in the course may be contributed to the college literary magazine. Prerequisite: ENGL 51 or eligibility for ENGL 1A. (Repeatable: May be taken three times only.)

ENGL 32R—Film Studies: Focus on ... (3 units) CSU/UC

Study of a particular director/artist, genre, or national cinema. Students view and discuss full-length feature films; topic to be specified in class schedule. (Same as HUMAN 32R, THART 32R) (Repeatable: May be taken four times only.)

ENGL 33—History of Film (3 units) CSU/UC

Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 100 years; screenings of significant and representative narrative, documentary, and experimental films from the silent to the modern era. Not open for credit to student with credit in HUMAN 33 or THART 33. (L)

ENGL 34—Introduction to Film (3 units) CSU/UC

Study of film as art and its influence on society including interpretation, criticism, and technical developments; view and discuss full-length feature films. Not open for credit with credit in HUMAN 34 or THART 34. (L)

ENGL-36 American Ethnic Voices (3 units) CSU/UC

Survey of selected American ethnic writers of African, European, Native American, Central/South American, Mexican-American, Asian, and Middle Eastern descent, focusing on how these writings contribute to the dialogue of American voices and how the writings both reflect and shape a definition of American culture. (L)

ENGL 37—Women's Voices (3 units) CSU/UC

A survey of selected women writers from at least three different ethnic groups in the United States and/or the world touching on ancient cultures as a foundation for understanding contemporary women's literature. Not open to student with credit in WOMEN 37. (L)

ENGL 39—Children's Literature (3 units) CSU

Introduction to children's literature: history, elements, and types of books of interest to children from birth through eight years old. Students will read, share, and plan activities around classical, cultural, and award-winning books. Methods of selecting and evaluating books will be applied. Not open for credit to student with credit in ECE 39. (L)

ENGL 43R—Shakespearean Festival (1 or 2 units) CSU

Study of literature through reviewing, analyzing, and viewing selected plays of Shakespeare and other major playwrights offered at the Ashland Shakespearean Festival. Students are responsible for transportation, lodging, and other expenses. (L) (Repeatable: May be taken four times only.)

ENGL 46B—Introduction to English Literature II (3 units) CSU/UC

Survey of British Literature from the end of the Eighteenth Century to the present; writers will include, among others, Blake, Wordsworth, Coleridge, Tennyson, Arnold, Joyce, Yeats, and Eliot; special attention paid to major literary genres. (L)

ENGL 51—Preparatory Composition and Reading (4 units)

Improving reading skills and writing pre-college level essays; includes basic writing elements, rhetorical modes, and a review of sentence structure and mechanics. Corequisite: None; READ 70 recommended. Prerequisite: ENGL 105R, 105LR, 106R, or ESL 105LR with a grade of "C" or better, or satisfactory score on *Placement Examination* and appropriate skills and knowledge. (L)

ENGL 52—Principles of Vocabulary (1 unit)

A study of vocabulary: word histories, word parts, words from common sources, and dictionary use. (L)

ENGL-54-Principles of Grammar (1 unit)

Study of the terms and rules in English grammar; designed for beginning and intermediate students who wish to analyze and edit sentences for effective speaking and writing. (L)

ENGL 105R—Pre-Collegiate Composition (4 units)

Stresses the development of writing skills by practicing writing at the sentence, paragraph, and essay levels and by reading and analyzing short essays that serve as models for writing. Prerequisite: ENGL 110BLR or 110BR, or ESL 110BLR or 110BR, with a grade of "C" or better; or satisfactory score on Placement Examination and appropriate skills and knowledge. (Repeatable: May be taken four times only.)

ENGL 110ALR—Fundamentals of Composition 1 (4 or 4.5 units)

Emphasizes basic grammar and mechanics, simple and compound sentences, paragraphs and the writing process. Concurrent enrollment in READ 110A, 110B, or 105 is highly recommended. Prerequisite: Satisfactory score on *Placement Examination*. (Repeatable: May be taken four times only.)

ENGL 110BLR—Fundamentals of Composition 2 (4 or 4.5 units)

Emphasizes varied sentence types, use of phrases and clauses, grammar and mechanics, paragraphs, short essays, and the writing process. Concurrent enrollment in READ 110A, 110B, or 105 highly recommended. Prerequisite: ENGL 110ALR or 110AR, or ESL 110ALR or 110AR with a grade of "C" or better, or satisfactory score on *Placement Examination*. (Repeatable: May be taken four times only.)

ENGL 111R—Sentence Problem Workshop (0.5 unit)

Improvement of the writing of essays for pre-college and college-level English courses. Designed to help by using a small group workshop setting with such writing problems as comma splices, run-on sentences, fragments, agreement problems, verb tenses, etc. Concurrent enrollment in a composition course recommended. Grades are CR/NC. (Repeatable: May be taken four times only.)

ENGL-180R-Reading and Writing Development (3 units)

Emphasis on developing an understanding of sentence, paragraph, and short passage structure. Basic grammar and mechanics are also reviewed. (Repeatable: May be taken three times only.)

English as a Second Language

ESL 40A—English Grammar, 1 (3 units) CSU/UC UC-Unit Limit

Emphasizes study of tense system and verbals for limited English speakers. Preparation for ESL 40B. Concurrent enrollment in ESL Reading and ESL composition highly recommended. (First of two courses.) (L)

ESL 40B—English Grammar, 2 (3 units) CSU/UC UC-Unit Limit

Continues study of English tense system; introduces syntactic features at the sentence level, such as conditionals and reported vs. direct speech. Concurrent enrollment in ESL Reading and ESL Composition highly recommended. Prerequisite: ESL 40A or equivalent. (Second of two courses.)

ESL 40C—Advanced Grammar (3 units) CSU

Introduces advanced grammatical categories at a native academic level in order to facilitate understanding of formal written language; includes sentence patterns, phrases, clauses, usage, spelling, punctuation, and capitalization. Concurrent enrollment in ESL 105, ENGL 105, or more advanced composition/reading course highly recommended. Prerequisite: ESL 40B or equivalent.

ESL-111AR-Developmental Reading, Part 1 (3 unit)

The first course in developmental reading and vocabulary. Develops ability to read and understand long paragraphs, articles, and stories with emphasis on metacognitive strategies, reading skills, and vocabulary development. Prepares students for ESL 110BR and READ 110B. Concurrent enrollment in ESL 40A, 40B, 40C and/or ESL or ENGL 110A, 110B, or 105 is highly recommended. Prerequisite: ESL 267 or 237B with a grade of "C" or better or satisfactory score on Placement Examination. (Repeatable: May be taken four times only.)

ESL-111BR-Developmental Reading, Part 2 (3 unit)

The second course in developmental reading and vocabulary. Further develops ability to read and understand long paragraphs, articles, and stories with emphasis on metacognitive strategies, reading skills, vocabulary development, and retention strategies. Prepares students for ESL 106 and READ 105. Concurrent enrollment in ESL 40A, 40B, 40C and/or ESL or ENGL 110A, 110B, or 105 is highly recommended. Prerequisite: ESL 111AR or 241R or READ 110A with a grade of "C" or better or satisfactory score on Placement Examination. (Repeatable: May be taken four times only.)

ESL 176ER—English for Early Childhood Education (3 units)

Development and improvement of language skills needed for Early Childhood Education courses. Prepares non-native English speakers (with at least high-intermediate English proficiency) to succeed in first-semester Early Childhood Education courses, specifically ECE 1A, 3 and 11. Emphasizes development of vocabulary and writing skills essential for communication about child development, child observation and preschool teaching. Also, develops reading skills needed to comprehend textbooks as well as listening comprehension skills for lectures. Concurrent enrollment in ESL 40A, 40B, or 40C and ESL 241R is recommended. (Repeatable: May be taken four times only.)

ESL 215R—Integrated ESL Skills, Level 1 (2 or 3 or 5 units)

Basic language development for beginning English speakers. Concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on everyday life skills. Preparation for ESL 210A/211A. (First in a series of four courses.) Grades are CR/NC. (Repeatable: May be taken four times only.)

ESL 225R—Integrated ESL Skills, Level 2 (2 or 3 or 6 units)

Language development for low-intermediate limited English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on everyday life skills. Prepares student for other Level 2 courses. Prerequisite: Completion of ESL 215R or equivalent. Grades are CR/NC. (Repeatable: May be taken four times only.)

ESL 226LR—English As a Second Language Lab, I (.5 or 1 unit)

Supplements English as a Second Language classes by providing additional practice in grammar, vocabulary, listening comprehension, etc., in a laboratory setting. Students pursue individualized objectives under supervision. Grades are CR/NC. (Repeatable: May be taken four times only.)

ESL 231A—Intermediate Reading, Part 1 (4 units)

Development of reading and writing skills related to life skills and vocational goals. Concurrent enrollment in ESL 230A highly recommended. Prerequisite: ESL 221B or 281B or equivalent. Not open for credit to student with credit in ESL 291A. Grades are CR/NC.

ESL 233A—Intermediate Grammar 1 (3 units)

Grammar for intermediate ESL, part 1. Helps build understanding of basic structure of English. Prerequisite: Completion of ESL 223B or equivalent. Concurrent enrollment in ESL 232A, 237A, and 238A is highly recommended. Grades are CR/NC.

ESL 234R—English Conversation, Level 3 (2 units)

Pair, small, and large group discussion for limited English proficient students; includes personal history, likes and dislikes, future plans, and other subjects of interest; new relevant vocabulary introduced. Third in a series of four courses. Grades are CR/NC. (Repeatable: May be taken four times only.)

**ESL 235R—Integrated ESL Skills, Level 3
(2 or 3 or 5 units)**

Language development for intermediate limited English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on everyday life skills. Prepares student for other Level 3 courses. Prerequisite: ESL 225R or equivalent. Grades are CR/NC. (Repeatable: May be taken four times only.)

ESL 238A—Intermediate Writing 1 (4 units)

Writing for intermediate ESL, part 1. Develops ability to write long paragraphs with proper grammar and spelling. Prerequisite: Completion of ESL 228B or equivalent. Concurrent enrollment in ESL 232A, 233A, and 237A is highly recommended. Grades are CR/NC.

**ESL 241R—Reading and Vocabulary Development
(3 units)**

Development of reading and vocabulary skills with a progression from short, modified readings to longer selections in literature and science. Preparation for READ 105 or other appropriate reading courses. Concurrent enrollment in ESL Grammar and/or ESL composition highly recommended. Prerequisite: Completion of ESL 230B or 290B or equivalent. (Formerly ESL 61R.) (Repeatable: May be taken four times only.)

ESL 242LR—Fundamentals of Composition (4 units)

Introduction to basic writing skills for limited English speakers, including composition of sentences and basic punctuation. Preparation for ESL 105 or other appropriate composition course. Concurrent enrollment in ESL 40A or 40B and ESL 241A highly recommended. (Repeatable: May be taken four times only.)

ESL 242R—Fundamentals of Composition (3 units)

Introduction to basic writing skills for limited English speakers, including composition of sentences and basic punctuation. Preparation for ESL 105 or other appropriate composition course. Concurrent enrollment in ESL 40A or 40B and ESL 241A highly recommended. Prerequisite: Completion of ESL 231B or equivalent. (Formerly ESL 62R). (Repeatable: May be taken four times only.)

ESL 244R—English Conversation, Level 4 (2 units)

Pair, small, and large group discussion for limited English proficient; includes hypothetical situations, jobs and careers, and explaining a process; new relevant vocabulary introduced. Last in a series of four courses. Grades are CR/NC. (Repeatable: May be taken four times only.)

ESL 245R—Integrated ESL Skills, Level 4 (2 or 3 or 5 units) Language development for limited English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar. Prepares student to continue college course work. Last in a series of four courses. Prerequisite: ESL 235R or equivalent. Grades are CR/NC. (Repeatable: May be taken four times only.)

ESL-253-Intermediate Grammar (3 units)

Intermediate grammar for ESL students. Introduces students to writing paragraphs containing both compound and complex sentences in present, past, and future tenses. Concurrent enrollment in ESL 252, 257, and 258 is highly recommended. Prerequisite: ESL 243 or 223B with a grade of "C" or better, or satisfactory score on Placement Examination. Not open for credit to student with credit in EXL 233A.

ESL-258-Intermediate Writing (4 units)

Writing for intermediate ESL. Develops ability to write more detailed paragraphs using simple and compound sentences in varied verb tenses with proper grammar and mechanics. Concurrent enrollment in ESL 252, 253, and 257 is highly recommended. Prerequisite: ESL 248 or 228B with a grade of "C" or better, or satisfactory score on Placement Examination. Not open for credit to student with credit in ESL 238A.

ESL-282LR-Fundamentals of Composition (4 units)

Introduction to basic writing skills for limited English speakers, including composition of sentences and basic punctuation. Preparation for ESL 105 or other appropriate composition course. Concurrent enrollment in ESL 60A or 60B and ESL 241A highly recommended. Prerequisite: ESL 231B or 291B or equivalent. Grades are P/NP. (Repeatable: May be taken four times only.)

ESL-282R-Fundamentals of Composition (3 units)

Introduction to basic writing skills for limited English speakers, including composition of sentences and basic punctuation. Preparation for ESL 105 or other appropriate composition course. Concurrent enrollment in ESL 60A or 60B and ESL 241A highly recommended. Prerequisite: ESL 231B or 291B or equivalent. Grades are P/NP. (Repeatable: May be taken four times only.)

ESL-510 Integrated ESL Skills, Level 1

Basic language development for beginning English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on everyday life skills.

ESL-520-Integrated ESL Skills, Level 2

Basic language development for low-intermediate English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on everyday life skills.

ESL-530-ESL Skills, Level 3

Basic language development for high-intermediate English speakers; concentration on all language skills—listening, speaking, reading, writing, and grammar—while focusing on life skills. (Third in a series of four courses.)

ESL-540-English As a Second Language Skills, Level 4

Language development for limited English speakers above the intermediate level; concentration on all language skills—listening, speaking, reading, writing, and grammar. Preparation to continue college course work. (Last in a series of four courses.)

ENVIRONMENTAL HORTICULTURE (see Agriculture)

Ethnic Studies

African-American Studies

AFRO 16A—African-American History (3 units) CSU/UC UC-Unit Limit

Survey of Afro-American history from pre-Colonial period to the Civil War. Not open for credit to student with credit in HIST 16A. (L)

AFRO 16B—African-American History (3 units) CSU/UC UC-Unit Limit

Survey of Afro-American history from Civil War to present. Not open for credit to student with credit in HIST 16B. (L)

Asian-American Studies

ASIAN 14—Asian-American History (3 units) CSU/UC

Chronological study of Asian-Americans from early immigrants to recent arrivals. Emphasis on Chinese, East Indian, Japanese, Korean, Filipino Americans, and the boat people (Cambodians, Laotians, and Vietnamese). Not open for credit to student with credit in HIST 14. (L)

La Raza Studies

LARAZ 1—Introduction to Chicano Studies (3 units) CSU/UC

Interdisciplinary analysis of Chicano population, focusing on contemporary Chicano culture and issues. (L)

LARAZ 15—Mexican-American History (3 units) CSU/UC

Historical development of Mexican-Americans from Mexican origins, settlement in the United States, to the present time. Emphasis is given to the pre-Columbian setting, the indigenous heritage, European conquest and legacy, distinctive colonial institutions, and the growth of independence movements in the United States and Mexico. Major political, social, economic, and cultural factors will be presented, focusing on the roles played by diverse peoples and cultures who shared in the development of the United States and Mexico. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both LaRaza 15 and POLSCI 1 are completed. Not open for credit to student with credit in HIST 15. (L)

Native American Studies

NATAM 7—Indians of North America (3 units) CSU/UC

Survey history of Indians of United States and Canada from pre-Columbian societies through European conquest to modern day. Not open for credit to student with credit in HIST 7. (L)

Family and Consumer Science

FAMILY AND CONSUMER SCIENCE (Associate in Science)

Required Courses Units

ART 6A-6B Basic Design	
OR ART 4A-4B Drawing/Composition	6
ECE 3 Child Growth/Development	3
FCS 10 Principles of Nutrition	3
FCS 31 Child, Family, Community.....	3
FCS 32 Parenting.....	3
Total units required for degree major	18

Additional Recommended Courses

PSYCH 1A General Psychology OR 2 Applied Psychology OR	
33 Personal/Social Adjustment	3
SOCIL 1 Intro. to Sociology OR 2 Social Problems	
OR 10 Sociology of Marriage	3

FAMILY AND CONSUMER SCIENCE (Certificate of Achievement)

Pending California Community College Chancellor's Office approval

	Units
ART 6A-6B Basic Design.....	6
ECE 3 Child Growth/Development	3
ECE 8 Children's Nutrition.....	1
FCS 10 Principles of Nutrition	3
FCS 31 Child, Family, Community.....	3
FCS 32 Parenting.....	3
Total units required	19

FCS 9—Nutrition and Weight Management (3 units) CSU

Nutrition, exercise, and behavioral techniques for weight control that allow the individual to gain or lose weight safely. Not open for credit to student with credit in CONED 9. (L)

FCS 10—Principles of Nutrition (3 units)

CSU/UC UC-Unit Limit

Functions of nutrients in the human body; nutritional needs of individuals through their life cycle, food choice determinants, effects of cooking and processing, role and safety of food additives, and meal planning guidelines. (L)

FCS 11—Nutrition and Life Fitness (3 units)

CSU/UC UC-Unit Limit

Analysis and evaluation of current practices and theories regarding nutrition and exercise and their relationship to weight control and physical fitness; individualized physical assessment, exercise prescription, and nutritional analysis completed by each student. Not open for credit to student with credit in HLTH 13. (L)

FCS 31—Child, Family, and Community (3 units)

CSU/UC

Study of the environmental influences on growth and development of the child in the family, including social class, ethnicity, disability or risk conditions, education, interaction of family members, and awareness of community resources. Not open for credit to student with credit in ECE 31. (L)

FCS 56R—Effective Parenting (1 unit)

Development of effective parent-child relationships, including behavior, emotions, encouragement, and communication. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

FIRE FIGHTER I

(Certificate of Achievement)

Units

FIRTC 64 Fire Fighter I Academy26

Certificates of Training that students may earn within the Fire Fighter I Academy include the following:

BASIC INCIDENT COMMAND SYSTEM - ICS 200 (Certificate of Training)

EMERGENCY MEDICAL TECHNICIAN I

(Certificate of Achievement)

FIRTC 64—Firefighter I Academy (26 units)

Provide students with basic skills and knowledge to work in fire service. *California State Firefighter I* curriculum and emergency medical technician (EMT) guidelines will be followed. Provides training in basic concepts including fire department organization, fire control, equipment operation, prevention, protection, hose, nozzles, and breathing apparatus. Includes physical training. Prerequisite: Must be 18 years of age or older to complete the EMT portion of the class and successfully complete academy. Assessment exam and Physician's release is required. (L)

GENERAL BUSINESS

(see Business)

Fire

Technology

FIRE FIGHTER I ACADEMY

The Fire Fighter I Academy is an intensive training program which academically prepares students for entry-level jobs in the fire fighting field. The California State Fire Fighter I curriculum and Emergency Medical Technician guidelines are followed throughout the program and cover the basic skills and knowledge needed to work in the fire service field. While students who are not yet 18 years of age may enroll in the academy, they must be 18 years of age or older to complete the EMT portion of the class and successfully complete the academy. Students must also provide a physician's approval to participate in the physical training portion of the academy. Students who successfully complete the academy may be certified by the State of California after completing either one year as a volunteer fire fighter or six months as a paid fire fighter with a California fire department. To assist graduates of the academy in obtaining the required experience at a California fire department, Yuba College also offers the Fire Technology Practicum.

General Studies

GENST 251—Academic Evaluation (0.5 unit)

Designed for students who wish to better understand their individual spectrum of learning aptitudes including current achievement levels. Eligibility for academic accommodations may be considered based on testing information using step-by-step guidelines mandated by the California Community College system. Grades are CR/NC.

Geography

GEOG 1—Physical Geography (3 units)

CSU/UC

A spatial study of Earth's dynamic physical systems and processes. Topics include maps, Earth-sun relations, weather, climate, water, landforms, soils, and the biosphere. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. (L)

Geology

GEOL 10—Introduction to Geology (3 units) **CSU/UC UC-Unit Limit**

Earth, its materials, structures, and the processes that have and are shaping it; includes an overview of land forms, oceans, and plate tectonics, and their relationships. Not open for credit with credit in GEOL 10L. (L)

GEOL 10L—Physical Geology (4 units) **CSU/UC UC-Unit Limit**

Earth, its materials, structures, and the processes that have and are shaping it; includes overview of landforms, oceans, plate tectonics, and their relationships. Includes laboratory experience. Not open for credit to student with credit in GEOL 10. (L)

GEOL 11L—Historical Geology (4 units) **CSU/UC** Geologic history of the earth; physical development; fossil evidence through time; concepts processes, structures, and patterns. (L)

GEOL-20-Geology of California (3 units) **CSU/UC** General introduction to the geological sciences with emphasis on the geology of California. Topics covered will include the tectonic provinces, landforms, natural resources, geologic history, natural hazards, and related geologic environmental problems in the state. (L)

Health Education

HLTH 1—Health and Life Style Choices (3 units) **CSU/UC**

Issues include wellness, functioning optimally, and promoting healthy behavior changes; topics will explore diet, exercise, stress, CVD, cancer, substance abuse, sexually transmitted diseases, mental health, aging and analysis of available health information. (L)

HLTH 13—Nutrition and Life Fitness (3 units) **CSU/UC UC-Unit Limit**

Analysis and evaluation of current practices and theories regarding nutrition and exercise and their relationship to weight control and physical fitness; individualized physical assessment, exercise prescription, and nutritional analysis completed by each student. Not open for credit to student with credit in FCS 11. (L)

History

HISTORY **(Associate in Arts)** **Required Courses Select 18 units from the**

following:	Units
HIST 4A	3
HIST 4B	3
HIST 7	3
HIST 8	3
HIST 11	3
HIST 14	3
HIST 15	3
HIST 16A	3
HIST 16B	3
HIST 17A	3
HIST 17B	3
HIST 29	3
ANTHR 2	3
ECON 1A	3
ECON 1B	3
PHIL 12	3
SOCIL1	3
Total units required for degree major	18

HIST 4A—Western Civilizations (3 units) **CSU/UC UC-Unit Limit**

Broad historical study of the major elements of the western tradition from earliest times to the Eighteenth Century; introduction of ideas, values, and institutions basic to western civilizations. (L)

HIST 4B—Western Civilization (3 units) **CSU/UC UC-Unit Limit**

Historical study of the major elements of the western experience from the Eighteenth Century to the present, including major political and social developments that have revolutionized the modern mode of human existence. (L)

HIST 5A—World Civilizations (3 units) **CSU/UC UC-Unit Limit**

Survey of the experience of all peoples with vastly different cultures inhabiting a single globe; emphasizes the interaction of humans with the environment based on experience, knowledge, and technology; includes economic, social, religious, and political systems to 15th Century. (L)

HIST 5B—World Civilizations (3 units)**CSU/UC UC-Unit Limit**

The experience of all the world's people from the early modern era to the present; emphasis on the interaction of people with the environment based on the development of technology; conflict with traditional systems and new(er) orders. (L)

HIST 6—History of Race and Ethnicity in America (3 units)**CSU**

Covers social, cultural, and economic interaction between various racial and ethnic groups in America from the fifteenth century to present. Topics include immigration, discrimination, group identity, and multiculturalism. (L)

HIST 7—Indians of North America (3 units)**CSU/UC**

Survey history of Indians of United States and Canada from pre-Columbian societies through European conquest to modern day. Not open for credit to student with credit in NATAM 7. (L)

HIST 8—California History (3 units)**CSU/UC**

Survey history of California from Native American cultures through Spanish, Mexican, and American periods to present; includes California government; some emphasis on local history. (L)

HIST 11—The World in the 20th Century (3 units)**CSU/UC**

Survey of the major political, social, economic, and cultural developments in the world during the 20th Century. (L)

HIST 14—Asian-American History (3 units)**CSU/UC**

Chronological study of Asian-Americans from early immigrants to recent arrivals. Emphasis on Chinese, East Indian, Japanese, Korean, Filipino Americans, and the boat people (Cambodians, Laotians, and Vietnamese). Not open for credit to student with credit in ASIAN 14. (L)

HIST 15—Mexican-American History (3 units)**CSU/UC**

Historical development of Mexican-Americans from Mexican origins, settlement in the United States, to the present time. Emphasis is given to the pre-Columbian setting, the indigenous heritage, European conquest and legacy, distinctive colonial institutions, and the growth of independence movements in the United States and Mexico. Major political, social, economic, and cultural factors will be presented, focusing on the roles played by diverse peoples and cultures who shared in the development of the United States and Mexico. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 15 and POLSCI 1 are completed. Not open for credit to student with credit in LARAZ 15. (L)

HIST 16A—Afro-American History (3 units)**CSU/UC UC-Unit Limit**

Survey of Afro-American history from pre-Colonial period to the Civil War. Not open for credit to student with credit in AFRO 16A. (L)

HIST 16B—Afro-American History (3 units)**CSU/UC UC-Unit Limit**

Survey of Afro-American history from Civil War to present. Not open for credit to student with credit in AFRO 16B. (L)

HIST 17A—United States History (3 units)**CSU/UC UC-Unit Limit**

Survey of U.S. history tracing the political, social, economic, and cultural development of American ideals and actions from the Pre-Revolutionary Period through the Civil War Era. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 17A and POLSCI 1 or HIST 17B are completed. (L)

HIST 17B—United States History (3 units)**CSU/UC UC-Unit Limit**

Political, social, economic, and cultural history of the United States from the Industrial Revolution to the present. Focuses on the ideals, decisions, forces, institutions, individuals, events, and processes that affected the continuity and change during this time. Satisfies CSU Title V, Section 40404, U.S. History, Constitution, and American Ideals requirement when both HIST 17B and POLSCI 1 or HIST 17A are completed. (L)

HIST 29—Women in American History (3 units)**CSU/UC**

General introduction to the history of women in America from colonial times to the present. Emphasis on the changing political, economic, social, and ethnic history. Not open for credit to student with credit in WOMEN 29. (L)

Humanities

Humanities is the study of making connections, a quest to understand "life in all of its manifestations." Art, sculpture, architecture, myth, religion, music, philosophy, and literature all provide a mirror to reflect the characteristics of a culture, its values, themes, and visions. Each is part of the web of life, giving insight into the totality.

Humanities seeks to explore the vital creativity and instinct of artists who brought about new insights in emerging cultures, the creative geniuses that helped to forge innovative ideas and modes of understanding, the creation and focus of religions that tapped the depths of the human spirit, philosophies and modes of thinking that shaped the consciousness of humankind, and the architecture that brought new ideas to form.

HUMAN 3—Music Appreciation (3 units)**CSU/UC**

Study of music in relation to the humanities; music and composers of the Western World from Medieval through the 20th Century. Not open for credit to student with credit in MUSIC 3. (L)

HUMAN 5—Art Appreciation (3 units)**CSU/UC**

Introduction to art appreciation with an emphasis on basic 2D, 3D, and film mediums and their relationships to humanities. Historical and contemporary work with a multicultural focus will be emphasized. Not open for credit to student with credit in ART 5. (L)

HUMAN 10—Introduction to Western Humanities (3 units)**CSU/UC**

Learning the habit of making connections through thinking, feeling, sensing, and intuition, integration of the arts, architecture, music, philosophy, and history from pre-history through Renaissance. (L)

HUMAN 11—Art, Literature, and Music in Humanities (3 units) CSU/UC

Art, literature, and music in the humanities, from the Renaissance through the 20th Century. (L)

HUMAN 12—Jazz Appreciation (3 units) CSU/UC

General survey of jazz from its original and early development to present day; extensive listening to both recorded and live performances supports the lecture material. Not open for credit to student with credit in MUSIC 12. (L)

HUMAN 15—Popular Music in the United States (3 units) CSU/UC

Survey of popular music in the United States from about 1850 to present; covers American Civil War songs, ragtime, blues, jazz, song writing, musical theater, country music, Latin music styles, rock, and current trends. Not open for credit to student with credit in MUSIC 15. (L)

HUMAN 16—World Music (3 units) CSU/UC

Introduction to music as experienced through various world cultures including, but not limited to, Asia, India, the Middle East, Africa, Australia, and South America. Subcultures, such as Native American music and Ethnic North American music are also studied. Not open for credit to student with credit in MUSIC 16. (L)

HUMAN 32R—Film Studies: Focus on ... (3 units) CSU/UC

Study of a particular director/artist, genre, or national cinema. Students view and discuss full-length feature films; topic to be specified in class schedule. (Same as ENGL 32R, THART 32R) (Repeatable: May be taken four times only.)

HUMAN 33—History of Film (3 units) CSU/UC

Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 100 years; screenings of significant and representative narrative, documentary, and experimental films from the silent to the modern era. Not open for credit to student with credit in ENGL 33 or THART 33. (L)

HUMAN 34—Introduction to Film (3 units) CSU/UC

Study of film as art and its influence on society, including interpretation, criticism, and technical developments; view and discuss full-length feature films. Not open for credit to student with credit in ENGL 34 or THART 34. (L)

Human Services

The two-year Human Services program is designed to meet an increasing need for paraprofessional and volunteer human services generalists. The program is specifically designed to prepare students for employment as Human Service paraprofessional counselors, workers, and aides in areas of welfare, vocational rehabilitation, mental health, and chemical dependency. The program also provides additional training and skills to paraprofessionals and volunteer human service workers currently employed, enabling them to more effectively meet human services needs.

HUMAN SERVICES (Associate in Science)

Required Courses	Units
HUSEV 10 Introduction to Human Services	3
PSYCH 1A General Psychology.....	3
PSYCH 33 Personal/Social Adjustment	3
SOCIL 1 Introduction to Sociology.....	3
SOCIL 2 Social Problems	3
SOCIL 10 Sociology of Marriage	3
SPECH 7 Interpersonal Communication	3
Total units required for degree major	21
Additional Recommended Courses	
AJ 31 Criminal/Delinquent Behavior.....	3
ASIAN 14 Asian-American History	3
EDUC 1 Introduction to Teaching	3
FCS 31 Child, Family, Community.....	3
LARAZ 1 Introduction to Chicano Studies	3

CHEMICAL DEPENDENCY AWARENESS (Associate in Science)

Required Courses

	Units
HUSEV 10 Introduction to Human Services.....	3
HUSEV 20 Introduction to Chemical Dependency Studies	3
HUSEV 21 Intro to Physiological/ Psychological Effects of Drugs of Addiction	3
HUSEV 22 Intro to Development/Progression of Addictive Patterns of Behavior	3
Electives (<i>select 6 units from the lists below</i>)	6

Category I –

All count toward elective requirement

HUSEV 30 Adult Children of Alcoholics.....	1
HUSEV 31 Family Treatment Approaches	1
HUSEV 32 Relationship Addiction/Co-Dependency.....	1
HUSEV 33 Self-Awareness: Key to Non-Addictive Behavior	1
HUSEV 34 Gender Differences Related to Substance Abuse.....	1
HUSEV 35 Addiction and Domestic Violence.....	1
HUSEV 36 Chemical Dependency Prevention in Schools	1
HUSEV 37 Drug-Free Workplace: Employee Assist Programs.....	1

Category II – Only 3 units count toward elective

PSYCH 1A General Psychology.....	3
SOCIL 1 Introduction to Sociology.....	3
Total units required for degree major	18

CHEMICAL DEPENDENCY AWARENESS (Certificate of Achievement)*

***Pending California Community College
Chancellor's Office approval**

Required Courses

	Units
HUSEV 20 Introduction to Chemical Dependency Studies	3
HUSEV 21 Intro to Physiological/ Psychological Effects of Drugs of Addiction	3
HUSEV 22 Intro to Development/ Progression of Addictive Patterns of Behavior	3
Electives (<i>select 6 units from Categories I or II following</i>)	6

Category I –

All count toward elective requirement

HUSEV 30 Adult Children of Alcoholics.....	1
HUSEV 31 Family Treatment Approaches	1
HUSEV 32 Relationship Addiction/Co-Dependency.....	1
HUSEV 33 Self-Awareness: Key to Non-Addictive Behavior	1

HUSEV 34 Gender Differences Related to Substance Abuse.....	1
HUSEV 35 Addiction and Domestic Violence.....	1
HUSEV 36 Chemical Dependency Prevention in Schools	1
HUSEV 37 Drug-Free Workplace: Employee Assist Programs.....	1

Category II –

Only 3 units count toward certificate

HUSEV 10 Introduction to Human Services.....	3
PSYCH 1A General Psychology.....	3
SOCIL 1 Introduction to Sociology.....	3
Total units required	15

CHEMICAL DEPENDENCY COUNSELOR (Associate in Science)

Required Courses

	Units
HUSEV 20 Introduction to Chemical Dependency Studies	3
HUSEV 21 Intro to Physiological/ Psychological Effects of Drugs of Addiction	3
HUSEV 22 Intro to Development/Progression of Addictive Patterns of Behavior	3
HUSEV 23 Basic Law/Ethics for Chem. Dep. Couns.	3
HUSEV 24 Case Management/Psychopathology	3
HUSEV 25 Basic Chemical Dependency Counseling	3
*HUSEV 26A AND 26B Supervised Field Work Practicum (<i>Internship</i>)	7

Total units required for degree major.....25

*Practicum consists of 300 hours, 255 hours field and 45 hours classroom, of specialized and supervised field work practice. Certification is by California Certification Board of Alcohol and Drug Counselors and requires additional extensive internships, usually completed during employment; qualifies a person for entry into a certified internship. The 255 practicum hours count toward further internship requirements.

CHEMICAL DEPENDENCY COUNSELOR

(Certificate of Achievement)

Required Courses	Units
HUSEV 20 Introduction to Chemical Dependency Studies	3
HUSEV 21 Intro/Physiological/Psychological Effects of Drugs of Addiction	3
HUSEV 22 Intro/Development/Progression of Addictive Patterns of Behavior	3
HUSEV 23 Basic Law/Ethics for Chemical Dependency Counselor	3
HUSEV 24 Introduction to Case Management/Psychopathology.....	3
HUSEV 25 Basic Chemical Dependency Counseling	3
*HUSEV 26A AND 26B Supervised Field Work Practicum (<i>Internship</i>)	7
Electives (<i>Select 6 units from the following</i>)	6
Category I – 3 units required	
HUSEV 30 Adult Children of Alcoholics.....	1
HUSEV 31 Family Treatment Approaches	1
HUSEV 32 Relationship Addiction/Co-Dependency.....	1
HUSEV 33 Self-Awareness: Key to Non-Addictive Behavior	1
HUSEV 34 Gender Differences Related to Substance Abuse.....	1
HUSEV 35 Addiction and Domestic Violence.....	1
HUSEV 36 Chemical Dependency Prevention in Schools	1
HUSEV 37 Drug-Free Workplace: Employee Assist Programs.....	1
Category II – 3 units required	
HUSEV 10 Introduction to Human Services.....	3
PSYCH 1A General Psychology.....	3
SOCIL 1 Introduction to Sociology.....	3
Total units required	31

*Practicum consists of 300 hours, 255 hours field and 45 hours classroom, of specialized and supervised field work practice. Certification is by California Certification Board of Alcohol and Drug Counselors and requires additional extensive internships, usually completed during employment; qualifies a person for entry into a certified internship. The 255 practicum hours count toward further internship requirements.

SUBSTANCE ABUSE COUNSELOR – Information (not a degree)

Certification is by the California Certification Board of Alcohol and Drug Counselors. Extensive internships beyond the Yuba College Chemical Dependency Counselor Program are required for State Certification. The value of the WCC program of instruction is to:

1. Qualify for additional internships; and
2. Qualify for entry-level non-certified employment.

The required internships defined below are usually completed during employment and do accept 255 hours of the WCC practicum toward completion.

Certification Designation	Required Internship Hours
Certified Alcohol/Drug Counselor	6,000
Certified Alcohol Counselor	4,000
Certified Drug Counselor	4,000

HUSEV 10—Introduction to Human Services (3 units) CSU

Survey of human services and social work; exploration of helping skills applied to such human problems as poverty, parenting, education, substance abuse, illness, and mental health. (L)

HUSEV 11—Understanding Diverse Racial & Ethnic Cultures (3 units) CSU

An understanding of human dynamics and differences between people of diverse racial, ethnic and gender backgrounds will be discussed. Designed to generate sensitivity and appreciation of differences, eliminate barriers that get in way of working with diverse populations and create a healthier and safer environment. (L)

HUSEV 20—Introduction to Chemical Dependency Studies (3 units) CSU

Overview of major topics in the study of drug abuse and dependency, i.e. history, drugs of abuse, models of prevention, addiction and treatment, and local and national policy. (L)

HUSEV 21—Intro. to Physiological/Psychological Effects of Drugs of Abuse (3 units) CSU

Introduction and overview focused on drug action and disposition of the major drugs of abuse; ethanol, marijuana, cocaine, amphetamines, PCP, LSD, and designer drugs. Drug testing and the *National Institute of Drug Abuse* guidelines will be discussed. (L)

HUSEV 22—Introduction to Development/Progression of Addictive Patterns of Behavior (3 units) CSU

Introduction to the causes and development of addiction and co-dependency; exploration of the process of denial, use of defense mechanisms, and the influences on the family. (L)

HUSEV 23—Basic Law/Ethics for Chemical Dependency Counselors (3 units) CSU

Introduction to the legal/ethical responsibilities of the chemical dependency counselor, with emphasis on confidentiality and the legal concept of privilege. All federal/state laws regarding the counselor/client relationship, client's rights, child abuse reporting, etc., will be discussed; emphasis will be on the obligation of the counselors to the clients, their families, and society. (L)

**HUSEV 24—Introduction to Case Management
(3 units) CSU**

Introduction to mental health problems which affect substance abuse. Focus on the techniques of interviewing, case conceptualization, treatment planning, case management, and relapse control in chemical dependency counseling; familiarization with DSM IV-R and system of diagnosis approved by the *American Psychiatric Association*, including differential diagnosis, prognosis, and associated features. (L)

**HUSEV 25—Basic Chemical Dependency Counseling
(3 units) CSU**

Broad overview of the counseling methods used in the treatment of alcohol/drug dependency. An introduction to counseling theories and techniques used in the treatment; i.e., psychodynamic, behavioral, cognitive-behavioral, multimodal, client centered, couples and family counseling. Case histories and specific theories will be analyzed. (L)

**HUSEV 26A—Supervised Field Work Practicum
(2 units) CSU**

Supervised field work practice in a variety of settings that will introduce students to the various aspects of the field, and will afford students the opportunity to develop and refine their knowledge and skills in chemical dependency counseling. Meets *California Association of Alcoholism and Drug Abuse Counselors* requirements. Prerequisite: HUSEV 23 and 24. (L)

**HUSEV 26B—Supervised Field Work Practicum
(5 units) CSU**

Supervised field work practice in a variety of settings that will introduce students to the various aspects of the field and will afford students the opportunity to develop and refine their knowledge and skills in chemical dependency counseling. Meets *California Association of Alcoholism and Drug Abuse Counselor* requirements. Prerequisite: HUSEV 25 and 26A. (L)

HUSEV 30—Adult Children of Alcoholics (1 unit) CSU

Exploration of techniques, concepts, and behavioral guidelines for identifying the consequences of parental alcoholism/addiction; principles of modeling, shaping, reinforcement, and extinction of dysfunctional behavioral patterns learned in childhood will be described. (L)

**HUSEV 31—Family Treatment Approaches
(1 unit) CSU**

Examination of the systems approach in chemical dependency counseling as it relates to dysfunctional, addictive families. (L)

**HUSEV 32—Relationship Addiction/Co-dependency
(1 unit) CSU**

Identification of co-dependent behavior and the effects of these behaviors on relationships; assessment of healthy vs. unhealthy relationships on a continuum. (L)

**HUSEV 33—Self Awareness: Key to Non-Addictive
Behavior (1 unit) CSU**

Emphasis on techniques to build a healthy relationship with oneself as fundamental for releasing addictive behavior patterns. Grades are CR/NC. (L)

**HUSEV 34—Gender Differences Related to Substance
Abuse (1 unit) CSU**

Exploration of the socialization process for females and males as it relates to the development of addictive behavior; the differences in societal views and treatment issues. (L)

**HUSEV 35—Addiction and Domestic Violence
(1 unit) CSU**

Overview of factors contributing to and eliciting explosive behavior responses in adults and children where substance abuse occurs in the home. Grades are CR/NC. (L)

**HUSEV 36—Chemical Dependency Prevention in
School (1 unit) CSU**

Discussion of how parents, students, school systems, and communities can achieve a drug-free community; activities at the elementary and secondary level; appropriate for all concerned about chemical dependency in schools; explores implementation of current models of prevention, and prevention strategies as applied to the school system. (L)

**HUSEV 37—Drug-Free Workplace: Employee
Assistance Programs (1 unit) CSU**

Awareness and understanding of chemical dependency in the workplace; principles that staff can use in dealing with chemical dependency and job performance. (L)

INFORMATION TECHNOLOGY (see Business)

Internship

INTRN 46R—Internship (v1-8 units) CSU

Cooperative effort between the College and the professional community to provide real-world experience in the student's major field. A maximum of 16 units can be earned with an 8-unit maximum in any one semester. Maximum of 4 enrollments or 16 units can be earned in any combination of Work Experience (Occupational/General) and Internship enrollment. Those enrolling in this class are not eligible for work experience classes or other internship classes during the same semester. (L) Grades are CR/NC.

LA RAZA STUDIES (see Ethnic Studies)

Learning

LEARN-20-Tutor Training (2 unit)

CSU

Methods of tutoring to include the role of the tutor, effective communication skills, tutoring a diverse multicultural population, utilization of learning resources, learning styles, study strategies, and evaluation of effectiveness of tutoring. Focus will be on psychological and social factors fundamental to learning.

Library Science

LIBSC 1 -- Basic Research Skills (1 unit)

CSU

This course will help students acquire beginning information literacy skills necessary to conduct academic or personal research. It provides a step-by-step guide to the research process that is applicable to term papers, course work, and life-long learning. It emphasizes developing effective search strategies, selecting information tools, locating and retrieving information, analyzing and critically evaluating information, and using information. (L)

MANAGEMENT AND SUPERVISION (see Business)

Mass Communications

MCOMM 2—Introduction to Mass Communications (3 units)

CSU/UC

Survey of the principles, functions, and services of media in an information and communication oriented society; emphasis on history, economics, technologies, and the process of communication, as well as the social impact of print media, broadcasting, and motion pictures. (L)

MCOMM 4—Studio Video Production (3 units)

CSU

Semi-technical operation and creative use of television studio equipment; techniques of production, use of cameras, lighting, sound, titling, and video recording. Not open to student with credit in MCOMM 14A. (L)

MCOMM 5—Electronic Movie Making (3 units)

CSU/UC

Introduction to electronic movie making; use of visual communication and personal experience to invoke emotion, to share ideas, and to construct persuasive visions of reality through electronic movie making. (L)

MCOMM-11R-Basic Photography (3 units)

CSU/UC

Exploration into basic camera operation and black and white processing and printing; history and development of photography; emphasis on personal expression; adjustable camera preferred. (L) (R1) (Repeatable: May be taken two times only.)

MCOMM 14R—Advanced Studio Video Production (3 units)

CSU

Advanced-technical operation and creative use of television studio equipment. Techniques of production, use of cameras, lighting, sound, titling, video recording, and video toaster effects. Prerequisite: MCOMM 4 or 14A. (Repeatable: May be taken four times only.)

MCOMM 15R—Field Video Production (3 units)

CSU

Advanced creative use of studio and electronic field video production. Includes scriptwriting, producing, directing, reporting, videography, and non-linear post production using industry level software. Corequisite: MCOMM 4 or 5, which may be taken prior to the current semester. (Repeatable: May be taken four times only.)

MCOMM 20LR—Newspaper Production (3 or 4 units)

CSU

Production of the school newspaper; become familiar with all phases of newspaper production, including reporting, writing, editing, photography, advertisement marketing, and desktop publishing. Editor positions assigned to those demonstrating initiative, leadership, and superior writing skills. Corequisite: ENGL 19 or MCOMM 19 or MCOMM 8 or prior completion of one of these classes. (L) (Repeatable: May be taken four times only.)

Mathematics

MATH 1A—First Year Calculus (5 units)

CSU/UC UC-Unit Limit

Introduction to differential and integral calculus with applications. Prerequisite: MATH 21 or equivalent with a grade of "C" or better. MATH 7 is recommended. (LM)

MATH 1B—First Year Calculus (4 units)

CSU/UC

Continuation of MATH 1A, including transcendental functions, techniques of integration, indeterminate forms, improper integrals, sequences and series, and numerical methods. Prerequisite: MATH 1A with a grade of "C" or better. (LM)

MATH 2A—Second Year Calculus (4 units)

CSU/UC

Emphasis on the calculus of two and three variables, including topics from vector analysis, conics and polar coordinates. Prerequisite: MATH 1B with a grade of "C" or better. (LM) (Note: CAN Math SEQ C=Math 1A+1B+2A)

MATH 2B—Differential Equations (3 units)

CSU/UC

Topics in ordinary differential equations; various solutions to elementary differential equations; required for most Engineering majors. MATH 2A is recommended. Prerequisite: MATH 1B with a grade of "C" or better. (LM)

MATH 7—Pre-Calculus (4 units)**CSU/UC**

Calculus-oriented coverage of geometry, algebra, and trigonometry, including elementary transcendental functions, conics, systems of equations, and mathematical induction; designed to prepare for MATH 1A. Prerequisite: MATH 52 and 21 with a grade of "C" or better. (LM)

MATH 9—Calculus for Business, Social and Life Science (4 units)**CSU/UC UC-Unit Limit**

Topics of calculus including differentiation, integration, graphs, limits, and rates. Applications from economics, business, life science, and behavioral science. Not open for credit to student with credit in MATH 1A. Prerequisite: MATH 52 with a grade of "C" or better. (LM)

MATH 21—Plane Trigonometry (3 units)**CSU**

Trigonometric functions, fundamental formulas, identities, solution of triangles, and complex numbers. Prerequisite: MATH 52 or equivalent with a grade of "C" or better. (LM)

MATH 50—Elementary Algebra (4 units)

Introductory algebra; topics include signed numbers, graphing, linear equations, quadratic equations, and systems of linear equations in two variables. Prerequisite: MATH 111 with a grade of "C" or better or qualifying score on *Placement Examination*. (L)

MATH-50A Elementary Algebra First Half (3 Units)

Introductory algebra; topics include signed numbers, graphing, linear equations, and introduction to functions. Designed for a wide variety of students, including those who have been unsuccessful in MATH 50, are math anxious, or desire a slower paced, year-long version of MATH 50. Intended to provide students with additional exposure to algebraic concepts and additional time to practice them, is the first half of Elementary Algebra and, together with MATH 50B, is equivalent to MATH 50 for courses that require MATH 50 as a prerequisite. Prerequisite: Qualifying score on Placement Examination, or MATH 111 with a grade of "C" or better. (L)

MATH-50B Elementary Algebra Second Half (3 Units)

Introductory algebra; topics include quadratic equations, absolute value equations, systems of linear equations in two variables, compound inequalities, factorization of polynomials. Designed for a wide variety of students, including those who have been unsuccessful in Math 50, are math anxious, or desire a slower paced, year-long version of Math 50. Intended to provide students with additional exposure to algebraic concepts and additional time to practice them, is the second half of Elementary Algebra and, together with Math 50A, is equivalent to Math 50 for courses that require Math 50 as a prerequisite. Math 50B is also suitable for students who desire to review the latter part of Math 50 before taking Math 52. Prerequisite: MATH 50A with a grade of "C" or better. (L)

MATH 52—Intermediate Algebra (4 units)

fundamental operations of algebra, linear and quadratic equations and inequalities; exponents and polynomials; rational expressions; radicals and fractional exponents; graph of a straight line; linear and quadratic system of equations; conic sections; exponential and logarithmic functions. Prerequisite: MATH 50 or equivalent with a grade of "C" or better. (L)

MATH-52A-Intermediate Algebra First Half(3 units)

Intermediate algebra. Topics include: factoring polynomials, rational expressions, radicals, rational exponents and complex numbers. Designed for a variety of students, including those who have been unsuccessful in MATH 52, are math anxious, or desire a slower paced, year long version of MATH 52. Intended to provide students with additional exposure to algebraic concepts and additional time to practice them. This course is the first half of Intermediate Algebra. MATH 52A and MATH 52B must both be taken to be equivalent to MATH 52 for courses that require MATH 52 as a prerequisite, or to meet a degree requirement. (L) Prerequisite: MATH 50 or equivalent with a grade of "C" or higher. (LM)

MATH-52B-Intermediate Algebra Second Half (3 units)

Intermediate algebra. Topics include: quadratic equations and functions, exponential and logarithmic functions, conic sections, linear systems in three variables, nonlinear systems, and variation. Designed for a variety of students, including those who have been unsuccessful in MATH 52, are math anxious, or desire a slower paced, year long version of MATH 52. Intended to provide students with additional exposure to algebraic concepts and additional time to practice them. This course is the first half of Intermediate Algebra. MATH 52A and MATH 52B must both be taken to be equivalent to MATH 52 for courses that require MATH 52 as a prerequisite, or to meet a degree requirement. (L) Prerequisite: MATH 52A or equivalent with a grade of "C" or higher. (L)

MATH 58—Quantitative Reasoning (3 units)

Interpretation of and reasoning with quantitative information. Coverage of logic; units analysis; uses and abuses of percentages, ratios, and indices; financial management; and statistics. This course satisfies the associate degree requirement but does not satisfy the prerequisite for a transferable math course. Prerequisite: MATH 50 or equivalent with a grade of "C" or better. (LM)

MATH 110—Arithmetic for College Students (3 units)

Whole numbers, fractions, mixed numbers, and decimals; concepts of prime and composite numbers and prime factorization; ratio, proportion, percent; rounding and estimating sums, differences, products, and quotients; applications and the reasonableness of answers are stressed; concepts, language usage, and reasoning skills are emphasized.

MATH 111—Prealgebra**(4 units)**

Seeks to develop algebraic thinking. Topics include: operations on the rational numbers; exponents; the order of operations; the real numbers and their decimal number representation; the field axioms; introduction to algebra; graphing in two dimensions; percent, ratio, proportion; basic geometry; conversion of units; and problem solving using equations.

Music

MUSIC 3—Music Appreciation (3 units)**CSU/UC**

Study of music in relation to the humanities; music and composers of the Western world from Medieval through the 20th Century. Not open for credit to student with credit in HUMAN 3. (L)

MUSIC 12—Jazz Appreciation (3 units)**CSU/UC**

General survey of jazz from its original and early development to present day; extensive listening to both recorded and live performances supports the lecture material. Not open for credit with credit in HUMAN 12. (L)

MUSIC 15—Popular Music in the United States (3 units) CSU/UC

Survey of popular music in the United States from about 1850 to present; covers American Civil War songs, ragtime, blues, jazz, songwriting, musical theater, country music, Latin music styles, rock, and current trends. Not open for credit to student with credit in HUMAN 15. (L)

MUSIC 16—World Music (3 units) CSU/UC

Introduction to music as experienced through various world cultures including, but not limited to, Asia, India, the Middle East, Africa, Australia, and South America. Subcultures, such as Native American music and Ethnic North American music are also studied. Not open for credit to student with credit in HUMAN 16. (L)

MUSIC 35R—Beginning Guitar (.5 or 1 unit) CSU/UC

Basic guitar technique with an emphasis on melody and chording. Grades are CR/NC. (Repeatable: May be taken four times only.)

NATIVE AMERICAN STUDIES **(see Ethnic Studies)**

Nursing

GENERAL INFORMATION. Nursing is a blend of science, technology, and compassion that allows the practitioner to provide health care in a wide variety of settings. It includes caring for the sick, helping people return to and maintain health, and prevention of disease. Examples of practice settings include acute care hospitals, extended care facilities, home health care, clinics, offices, schools, military service, occupational settings, and more. Yuba College offers a Vocational Nursing program leading to licensure as an LVN and an Associate Degree Nursing program leading to licensure as an RN. A career ladder program, for LVN's wishing to advance to the RN level is also available. California is currently experiencing a nursing shortage, which is predicted to continue well into the twenty-first century. As a result, graduates, after passing the National Council of State Boards of Nursing Licensing Examination, are very likely to have a variety of employment opportunities.

Yuba College Nursing Programs offer clinical experiences in a variety of health care settings including acute care hospitals, extended care facilities, offices, and clinics. Most lectures are broadcast via interactive TV to Yuba College in Marysville, Woodland Community College and Clear Lake Campus. Skill labs, in Marysville and Woodland, are staffed with R.N. Instructional Assistants, to provide additional support to students. Media, including videotapes and computer-assisted instructional programs, resource books, and professional journals are available at all three campuses.

COSTS. In addition to the expenses of regularly enrolled students (living costs, activity fees, books, tuition, etc.), Nursing students have the additional expenses of uniforms, licensing, health examination, and others. Nursing students are eligible for grants and loans available to any Yuba College student meeting the criteria. In addition, a limited number of community agency sponsored loans and grants are available to those needing short-term or supplemental assistance. Upon completion of the Program, the graduate, unless otherwise disqualified by the licensing board, is eligible to take the National Council of State Boards of Nursing Licensing Examination.

DRUG POLICY. All students enrolled in nursing and allied health programs are subject to the department drug policy and procedure which is a part of the Student Code of Conduct. Violation of this policy and procedure may result in denial of admission or dismissal from the program. The policy may be reviewed at the Nursing department. It is also in the Student Handbook to be purchased by the Nursing students. Also, The Nursing Student Handbook can be found on the reserve shelves in the libraries.

CRIMINAL BACKGROUND CHECKS. Most of the clinical agencies used in the nursing programs require criminal background screening. Applicants who are found to have certain violations that preclude clinical placement will have the offer of admission rescinded. Costs associated with the background screening is the responsibility of the applicant.

PRE-ADMISSION TESTING. Prior to admission, all applicants are required to complete a pre-admission assessment exam. Recommended remediation is available and information will be provided to students following the exam. Notification of testing dates and location will be provided several months prior to scheduled program acceptance. Pre-admission testing is required for all students including those entering the LVN to RN Career Mobility program.

COMPUTER USE. Students are required to complete some assignments and testing using computers. In addition, hospital records are computerized. It is imperative that students entering nursing programs be computer literate.

REGISTERED NURSING PROGRAM

Associate Degree in Nursing. Yuba College offers an Associate Degree Nursing Program designed to prepare the individual to take the National Council of State Boards Nursing Licensing

Examination leading to licensure as a registered nurse.

THE ADN PROGRAM IS BEING REVISED -- CONTACT THE NURSING DEPARTMENT FOR CURRENT INFORMATION.

ADMISSION CRITERIA.

- A. Application. All applications are obtained and filed with the Nursing Department at the Yuba College campus in Marysville.
- B. Eligibility. Students are eligible for consideration as a Nursing major if the following have been met:
 1. Submitted a Yuba College Associate Degree Nursing Application.
 2. High school graduation or equivalent.
- C. Students are limited to two enrollments in nursing courses (withdrawals do count as an enrollment for nursing).
- D. Prerequisites must be completed prior to applying to the program. Nursing 26 (Pharmacology) may be completed after applying. It must be completed before enrolling in Nursing 30 in the first semester of the program.

Should the number of qualified applicants exceed the number of available spaces in the class, a wait list process will be used to establish priority. For more specific information telephone the Nursing Office at 530-741-6784.

CHANGE IN ADMISSION CRITERIA:

For applicants entering the ADN program in the Fall 2009 semester or later, the California Community College Chancellor's Office admission formula will be implemented. This formula includes:

- 1) Overall college GPA
- 2) English course GPA
- 3) Composite core Biology course GPA (Anatomy, Physiology, Microbiology), and
- 4) Number of repeats in core Biology courses (repeats lower the score).

This calculation results in a probability percentage. The higher the percentage, the more likely the student is to complete the program successfully. Students must score at the 70th percentile or higher to qualify for admission. This admission criteria will apply to students on the wait list as well as new applicants.

PROGRAM PROGRESSION AND REQUIREMENT.

The program is a full-time course of study that can be completed in two years or extended by completing the General Education, Science, and other requirements prior to admission into the Nursing sequence. The latter is the suggested format. Some classes will be taught at the Yuba College campus in Marysville and some at the Woodland Community College campus. Lectures are broadcast via interactive TV and can be viewed at the Marysville, Woodland, and Clear Lake campuses. Agencies in all three counties are used for the clinical portions of the program, and some travel will be required for all students.

In accordance with the California Code of Regulations, Title 16, Section 1426, all nursing students must comply with the requirements of the "California Board of Registered Nursing -- Content Required for Licensure". Current requirements are found under Nursing Major requirements.

NURSING MAJOR REQUIREMENTS

PREREQUISITES:

Units

The following courses must be completed prior to APPLYING for admission to the Program:

BIOL 4 Human Anatomy	4
BIOL 5 Human Physiology.....	4
BIOL 6 Microbiology	4
ENGL 1A College Composition and Reading	4

The following courses must be completed with a "C" or higher grade.

MATH 52 Intermediate Algebra or higher.....	4
Chemistry 2A or 2B Introductory Chemistry.....	4-5

The following course must be completed before STARTING the Nursing Program:

NURS 26 Pharmacology	3
----------------------------	---

A minimum GPA of 2.50 or higher is required in the four core courses (Biology 4, 5, 6, and English 1A).

Some of these prerequisite courses have their own prerequisite. Please refer to the individual courses in this catalog for complete information on prerequisites.

General Education and Support Classes must be completed with a "C" or higher grade.

General Education and Support Classes:	Units
FCS 10 Nutrition (must be taken no later than Semester 1)	3
PSYCH 1A General Psychology (must be taken no later than Semester 2)	3
SOCIL 1 Introduction to Sociology OR SOCIL 2 Social Problems OR SOCIL 5 Ethnic Relations in the United States OR	
ANTHR 2 Cultural Anthropology.....	3
SPECH 1 Public Speaking OR SPECH 6 Group Discussion.....	3
Humanities elective.....	3
First Semester	
NURS 30 Fundamentals of Nursing.....	8
NURS 36 Pathophysiology (may be taken before formal entry into the program).....	3
Nursing 55R Nursing Skills Lab (optional).....	1
Second Semester	
NURS 31 Maternal-Child Nursing.....	5
NURS 32 Medical-Surgical Nursing I.....	8
Nursing 55R Nursing Skills Lab (optional).....	1
Third Semester	
NURS 34 Medical-Surgical Nursing II.....	9
Nursing 56R Nursing Skills Lab (optional).....	1
Fourth Semester	
NURS 33R Mental Health/Psychiatric Nursing.....	4
NURS 35R Medical-Surgical Nursing III.....	5
Nursing 56R Nursing Skills Lab (optional).....	1

NOTE: To progress through the Associate Degree in Nursing Program, all courses must be passed with a "C" (70%) or better.

LVN TO RN CAREER MOBILITY PROGRAMS

THE ADN PROGRAM IS BEING REVISED -- CONTACT THE NURSING DEPARTMENT FOR CURRENT INFORMATION.

OPTION ONE - LVN to ADN (RN plus degree). Consists of both general education and nursing major core courses. Successful completion of the Program qualifies the student to graduate from the College and to apply for the National Council of State Boards of Nursing Licensing Examination in preparation for licensure as a Registered Nurse. Students who qualify will be admitted each fall to the third semester of the ADN Program on a space-available basis.

ADMISSION CRITERIA.

A. Application. All applications are obtained and filed with the Nursing Office at Yuba College campus in Marysville. Applicants will be admitted on a space-available basis by date of receipt of completed application packet. Since enrollment is limited, and the number of applicants traditionally outnumber available spaces, an applicant seeking admission to the ADN program who is already an LVN has two options:

1. Apply for the two-year ADN program the same as any other student and, if admitted, must go through the entire program.
2. Complete all prerequisite courses (see RN Program requirements) and apply to the Nursing Department to enter

the program in the third semester on a space-available basis. Students who have completed all requirements will be admitted based on the date their completed application is received by the Nursing Department.

Contact the Nursing Department at 530-741-6784 for more detailed information.

B. Eligibility. Students are eligible for consideration as a Nursing major if the following have been met:

1. Graduation from an accredited high school or the equivalent.
 2. Current California Vocational Nurse License. Recent Vocational Nursing graduates must submit proof of licensure prior to the first day of class.
 3. Completion of the following courses with a 2.5 GPA or better: BIOL 4, 5, 6; ENGL 1A. Completion of the following courses with a "C" or higher grade: Chemistry 2A or 2B, FCS 10; MATH 52; NURS 36, 37; and PSYCH 1A.
 4. I.V. Therapy certification or completion of Nursing 224 IV Therapy.
- Some of these prerequisite courses have their own prerequisite. Please refer to the individual courses in this catalog for complete information on prerequisites.

CHANGE IN ADMISSION CRITERIA:

For applicants entering the ADN program in the Fall 2009 semester or later, the California Community College Chancellor's Office admission formula will be implemented. this formula includes:

- 1) Overall college GPA
- 2) English course GPA
- 3) Composite core Biology course GPA (Anatomy, Physiology, Microbiology), and
- 4) Number of repeats in core Biology courses (repeats lower the score).

This calculation results in a probability percentage. The higher the percentage, the more likely the student is to complete the program successfully. Students must score at the 70th percentile or higher to qualify for admission. This admission criteria will apply to students on the wait list as well as new applicants.

PROGRAM PROGRESSION AND REQUIREMENTS:

NURSING MAJOR REQUIREMENTS

Support Courses	Units
SOCIL 1 Introduction to Sociology OR SOCIL 2 Social Problems OR SOCIL 5 Ethnic Relations in the United States OR	
ANTHR 2 Cultural Anthropology.....	3
SPECH 1 Public Speaking OR 6 Group Discussion.....	3
Humanities elective.....	3
Nursing Courses (must be taken prior to admission)	
NURS 36 Pathophysiology.....	3
NURS 37R Nursing Bridge Course.....	2
Fall Semester	
NURS 34 Medical-Surgical Nursing II.....	9
Nursing 56R Nursing Skills Lab (optional).....	1
Spring Semester	
NURS 33R Mental Health/Psychiatric Nursing.....	4
NURS 35R Medical-Surgical Nursing III.....	5
Nursing 56R Nursing Skills Lab (optional).....	1

OPTION TWO - LVN to RN only (30-Unit Option). Meets California State Regulation 1429, and those completing this track are eligible

to apply for the National Council of State Boards of Nursing Licensing Examination in preparation for licensure as a Registered

Nurse. This is a non-degree option. States other than California may not grant Registered Nurse (RN) licensure based on completion of this option. Career laddering to a higher level such as Bachelor of Science in Nursing may be limited by this option as well. It is recommended the applicant call the Nursing Department for more information. Students who qualify will be admitted each fall semester on a space-available basis.

ADMISSION CRITERIA.

A. Application. All applications are obtained and filed with the Nursing Office at the Yuba College main campus in Marysville. Applicants will be admitted on a space-available basis by date of receipt of completed application packet. Contact the Nursing Office for admission procedures and information.

B. Eligibility. Minimum qualifications for admission to this track are:

1. Current California Vocational Nurse License. Recent V.N. graduates must submit proof of licensure prior to the first day of class.
2. Graduation from an accredited high school or the equivalent.
3. Graduation from an accredited vocational school of nursing or demonstrated mastery of course content by Challenge Examination.
4. Completion of the following courses with a 2.5 GPA or higher: BIOL 5 Physiology, BIOL 6 Microbiology; Completion of the following with a "C" or higher: NURS 36 Pathophysiology.
5. Strongly recommend completion of the following with a "C" or higher: IV Therapy certification or completion of Nursing 224 IV Therapy and NURS 37 Nursing Bridge course.

CHANGE IN ADMISSION CRITERIA:

For applicants entering the ADN program in the Fall 2009 semester or later, the California Community College Chancellor's Office admission formula will be implemented. this formula includes:

- 1) Overall college GPA
- 2) English course GPA
- 3) Composite core Biology course GPA (Anatomy, Physiology, Microbiology), and
- 4) Number of repeats in core Biology courses (repeats lower the score).

This calculation results in a probability percentage. The higher the percentage, the more likely the student is to complete the program successfully. Students must score at the 70th percentile or higher to qualify for admission. This admission criteria will apply to students on the wait list as well as new applicants.

PROGRAM PROGRESSION/REQUIREMENTS:

NURSING MAJOR REQUIREMENTS

Fall Semester

NURS 34 Medical-Surgical Nursing II.....9

Nursing 56R Nursing Skills Lab.....1

Spring Semester

NURS 33 Mental Health/Psychiatric Nursing.....4

NURS 35 Medical-Surgical Nursing III.....5

Nursing 56R Nursing Skills Lab.....1

NURS 16R—Dosage Calculation for Nurses (1 unit) CSU

The study of basic math related to nursing with a focus on systems of measurement, methods of administration, dosage calculations, and safe administration to clients in diverse settings. Prerequisite: ENGL 1A and MATH 50. (LM) (Repeatable: May be taken four times only.)

NURS 18R—Comprehensive Review for the NCLEX RN Examination (1 unit) CSU

Comprehensive review and test taking strategies for the Registered Nurse (RN) student in nursing science, pharmacology, and nursing content area's related to the RN NCLEX examination. (L)

NURS 20R—Introduction to Nursing (1 unit) CSU

Provides an overview of current nursing roles, responsibilities and scope of practice as defined by the Board of Registered Nursing, in a variety of settings for nursing practice, with an emphasis on the acute care setting. Educational requirements for the nursing program are explored for theory and clinical. The rigors of being a nursing student and a newly graduated nurse are presented along with study strategies, sources for financial aid, and college and department learning resources to enhance student success. Open to nursing and non-nursing majors. (LM) (Repeatable: May be taken four times only.)

NURS 26—Pharmacology (3 units) CSU

Basic principles of pharmacology with focus on pharmacokinetics, pharmacodynamics, and related therapeutic implications for major drug categories; for Nursing and non-Nursing students. Prerequisite: None; Anatomy and Physiology highly recommended. (LM)

NURS 30—Fundamentals of Nursing (8 units) CSU

Introduction of concepts and skills basic to the practice of nursing; provides theoretical foundation for nursing practice, integrating a life-span approach, and incorporating concepts and skills to meet the basic needs of the hospitalized patient; learning experiences in the lab and health care setting allow students to gain proficiency in the application of skills and concepts introduced in the classroom. Prerequisite: BIOL 1 or 15; BIOL 4, 5, and 6; CHEM 10 or higher; ENGL 1A; MATH 50; and NURS 26.

NURS 31R—Maternal-Child Nursing (5 units) CSU

Focuses on theory, concepts, and skills related to women's health, pregnancy, birth, the postpartum period, care of the newborn, illnesses and care of children, and the family; application of theory, concepts, and skills is provided by selected patient care experiences in a variety of health care settings. Prerequisite: NURS 30 and NURS 32, or concurrent enrollment.

NURS 32—Medical-Surgical Nursing I (8 units) CSU

Focuses on development and psycho-social needs across the life span, and nursing skills related to teaching, health assessment, medication administration, and wound care; emphasizes the special needs of patients having surgery, experiencing sensory alterations, and/or pain; application of concepts and skills is provided by selected patient care experiences. Prerequisite: NURS 30 and NURS 26. (LM)

NURS 33R—Psychiatric/Mental Health Nursing (4 units) CSU

Eclectic approach to psychiatric and mental health nursing, including psychodynamics of human behavior, group dynamic, therapeutic communication and psychopharmacology; emphasis on concepts and principles as applied to self and individuals in therapy. The clinical nursing experience involves the application of nursing process, meeting the mental health and psychosocial needs as well as physiological health needs of individuals throughout the life span during one to one interactions with clients, participating in group process, staff conferences and various treatment modalities. Prerequisite: NURS 30 and NURS 26. (LM)

NURS 34—Medical-Surgical Nursing II (9 units) CSU

Provides in-depth exploration of the nursing process as it focuses on clients who are acutely ill; consideration of health care needs in bio-physical and psycho-social domains, across the life span; acute and chronic disorders are studied, as well as health care needs of those attempting to achieve and maintain wellness; application of concepts and skills provided by selected patient care experiences. Prerequisite: NURS 32. (LM)

NURS 35R—Medical-Surgical Nursing III (5 units) CSU

Focuses on advanced concepts and principles of nursing practice as well as in-depth theory related to biophysical and psychosocial needs; emphasis is on care of acutely and critically ill clients as well as the management and leadership role of the nurse; application of concepts and skills is provided by selected patient care experiences; assignments to work individually with an RN preceptor in clinical agencies. Prerequisite: NURS 34. (LM)

NURS 36—Pathophysiology: Understanding Disease (3 units) CSU

The study of disease pathology in the human body, with a focus on the study of abnormal physiological function of body systems at the cellular level, with correlation to the disease etiology, and biological and physical manifestations produced by the abnormal physiology. Prerequisite: BIOL 4 and BIOL 5. (L)

NURS 37R—Nursing Bridge Course (2 units) CSU

Designed to facilitate role transition for Licensed Vocational Nurse seeking to upgrade to Registered Nurse licensure; provides an introduction to Associate Degree Nursing Program by reviewing philosophy, conceptual framework, curriculum, and policies; critical concepts and topics presented in the first year of the program are reviewed; vocational nursing skills will be validated. Prerequisite: Licensure as LVN; admission to NURS 34. (LM)

NURS 51—Medical Terminology (3 units)

Intended to assist those studying in the fields of medicine and health care by learning a word-building system for defining, using, spelling and pronouncing medical words. It is designed for those preparing for a health career such as nursing, medical secretary, ward secretary, emergency medical technician, medical technologist, respiratory therapist, or other fields that require a medical vocabulary. (L)

NURS 55R—Nursing Skills (1 unit)

Designed for nursing students to remediate or update nursing skills; learn to access health care information via the internet, obtain help with writing skills specific to nursing department requirements and remediate or update math skills relating to calculation of dosages and solutions. Grades are P/NP. (Repeatable: May be taken four times only.)

NURS 56R—Advanced Nursing Skills Lab (1 unit)

Designed for nursing students in the advanced 2nd year level of instruction to practice and/or remediate in advanced nursing skills. Areas of practice include advanced procedures, technological equipment experience, help with advanced analysis of assessment findings, diagnostics, and multiple system acute pathologies, activities to promote critical thinking, and developing complex nursing care plans. Grades are P/NP. (Repeatable: May be taken four times only.)

NURS 224—Intravenous Therapy/Blood Withdrawal (2 units)

Designed to prepare the licensed vocational nurse to initiate and monitor intravenous therapy and perform blood withdrawals; update the registered nurse in new theories, products, and techniques of intravenous therapy. Grades are P/NP. (L,M)

NURS 227—Basic ECG Interpretation (2 units)

Designed to prepare unlicensed participants for work as an electrocardiogram monitor technician. Designed for the licensed nurse as continuing education in Basic ECG interpretations. Designed as an adjunct to the curriculum for pre-licensure A.D.N.'s. Basic dysrhythmias will be taught and will require measuring and identification. Grades are P/NP. (L)

Licensed Vocational Nurse VOCATIONAL NURSING PROGRAM

The Vocational Nursing Program is a four-semester program that includes individual and group instruction in the campus classroom and laboratory setting, and supervised clinical instruction in various hospital/community agencies. All students will be required to travel during portions of the program. Enrollment is limited; therefore, students are selected on the basis of a special application process.

NOTE: Termination of student enrollment for any reason after first two weeks of program will require submission of petition to be considered for readmission into the program. Contact Nursing Coordinator through the Nursing Department office for further details.

Students will be admitted to the Program every fall semester. For an application, call 530-741-6784.

All support courses and nursing major courses must be completed with a grade of "C" or better to progress through the curriculum. In addition, students must satisfactorily complete both of the concurrent nursing lecture and laboratory courses scheduled for a particular semester. Failure to satisfactorily complete either will necessitate re-enrollment in both should the student later be readmitted. Demonstration of mastery of course content and clinical performance skills in the current semester is required as evidence that the student has achieved the necessary knowledge base and is able to perform safely.

Students are limited to two enrollments in nursing courses. Withdrawals do count as an enrollment in nursing.

PROGRAM REQUIREMENTS:

The following courses must be completed with a "C" or better prior to admission into the Vocational Nursing Program: Elementary Algebra, one year of high school or a semester of college; ENGL 1A OR ENGL 51.

First Semester.....	Units
NURSV 51 Orientation to Nursing.....	10
NURSV 61 Orientation to Nursing Lab.....	5
Second Semester	
NURSV 52 Medical Surgical Nursing I.....	8
NURSV 62 Medical Surgical Nursing I Lab.....	5
Third Semester	
NURSV 53 Nursing the Family in Health/Illness.....	8
NURSV 63 Nursing the Family in Health and Illness Lab.....	5
Fourth Semester	
NURSV 54 Medical Surgical Nursing II.....	8
NURSV 64 Medical Surgical Nursing II Lab.....	5
Total Nursing Core course units.....	54

In addition to expenses as regularly enrolled students (living costs, books, and tuition), Vocational Nursing students have the expense of uniforms, licensing, health examination, and others. Vocational Nursing students are eligible for grants and loans available to any Yuba College student meeting criteria. In addition, a limited number of community agency-sponsored loans and grants are available to those needing short-term or supplemental assistance. Upon successful completion of the course, the graduate, unless otherwise disqualified by the licensing board, is eligible to write the National Council of State Boards of Nursing Licensing Examination for Practical Nurses (NCLEX-PN).

A "Certificate of Achievement" will be posted to the academic transcript for students who successfully complete the program. Students successfully completing the program may also earn an Associate in Science Degree if they complete the General Education and other degree requirements.

NURSV 51—Orientation to Nursing (10 units)

Introduction to nursing, including basic precepts and principles underlying safe and ethical practice; explores roles, responsibilities, and specific functions of the Licensed Vocational Nurse as a member of the health care team. Corequisite: NURSV 61. Prerequisite: Acceptance in vocational nursing program; completion with a "C" or better -- English 51 and Math 50. (LM)

NURSV 52—Medical Surgical Nursing I (8 units)

Focuses on nursing related to basic physiological and psycho-social needs of patients of all ages with specific medical-surgical diseases and conditions. Corequisite: NURSV 62. Prerequisite: NURSV 51 and 61; admission to program. (LM)

NURSV 53—Nursing the Family in Health and Illness (8 units)

Nursing care of individual and family during childbearing cycle, including pregnancy and maternity, newborn, child, adolescent, and adult in the inpatient and outpatient setting. Corequisite: NURSV 63. Prerequisite: Acceptance in nursing program, NURSV 52 and 62. (LM)

NURSV 54—Medical Surgical Nursing II (8 units)

Focuses on the basic physiological and psychosocial needs of patients of all ages with specific medical-surgical diseases and conditions; explores legal, ethical, and professional aspects of the licensed vocational nurse. Corequisite: NURSV 64. Prerequisite: Admission to nursing program; NURSV 53 and 63. (LM)

NURSV 61—Orientation to Nursing Lab (5 units)

Supervised experience in nursing skills lab and in convalescent and/or acute care hospitals. Focus is on the application of basic nursing care principles in the care of the mature adult. Corequisite: NURSV 51. Prerequisite: Admission to nursing program; completion of English 51 and Math 50 with a grade of "C" or better. Grades are P/NP. (LM)

NURSV 62—Medical-Surgical Nursing I Lab (5 units)

Assigned clinical learning experiences in the acute care hospitals and outpatient facilities. Focuses on the nursing process applied to the needs of patients with specific medical-surgical conditions. Corequisite: NURSV 52. Prerequisite: Acceptance in nursing program, NURSV 51 and 61. Grades are P/NP. (LM)

NURSV 63—Nursing the Family in Health and Illness Lab (5 units)

Focuses on care of maternity, neonatal, pediatric, adolescent, and adult patients in acute care and outpatient settings. Nursing care is taught through the application of the nursing process and through nursing skill labs. Corequisite: NURSV 53. Prerequisite: Acceptance in nursing program, NURSV 52 and 62. Grades are P/NP. (LM)

NURSV 64—Medical Surgical Nursing II Lab (5 units)

Application of the nursing process in meeting basic nursing care needs of patients of all ages with medical/surgical conditions. Preparation of the student for licensure and employment. Corequisite: NURSV 54. Prerequisite: Acceptance in nursing program, NURSV 53 and 63. Grades are P/NP. (LM)

OFFICE ADMINISTRATION (see Business)

Philosophy

The word “philosophy” literally means the “love of wisdom.” Philosophy courses are designed to cultivate wisdom by critically questioning fundamental beliefs about reality, self-identity, knowledge, religion, and ethics. The core courses that make up the curriculum include Introduction to Philosophy, Critical Thinking, Ethics, Philosophy of Religion, and World Religions.

PHIL 1—Introduction to Philosophy (3 units) CSU/UC

A multi-cultural survey of basic philosophical issues and problems, including the nature and practice of philosophic inquiry, theories of reality and knowledge, human nature and self identity, ethics and the good life, religion and ultimate reality, and the meaning and possibility of human freedom. Each topic will be explored from significant Western and non-Western perspectives. (L)

PHIL 2—Ethics (3 units) (TCSU PHIL 120) CSU/UC

Introduction to ethics emphasizing the relevance of ethics to everyday decision making; includes the human context of moral reasoning, relativism, subjectivism, religion and ethics, conscience and moral development, ethical egoism, utilitarianism, the ethics of duty, rights ethics, virtue ethics and the good life, and case studies in moral reasoning. (L)

PHIL 3—Philosophy of Religion (3 units) CSU/UC

Philosophical exploration of religious belief and practice, with an emphasis on understanding how the world's major religious traditions -- Eastern and Western -- respond to fundamental issues concerning the ultimate nature of reality. Topics include religion and philosophy, world views and religion, metaphysics without God, metaphysics with God, arguments for God's existence, the problem of evil, incarnation and God, God and gender, life after death, religious experience, science and religion, prudential arguments for religious belief, faith and justification, love and the meaning of life. (L)

PHIL 6—Political Philosophy (3 units) CSU/UC

This is an introduction to the major authors and types of political thought and the central issues involved in political thinking (e.g. democracy, fascism, justice, rights, law liberty, political authority, political principles, consequences, etc.), as presented through classical or contemporary reading selections. Not open for credit to student with credit in POLSC 6. (L)

PHIL 12—Critical Thinking (3 units)

CSU/UC

Critical thinking skills emphasizing their application to everyday decision making, including definitions of critical thinking, language and meaning, claims and reasons, argument and inference, argument identification and reconstruction, inductive and deductive reasoning, underlying assumptions, evaluating assumptions, assumptions and evidence, world views as a context for critical thought, evaluating arguments, sound and fallacious reasoning, informal fallacies, causal inference, and scientific method. (L)

PHIL 20—World Religions (3 units)

CSU/UC

Survey of the beliefs and practices of Eastern and Western religious traditions. Emphasis given to the origin and development of each tradition, its major forms of expression, and the various ways in which each tradition addresses the most fundamental questions of human existence. (L)

PHOTOGRAPHY (see Art)

Physical Education

PE 1.21R—Aerobic Exercise (.5 or 1 or 1.5 units)

CSU/UC UC-Unit Limit

Aerobic exercise designed to develop and/or maintain cardiovascular endurance, muscular strength, flexibility, and coordination through the use of continuous vigorous movements. (Repeatable: May be taken four times only.)

PE 1.26R—Body Toning (.5 or 1 or 1.5 units)

CSU/UC UC-Unit Limit

Anaerobic exercise program designed to develop muscle tone throughout the body. Muscle endurance and flexibility is also developed. (Repeatable: May be taken four times only.)

PE 1.27R—Fitness Walking/Jogging (.5 or 1 or 1.5 units)

CSU/UC UC-Unit Limit

Individualized walking/jogging program designed to improve cardiovascular endurance and muscular strength; emphasis on lifetime fitness, including the principles of nutrition, fitness, and safety. (Repeatable: May be taken four times only.)

1.28R Zumba Fitness (1.5 units)

CSU

Zumba is a fusion of Latin and International music-dance themes creating a dynamic, exciting, effective fitness system. The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba unitizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning and total body toning. It is a mixture of body sculpting movements with easy to follow dance steps. (Repeatable: May be taken four times only.)

PE-1.36R Yoga (1 unit)

CSU/UC UC-Unit Limit

Development of basic yoga postures, breathing practices, stretching, and relaxation techniques as a method to improve flexibility, decrease stress and improve physical and mental well being. (Repeatable: May be taken four times only.)

PE 1.59R—Aerobic Weight Training (.5 or 1 or 1.5 units)
CSU/UC UC-Unit Limit

Weight training methods and techniques to improve aerobic fitness, cardiovascular fitness, and muscular endurance. (Repeatable: May be taken four times only.)

PE 5—Physical Activities for Young Children (1 unit) **CSU**

Designed to give adults working with preschool and school-age children a variety of hands-on activities useful in creating stimulating outdoor environments; practice using equipment like bean bags and hula hoops, as well as become familiar with games from diverse ethnic groups. Not open for credit to student with credit in ECE 5. (L)

Physical Science

PHYS 10A—Earth Science (3 units)
CSU/UC UC-Unit Limit

Survey course with topics chosen principally from oceanography, geology, physical geography, meteorology, and astronomy. Topics are presented within a theme of understanding the earth. (L)

PHYS 10AL—Earth Science Laboratory (1 unit) **CSU**

Laboratory activities in Earth Science to reinforce and complement the materials presented in PHYS 10A. Prerequisite: PHYS 10A which may be taken concurrently. (L)

PHYS 10B—Physical Science - Physics and Chemistry (3 units)
CSU/UC UC-Unit Limit

Basic concepts in physics and chemistry: motion, force, energy, electricity, atomic theory, matters, chemical and physical changes, gas laws, radioactivity, and an introduction to modern physics. (L)

PHYS 10C—Physical Science - Physics and Chemistry (1 unit) **CSU/UC**

Laboratory experiments in physics and chemistry to reinforce and complement the materials presented in PHYS 10B. Prerequisite: PHYS 10B which may be taken concurrently. (L)

Physics

PHYS 2A—General Physics (3 units)
CSU/UC UC-Unit Limit

Comprehensive survey of physics, including mechanics, hydrostatics, thermodynamics, and wave motion; qualitative understanding and quantitative problem solving; primarily for life science major. Prerequisite: MATH 21, or equivalent, which may be taken concurrently, PHYS 10 or CHEM 2A is recommended. (LM)

PHYS 2B—General Physics (3 units)
CSU/UC UC-Unit Limit

Comprehensive study of physics, including electricity and magnetism, optics, atomic and nuclear physics, and relativity; equal emphasis placed on qualitative understanding and quantitative problem solving. Primarily for Life Science majors. Prerequisite: PHYS 2A. (LM)

PHYS 3A—General Physics Lab (1 unit)
CSU/UC UC-Unit Limit

Performance of lab experiments to verify the important concepts of PHYS 2A. Not open for credit to student with credit in the PHYS 4 series, or equivalent. Prerequisite: PHYS 2A which may be taken concurrently. (LM)

PHYS 3B—General Physics Lab (1 unit)
CSU/UC UC-Unit Limit

Performance of lab experiments to verify the important concepts of PHYS 2B. Not open for credit to student with credit in the PHYS 4 series. Prerequisite: PHYS 2B, which may be taken concurrently, and PHYS 3A. (LM)

PHYS 10L—Basic Concepts in Physics (4 units)
CSU/UC UC-Unit Limit

A general Physics course for non-science majors. Scientific skills and understanding of the basic concepts of Physics will be studied using the discovery or inquiry approach. Direct hands-on experience will be an integral part of the course through many interactive activities. There will be an emphasis on both conceptual and quantitative understanding of the physical world about us. Not open for credit to student with credit in PHYS 10. (LM)

PLANT SCIENCE (see Agriculture)

Political Science

POLSC 1—Introduction to American Government (3 units) (TCSU POLS 110) **CSU/UC**

A critical survey and assessment of American government and politics. Political institutions, such as the Political ideologies and Congress, the presidency, the courts, and the federal bureaucracy are analyzed in regards to power and ideology and their role in the American political system. Political ideologies and philosophies, as well as political parties and private interest groups, are examined and analyzed. State and local government is included. Satisfies State University requirements of California Administrative Code, Title V, Section 40404. Not Open for credit to student with credit in SOCSC 1. (TCSU POLS 110) (L)

Psychology

Psychology is the study of human thought, feelings, and behavior. Part of its appeal is the fact that it involves both scientific investigation and practical applications of those findings in everyday life. The Yuba Community College District Psychology courses offer a diverse program with several goals: 1) To expose students to the variety of sub-fields in psychology; 2) to engender knowledge of, and appreciation for, the spirit and nature of scientific inquiry; 3) to facilitate insight into oneself and increase knowledge of, and sensitivity to, others; 4) to introduce students to the basic body of knowledge, thus preparing them for further study in Psychology

Those pursuing psychology as a field of study will find many career options centering around helping others to understand, predict, and influence their own behavior and the behavior of others. Psychologists may teach, conduct research, perform psychological testing, or do consultation in a variety of settings which include hospitals, businesses, private practice, personnel offices, industry, colleges and universities, and government. Training in Psychology provides a valuable foundation for professions wherein interpersonal interactions are a component of the work setting.

PSYCHOLOGY

(Associate in Arts)

Required Courses	Units
PSYCH 1A General Psychology.....	3
PSYCH 12 Human Sexuality OR	
PSYCH 31 Gender and Behavior: Feminine and Masculine.....	3
Plus 12 additional units selected from the following:	
PSYCH 1B General Psychology.....	3
PSYCH 22 Social Psychology.....	3
PSYCH 33 Personal and Social Adjustment	3
PSYCH 40/ECE 3 Childhood and Adolescent Behavior.....	3
PSYCH 41 Lifespan Development	3
PSYCH 30A, 30C, 30D ConsciousnessStudies	
(1 unit each - all three must be completed).....	3
PSYCH 12 or 31 -- if not already completed above.....	3
Total units required for degree major.....	18

PSYCH 1A—General Psychology (3 units)

CSU/UC

General introduction to psychology as a science, including perception, learning, development, motivation, personality, abnormal behavior, and the biological and social basis of behavior. (L)

PSYCH 1B—General Psychology: Individual and Social Processes (3 units)

CSU/UC

Further in-depth exploration of the subject matter of introductory psychology. Including, but are not limited to, developmental psychology, personality, social psychology, abnormal/maladaptive behavior, individual differences, neuropsychology, cross-cultural psychology. (L)

PSYCH 12—Human Sexuality and Sexual Behavior (3 units)

CSU/UC

Psychological and biological aspects of human sexuality, including developmental issues, variations in sexual behavior/orientation, structure and function of the reproductive systems, sexual response, and sexually transmitted diseases. (L)

PSYCH 22—Social Psychology (3 units)

CSU/UC

Introduction to the study of human interaction with a focus on the individual within a social context, including topics of social perception and cognition, interpersonal attraction, pro-social behavior and aggression, attitude change, conformity and obedience, prejudice and discrimination, and the psychology of groups. (L)

PSYCH 30A—Consciousness Studies (1 unit)

CSU

Focuses primarily on transpersonal approaches to consciousness. Other perspectives will include psychodynamic, behavioral, cognitive, biological, evolutionary, humanistic and existential. (L)

PSYCH 30C—Advanced Consciousness Studies (1 unit)

CSU

Historical development and research regarding consciousness studies in psychology. (L)

PSYCH 30D—History of Consciousness (1 unit)

CSU

Historical development and research regarding consciousness studies in psychology. (L)

PSYCH 31—Gender and Behavior: Feminine and Masculine Behavior (3 units)

CSU/UC

Systematic analysis of psychological principles related to gender, including biological, social, and cultural perspectives. (L)

PSYCH 33—Personal and Social Adjustment (3 units)

CSU/UC

Principles of personality development with emphasis on self-theories and social interaction theories. (L)

PSYCH 41—Lifespan Development (3 units)

CSU/UC

Introduction to the scientific study of human development from conception to death; examines the interplay of the biological, psychological, social, and cultural influences on the developing human being. (L)

PSYCH 46—Abnormal Psychology (3 units)

CSU/UC

Introduction to the field of abnormal psychology; exploration of the models, diagnosis, and classification of abnormal behavior. (L)

Real Estate (see Buisness)

Reading

READ 70—Analytical Reading (3 units)
Specific comprehension and reasoning skills for reading textbooks and other college materials. Concurrent enrollment in ENGL 51L or 51 is recommended. Prerequisite: READ 105 with a grade of "C" or better, or qualifying *Placement Examination* score.

READ 105—Pre-Collegiate Reading Skills (3 units)
Emphasis on paragraph and passage comprehension, vocabulary development, and basic study reading techniques. Concurrent enrollment in ENGL 105L or 106 recommended. Not open for credit to student with credit in READ 90 or 105L. Prerequisite: READ 110B with a passing grade, or satisfactory score on *Placement Examination* and appropriate skills and knowledge.

READ 110A—Reading Assistance (4 units)
Small group and whole class work to strengthen basic reading skills; emphasis on vocabulary development. Individual help during laboratory time as needed.

READ 110B—Reading Assistance (4 units)
Small group and whole class work to strengthen basic reading skills and to make inferences and to read critically; individual help during laboratory time as needed. Prerequisite: Satisfactory score on *Placement Examination* and appropriate skills and knowledge, or READ 110A.

Sign Language

SIGN 1—Sign Language Studies 1 (3 units) CSU/UC UC-Unit Limit

Introduction to the visual-gestural processes of sign language; provides instructional activities for people who wish to become competent in communication with deaf people; emphasis on nonverbal communication. (L)

SIGN 2—Sign Language Studies 2 (3 units) CSU/UC
Non-verbal communication skills using syntactical and finger spelling of multi-syllable words. Prerequisite: SIGN 1.

SIGN 3—Sign Language Studies 3 (3 units) CSU/UC
Continuation of ASL comprehension skills and advanced grammatical structure; continues to place emphasis on expressive skills and deaf culture. Prerequisite: SIGN 2.

SIGN 61R—Basic Vocabulary and Finger Spelling (2 units)
The art of communicating with the deaf by means of finger spelling and basic signing. (L) (Repeatable: May be taken two times only.)

Social Science

SOCIAL SCIENCE (Associate in Arts)

Required	Units
ANTHR 1 Physical Anthropology	
OR 2 Cultural Anthropology	3
ECON 1A Elementary Economics-Macro	3
GEOG 1 Physical Geography OR GEOG 2 Cultural Geography	3
POLSC 1 Introduction to Political Science	3
PSYCH 1A General Psychology	
OR SOCIL 1 Introduction to Sociology	3
Any History Class	3
Total units required for degree major	18

Sociology

SOCIL 1—Introduction to Sociology (3 units) CSU/UC
(TCSU SOC 110)

Basic principles of sociology, including culture, socialization, organizations, institutions, stratification, collective behavior, and social change. (TCSU SOC 110) (L)

SOCIL 2—Social Problems (3 units) (TCSU SOC 120) CSU/UC

Survey of social problems in present-day American culture and application of sociological theory and analysis to issues such as poverty, racism, crime, healthcare, education, and the environment. (TCSU SOC 120) (L)

SOCIL 5—Ethnic Relations in the United States (3 units) CSU/UC

Examines the social construction of categories of race and ethnicity in society. Focus on inequality and the impact of racial categorization on everyday life through institutions such as the labor market, schools, residential segregation, healthcare, media, and the criminal justice system. (L)

SOCIL 8—Social Science Research Methods (3 units) CSU
Basic issues in the design and implementation of social science research. Topics will include the scientific method, ethics, and issues of research design, basic descriptive and inferential statistics, and types of research designs including quantitative and qualitative methodologies. Not open for credit to student with credit in PSYCH 8. (L)

SOCIL 10—Sociology of Marriage and Family (3 units) CSU/UC

Sociological analysis of marriage and family, including history, cross-cultural comparison, gender roles, sexuality, parenthood, and contemporary debates about family values, form, and function. (L)

SOCIL 35—Sociology of Sex and Gender (3 units)

CSU/UC

Sociological analysis of the construction, reproduction, and consequences of sex categories and gender roles. Emphasis on how gender designation of "male" and "female" impacts an individual's life, including violence and abuse, sexual harassment, hate crimes, wage differentials and unequal opportunities. (L)

Spanish

SPAN 1—Elementary Spanish, Part 1 (4 units)

CSU/UC UC-Unit Limit

Development of four basic language skills: speaking, listening, reading and writing. Students will learn to initiate, sustain, and close basic communication tasks. Student will understand content related to personal background and needs, non-complex social conventions, main ideas and details of connected discourse of familiar topics. This course is equivalent to one year of high school Spanish. (L)

SPAN 2—Elementary Spanish, Part 2 (4 units)

CSU/UC UC-Unit Limit

A continuation of Spanish 1. Emphasis on control of the material in Spanish 1 and introduction of the present perfect, the conditional, the future and the subjunctive verb cases. This course is equivalent to two years of high school Spanish. Prerequisite: SPAN 1 or equivalent. (L)

SPAN 3—Intermediate Spanish, Part 1 (4 units)

CSU/UC UC-Unit Limit

A third semester course which completes the presentation of basis Spanish grammar and development of all language skills (listening, reading, speaking, and writing) in a cultural context with special emphasis in communications. Equivalent to three years of high school Spanish. Prerequisite: SPAN 2; or 3 years of high school Spanish; or equivalent. (L)

SPAN 10—Introduction to Spanish (3 units)

CSU

Study of elementary Spanish with an emphasis in proficiency, including grammar, vocabulary, pronunciation, and communication. (L)

SPAN 20A—Spanish for the Spanish Speaking Student (3 units)

CSU/UC UC-Unit Limit

Intensive review of grammar; composition, translation, cultural and literary readings. Designed for those who are effective in oral communication in Spanish, but who need training in written forms of the Spanish language. Emphasis on increasing vocabulary, reading, and writing skills through short stories, essays, and guided composition. (L)

SPAN 20B—Spanish for the Spanish Speaking Student (3 units)

CSU/UC UC-Unit Limit

Designed for bilingual students who are effective in oral communication, but who need more training in the written forms of the language; intensive review of grammar; composition and translation; linguistic ability in both English and Spanish is used as a basis for increasing vocabulary and increasing writing and reading skills. Prerequisite: SPAN 20A or 2.

SPAN 51R—Conversational Spanish (1 or 2 or 3 units)

Development of oral skills in Spanish with an emphasis on practical phrases for communication in job or social situations; vocabulary development appropriate for basic interaction as well as for law enforcement, welfare, and other public agencies. Grades are CR/NC. (L) (Repeatable: May be taken four times only.)

Speech

COMMUNICATION STUDIES

(Associate in Science)

Required Courses

Units

MCOMM 2 Introduction to Mass Communications	3
SPECH 1 Public Speaking	3
SPECH 2 Oral Interpretation of Literature	3
SPECH 6 Group Communication	3
SPECH 7 Interpersonal Communication	3
Plus 6 units selected from the following: SPECH 3, SPECH 8; THART 11A; PSYCH 1A; MCOMM 4; PHIL 12	6
Total units required for degree major	21

SPECH 1—Public Speaking (3 units)

CSU/UC

Principles of effective oral communication applied to several public speaking assignments which emphasize the development of support and organization of ideas, audience analysis, public speaking anxiety, and effective delivery styles. Prerequisite: ENGL 51 or 51L or qualifying score on Placement Examination.

SPECH 2—Oral Interpretation of Literature (3 units)

CSU/UC

Introduction to analysis and interpretation of literature for oral reading; encourages a deeper, richer experience of prose, poetry, and drama; enables sharing the love of literature in the oral tradition. Prerequisite: ENGL 51 or 51L or satisfactory score on Placement Examination and appropriate skills and knowledge. Not open for credit to student with credit in ENGL 2.

SPECH 3—Argumentation (3 units)

CSU/UC

General approach to rational decision making and argumentative analysis including structuring written and oral arguments and rebuttals, gathering relevant evidence for arguments, and identifying logical fallacies. (L)

SPECH 6—Group Communications (3 units)

CSU/UC

Study of communication in small group situations; emphasis placed on researching, organizing, and delivering oral presentations, including panel discussions and symposia; the role of communication in various group processes, including problem-solving, leadership, and decision-making. (L)

SPECH 7—Interpersonal Communication (3 units)

CSU/UC

Study of interpersonal relationships, including gender, intercultural, professional, and intimate communication; required to research, organize, and deliver oral presentations about concepts, dynamics, and contexts of interpersonal communication. (L)

SPECH 8—Intercultural Communications (3 units)

CSU/UC

Study of intercultural communication theory relative to perception, context, language, verbal and nonverbal messages, and adaptation; emphasis will be placed on developing effective intercultural communication skills; demonstrate effective intercultural communications skills by oral presentations and group and interpersonal interactions. (L)

Statistics

STAT 1—Introduction to Statistical Methods (4 units)

CSU/UC

Descriptive statistics; measures of central tendency, variation, correlations, probability, sampling, and sampling distributions. Inferential statistics: estimation and tests of statistical hypotheses; for majors in natural science, social science, and business. Prerequisite: MATH 52 or equivalent with a grade of "C" or better. (LM)

Theatre Arts

THART 11A—Introduction to Acting (3 units)

CSU/UC

Basics of acting for the stage will be explored and developed, including voice and diction, movement, improvisational technique, characterization, and scene study. Several monologues and scenes will be developed and presented in the class.

THART 29R—College Theatre (2 or 3 units)

CSU/UC

Fundamentals of theatrical performance in all areas of theater (acting, directing, design, technical) culminating in a theater production; plays to be selected from various periods and styles. (L) (Repeatable: May be taken four times only.)

THART 32R—Film Studies: Focus on ... (3 units)

CSU/UC

Study of a particular director/artist, genre, or national cinema; view and discuss full-length feature films; topic to be specified in class schedule. (Same as ENGL 32R; HUMAN 32R) (Repeatable: May be taken four times only.)

THART 33—History of Film (3 units)

CSU/UC

Chronological survey of the motion picture; traces the development of the art, technology, and social importance of film during the last 100 years; screenings of significant and representative narrative, documentary, and experimental films from the silent to the modern era. Not open for credit to student with credit in HUMAN 33 or ENGL 33. (L)

THART 34—Introduction to Film (3 units)

CSU/UC

Study of film as art and its influence on society, including interpretation, criticism, and technical developments; view and discuss full-length feature films. Not open for credit with credit in ENGL 34 or HUMAN 34. (L)

THART 45A—Production and Technical Theatre (3 units)

CSU/UC

Practices, terminology, and organization of contemporary theatre technology; exercises in construction and implementation of all technical aspects of production (sets, lighting, sound, costumes, properties, stage management). Integrated with Yuba College Theatre productions. Corequisite: THART 29R or 26R. (L)

THART 45B—Production and Technical Theatre (3 units)

CSU/UC

Practices, terminology, and organization of contemporary theatre technology; exercises in construction and implementation of all technical aspects of production (sets, lighting, sound, costumes, properties, stage management). Integrated with Yuba College Theatre productions. Corequisite: THART 26R or 29R. Prerequisite: THART 45A.

VOCATIONAL NURSING (see Nursing)

Women's Studies

WOMEN 29—Women in American History (3 units)

CSU/UC

General introduction to the history of women in America from colonial times to the present; emphasis on the changing political, economic, social, and ethnic history. (L)

WOMEN 31—Gender and Behavior: Feminine and Masculine Behavior (3 units)

CSU/UC

Systematic analysis of psychological principles related to gender, including biological, social, and cultural perspectives. (L)

WOMEN 35—Women in Contemporary Society (3 units)

CSU/UC

Focuses on the unique position of women in contemporary United States society; emphasis is given to the concept of gender as it relates to socialization, social control, history, multi-culturalism, and current issues. Not open for credit to student with credit in SOCIL 35. (L)

WOMEN 37—Women's Voices (3 units)

CSU/UC

A survey of selected women writers from at least three different ethnic groups in the United States and/or the world touching on ancient cultures as a foundation for understanding contemporary women's literature. Not open for credit to student with credit in ENGL 37. (L)

Classified Staff

Stephanie Alder, EOP&S Clerical Assistant, WCC since 2005
Jerry Bahneman, Grounds Maintenance Worker, WCC since 2006
Rosario Bermudez, Childcare Development Assistant, WCC since 2005
Sonia Ceja, Financial Aid Technician, WCC since 2005
Francine Corry, Child Development, Instructional Specialist, WCC since 2003
Jim Day, Building Maintenance, WCC since 2007
Nico DeAnda-Scaia, Campus Student Services Technician, WCC since 2008
Shirley Evans, Administrative Secretary II, WCC since 1996
Kay Gasson, Student Services Asst., WCC since 2000
Neli Gonzalez-Diaz, EOPS/CARE Specialist, WCC since 2006
Bill Gray, Instructional Assistant, Business, WCC since 2002
Darlene Gray, Library Technical Assistant, WCC since 1982
Joyce Hammitt, Instruction Clerical Assistant, WCC since 2008
William Heidbreder, Telecommunication/Multimedia Specialist, WCC since 1999
Hope Hernandez, Child Development Site Supervisor, WCC since 2002
Lori Hjellum, Custodian, WCC since 2007
Traci Johnson, Library Media Specialist, WCC since 2008
Minerva Lemus, Campus Student Services Tech., WCC since 2003
Danny Manzanares, Lead Custodian, WCC since 1995
Laurie Manzanares, Custodian, WCC since 2003
Sandra Manzanares, Custodian, WCC since 2008
Rosalinda Martinez, English Instructor Assistant, WCC since 2007
Brian McClelland, Lead Grounds Maintenance Worker, WCC since 1990
Christopher Mejia, Information Systems Instructional Specialist, WCC since 2006
Jesus Moreno, Child Dev. Asst. WCC since 2004
Elisa Muratalla, Campus Student Services Technician, WCC since 1986
Joan Penning, Instructional Support Analyst, WCC since 1998
Art Pimentel, Public Information Specialist, WCC since 2006
Annie Revell, Upward Bound Clerical Assistant WCC since 2008
Loretta Richard, Tutoring Center Specialist, WCC since 1995
Devin Rodriguez, Campus Student Service Technician, WCC since 1999
Alfred Saragoza, Custodian, WCC since 2005
Lucila Servin, Financial Aid Assistant. WCC since 2006
Eileen Spear, Instructional Associate Language Arts, WCC since 2008
Dennis Thorpe, Instructional Assistant, WCC since 1991
Kristen Van Sambeek, Upward Bound Specialist, WCC since 2007
Ana Weidling, Childcare Clerical Assistant, WCC since 2007
Ken Welton, Instructional Assistant Chemistry, WCC since 2008

WCC Academic Faculty and Administrators

HANAN ANDRIANARIVO**Mathematics**

B.S., University of Memphis; M.S., University of California, Davis. Experience: Woodland Community College, Solano Community College, Sacramento City College, U.C., Davis. YCCD since 2006.

BRANDI ASMUS**Agriculture**

A.S., Modesto Junior College; B.S., University of California, Davis; M.S. University of California, Davis. Experience: Sierra College, C.S.U. Chico, U.C. Davis; YCCD since 2008.

JULIE A. BROWN**Chemistry; Mathematics**

B.S., Santa Clara University; M.S., University of California, Davis. Experience: University of California, Davis; Los Medanos College, Pittsburg; Skyline College, San Bruno; American River College, Sacramento; Diablo Valley College, Pleasant Hill; YCCD since 1991.

NOEL K. BRUENING**English**

B.A., U.C., Davis; M.A., C.S.U., Sacramento. Experience: C.S.U., Sacramento; U.C., Davis; YCCD since 2000.

MONICA CHAHAL**English**

B.A., U.C., Davis; M.A., C.S.U., Sacramento. Experience: Yuba College; YCCD since 1998.

TALWINDER S. CHETRA**Mathematics**

B.S., B.Ed., M.S. Experience: Chico State; Butte College; Los Rios Community College District; YCCD since 2005

MATTHEW M. CLARK**Mathematics**

B.S., M.S., Ph.D., U.C., Davis. Experience: U.C., Davis; McLaren Environmental Engineering, Rancho Cordova; C.S.U., Sacramento; Los Rios Community College District, Sacramento; YCCD since 1992.

STACEY A. COOK**Dean of Student Services**

B.A., UC, Berkeley; M.P.A., CSU, Hayward; Ed.D., University of San Francisco Experience: College of Marin; UC, Berkeley; Golden Gate University; University of San Francisco; YCCD since 2006.

LESLIE J. DENIZ**Administration of Justice**

B.A., CSU Chico, M.A., University of Phoenix; Law Enforcement Experience: Yuba City Police Department, California State University Chico Police Department; Teaching Experience: Butte -Glenn Community College, Yuba Community College and Yuba City High School.

ANGELA R. FAIRCHILD**President**

B.S., M.B.A., Golden Gate University, San Francisco; Ph.D., University of Arizona, Tucson. Experience: Yavapai College, Arizona; New Mexico State University, New Mexico; Golden Gate University, Edwards; YCCD since 2004.

KEVIN W. FERNS**English**

BA, UC Davis, English, Creative Writing Emphasis; BA, UC Davis, Spanish; MA, CSU Sacramento, English Previously taught English composition and writing courses at UC Davis, Sacramento City College, Heald College, and Woodland Community College

GEORGE J. GALAMBA**Language Arts; Academic Skills; ESL**

A.A., Pasadena City College; B.A., U.C., Santa Barbara; M.A., San Francisco State University. Experience: Peace Corps Volunteer, Uganda; Fulbright Lecturer, University of Novi Sad, Yugoslavia; YCCD since 1984.

GREGORY GASSMAN**History**

B.A., UC, Davis; M.A., CSU, Sacramento; Multi-Subj Tchgr Cred, National University, Sacramento; Experience: Woodland Community College; Sacramento City College; Covell Gardens, Davis; American River College, Sacramento; Los Rios Community College, Sacramento; Harvest Valley School, Vacaville YCCD since 1996 (Adjunct) 2005 (Full-time)

CHRISTOPHER J. HOWERTON**Speech**

B.A. University of Memphis; M.A. California State University, Chico. Experience: C.S.U., Chico, Butte Community College; YCCD since 2007.

CYNTHIA KELLOGG**English**

B.A., M.A., U.C., Berkeley; M.A., C.S.U., Chico. Experience: Oakland Public Schools; C.S.U., Chico; University of the Pacific, Stockton; Yuba City High School; YCCD since 1976.

NILI KIRSCHNER**Sociology**

MA, sociology, UC Berkeley, 2004; BA, sociology and psychology, UC Santa Cruz, 1997 Teaching experience: UC Berkeley, University of San Francisco, CSU East Bay, Diablo Valley College; YCCD since 2008

ALFRED KONUWA**Vice President Academic and Student Affairs**

B.A., Univ of Liberia, Liberia; M.A. & M.P.A., CSU, Sacramento; DPA, Univ of Southern CA Experience: Butte College; CSU, Chico; Civil Service Agency YCCD since 2008

CHERYL LATIMER**Counselor**

B.S., Psychology, UC Santa Cruz, M.A., Psychology, C.S.U., San Francisco; M.S., Counseling, C.S.U., Sacramento. Experience: C.S.U., Sacramento, U.C., Davis, Cosumnes River College, Solano College; YCCD since 2001.

DENA MARTIN**Librarian**

A.S., Sacramento City College; B.A., CSU, Sacramento; M.L.I.S., CSU, San Jose. Experience: Contra Cost County a Library, Sacramento City College, Glenwood Elementary School. YCCD since 2006

JENNIFER MCCABE**Earth Science/Physical Science**

B.S., Geology, UC, Davis; MS, Geology, UC, Davis Experience: D-Q University, Davis; Cosumnes River College, Sacramento, CSU, Sacramento; UC, Davis; Outdoor Adventures, UC Davis; Palo Alto Jr. Museum & Zoo, Palo Alto YCCD since 2005

Woodland Community College 2009-2010

Administrators and Academic Faculty

DONNA A. MC GILL-CAMERON

Business; Information Technology

B.A., M.S., Mississippi State University; M.A., C.S.U., Sacramento; Ed.D., University of LaVerne. Other graduate work: U.S.C., Los Angeles. Experience: Loretto High School, Sacramento; American River College, Sacramento; YCCD since 1976.

MELISSA M. MORENO

Ethnic Studies

B.A., University of California, Santa Cruz; M.A., University of Utah; Ph.D., University of Utah; B.A. Experience: Liberal Studies at CSU Monterey Bay; International & Multicultural Education at University of San Francisco; Chicana/o Studies at UC Davis; YCCD since 2008.

JEANNINE MULLIN

Early Childhood Education

B.A., M.S., U.C. Davis; Experience: U.C., Davis, Cosumnes River College, Sacramento; Solano College, Suisun City; YCCD since 2002.

KEN NATHER

Dean of Instruction/Learning Resources

B.S., M.A., University of Phoenix. Experience: Chancellor's Office of the Community Colleges, State of California Employment Training Panel; YCCD since 2007.

SHARON J. NG HALE

Psychology

A.A., Sierra College, Rocklin; B.A., M.A., C.S.U., Sacramento, Ph.D. California Coast University. Experience: American River College, Sacramento; Sierra College, Rocklin; Sacramento City College; C.S.U., Sacramento; C.S.U., Fresno; YCCD since 1991.

JESSE ORTIZ

Counselor

B.S.W., San Jose State University; M.S.W., C.S.U., Sacramento; Ed.D., Brigham Young University, Utah. Experience: Sacramento County Office of Education; Elk Grove Unified School District; American River College, Sacramento; Cosumnes River College; C.S.U., Sacramento; YCCD since 1994.

BARBARA NEMETH RHODE

Biology

B.S., William Smith College, Geneva; M.S., Miami University, Oxford; Ph.D. Miami University, Oxford. Experience: Solano Community College; Rockhurst University; Mid-Plains Community College; Miami University; William Smith College. YCCD since 2004

RALPH ROBINSON

Microbiology

B.S. MS; Ph.D, B.S CSUN, M.S CSUN 1981, Ph.D. University of Florida 1985

TODD SASANO

DSPS Coordinator/ Learning Disability Specialist

B.A., University of California, Davis; M.A., San Francisco State University Experience: Jefferson Union High School District, Travis Unified School District, San Juan Unified School District, American River College YCCD since 2008

SHERYL SHOOK

Biology

B.S., California Polytechnic State University; Ph.D., U.C., Davis. Experience: Sacramento City College, Los Rios, Cold Spring Harbor Lab, Woods Hole Marine Biology Lab, Woodland Community College, UC Davis. YCCD since 2006.

CLARK C. SMITH

Nursing

B.A., California State College, San Bernardino; B.S.N., California State University, Los Angeles; M.N., University of California, Los Angeles. Experience: Charter Hospital, Roseville; Sierra Vista Hospital, Sacramento; YCCD since 1996.

ROXANE SNYDER

Nursing

A.D.N., Sacramento City College; B.S.N., M.S.N., California State University, Dominguez Hills, Carson. Other graduate work: C.S.U., Sacramento. Experience: Oroville Hospital; Woodland Healthcare; YCCD since 2000.

ESTELITA SPEARS

Counselor

AA, Sacramento City College; BA, CSU, Sacramento; MS, CSU Sacramento Experience: Los Rios, Rio Americano High School, Mark Hopkins Elementary, Cosumnes River College, Sacramento City College, University of Phoenix, Yolo County - Dept of Social Services, Yuba College YCCD since 2006.

SHERRY R. SPINA

Business: Accounting

B.S., Sonoma State University, Rohnert Park; M.S., Golden Gate University, San Francisco. Experience: YCCD, Marysville Adjunct 2005, Full-time since 2007.

CAY E. STRODE

English

B.A., Occidental College, Los Angeles; M.A., San Francisco State University. Other graduate work: University of Rochester, New York. Experience: Cabrillo College, Aptos; Honolulu Community College, Hawaii; YCCD since 2004.

R. TERRY TURNER

Art; Humanities

B.A., U.C., Davis; M.A., Kent State University, Ohio. Experience: U.C., Davis; Kent State University, Ohio; Sacramento City Unified School District; YCCD since 1976.

JOSE A. VALLEJO

EOP&S Counselor

B.A., M.A., C.S.U., Sacramento. Experience: Woodland High School, Woodland; YCCD since 2002.

Emeriti

JUDY BEAN

Sociology; History,
Woodland, Appointed 1975 Retired -2007

THOMAS DUNCAN

Math; Counseling; Psychology,
Woodland, Appointed 1982 Retired-2007

RAYMOND GUTIERREZ, Jr.

Counseling; Psychology,
Woodland, Appointed 1976-Retired 1993

RITA A. HOOTS Biology;

Chemistry,
Appointed, 1981-Retired 2005

EDITH L. KLENHARD

Vocational Nursing,
Woodland, Appointed 1976-Retired 1992

JAMES G. LAWSON

English,
Woodland, Appointed 1968-Retired 2000

PAUL A. LEATHERS

Agriculture,
Woodland, Appointed 1976-Retired 2002

D. LEE MITCHELL III

Anthropology; Earth Sciences; Ecology,
Appointed, 1976-Retired 2006

FRANK J. RODGERS

Business,
Woodland, Appointed 1976-Retired 2002

CHOR H. YU Computer

Science; Mathematics,
Woodland, Appointed 1964-Retired 1991

Classified Management

Myron Hord, Maintenance Supervisor, WCC since 2007

Timoteo “Timo” Rico, Upward Bound Director, WCC since 2008

Ana Villagrana, Secretary to the President, WCC since 2008

Mary Huizar, Fiscal Analyst, WCC since 1992

Maritza LaVu, Director of Financial Aid, WCC since 2009

Police Officers

Paul Corbin, Police Officer, WCC since 2006

Kuldeep Shergill, Police Officer, WCC since 2006

Index

A

Absence 39
 Academic Freedom 12
 Academic Probation 43
 Academic Regulations and Information 32
 Academic Renewal 33
 Accounting 78
 Accreditation 12
 Admissions 14, 18,
 Advanced Standing 33
 Afro-American Studies 88
 Agricultural Business 63
 Agriculture Technology 63
 Algebra 97
 Anthropology 66
 Art 66
 Asian-American Studies 88
 Assessment Center 14
 ASSIST 48, 53
 Associate Degree
 Additional 45
 Associated Students of WCC 14
 Associate in Arts 45, 58
 Associate in Science 45, 58
 Attendance 33
 Authority of Instructors 34

B

Biology 68
 Bookstore 14
 Refunds 14, 28
 Business 78
 Accounting 68
 Administrative Assistant 75
 Agricultural Business 65
 Business Administration 69
 Business Computer Applications 69
 Clerical 75
 General Business 71
 Information Technology 72
 Legal Office Skills 74
 Marketing 74
 Medical Office Skills 76
 Office Administration 75
 Personnel Management 72
 Real Estate 77

Small Business Management 73
 Word Processing 76
 Business Administration 78

C

C.A.R.E. 14
 Calculus 96
 General Education Breadth Req. 56
 IGETC 58
 Lower Division Requirements 55
 U.S. History/Constitutions Req. 58
 Campus Police Department 31
 Career Planning 14
 Catalog Rights 34
 Certificate of Achievement 58
 Challenge, course 59
 Chemical Dependency Awareness 93
 Chemistry 77
 Child Care Education 79
 Child Development Center 14
 Children in Class 30
 Class Schedule 24
 Clear Lake Campus 11
 CLEP Exam 35
 Clerical 75
 Clubs and Organizations 28
 Code of Conduct 28
 College Board 32
 College Board Advanced Placement 36
 College Health Nurse 17
 College Life 28
 College standing 8
 Colusa 11
 Communications 108
 Community Education 15
 Competency Requirements 45
 Complaint, discrimination 13
 Complaints Involving Faculty or other Staff Member 30
 Computer and Network Usage Policy 37
 Computer Applications 79
 Computer Science 77
 Conduct and Discipline 31
 Cooperative Work Experience 15, 78
 Cooperative Work Experience Education 15, 78
 Corequisites 40, 41
 Corrections 62
 Costs 27, 28
 Counseling 15, 78
 Course "48" 79
 Course "49" 79
 Course Information 59
 Courses
 Numbering 60

Repeating 61
Credit/No Credit 37
Credit By Exam 36
Credit By Examination 36
Credit For Military Experience 37

D

Dependents, Veterans 19
Disabled Students Programs and Services (DSP&S) 15
Disciplinary Probation 31
Discrimination Complaint 14
Discrimination Policy 13
District Information 11
Dress Regulations 28
Drug Abuse Counselor 92
Drug Free 29
Drug Free School Policy 29

E

E.O.P.S. 15
Ecology 83
Economic Development 83
Education 83
Educational Assistant 104
Educational Expenses 28, 29
Emergency Medical Technician 84
English 84
English as a Second Language 86
Enrollment
 Fees 22
 Maximum Load 22
 Policy 21, 25
Entrance Requirements 21
Environmental Horticulture 64
Environmental Technology 65
Examinations 37
Executive Offices 7
Exemption from Regulations 37
Expenses 27
Extended Opportunity Programs and Services (E.O.P.S.) 17

F

Family Educational Rights and Privacy Act 32
Fees 24, 25
Final Examinations 39
Final Grades 39
Financial Aid 16, 26
 Programs Available 26
Financial Obligations 37

Fire Fighter I Academy 89
Fire Technology 89
Foreign students 20
Foundation, Woodland Community College 17
Freshman Student 44
Full-time Student 44

G

General Business 82
General Studies 89
Geography 89
Geology 90
Goals, Woodland Community College 13
Governing Board 7
Grade Point Average 39
Grade Reports 39
Grades 37
Graduation Requirements 45–47
Grants 29

H

Handicapped (Disabled) Services 17
Health Services 16
High School
 Concurrent Enrollment 18
 Diploma, earning 18
 Graduation requirement 18
Honors List 39
Hope Scholarship 27
Humanities 91
Human Resource Management 87
Human Services 92

I

Incomplete 38
Independent Studies 79
Information Technology 72
Instructors 36
Internship 95
Insurance 16

J

Job Search Services 14

L

Law Enforcement 62
Learning Disabilities 15
Library 16
Licensed Vocational Nurse 103
Lifetime Learning Credit 27

M

Mascot and Colors 13
Mass Communications 96
Mathematics 96
Matriculation 20, 21
Maximum Unit Load 22
Medical Care, Student 16
Medical Office Skills 90
Mission, WCC 13
Music 97

N

Native American Studies 88
Network Usage Policy 37
Nondiscrimination Statement 13
Notification of Absence 39
Nursing 98
Nutrition 90

O

Occupational Work Experience 94
Office Administration 76
Open Enrollment Policy 40
Organization 7
Organizations and Clubs 28
Outreach Areas 11

P

Parking Fee 25
Permanent Records 43
Petition 45
Petition for Graduation 45
Philosophy 104
Photography 69
Physical Education 104
Placement, Advanced College Board 36
Placement Exams 23
Placement levels 23
Placement Testing 23
Police Department 31
Pre-Collegiate Course Limitation 34
Prerequisites 40
Priority Registration 18
Privacy, right 32
Probation 42
Probation standards 42
Programs and Options 55
Programs and Services 14

Public Events Program 17
Public Speaking 108

R

Reading 107
Reading competency 45
Readmission 43
Real Estate 77
Refunds 25
Registered Nurse Program 99
Registration
 Priority 18
 Procedures 22
 Student Responsibility 22
Regulations and Information 32
Repeated Courses 43
Repeating Courses 61
Requisites 40
Residency Requirements 19
Responsibility, Student 22
Right To Know 40

S

Schedule 24
Schedule of Classes 24
Scholarships 26, 27
Security, Campus 31
Sexual Harassment 30
Smoking Policy 29
Social Science 107
Spanish 108
Special Projects Course 79
Speech 108
State University Requirements 51
Statistics 109
Student Activities 29
Student Classification 43
Student Complaints 30
Student Complaints Involving Faculty or other Staff 33
Student Council 33
Student Definitions 43
Student Government 14
Student Right To Know 40
Student Services Fee 24, 25

T

Table of Contents 3
Tech Prep/2+2 55
Television 96
Testing Center 14
Textbooks 14
 Refunds 14
Theatre Arts 109
Transcripts 43
Transfer
 ASSIST 53
 Course Numbering 60
 Credits 59
 CSU 51
 Intersegmental General Education Transfer Core 51
 Preparation 48
Tuition 20
Tutoring 16

U

Unit Load, Maximum 22
Units of Credit 24, 61
University of California 49
 Advanced Standing 49
 Intersegmental General Education Transfer Core 53
Upward Bound 16

V

Veterans 17, 44
Veterans-Veterans' Dependents Services 17
Vision Statement 13

W

Waiving Course Prerequisites 40
WCC Mission and Goals 13
Withdrawal 44
 Military 44
Women's Studies 109
Woodland Community College 13
Work-Study 26
Work Experience 78
Writing competency 45

Y

Yuba Community College District 11

2300 E. Gibson Rd.
Woodland, CA 95776
530-661-5700

LEGEND

Building 100
President's Office
Vice President's Office
Admissions and Records Office
Associated Students(ASWCC)
Financial Aid
Student Lounge
Classrooms
Veterans Affairs

Building 200
Bookstore

Building 300
Campus Police
Classrooms
Nursing Lab
HEP

Building 400
Classrooms
Ag-Plant Science
Art

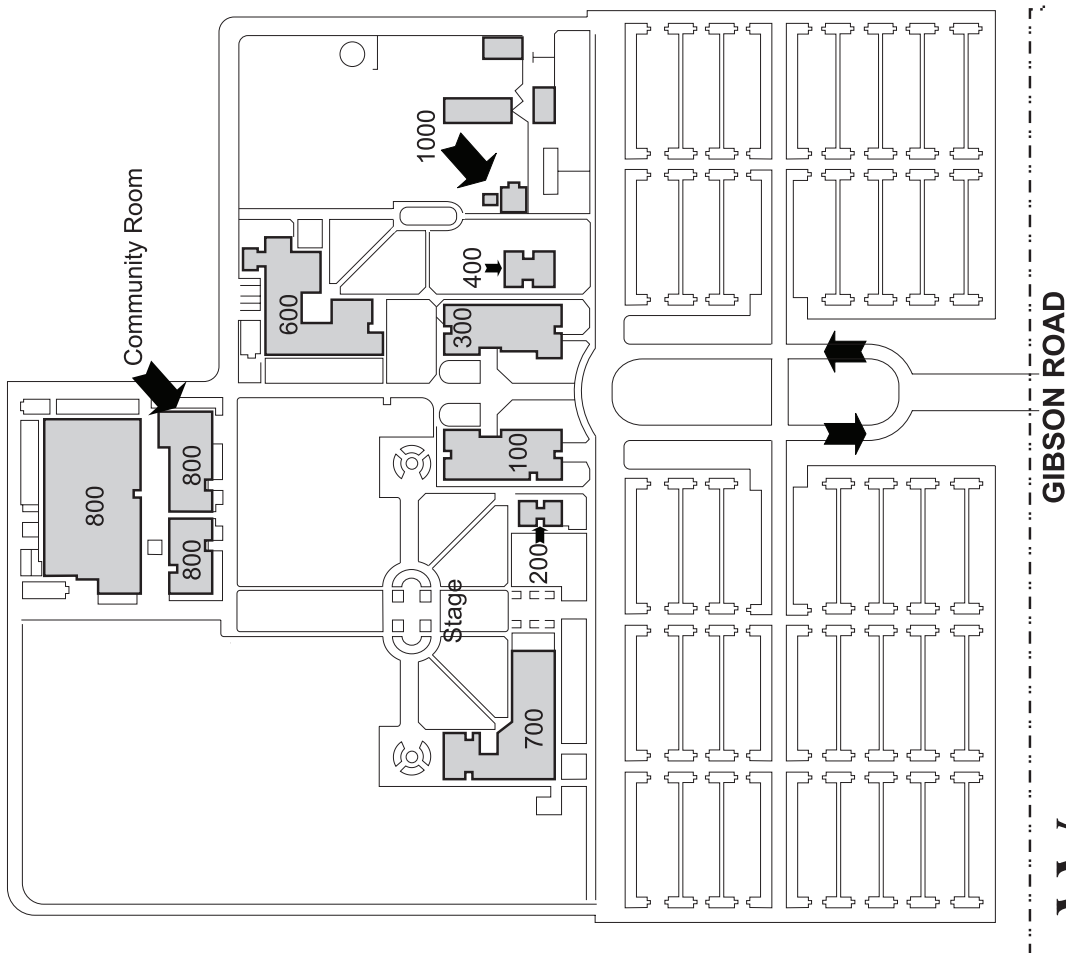
Building 600
Dean of Student Services
Biology Labs
Classrooms
Chemistry Labs
Information Systems
Physics/ Earth Science Labs

Building 700*
CalWORKS - 300
CARE- 300
Career Center - 300
Counseling - 300
Distributive Education
DSP&S - 300
University Representatives
EOPS - 100
Transfer Center - 300
WCC Upward Bound - 800

Building 800
Dean of Instruction
Library
Community Room 800
Tutoring Center
Classrooms
Writing/Math Center(WAM)
Open Media Lab

Building 1000
Child Development Center

* **Building 700 will be under construction for the 2009-2010 school year. New offices have been assigned.**



GIBSON ROAD

WOODLAND
COMMUNITY
COLLEGE