

Clovis Community College

2015-2016 CATALOG

## FREQUENTLY CALLED NUMBERS

(Area code 559)

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Main Switchboard .....	325-5200
Admissions and Records .....	325-5200
Assessment Center .....	325-5230
Bookstore.....	325-5253
Business Services Office.....	325-5246
Cafe .....	325-5302
CalWORKs .....	325-5260
Child Development Center.....	325-5240
Counseling .....	325-5230
Dean of Instruction .....	325-5285
Dean of Students .....	325-5265
Disabled Students Programs & Services.....	325-5230
District Police .....	244-5911
Financial Aid .....	325-5239
Foundation .....	244-5991
Health Services/Nurse .....	325-5318
Herndon Campus .....	324-6400
Honors Program .....	325-5304
Library.....	325-5215
Placement Testing.....	325-5230
Psychological Services .....	325-5377
Registration .....	325-5200
Scholarship Information .....	325-5239
Student Activities.....	325-5391
Technology/Open Computer Lab.....	325-5294
Transcripts.....	325-5200
Tutorial Center .....	325-5248 or 325-5316
Veterans Office .....	325-5230
Vice President of Instruction and Student Services.....	325-5214

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# Clovis Community College

## 2015-2016 Catalog



10309 N. Willow Avenue • Fresno, CA 93730 • (559) 325-5200 • [www.cloviscollege.edu](http://www.cloviscollege.edu)  
State Center Community College District

# CATALOG STATEMENT

Clovis Community College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 95404; (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

This publication is intended to serve students and prospective students as a guide to program planning, institutional services and regulations for attendance at this institution. This catalog becomes effective with the Fall 2015 semester and ends with the Summer 2016 semester, unless otherwise amended. The college reserves the right to adjust conditions of enrollment, class offerings and services rendered as dictated by the limits of institutional resources and enrollment conditions.

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt students from whatever penalties may incur.

Reference copies of the catalog are available in the Library, Counseling Center, Admissions and Records Office, on-line, and in the offices of the Vice President of Instruction and Student Services, and educational advisors. Students are encouraged to purchase and use their own copy of the catalog. Personal copies are for sale in the Clovis Community College Bookstore.



# A MESSAGE FROM CAMPUS PRESIDENT

## DEBORAH J. IKEDA

*“CREATING OPPORTUNITIES - ONE STUDENT AT A TIME”*



*Deborah J. Ikeda*  
*Clovis Community College President*

I am proud to announce that in August 2015, Clovis Community College was granted full college status. Fall 2015 is our first semester as the third fully accredited college in State Center Community College District and the 113th community college in California. As founding President of the newest community college in California, I would like to officially welcome you to Clovis Community College of the State Center Community College District.

As mentioned above in our slogan, our goal is to provide student services and instructional support for every student that chooses to attend one or more of the sites. We strive to accomplish our mission through state-of-the-art technology and facilities, along with a variety of courses and programs in the areas of basic skills development, associate degrees, certificates, transfer, and lifelong learning. As described our Student Handbook, comprehensive student support programs and services are available and delivered through various means (i.e., in-person, phone, e-mail, online, and paper form) in order to assist you in attaining your educational goals.

In terms of facilities, the 110 acre Clovis Community College site was opened in 2007 as Willow International Center under Reedley College. The 80,000 square foot Academic Center One complex was comprised of computer, multi-media, art/drawing, and physics labs, classrooms, offices, tutorial center, and a student government office. A 12,000 square foot Child Development Center, bookstore, cafe, and central plant were also completed in 2007. Academic Center Two opened in 2010 and includes an additional 80,000 square foot facility that houses science, microbiology, chemistry and allied health labs; a fitness center, dance studio, library, student services, offices, and classrooms. In anticipation of becoming the next fully accredited college in the State Center Community College District, the Willow International Community College Center changed its name to Clovis Community College Center in Fall 2014. In August 2015, Clovis Community College Center was granted full college status, and became the fully accredited Clovis Community College.

Additional facilities include classrooms, biology/chemistry lab, computer labs, and offices. We also offer classes at our Clovis Herndon Campus which is served by public bus lines. You may take the shuttle that runs every 20 minutes from the Herndon Campus to the main campus if you do not have your own car.

We offer over 500 courses at Clovis Community College and Clovis Herndon Campus each year in traditional, online, and point-to-point interactive means during the day and evenings that will fit your individual schedule.

Thank you for selecting Clovis Community College as your vehicle to reach your educational goals as we continue to “creating opportunities-one student at a time”.

# CONTENTS

## INTRODUCTION

Mission Statement .....	8
Philosophy .....	8
Vision .....	8
General Education Learning Outcomes .....	8
History of Clovis Community College.....	8
The District .....	9

<b>STUDENT RIGHT TO KNOW .....</b>	<b>10</b>
------------------------------------	-----------

## ACADEMIC CALENDAR

Fall Semester 2015 .....	11
Spring Semester 2016 .....	11
Summer Semester 2016 .....	11

## ADMISSIONS AND REGISTRATION

Admission of Students .....	12
General Admission .....	12
Provisional Admission .....	12
Readmission .....	12
Transfer Admission.....	12
International Admission .....	12
Community College High School Enrichment Program.....	13
Summary of Admission Requirements .....	13
Application .....	13
Who Needs to Apply?.....	13
Residency.....	13
In-State .....	13
Out-of-State/International.....	13
Exemption from Nonresident Tuition (AB-540) .....	14
Matriculation and Student Success.....	14
Exemptions .....	14
Appeals Procedure .....	14
Student Success Checklist.....	15
Matriculation Exemptions.....	15
Counseling and Advising.....	15
Registration .....	15
Concurrent College Enrollment .....	16
Intra-District Transfer .....	16
Class Schedule Change.....	16
Student Fees.....	16
Enrollment Fees.....	16
Nonresident and International Tuition.....	16

Instructional Materials Fee.....	16
Health Fees.....	17
Parking Fee.....	17
Transcript Fee.....	17
Associated Student Government Fee .....	17
Credit by Exam Fee .....	17
Refund to Students.....	18
Refund Fee Processing.....	18
Refund of Enrollment Fees and Tuition .....	18
Primary Term-Length (Full Semester)	
Classes .....	18
Summer/Short-Term Classes .....	18
Refund of Health Fee .....	18
Refund of Parking Fee.....	18
Refund of Associated Student Body	
Identification Card .....	18

## ACADEMIC REGULATIONS

Units of Academic Credit .....	19
Course Load .....	19
Summer Units Allowed .....	19
Attendance .....	19
Illness.....	20
Makeup Work.....	20
Grading System .....	20
Evaluative Symbols .....	20
Non-evaluative Symbols .....	20
I, Incomplete.....	20
W, Withdrawal .....	21
MW, Military Withdrawal .....	21
IP, In Progress.....	21
RD, Report Delayed.....	21
P/NP, Pass/No Pass .....	21
Deadline for selecting (or reversing) the	
Pass/No Pass grading system.....	21
Grade Point Average (GPA) .....	21
Student Grade Review Petition.....	22
Non-Credit Classes.....	22
Final Examinations.....	22
Articulation with High Schools.....	22
Earning Course and Unit Credit .....	22
Advanced Placement Program Credit (AP).....	22
Cooperative Work Service .....	22

Credit by Examination .....	23
Credit for Military Service.....	23
Travel-Study Credit .....	23
Withdrawal/Dropping.....	23
Dropping (Withdrawal from) a Class .....	23
Withdrawal from College .....	24
Dropping/Withdrawal Due to Extenuating Circumstances .....	24
Reports to Students .....	24
Early Alert Report .....	24
Final Grade Reports .....	24
Certifications of Enrollment .....	24
Satisfactory Scholarship.....	25
Course Repetition.....	25
Repetition of courses designated as Non-Repeatable .....	25
Petition to repeat a course for Alleviation of substandard grades.....	25
Repetition of courses with satisfactory grade .....	26
Legally Mandated Training .....	26
Disabled Students .....	26
Repetition of courses designated as Repeatable.....	26
Alleviation of Substandard Grades without Repetition.....	26
Repetition of Courses Successfully Completed.....	27
Probation and Dismissal.....	27
Placement on Progress Probation.....	27
Removal from Progress Probation.....	27
Placement on Academic Probation .....	27
Removal from Academic Probation .....	27
Counseling for Probationary Students.....	27
Academic/Progress Dismissal .....	28
Circumstances for Appeal or Exception of Academic Progress Dismissal.....	28
Readmission Following Academic/Progress Dismissal .....	28
Honors and Awards .....	28
Leon S. Peters Honors Program.....	28
Dean's List .....	28
Honors at Graduation.....	29
Summa Cum Laude .....	29
Magna Cum Laude .....	29
Cum Laude .....	29
Leon S. Peters Honors Program .....	29
Alpha Gamma Sigma, an Honors Society .....	29

## CERTIFICATE AND DEGREE REQUIREMENTS

Catalog Rights.....	30
Course Classification .....	30
Certificates .....	30

Certificate of Achievement .....	30
Graduation Requirements .....	30
Associate Degrees .....	30
General Education for the AA/AS Degree.....	31
Natural Sciences.....	31
Social and Behavioral Sciences .....	31
Humanities .....	31
Language and Rationality .....	31
Multiple Degrees .....	31
Requirements for AA and AS Degrees.....	32
General Education for the Associate Degree.....	33
Area A - Natural Sciences .....	33
Area B - Social and Behavioral Sciences .....	33
Area C - Humanities.....	33
Area D - Language and Rationality.....	33
Application for Certificate or Graduation.....	33

## TRANSFER INFORMATION AND REQUIREMENTS

Preparation to Enter Baccalaureate-Level Colleges or Universities .....	34
Articulation .....	34
Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST).....	34
Transfer to California State University (CSU) .....	35
Transfer Requirements of California State University (CSU) .....	35
Lower Division Admission Requirements .....	35
Upper Division Transfer Students.....	35
California State University Transfer Course List (CSU).....	35
General Education Requirements for CSU Certification....	35
Clovis Community College CSU General Education—Breadth.....	36
Area A.....	36
Area B.....	36
Area C.....	36
Area D .....	37
Area E.....	37
U.S. History, Constitution, and American Ideals .....	37
Transfer to University of California (UC) .....	37
Transfer Requirements of UC for California residents .....	37
Lower Division Transfer Admission Requirements ...	38
Upper Division Transfer Admission Requirements ...	38
UC Transfer Admission Guarantee .....	38
University of California Transfer Course Agreement .....	38
Intersegmental General Education Transfer Curriculum (IGETC) to CSU and UC .....	39

Clovis Community College Intersegmental General	
Education Transfer Curricula (IGETC) .....	40
Area 1 .....	40
Area 2 .....	40
Area 3 .....	40
Area 4 .....	40
Area 5 .....	40
Area 6 .....	40
Area 7 .....	41
Transfer to Private/Independent and	
Out-of-State Colleges and Universities .....	41

## ADMINISTRATIVE POLICIES

Student Conduct Standards.....	42
SCCCD Policy Statement.....	42
Student Assembly .....	42
Exercise of Free Expression .....	42
Student Protests and Demonstration .....	43
Student Publications.....	43
Computer/Network Equipment Use Policy.....	43
No Smoking in Campus Buildings.....	43
Drug- and Alcohol-Free Campus.....	43
Academic Freedom .....	44
General Principles.....	44
Textbook Selection .....	44
Public Forums .....	44
Academic Dishonesty .....	44
Cheating .....	44
Plagiarism .....	45
Authority and Disciplinary Actions.....	45
Student Rights .....	45
Removal from Class by Instructor.....	45
Grievance and Complaint Policy for Students.....	45
Rights and Responsibilities.....	46
Open Enrollment.....	46
Student Enrollment Responsibilities.....	46
Parking Regulations .....	46
Statement of Nondiscriminatory Policy and	
Obligations .....	46
Non-Discrimination Statement .....	46
Declaración: Póliza Contra la Discriminación	
y las Obligaciones .....	47
Tsab Cai Tsis Pub Muaj Kev Ntxub-ntxaug	
Thiab Tej Uas Yuav Tsum Tau Ua.....	47
Family Education Rights and Privacy Act.....	48
Sexual Harassment Policy.....	48
Change of Address or Telephone Number .....	48
Social Security.....	48
Other Policies .....	48

## STUDENT SUPPORT SERVICES

Bookstore.....	49
Refund Policy .....	49
Business Services Office .....	49
Cafe.....	49
CalWORKs Program .....	50
Child Care Center .....	50
College Police .....	50
Counseling and Guidance .....	50
Transfer Services.....	50
Career Services .....	51
Disabled Students Programs and Services.....	51
Learning Disability Services .....	51
Student Support Services Program (SSS).....	51
Financial Aid .....	51
Financial Aid and Scholarships.....	51
Return of Federal Financial Aid Based Upon	
Total Withdrawal .....	51
Satisfactory Progress for Financial Aid .....	51
Gainful Employment.....	52
Ayuda Financiera .....	52
Ayuda Financiera y Becas .....	52
Avance Satisfactorio de la Ayuda Financiera .....	52
Health Services.....	52
Psychological Services.....	52
Job Placement Information.....	53
Library - Learning Resources Center.....	53
Lost and Found .....	53
Other .....	53
Student Insurance.....	53
Public Information Office .....	53
Photo and Videotape Policy.....	53
Tutorial Services .....	53

## STUDENT ACTIVITIES

Student Government/Associated Students.....	54
Clubs and Organizations .....	54
Organization of New Clubs.....	54
Publications .....	54
Music Activities .....	54

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

TABLE .....	55
-------------	----

## ASSOCIATE DEGREE AND CERTIFICATE

PROGRAMS.....	56-77
---------------	-------

**ASSOCIATE DEGREES FOR TRANSFER.....78-91****COURSE DESCRIPTION INFORMATION**

Course Description Information .....	92
Course Description, Numbering, Classification .....	92
Units or Credit Value.....	92
Course Numbering.....	92
Course Identification Numbering System (C-ID).....	92
Prerequisites/Corequisites/Advisories .....	93
Symbols and Abbreviations.....	94
Course Abbreviations .....	94
Course Number Extensions.....	94

**COURSE DESCRIPTIONS .....95-139****SPECIAL AREAS OF STUDY**

Developmental Education Programs/Basic Skills .....	140
Purpose.....	140
Description .....	140
Credits/Units.....	140
Assessment.....	140
Evening Classes .....	141
Leon S. Peters Honors Program.....	141
Veterans Services.....	141
Application Process.....	141
Approved Majors .....	141
Evaluation of Previous Education/Training.....	142
Standards of Progress.....	142
Veterans Dependent Fee Waiver .....	142

**COLLEGE PERSONNEL**

Board of Trustees.....	143
District Administration .....	143
Clovis Community College Administration.....	143
Clovis Community College Department Chairs .....	143
Clovis Community College Services Personnel .....	143
Emeritus Faculty.....	144
Faculty and Administration.....	144

**INDEX ..... 147****MAPS**

Clovis Community College Campus Map .....	151
Herndon Campus Map.....	152
Directional Map .....	153

**NOTES ..... 154**

# INTRODUCTION

## **Mission Statement**

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Creating Opportunities – One Student at a Time:

- We embrace diversity and serve all students of the community;
- We believe education is based on integrity, generosity, and accountability;
- We foster critical, creative, and engaged thinking;
- We support student success by preparing students for their futures and for the community's future through career/technical certificates, degrees, and transfer programs;
- We cultivate community partnerships to enhance student learning and success;
- We engage in reflective, data-driven cycles of research and innovation focused on learning and student outcomes.

## **Philosophy**

At Clovis Community College, we believe that people's lives are enriched in an atmosphere of intellectual curiosity, personal integrity, and individual accomplishment. The college furnishes experiences designed to promote critical thinking, enhance cultural literacy, and foster an awareness of the interdependence of all persons and their environment.

Clovis Community College is committed to maintaining a highly qualified staff of educators and support personnel who reflect the diversity of our unique community. We embrace a flexible attitude toward change and encourage the spirit of innovation.

The goal of the college is to develop each student's full potential as well as respect for self and others. To this end, the college provides comprehensive curriculum offerings, lifelong learning opportunities, counseling, and educational services.

## **Vision**

Clovis Community College is the college of choice for academic excellence, innovation, and student achievement.

## **General Education Learning Outcomes**

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1. Interpret various types of written, visual, and verbal information.
2. Organize ideas and communicate precisely and clearly to express complex thoughts both orally and in writing.
3. Analyze quantitative information and apply scientific methodologies.
4. Employ critical and creative modes of inquiry to solve problems, explore alternatives, and make decisions.
5. Synthesize researched information obtained from accurate, credible, and relevant sources to support, advance, or rebut an opinion.
6. Analyze the fine arts, humanities, and social sciences from cultural, historic, and aesthetic perspectives.
7. Apply historical and contemporary issues and events to civic and social responsibility.
8. Demonstrate sensitive and respectful treatment of a variety of ethnic, religious, and socioeconomic backgrounds.
9. Assess current knowledge, skills, and abilities to further develop them and apply them to new situations.
10. Incorporate physical and emotional principles to make healthy lifestyle choices.
11. Make ethical personal and professional choices.

## **History of Clovis Community College**

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During the 1990's, the State Center Community College District established centers in the district's northern area in an effort to increase the educational and student support services offered to the residents in that area. The Board of Trustees assigned Reedley College to assume the lead role in the development of sites in Madera and Oakhurst. In 1992, the Clovis site was established when the district purchased the Herndon Avenue land and buildings that was previously owned by a private college. This same year, the Chancellor,

with the approval of the Board, established a new entity called the “North Centers” of the State Center Community College District, which was inclusive of the Clovis, Madera and Oakhurst campuses. A Vice Chancellor of the North Centers was hired to be the Chief Executive Officer (CEO).

In 2003, in response to the growth at the Clovis site, the Board of Trustees completed the acquisition of 110 acres for a permanent site located at Willow and International Avenues in Fresno across the street from the Clovis Unified School District Third Education Center. The Willow International Community College Center site was approved through a Substantive Change by the ACCJC Substantive Change Committee on November 16, 2007, and was built to replace the much smaller Clovis campus, one of the three original North Centers’ sites. The new Center opened in Fall 2007 with a single building, Academic Center One, and served the northeast Fresno/greater Clovis area. The first phase included an 80,000 square foot Academic Center, Academic Center One, which included computer laboratories, a multimedia studio, art studio, physics and science laboratories, an assembly hall, distance learning, and traditional classrooms, a library, student services, and offices. The facility also included a central plant, café, and bookstore. The \$50 million funding for the complex was obtained through local and State bond monies.

In addition to the phase one facilities described above, funding was awarded through AB-16 California Joint Use Facilities legislation to construct a Child Development Center (CDC) through collaboration with the Clovis Unified School District (CUSD) and State Center Community College District (SCCCD). The facility is used as a licensed child care laboratory for high school and college students taking child development and pre-teaching courses. The \$6 million building is comprised of state-of-the art facilities, including a playground, funded through a grant from the Fresno County First Five organization.

In Fall 2010, the second Academic Center opened adding another 80,000 square feet of instructional and support service space. Academic Center Two includes a Counseling Center, Admissions and Records Office, Financial Aid Office, Library/Learning Center, Assessment Center, Dance Studio, Fitness Center, three chemistry labs, three biology labs, nursing skills lab, Business Services Complex, two distance learning conference rooms, one distance learning classroom, a large-group instruction lecture hall, offices, and other classrooms. As with Academic Center One, funding for the facility came from local bond and matching state bond funding.

In anticipation of becoming the next fully accredited college in the State Center Community College District, the Willow International Community College Center changed its name to Clovis Community College Center as of Fall 2014. In August 2015 Clovis Community College Center was granted college status, and the Fall 2015 semester marks the campus’ first as the third fully accredited college in State Center Community College District and the 113th community college in California.

Over 6,500 students attend Clovis Community College, with a full-time equivalency of approximately 3,200 students per year. The college offers over 300 courses annually in 40 areas of study and gives students a choice of transfer, Associate Degrees, Associate Degrees for Transfer, Certificates of Achievement, and Certificates. Courses, programs, degrees, and certificates were offered through the Reedley College catalog and curriculum until Clovis Community College was granted accreditation.

The presidents, in order of tenure are:

- Dr. Terral W. Kershaw, Campus President, Willow International Community College Center and Clovis Community College Center (2012)
- Deborah J. Ikeda, Campus President, Willow International Community College Center and Clovis Community College Center (2012-present); Founding President, Clovis Community College (2015)

## The District

Clovis Community College is one of three colleges in the State Center Community College District. The district encompasses a 5,500 square mile area and 17 unified and high school districts.

The State Center Community College District office is located at 1525 E. Weldon, Fresno, CA 93704. The district is comprised of Reedley College, Madera Center, Oakhurst Center, Clovis Community College, Herndon Campus, Fresno City College, Career and Technology Center, and The Training Institute. Each campus offers certain programs/ courses which are unique and are not offered at the other campuses.

## STUDENT RIGHT TO KNOW

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the State Center Community College District and Clovis Community College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2011, a cohort of all certificate- and degree-seeking 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 at Clovis Community College, nor do they account for student outcomes occurring after this three-year tracking period. Based upon the cohort defined above, 36% attained a certificate or degree transferred to a 4-year college during a three year period, from Fall 2011 to Spring 2014.

Students who are “transfer-prepared” have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 28% transferred to another postsecondary institution, (UC, CSU) prior to attaining a degree, certificate, or becoming “transfer-prepared” during the same period, from Spring 2011 to Spring 2014. The CCCC website is <http://extranet.cccc.edu/Divisions/TechResearchInfoSys/MIS.aspx>.





# ADMISSIONS AND REGISTRATION

## Admission of Students

Any graduate of an accredited high school may be admitted to Clovis Community College. Also, any person having successfully completed the California High School Proficiency Exam (CHSPE) or the General Education Development test (GED) with scores of 45 overall and with no subtest lower than 35 may be admitted.

Upon completion of applicable admission requirements, registration materials are issued by the Admissions and Records Office. For dates relating to registration, check the calendars in this catalog or inquire at the college's Admissions and Records Office in Academic Center 2, room 130A (AC2-130A).

Students should complete all plans for entrance as early as possible and be familiar with the following: (1) general requirements of the college, (2) special requirements in the major field of study, (3) the general requirements of the college or university they may wish to attend in the future, and (4) the most desirable electives.

## General Admission

Admission to Clovis Community College is open to anyone (subject to residency requirements listed on page 12) who is at least 18 years old, or has a high school diploma, or the equivalent (such as the California High School Proficiency Examination).

## Provisional Admission

A person who is 18 years of age or older and is not a high school graduate is considered a provisional student. A provisional student may register for 12 semester units or more for one semester, with the stipulation that in order to enroll for subsequent semesters as a full-time student, he/she must earn a 1.75 GPA in the units attempted. This regulation does not apply to part-time students.

## Readmission

Former students of Clovis Community College returning after an absence of two or more semesters must make formal application for readmission. An official transcript of work taken at any other institution (including summer session and extension or correspondence courses) since the date of last enrollment at Clovis Community College must be sent from the previous schools to Clovis Community College, 10309 N. Willow Ave., Fresno, CA 93730.

## Transfer Admission

Students who have previously attended another college and are in good scholastic standing are eligible to enroll at Clovis Community College, subject to residence requirements. Records for transfer students are evaluated with regard to the scholastic status system in use at Clovis Community College at the time of enrollment. It is important to note that transcripts received with "work in progress" are not considered complete.

## International Admission

An application, official documents, and detailed transcripts of record should be submitted to the Admissions and Records Office no later than two months prior to the beginning of the semester for which the student is being considered for admission: June 1 for fall semester and November 1 for spring semester. A student from another country is not admitted until notified of admission in writing by the Admissions and Records Office. It is required that international students achieve a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) for regular standing. TOEFL scores below 500 may be approved by special action. When an international student arrives at Clovis Community College, the student should report first to the Admissions Office.

At the time of registration, each student must have evidence of health insurance and have complied with the district policy regarding tuberculosis testing and current measles immunization. It is also mandatory that each student successfully complete an English course during each semester at Clovis Community College until graduation requirements have been met for program completion or for transfer purposes and that the student maintain 12 units or more each semester.

Health insurance claims must be initiated at the Admissions and Records Office in Academic Center 2, room 130A (AC2-130A).

## Community College High School Enrichment Program

Current high school juniors and seniors may be admitted to the college through the Community College Enrichment Program. High school students can obtain information from their high school counselor or from the college's Counseling Center. Call (559) 325-5320 for details.

In addition to the regular semesters, high school students are eligible for the summer session prior to their sophomore year and the summer session between their sophomore and senior years. The same first day attendance and permission to enroll applies for the summer classes.

## Summary of Admission Requirements

Any student who intends to obtain a degree or certificate of achievement at Clovis Community College or plans to transfer to a four-year college or university shall be required to:

1. File a completed admission application prior to the deadline as specified in the catalog.
2. Request the last high school attended to send one transcript of work completed or attempted if high school was attended in the last two years. Transcript is to be an official copy sent directly from the previous school to:

**Clovis Community College  
Admissions and Records Office  
10309 N. Willow Avenue  
Fresno, CA 93730**

3. Have the GED scores or a copy of the CHSPE Certificate sent to the Admissions and Records Office if the GED test or the California High School Proficiency Examination (CHSPE) was taken in the last two years.
4. Request each college of attendance to send a complete transcript of work attempted whether or not credit was earned. Transcripts are to be official copies sent directly from the previous college to Clovis Community.
5. Take a placement test.

## Application

Clovis Community College is one of multiple colleges and centers within the State Center Community College District (SCCCD). Students need only submit one application for admission to any of SCCC's colleges/centers.

Apply online at [www.cloviscollege.edu](http://www.cloviscollege.edu) for greatest convenience. Applications are also available from the Admissions Office at any college or center within SCCC, or from the counseling office at your local high school.

## Who Needs to Apply?

If you have never attended a college or center within SCCC (*new or transfer student*) or have been away for two or more semesters (*returning former student*) you must complete an application for admission. Students currently enrolled within SCCC do not need to reapply for admission for the subsequent semester. Currently enrolled high school students must reapply each semester.

## Residency

By law, every student must file a statement declaring his/her residence status. The form for such a statement is included in the application process.

A maintenance allowance is available for students attending Clovis Community College whose permanent residence is in a California non-district territory (district without a community college) and who live more than 60 miles from the "nearest community college attendance center." For further information, contact the Admissions and Records Office in the Student Services Building (AC2-130A). (California Education Code 76160 Rev. 83).

It is recommended that all students whose legal residence is outside of the State Center Community College District have a health and accident insurance policy while attending Clovis Community College.

## In-State

Students who have established residency in California for at least one year and one day prior to the beginning of the term in which they enroll.

## Out-of-State/International

Students who have not resided in California for at least one year and one day prior to the beginning of the term in which they enroll.

## Exemption from Nonresident Tuition (AB-540)

Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition at all public colleges and universities in California:

- Requirements:
  - o The student must have attended a high school (public or private) in California for three or more years;
  - o The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam or receive a completion certificate);
  - o An alien student who is without lawful immigration status must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.
- Students who are non-immigrants [for example, those who hold F (student) visas, B (visitor) visas, etc.] are not eligible for this exemption.
- The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. Student information obtained in this process is strictly confidential unless disclosure is required under law.
- Students eligible for this exemption who are transferring to another California public college or university must submit a new request (and documentation if required) to each college under consideration.
- Nonresident students meeting the criteria will be exempted from the payment of nonresident tuition, but they will *not* be classified as California residents. They continue to be “nonresidents.”
- AB540 allows undocumented students who meet certain requirements to pay in-state tuition instead of out-of-state tuition in California’s higher institutions, such as the University of California, California State Universities and California Community Colleges.

## Matriculation and Student Success

Clovis Community College strives to make students aware of the varied educational programs that are offered and to provide smooth access to these programs. Once enrolled, the college provides many services to ensure success.

Matriculation is the process that brings Clovis Community College and each student into an agreement for the purpose of realizing the student’s education objectives. All new first-time college students may choose to matriculate.

Clovis Community College provides the following matriculation services:

- An admission process
- An assessment of basic educational skills and career goals
- Orientation to college programs, services, college email address, and procedures
- Individual counseling to the develop a Student Educational Plan
- Continuous follow-up on student progress with referral to support services as necessary

As their part of the Student Success Plan, students agree to:

- Complete the placement test and assessment process
- Declare a specific educational objective within a reasonable period of enrollment
- Complete online orientation
- Attend counseling sessions to develop a Student Educational Plan for the first two semesters.

## Exemptions

Students may be exempt from various matriculation components. See a counselor to review exemption criteria. Any student may seek waiver from the matriculation process. Visit the Counseling Center for more information.

## Appeals Procedure

Students may request, in writing, to waive orientation, counseling, and assessment. Students will meet with a counselor to discuss the student’s request for exemption. If a disagreement ensues, the student will be allowed to appeal to the Dean of Students, and the student will discuss the student’s request and resolve it during this meeting. In every case, the student has the right to be exempted from matriculation components, although the counselor and/or vice president may believe that participation is in the student’s best interest and would be beneficial in helping the student to select appropriate classes. Any matriculation service that is waived or not completed will result in the loss of enrollment priorities.

## Student Success Checklist

- ☐ APPLICATION/ADMISSION  
I have completed and submitted a Clovis Community College application
- ☐ STUDENT EMAIL  
I have activated my student email account.
- ☐ FINANCIAL AID (optional)  
I have completed the FAFSA (Free Application for Federal Student Aid) and submitted it to the Clovis Community College Financial Aid Office, located in Academic Center 2, room 141 (AC2 141).
- ☐ ORIENTATION  
I have completed the online orientation.
- ☐ ASSESSMENT (Placement Test)  
I have completed the appropriate assessment tests.
  - English Reading
  - English Sentence Skills
  - Mathematics (basic math, algebra, or college level math)
- ☐ COUNSELING and ADVISEMENT  
I have met with a counselor for class selection and advising.
- ☐ STUDENT EDUCATIONAL PLAN (SEP)  
I have met with a counselor to develop a semester by semester student education plan based on my educational and individual circumstances.
- ☐ REGISTRATION  
I have registered in classes through one of the registration processes: Reg-to-go, WebAdvisor, or in person in Admissions and Records (AC2-130).
- ☐ FOLLOW-UP  
I have scheduled a follow-up appointment with a counselor to discuss certificates, degrees, majors and develop, revise, or complete an SEP.

## Matriculation Exemptions

Certain students may be exempt from several components of matriculation including assessment, orientation, and counseling/advising. Any matriculation service that is waived or exempted may result in loss of enrollment priorities.

The exemptions are as follows:

Assessment exemption:

- 1) the student has submitted evidence (e.g., official grade report or transcript) which provides verification of satisfactory completion of the college level prerequisite course; or
- 2) the student chooses not to participate.

Orientation and/or counseling/advising exemption:

- 1) the student chooses not to participate;
- 2) the student has completed twelve or more acceptable transferable units;
- 3) the student has completed an associate degree or higher;
- 4) the student has certain educational goals;
  - a. to maintain a certificate or license;
  - b. personal development (intellectual, cultural); or
  - c. to complete credits for a high school diploma or G.E.D.

## Counseling and Advising

A counselor or education advisor is available to assist students with their educational endeavors each semester. Students may obtain counseling assistance by contacting the Counseling Center. Online counseling is also available via the Clovis Community College website at [www.cloviscollege.edu](http://www.cloviscollege.edu).

## Registration

Following the application process, a student receives approval for registration. Registration dates are assigned per the District's Enrollment Priorities Policy.

Registration is the act of officially enrolling in one or more courses at one or more of the State Center Community College District locations.

## Concurrent College Enrollment

Students planning to attend Clovis Community College and another college (not in the SCCC) at the same time are required to obtain a "Concurrent Enrollment Authorization" form from the college where the major number of units will be taken.

Forms are available at the Admissions and Records Office in Academic Center 2, room 130A (AC2-130A), for students who will be taking the majority of units at Clovis Community College.

Other colleges and sites in the SCCC offer courses and programs not available at Clovis Community College. Students may attend both colleges concurrently without following the procedure described above.

Students may contact their counselors for more specific information on procedures to be followed.

## Intra-District Transfer

Clovis Community College students who plan to transfer to other colleges and sites in the SCCC for the ensuing semester will receive the same registration service and priority as currently enrolled other colleges and sites in the SCCC students. It is advised that any transfer student see a counselor.

## Class Schedule Change

Errors in registration should be rectified during the first week of each semester. Students are encouraged to discuss with their counselors program changes that affect their educational plans.

## Student Fees

### Enrollment Fees\*

The state of California mandates an enrollment fee be charged to all students. Each student pays this enrollment fee based upon the number of units he/she registers for each semester. California residents are charged \$46 per unit. Fees are due on the date indicated in the schedule and as posted on the college website. Beginning the first day of the semester, however, fees are due the same day of registration. California residents are encouraged to apply for the Board of Governors Enrollment Fee Waiver through the Financial Aid Office.

*\* Fees are subject to change without notice.*

## Nonresident and International Tuition

Nonresident and international students are charged tuition fee as follows (Education Code 76140):

### Regular and Summer Sessions

Each full unit taken:

Nonresident Student Tuition .....	\$235
International Student Tuition .....	\$235
Plus Enrollment Fee per unit .....	\$46

*Note: Nonresident tuition is computed each year in accordance with a state-mandated formula and is therefore subject to change. Contact the Business Office for current information. Fees are subject to change without notice.*

A "nonresident" student is a student who has not resided in the state for more than one year immediately preceding the first day of the regular semester/summer session (Title 5, Section 54002), or has not demonstrated evidence of intent to be a California resident. Check with the Admissions and Records Office for details regarding residency requirements.

All international students must also have proof of domestic health insurance coverage in the amount prescribed by Board policy (which includes repatriation). Contact the Admissions and Records/International Students Office for details.

Authorized apprenticeship students are exempt from nonresident tuition fees for apprenticeship courses only.

### Instructional Materials Fee\*

In accordance with Title 5, Section 59404(b) and Title IV, State Center Community College District may require students to provide certain instructional and other materials. These may include, but are not limited to, textbooks, tools, equipment, and clothing (e.g. uniforms).

Such material may be required if:

1. The materials are used in the production of a course-related project or "end project" that has a continuing value to the students outside of the classroom setting; or
2. The materials required for the class have continuing value to the students outside the classroom setting.

## Health Fees\*

The health fee provides students with a variety of health care services. In accordance with Board policy, students are required to pay a health fee, regardless of the units taken. For on-campus classes the health fee is \$19 for each semester (fall and spring terms) and \$16 for the summer term. For off-campus and online classes, students are required to pay an \$11 health fee each term (fall, spring, and summer). For students enrolled at both on-campus and off-campus sites, the health fee is charged at the on-campus rate. On-campus sites include Fresno City College, Reedley College, Clovis Community College, Herndon Campus, and Madera and Oakhurst Centers. This fee is not waived by the Board of Governor's Fee Waiver. The use of on-campus labs or the on-campus tutorial center will result in an on-campus health fee.

In accordance with California Educational Code Section 76355, an exemption/waiver from the health fee is available to the following students:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.
- Students who are attending a community college under an approved apprenticeship training program.

The Health Fee Waiver Form is available at Clovis Community College, Admissions and Records and online. The form must be turned in at the time fees are paid.

## Parking Fee\*

Students who choose to use an approved on-campus parking area must purchase a district parking permit. The permit must be displayed in the vehicle and must be visible at all times. Fall and spring permits are \$20 per semester. Summer session permits are \$10. Student semester permits may be purchased in the Admissions and Records Office (AC2-130A) and the Bookstore. Staff parking permits are available for purchase in Admissions and Records only. One-day permits are available in vending machines at parking lot entrances for a fee of \$1 (quarters only). Metered and handicap parking are also available. Copies of campus parking regulations are available at the College Business Office or the campus Police Department.

## Transcript Fee\*

Requests for transcripts of courses taken at Clovis Community College or within the State Center Community College District must, by provision of State and Federal law, be accompanied by the written signature of the student. Students are entitled to obtain two copies of their transcript free of charge; each additional copy is \$5. Payment must be received before the request will be processed. Should you wish to expedite the

transcript processing, you may pay by money order or credit card. Cash is accepted in the Admissions and Records Office. Payments are also accepted online at [www.cloviscollege.edu](http://www.cloviscollege.edu). Please do not mail cash with transcript request. Transcripts will not be provided if the student has a "hold" on their account.

Normally, transcripts are available within five working days except during periods which involve holidays or at the end of each semester. At those times, students should allow 10 to 20 working days for processing. When requesting transcripts by mail, address the request to the Admissions and Records Office, 10309 N. Willow Ave., Fresno, CA 93730. Transcripts from other institutions become a part of the student's permanent file and are not duplicated and forwarded with the Clovis Community College transcript.

## Associated Student Government Fee\*

Students have the option of purchasing an ASG identification card for \$10 for the academic year which begins each fall term. ASG cardholders receive discount rates for admission to a number of college activities and may vote in student elections. For more information, contact the Clovis Community College Student Activities Office at (559) 325-5391.

## *Clovis Community College Associated Student Government Representation Fee\**

A student representative fee of \$1.00 is charged each semester, excluding summer sessions, to all students taking classes at Clovis Community College, Reedley College, and Fresno City College, including the community campus locations. The fee is charged at each location a student attends, so students attending all three locations would be charged a total of \$3.00. This fee is used for student advocacy at the local, state, and national levels. A waiver of this fee can be obtained for religious, political, moral, or financial reasons. Waiver forms may be found in the Clovis Community College Student Activities Office, Academic Center 1, room 160 (AC1-160). For more information, contact the Clovis Community College Student Activities office at (559) 325-5391.

## Credit by Exam Fee

Students are required to pay a fee in the amount of \$10.00 for the first unit plus \$5.00 for each additional unit for each course challenged. This fee is specific to the Credit by Examination charge. An additional \$46.00 per unit fee is required by State Law.

Those students otherwise required to pay non-resident fees will also be required to pay the non-resident unit fee for each unit of a course challenged in addition to the specific Credit by Examination fees noted in the above paragraph.

## Refund to Students

### \*Refund Fee Processing

It is the student's responsibility, not the instructor's responsibility, to drop a class by the refund/fee reversal deadline. A refund or reversal of enrollment, tuition, and class material fees shall be made in accordance with the district refund policy. Students are required to submit a refund request form to the College Business Office. Requests may also be submitted online at [www.cloviscollege.edu](http://www.cloviscollege.edu) by selecting the "Online Services" link and choosing the "Online forms for CCC" option and then selecting the "Request for Refund" option. Please ensure that all class(es) are dropped before submitting your request. The refund process may take up to eight weeks to process. If fees were paid with a credit card the refund will be applied to that credit card. If paid by check or cash, a refund check will be made payable to the student and is mailed to the student's official address on record with the college.

### \*Refund of Enrollment Fees and Tuition

Refund or reversal of enrollment fees and tuition shall be made following cancellation or withdrawal from class(es) in accordance with the following schedule. Refunds shall be initiated upon receipt of a written request to the Business Office. Requests may also be made online.

Refund requests are subject to an audit of the student's record to verify balance. Credit balances may be carried forward to the new term in lieu of a refund. Balances greater than or equal to \$15 will remain on the books for three years and amounts less than \$15 will remain on the books for one year.

### *Primary Term-Length (Full Semester) Classes*

- Withdrawal during the first two weeks of the semester ..... 100% refund
- Withdrawal after the second week of the semester ..... no refund

### *Summer/Short-Term Classes*

State code defines the drop deadlines to qualify for fee refund/reversals for short-term classes as on or before 10 percent of the duration of the class.

- A 100% refund is given upon withdrawal by the 10 percent point.
- No refund is given after withdrawal beyond the 10 percent point.

*Number of actual class meetings:	10% Point (rounded down)	100% refund if withdrawal is on or before:
8	0.8 = 0	1st day of class
16	1.6 = 1	1st day of class
24	2.4 = 2	2nd day of class
38	3.8 = 3	3rd day of class

### Refund of Health Fee

Students receive a refund upon complete withdrawal from all classes in accordance with the enrollment and tuition fee refund schedule.

### Refund of Parking Fee

Full refunds for parking permits will be made during the first two weeks for the fall/spring semesters and the first week of the summer session upon proof of complete withdrawal from school. The parking permits must be attached to a Request for Refund form and returned to the Business Office in order to obtain the refund. There is no refund for limited-term parking permits.

### Refund of Associated Student Body Identification Card

Students must request a refund from the Student Activities Office Academic Center 1, room 160 (AC1-160). A 100% refund will be given during the first week and a 50% refund during the second week of the semester.

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# ACADEMIC REGULATIONS

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## Units of Academic Credit

The standard quantity for measurement of college work is a unit. One unit equals one hour of classroom lecture per week plus two hours of study outside of class. Using this formula, a lecture class that meets three times a week for one hour will be worth three units. This college operates on the semester system and all references to units of academic credit in this catalog are to semester units. Quarter units from other colleges may be converted to semester units by decreasing the number of quarter units by one-third.

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## Course Load

The normal semester load is 15 units. Students enrolled in 12 or more units are considered full-time students. Students with regular admission status who are not on academic probation may take as many as 18 units. Students on academic probation are normally limited to 12 units.

Permission to enroll in excess of 18 units is granted only when unusually high scholarship and urgent need prevail. Counselors can approve a student request to take 19 to 21 units. Students who wish to take 22 or more units may obtain a petition for this purpose in the Counseling Center.

A student who wishes to enroll in more than 18 units must receive approval from a counselor and the Dean of Students (to be verified).

Students are urged to keep in mind their study time, employment, and other personal responsibilities when planning their class load.

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## Summer Units Allowed

All students are limited to 18 units in all summer sessions, with no more than 8 units allowed in a four-week session. Disqualified students and students on probation are required to have a counselor's approval before registering for any summer session(s). Disqualified students and students on probation who have obtained a counselor's approval to register for any summer session(s) must also have a counselor's approval before adding any class(es) in any summer session(s).

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## Attendance

Students are expected to attend all sessions of classes in which they are enrolled. Excessive absence will jeopardize a student's satisfactory progress in a class. Students may be dropped from class if they fail to attend the first class session of the semester. There are no institutionally approved excused absences for any reason. Only the instructor may excuse an absence. Absences caused by personal engagements, transportation delays, and business affairs will not be excused, nor will absences from class to complete registration or add/drop activities.

The faculty places strong emphasis on attendance in all classes. Students are expected to be in the classroom at the time the class begins. Instructors are required to take attendance at each class session and to report any student who is absent for two successive weeks of instruction. Unless there are significant extenuating circumstances, that student will be immediately dropped from class by the instructor if the absences are occurring before 50 percent of the class is expired. Lack of regular attendance after the 50 percent drop deadline may result in an unsatisfactory grade.

Once dropped, should a student believe there is just cause for reinstatement, the student may petition through the Office of Admissions and Records. Reinstatement will be granted only if the student had been doing satisfactory work immediately prior to the excessive absence and if it is the judgment of the instructor that the student has a reasonable chance of passing the course.

It is the students' responsibility to drop any classes they no longer wish to continue. They must not merely stop attending and must not rely on being dropped by others. Students must complete the drop process for themselves.

## Illness

Students who have a communicable disease or any illness or injury which will cause an absence of one week or more may notify the Health Service Office. In these circumstances, the Health Service Office will transmit messages to instructors. Students may call the Health Services Office at (559) 325-5318. The Health Service Office may exclude any student from campus who is infected with any contagious or infectious disease (Title 5, California Code §48211 and 48212). The student will be permitted to return when school authorities are satisfied that any contagious disease does not exist (Education Code §49451).

## Makeup Work

Makeup work, when allowed, is subject to the instructor's class policy as stated in the class syllabi.

## Grading System

Grades are earned in each course and are recorded on the student's permanent record. Grades represent the evaluation of student achievement of course objectives and learning outcomes. The college uses a five-letter grading system. A, B, C, and P are passing grades, satisfactory or better. D is passing but less than satisfactory grade. F is a failing grade. NP is a less than satisfactory or failing grade; it is not a passing grade. Units of credit are earned for all passing grades (A, B, C, D, and P). Grade symbols are defined and grade points are earned for units of credit as follows:

Evaluative Symbols	Grade points per unit
A Excellent .....	4.0
B Good .....	3.0
C Satisfactory .....	2.0
*D Passing, less than satisfactory.....	1.0
F Failing .....	0.0
P Pass.....	0.0
(A passing grade, satisfactory or better)	
NP No Pass.....	0.0
(Not a passing grade, less than satisfactory or failing)	
X Completion of non-credit class .....	0.0

\*The D grade is passing but is not considered satisfactory for meeting many of the college graduation/degree/major requirements or course prerequisite requirements. Also, the D grade may not satisfy transfer requirements to four-year institutions.

In addition to the evaluative symbols listed above, non-evaluative symbols may be assigned to students' permanent records in specified conditions. No units of credit are earned for courses to which these non-evaluative symbols are assigned. The non-evaluative symbols are defined as follows:

Non-evaluation Symbols	Grade points per unit
I Incomplete.....	0.0
W Withdrawal .....	0.0
WM Military Withdrawal .....	0.0
IP In Progress .....	0.0
RD Report Delayed .....	0.0

## I, Incomplete

The *I, Incomplete*, symbol may be assigned in a course only by approval of the course instructor if all of the following conditions are met:

- The student has completed all but the final examination or other minimal amount of course work required for a final semester grade.
- The student has a serious and verifiable reason for not completing the required course work.
- The student has a passing grade in the course at the time the incomplete, *I*, grade is assigned.
- The student requires no additional class time for completion of the course.

In assigning an incomplete, *I*, grade, an instructor will specify, on the appropriate grade report form, a list of conditions necessary for the removal of the incomplete grade, the time period allotted to the student to satisfy these conditions, and the evaluative grade symbol to be assigned if the listed conditions are not satisfied within the allotted time period.

An incomplete, *I*, grade will not affect the academic status of a student, but it will affect the progress status. An incomplete, *I*, grade must be replaced by the appropriate evaluative grade symbol no later than one full semester after it has been assigned, though an earlier limit may be specified by the course instructor. Students may not re-enroll in a course for which they have received an incomplete, *I*, grade during the time that the incomplete, *I*, grade is in effect.

## W, Withdrawal

Withdrawal from a course or courses shall be authorized through the last day of the ninth week of instruction (or 50 percent of the course, whichever is less). The *W* will not be used in calculating a student's grade point average, but it will be used as a factor in progress probation and dismissal procedures. A student who remains in a course beyond the withdrawal deadline must be assigned an evaluative or non-evaluative symbol other than *W*.

## MW, Military Withdrawal

The military withdrawal symbol is authorized at any time a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. The *MW* symbol is assigned by the registrar upon verification of such orders. Military withdrawals shall not be counted in progress probation and dismissal procedures.

## IP, In Progress

*IP* is assigned only in a course which extends beyond the normal end of an academic term. It indicates that course work is in progress and an evaluative grade symbol will be assigned when that work is completed. The *IP* is assigned to a student's permanent record to satisfy enrollment documentation, and the appropriate evaluative grade symbol will be assigned and appear on the student's permanent record for the term in which the course is completed.

## RD, Report Delayed

The *RD* symbol may be assigned only by the registrar and is used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. *RD* shall not be used in calculating grade point averages.

## P/NP, Pass/No Pass

Most college courses allow students the option of a final course grade of *P*, *Pass*, or *NP*, *No Pass*, instead of traditional letter grades (*A*, *B*, *C*, *D*, or *F*). Some courses are graded only on a *Pass/No Pass* basis. In courses graded only on the *Pass/No Pass* basis or when a student elects this grading option, the grade of *P*, *Pass*, will be assigned if the student has passed the

course with a grade equivalent of *A*, *B*, or *C*, and credit will be awarded for the unit value of the course. The grade of *NP*, *No Pass*, will be assigned if the student earns the grade equivalent of *D* or *F*, and no units of credit will be awarded for the course. Neither the *P*, *Pass*, grade nor the *NP*, *No Pass* grade is included in the calculation of the grade point average.

A maximum of 15 units of credit may be earned on a *Pass/No Pass* grading basis in degree-applicable or transferable courses. The *Pass/No Pass* option is not recommended for any course in a student's major. Not all courses graded on a *Pass/No Pass* basis are accepted for transfer by other institutions. Students planning to transfer to another college or university should be aware of the policy of that institution regarding *Pass/No Pass* grades.

Students may elect the *Pass/No Pass* grading option in courses in which it is available by notifying the college Office of Admissions and Records, using the appropriate form, which is available at the Office of Admissions and Records, no later than the end of the fifth week of full-term course or within the first 30 percent of a shorter-term course. Students who have elected the *Pass/No Pass* grading option may reverse this decision only within these same deadlines.

### Deadlines for selecting (or reversing) the *Pass/No Pass* grading option:

For a regular 18-week class	By end of the fifth week
For a 9-week class	By end of the third week
For a 8-week class	By end of the second week
For a 6-week class	By end of the second week
For a 2-week class	By the third day
For a class less than two week	At time of class registration

## Grade Point Average (GPA)

A student's grade point average (GPA) is computed by dividing the total number of grade points earned by the total number of units attempted. Units for which a grade or other symbol, of *CR*, *NC*, *P*, *NP*, *W*, *I*, *IP*, *MW*, *RD* or *X* is assigned are not counted as units attempted in the calculation of a grade point average.

## **Student Grade Review Petition**

If a student is of the opinion that a grade received for a particular course is improper, the student may take action as follows:

1. Discuss the grade received with the instructor involved, or
2. Obtain a Student Grade Review Petition from the Counseling Office.

Complete the form for processing no later than the last day of the semester (excluding summer sessions) following the semester for which the grade was received. Once the petition has been signed by the Dean of Instruction, the original will be forwarded to Admission and Records. A copy of the results will be sent to the counseling office to be placed in the student's file and the student will be notified of the results in writing by Admissions and Records.

3. If a student wishes to appeal the decision, the student may submit a written grievance. See Grievance and Complaint Policy for Students on page 45 and follow the three steps listed.

## **Non-Credit Classes**

Non-credit classes are classes in which the student receives neither units nor a grade; however, at the completion of the course the registrar will record on the transcript that such a course was completed.

Students will be governed by the same attendance policies and responsibilities as those students taking credit classes. (A student may not attend a class without enrolling.)

Note: Credit status is required for pursuit of Associate Degrees and Certificates.

## **Final Examinations**

Class examinations on a semester's work are given at the close of each semester. Failure to attend the examination may result in a grade of "F" for the examination. Arrangements for emergencies may be made with approval of the individual instructor.

## **Articulation with High Schools**

- a. Clovis Community College has entered into course-specific articulation agreements with a number of local high schools whereby students may waive a prerequisite.
- b. Upon completion of one of these articulated courses, the certificate issued by the high school for the articulated high school course may serve as the prerequisite waiver. The certificate should then be turned in to the college's Student Services Office for processing.

## **Earning Course and Unit Credit**

In addition to earning credits in residence by attending classes, a student may also earn credits in the following ways:

### **Advanced Placement Program Credit (AP)**

Courses offered through the College Entrance Examination Board are recognized and individual colleges of this district are authorized to award appropriate placement and/or credit for these courses in accordance with established college standards. Petitions to apply for credit may be obtained from the Admissions and Records Office.

A residency of 12 units of satisfactory work ("C" average) must be completed at Clovis Community College prior to allowance of credit under this program. Currently, AP credit is granted for grades "3," "4," or "5."

*Note: AP credit in American Government does meet the U.S. Constitution requirement for teaching credential candidates (Ed. Code Sec. 13132). However, it does NOT satisfy the requirements of Political Science 2 because it does not address state and local requirements (Ed. Code Sec. 40404). Candidates seeking a bachelor's degree at a California State University must satisfy national, state and local government requirements. The requirements at the University of California vary by campus*

### **Cooperative Work Experience**

Work experience and field work credit may be earned in some designated courses.

## Credit by Examination

- a. To be eligible for course credit by examination, a student must be enrolled at the college and be in good standing during the semester in which he/she applies for credit by examination. Credit by examination will not be allowed if the student has received previous college credit for the course, or if the student previously enrolled and received a grade or W, or is currently enrolled in a course for which the course to be taken by exam is a prerequisite. The college reserves the right to deny credit by examination to any student.
- b. The faculty of each department determine which department courses may or may not be challenged for credit by examination. See the appropriate Department Chair or Dean of Instruction to learn which courses may be taken for credit by examination and to ascertain the proper procedure for credit by examination.
- c. A student planning to transfer to another college or university should be aware of the policy of that institution regarding transferability of courses. Application for credit by examination approved by the discipline faculty, the Department Chair, and the appropriate Dean of Instruction must be filed with the Admissions and Records Office no later than the end of the sixth week of the semester.
- d. Units earned from credit by examination courses are not counted for financial aid or veterans benefits eligibility. No financial aid of any kind is available for credit by exam.
- e. An appropriate fee for expense of this special service is charged for each course challenged and is payable by the end of the ninth week of the semester. Student must make arrangements with the instructor to take the examination prior to the fifteenth week of the semester.
- f. The letter grade (A-F) earned on the examination will be awarded at the time grades are submitted to the Admissions and Records by the instructor giving the examination and will be entered on the student's transcript in a manner which clearly indicated that the course grade and credit were earned by examination. A student who fails the credit by examination may not attempt the course again by credit by examination.

## Credit for Military Service

A student who has completed basic military training verified by Form DD214, or some other official form, will be granted two units of credit for physical education and two units of elective credit. Military schools may be granted credit according to the recommendations in the guide published by the American Council on Education.

## Travel-Study Credit

Credit granted by accredited colleges and universities for travel-study programs sponsored by these institutions will be accepted by Clovis Community College. For college-level travel-study programs credit up to 12 semester units (at the maximum rate of one unit per week) may be granted upon the evaluation of official transcripts sent to Clovis Community College by the institution through which the units are earned.

## Withdrawal/Dropping

### Dropping (Withdrawal from) a Class

In registering for a class, a student assumes the responsibility of meeting class standards of attendance and progress. This obligation remains until such time as the course is officially dropped. Errors in registration should be rectified during the first week of instruction.

It is the student's responsibility to drop a class in which she/he no longer wishes to be enrolled. A student may drop a class by obtaining, completing, and filing an add/drop card from/with the Admissions and Records Office. The student may also drop a class via the district's WebAdvisor per instructions outlined in the college schedule of classes or the student may request to be dropped from class(es) by mailing a signed letter of request to the college. Students are encouraged to discuss program drops with the course instructor or an academic counselor before filing the drop. A student may drop a full-length (18-week) class through the last day of the ninth week of instruction (or 50 percent of a term\*, whichever is less). A grade of "W" will not be recorded on the student's transcript for drops occurring during the first three weeks of instruction (or 20 percent of a term\*, whichever is less). A grade of "W" will be recorded on the student's transcript for drops occurring between the fourth and ninth week of instruction (or 50 percent of a term\*, whichever is less). The "W" will not be used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and dismissal procedures.

\*See "Fees" for policy on refund.

## Withdrawal from College

A student may withdraw from all of his/her classes, thereby withdrawing from the college, through the last day of the ninth week of instruction (or 50 percent of a term\*, whichever is less) through WebAdvisor or in person at the Admissions and Records Office. The student may also mail a signed letter of request postmarked by the 50% point to completely withdraw from his/her classes to the Admissions and Records Office (please include student identification and date of birth). Students are encouraged to discuss complete class withdrawals with an academic counselor before filing the withdrawal. Upon submission of a withdrawal form, the student will be withdrawn from all of his/her classes and an entry of "W" will be recorded for each class in which the student was enrolled. The "Ws" will not be used in calculating grade point averages, but excessive "Ws" will be used as factors in progress probation and dismissal procedures.

\**Term* in this context means the duration of a class, which may differ from the length of the normal semester.

## Dropping/Withdrawal Due to Extenuating Circumstances

Withdrawal from a class or classes will be authorized through the last day of the ninth week of instruction (or 50 percent of a term\*, whichever is less). Exceptions to the 50 percent drop deadline may apply due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses, death in the immediate family, jury duty, declaration of war, natural calamity, military conscription, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or his/her designee. (California Code of Regulations, Title 5, Section 55024).

Petitions for withdrawals due to extenuating circumstances are available from the Counseling Office.

- The extenuating circumstances must be fully documented and verified when appropriate. Petitions for medical withdrawals must be processed through the Health Services Office.
- The student must file his/her petition to withdraw due to extenuating circumstances no later than the end of the semester in which he/she wishes to withdraw.

- The student must petition to withdraw from all classes she/he is enrolled in (consult with Admissions & Records for certain exceptions that may apply).
- The student's instructor(s) will be consulted concerning the request for withdrawal.
- Approved class withdrawals due to extenuating circumstances shall be recorded as a "W." The "Ws" will not be used in calculating grade point averages, but excessive "Ws" will be used as a factor in progress probation and dismissal procedures.
- Once final grades have been posted, the instructor of record must be consulted for an appropriate grade review.
- Exceptions may be considered on a case-by-case basis upon appeal to the college's Academic Standards Committee.

## Reports to Students

### Early Alert Report

An early alert referral may be issued for students who are not making satisfactory progress. Students who are not making satisfactory progress will be notified by email of the referral made by the instructor. For early intervention counseling and support services such as tutorial services, academic success workshops and courses, psychological services, and learning strategies. Students are encouraged to participate in these special programs designed to assist students to overcome problems that interfere with their academic success.

### Final Grade Reports

Final grade reports are mailed only by request to the student's address on file with the college at [www.cloviscollege.edu](http://www.cloviscollege.edu) under Online Services. Grades are available on WebAdvisor ([www.cloviscollege.edu](http://www.cloviscollege.edu)) and click on the link. Grades of students who fail to return school equipment or who have any unpaid accounts will be withheld until the record is cleared.

### Certifications of Enrollment

Certifications of enrollment shall be requested in writing at the Admissions and Records Office. A minimum of three working days for the preparation of certifications is required. Certifications will not be provided if the student has a "hold" on the permanent file.

The following definitions are used by Clovis Community College when certifying the enrollment of our students to outside agencies such as the Veterans Administration, lending institutions, the Social Security Administration, insurance companies, and the California Student Aid Commission:

Full-time.....	12 units or more
Three quarter-time .....	9 to 11.5 units
Half-time.....	6 to 8.5 units
Limited.....	fewer than 6 units

## Satisfactory Scholarship

Students must achieve at least a “C” average each semester and maintain a 2.0 cumulative grade point average. This means that a student must have at least twice as many grade points as units attempted. See *Placement on Academic Probation*.

## Course Repetition

For the purpose of course repetition and all other grade-related issues;

- Substandard grades or marks shall be defined as meaning course work for which the student has earned a “D” “F” “NP” “NC” or “W”.
- Satisfactory grades shall be defined as meaning course work for which the student has earned a “C” or better, “P” or “CR” grade.
- A mark of “W” is recorded for a withdrawal from a course on or after the census point or 30% of the semester (whichever is less) and before the end of the ninth week or 50% of the class meeting dates.

For the purpose of this policy AR 4225, “extenuating circumstances” are taken to mean verified cases of accidents, illness, jury duty, military conscription, declaration of war, family or job displacement, instructor error, or other circumstances beyond the control of the student which are justifiable in the judgment of the college president or his/her designee as defined by California Code of Regulations, Title 5.

## Repetition of courses designated as Non-Repeatable

For the benefit of a better grade, students may repeat a course for which they have received substandard grades or marks for a total of three attempts. Students may repeat a course one time without petition to the Academic Standards

Committee. Students must petition to the Academic Standards Committee to repeat a course for which two or more substandard grades or marks have been recorded.

The first two substandard grades will be excluded in computing the GPA if the student repeats the course two or more times. The student’s academic record will be marked so that all grades remain legible, ensuring a true and complete academic history.

A student who has earned a substandard grade in a course at Clovis Community College and repeats the equivalent course successfully (“C” or better) at another accredited college or university, can petition through the Admissions and Records Office for an Alleviation of Substandard Grade.

A student who has completed a course with a substandard grade at another accredited college or university may repeat the equivalent course in the State Center Community College District (SCCCD). Upon completion of the Clovis Community College course, the student must request an official transcript be sent to the college or university where the substandard grade was earned.

## Petition to repeat courses for Alleviation of substandard grades

Students who wish to petition to repeat a course for which two or more substandard grades or marks have been recorded, may do so through the Admissions and Records Office.

Upon petitioning to repeat a course for a third attempt, Clovis Community College students are required to meet with a counselor before any action will be taken by the Academic Standards Committee or designee. Only the first two substandard grades will be excluded in computing the GPA.

Upon petitioning to repeat a course for a fourth or more attempt, Clovis Community College students are required to meet with a counselor and complete or update his/her student education plan (SEP) and provide statements as to;

1. Why s/he has been unable to complete the course work successfully, supporting documentation may be provided as well.
2. Why s/he will be able to be successful in college in the future. What will be different now and in the future?

If the petition is approved, the grade earned in the fourth or more attempts will be averaged with the third grade earned in computing the cumulative grade point average.

### Repetition of courses with a satisfactory grade

A course in which a satisfactory grade was earned may be repeated when circumstances exist which justify such a repetition. Students must petition the Academic Standards Committee for approval.

Reasons for such repetition include but are not limited to:

- significant lapse in time (no less than 36 months since the grade was obtained)
- change in technology;
- Re-certification / training requirement, or other justifiable reasons.

If the petition is approved and a student completes the course, the course and grade will be listed on the academic record, and will be coded with a symbol indicating the course is excluded in the computation of the grade point average.

### Legally Mandated Training

Course repetition is allowed when it is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Clovis Community College students must petition and present documentation that the course is necessary to the Academic Standards Committee for approval.

Such courses may be repeated for credit any number of times, regardless of whether or not substandard grades were previously recorded, and the grade and units received each time shall be included for purposes of calculating the student's grade point average.

### Disabled Students

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

- When continuing success of the student in other general and/or special classes,
- When specific special classes are essential in completing a student's preparation for enrollment into other regular or special classes, or
- 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.

Clovis Community College students must petition the Academic Standards Committee for approval. The course and grade will be listed on the academic record, and will be coded with a symbol indicating the course is excluded in the computation of the grade point average.

### Repetition of courses designated as Repeatable

Repeatable courses are progressive in nature and provide an expanded education experience when repeated. These courses are identified in the college catalog indicating the maximum allowable repetitions.

If a student repeats a course designated as repeatable in which a substandard grade has been recorded, the District will exclude no more than two previous substandard grades.

### *Alleviation of Substandard Grades without Repetition*

Substandard work, i.e., grades of D, F or NC/NP not reflective of the student's present scholastic level of performance, may be alleviated without repetition only if the courses in which the substandard grades were earned are no longer appropriate for the student's present educational objectives or if the courses in which the substandard grades were earned or their equivalents are no longer available for repetition. Course work inappropriate for repetition may be considered for alleviation by the student making formal application to the college Academic Standards Committee through the Counseling Office.

In this case, a student will be eligible for consideration for alleviation of substandard work without repetition when the student has met each of the following conditions:

1. A period of at least two years has elapsed since the work to be alleviated was recorded.
2. A student is pursuing an established program (associate degree or certificate program within the district).
3. A student has completed twelve or more semester units with at least a 3.00 GPA or 24 or more semester units with at least a 2.50 GPA or completed a total program with at least a 2.00 GPA. In determining eligibility for this provision, the college will consider the most recently completed semester first and then look to the total GPA of previous semesters in descending chronological order.
4. The amount of work to be alleviated shall not exceed the amount of work the student has successfully completed since the substandard work was recorded.

## **Repetition of Courses Successfully Completed**

The college catalog designates certain courses as repeatable for a specific number of times; otherwise courses in which a student has received satisfactory grades, *i.e.*, A, B, C or CR/P, may not be repeated unless the student petitions the Academic Standards Committee through the Office of Admissions and Records for permission to repeat the course. The Academic Standards Committee may grant permission for the student to repeat the course if one or more of the following conditions apply:

1. There has been a significant lapse of time since the course was last taken.
2. The previous grade was due, at least in part, to the result of extenuating circumstances beyond the student's control.
3. Course repetition is required as a special academic accommodation for a qualified Disabled Students Programs and Services student.

In the case of repetition of courses successfully completed, the grade earned when the course is repeated will not be counted in a student's units or grade point average.

Repetition of courses successfully completed is permitted without petition in instances when such 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 any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included in the calculation of the student's grade point average. Students wishing to repeat courses under this condition must present written documentation or certification to the Counseling Office to verify that such course repetition is necessary to complete legally mandated training requirements.

## **Probation and Dismissal**

State law requires students to maintain satisfactory progress while enrolled at a community college. Students who do not make satisfactory progress by completing courses and/or achieving satisfactory grades will be affected in the following ways:

### **Placement on Progress Probation**

A student who has attempted and accumulated a total of 12 or more semester units shall be placed on progress probation when the number of units for which entries of "W," "I," "NP" and "NC" are recorded reaches or exceeds fifty percent (50%).

### **Removal from Progress Probation**

A student on progress probation because of an excess number of units for which entries of "W," "I," "NP" and "NC" are recorded shall be removed from progress probation when the percentage of units in this category drops below fifty percent (50%).

### **Placement on Academic Probation**

A student shall be placed on academic probation when:

1. The cumulative grade point average for a student who has attempted an accumulated total of 12 or more semester units falls below 2.0 in all units which were graded on the basis of letter grades, or
2. The student's cumulative grade point average falls below 2.0 in two consecutive semesters. The student will be subject to being placed on "subject to being disqualified" status.

### **Removal from Academic Probation**

A student shall be removed from academic probation when the student's cumulative grade point average becomes 2.0 ("C") or better.

### **Counseling for Probationary Students**

Each student on probation will be provided counseling and guidance service, including regulation of the student's enrollment, according to individual aptitude and achievements as determined by the Counseling Office. Students subject to dismissal shall have all selected courses approved by a counselor prior to registration. In addition, students who have completed 40 units or more and are on probation must have all selected courses approved by a counselor. A student on probation, whether academic or progress, may not carry more than 12 units without special approval of a counselor.

## Academic/Progress Dismissal

For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment exclusive of summer session.

A student who has attempted at least 12 semester units shall be dismissed for one semester, exclusive of summer session, if during each of three consecutive semesters the student's performance falls under either one or any combination of the following two conditions:

1. The student's cumulative grade point average was 2.0 or less.
2. The percentage of units in which the student was enrolled for which entries of "W," "I," "NP" and "NC" were recorded reached or exceeded fifty percent (50%).

## Circumstances for Appeal or Exception of Academic Progress Dismissal

Students who are on academic or progress dismissal for personal reasons beyond the control of the student shall, upon successful appeal, be exempted from the conditions of time imposed above.

Students on probation, either academic or progress may not be dismissed after their third semester of below satisfactory work if during that third semester and every subsequent semester they maintain a 2.0 GPA and complete more than 50% of their units until their cumulative GPA and completed units are above the probationary level.

## Readmission Following Academic/Progress Dismissal

A student who has been dismissed because of the district's academic/progress dismissal policy must petition to be readmitted.

Following the student's first dismissal, he/she will not be admitted to a district college until one semester has elapsed. If the student fails to maintain a grade point average of at least 2.0, or fails to complete more than fifty percent (50%) of the units in which the student enrolled during the first semester of attendance following his/her initial dismissal, the student shall be dismissed for a period of one year (second dismissal). If the student fails to meet with these academic and progress standards during the next semester in which he/she enrolls, the student will be dismissed again. This third dismissal shall

be considered permanent. However, a student may petition for admission after two years. Students are encouraged to improve their record by attending summer session. Petitions for readmission are available in the Counseling Office. Unit limitations and course selection will be set for readmitted students by the counseling staff.

## Honors and Awards

### Leon S. Peters Honors Program

The Leon S. Peters Honors Program is designed to challenge students with a customized curriculum and reward their efforts through priority registration, scholarship opportunities, and field trips. Students may also qualify for transfer admission guarantees. The Honors Program offers an enhanced educational experience designed to challenge students with a specially selected curriculum. The focus of the honors curriculum is on preparation for transfer to a four-year institution. They begin a two-year sequence of classes and activities to prepare them for transfer to the best four-year institutions. For more information, call (559) 325-5230.

Students will demonstrate ability to discuss interdisciplinary topics. Students will complete all transfer paperwork, including personal essay.

### *24 units from the following required to graduate "with Honors"*

ART 6H	Honors Art History 2 .....	3
COMM 1H	Honors Public Speaking .....	3
ENGL 1AH	Honors Reading and Composition .....	4
ENGL 1BH	Honors Literature .....	3
ENGL 3H	Honors Critical Reading and Writing .....	3
HIST 12H	Honors History of the US since 1865 .....	3
HONORS 2	Honors Seminar.....	1
PHIL 1CH	Honors Ethics .....	3
POLSCI 2H	Honors American Government.....	3
PSY 2H	Honors General Psychology.....	3
<b>Total Units</b>		<b>29</b>

### Dean's List

Placement on the Dean's List requires a 3.5 semester GPA in 12 or more units. Students are individually notified by the Vice President of Instruction and Student Services.

## Honors at Graduation

### *Summa Cum Laude*

This academic achievement is awarded to students who have earned a 4.0 cumulative grade point average.

### *Magna Cum Laude*

This academic achievement is awarded to students who have earned a 3.50 through 3.99 cumulative grade point average.

### *Cum Laude*

This academic achievement is awarded to students who have earned a 3.00 to 3.49 cumulative grade point average.

The designation of honors in the commencement program is based on the grades earned during all semesters preceding a student's graduation.

### *Leon S. Peters Honors Program*

Students in the Leon S. Peters Honors Program at Clovis Community College who successfully complete 24 units of honors courses and graduate with a 3.0 grade point average or better are given distinct recognition during the commencement ceremony.

## Alpha Gamma Sigma, an Honors Society

Outstanding scholars are eligible for membership in the Alpha Omega Chapter of Alpha Gamma Sigma, the honors society for California Community Colleges.

Students enrolled at Clovis Community College also have an opportunity for membership in California Community Colleges' honors society. Students meeting eligibility criteria can join the chapter of Alpha Gamma Sigma known as Sigma Gamma.

Students who earn at least a B average (3.0) for 12 units of college work (with no D or F grade) are eligible to join Alpha Gamma Sigma. Active membership in the Alpha Omega Chapter requires an application for membership, payment of dues, possession of a student body card, and earning of service points through participation in chapter activities and service to the college or community. Life members of the California Scholarship Federation may apply for associate membership during their first semester at the college.

AGS members meet to hear speakers, plan activities, make friends, raise funds for scholarships and conference attendance, take part in college activities, enjoy excursions, and serve the college. Permanent membership and recognition is granted at graduation to members active for at least two semesters who have earned a 3.25 cumulative grade point average or to members active for one semester who have earned a 3.5 or higher cumulative grade point average.



# CERTIFICATE & DEGREE REQUIREMENTS

## Catalog Rights

A student may elect to meet the requirements for the associate degree from:

1. The catalog in effect at the time of the student's graduation, or
2. The catalog in effect at the time the student began continuous enrollment leading to graduation.

For this regulation, a student shall be considered to have continuous enrollment if enrolled and active in any graded class at the census point (20%) of the semester. If a student misses 24 consecutive months, the student loses his/her original catalog rights and is not continuously enrolled.

## Course Classification

Pursuant to revisions to the California Administrative Code, Title 5, Section 55002 and 55062, all courses listed within the college catalog fall into one of the following classifications:

- Credit, Degree Applicable
- Credit, Nondegree Applicable
- Noncredit

## Certificates

Certificates for a course or a series of courses fewer than 18 units may be offered by disciplines/departments/divisions. A certificate may be awarded with a minimum of "C" average for finishing a course or courses leading to specific competencies.

## Certificate of Achievement

A certificate of achievement shall be awarded to students who successfully complete a specified curriculum with a minimum "C" grade in each required course. The specific courses required for the certificate of achievement are identified in each degree program where such certificates are awarded.

In order to receive the certificate of achievement, the student shall apply for the certificate on WebAdvisor during the final semester of coursework.

## Graduation Requirements

### Associate Degrees

The awarding of an Associate Degree represents more than an accumulation of units. It symbolizes a pattern of learning experiences designed to develop specific capabilities and insights. Among these are an understanding of the major disciplines, required proficiencies in math, reading, and English, and sufficient depth in some field of knowledge.

It is the responsibility of the student to consult a counselor regarding the proper sequence in which courses should be taken to satisfy graduation requirements.

Students earning an Associate Degree usually have one of two purposes. Either the program of study prepares the student for transfer to a four-year college or university, or the program of study is intended to prepare the student for immediate employment.

Most majors lead to an Associate in Arts degree. Minimum requirements for the Associate in Science degree are the same as for the Associate in Arts degree with the exception of the major requirements. The Associate in Science degree will be awarded for the completion of a required pattern of courses in any occupational curriculum or in the biological sciences, the physical sciences, or engineering.

The Board of Trustees of this District shall award the Associate in Arts Degree, the Associate in Science Degree, Associate in Arts or Science Degree for Transfer, and the Certificate of Achievement to applicants upon the satisfactory completion of the requirements as listed in this catalog section. It is the student's responsibility to be aware of degree and certificate requirements and of the student's standing in regard to those requirements. Students are urged to consult a counselor regarding any questions about degree or certificate requirements for the catalog year the student selects. All references to credit units which appear in this section are to semester units.

Exceptions to any of the regulations which follow will be judged by the "Rule of Equity" which requires that any waiver of standards be determined on the merit of the individual case.

The college reserves the right to determine what courses may be considered as equivalents for the stated degree, certificate, and general education requirements listed in this catalog. Please see the Counseling Office for pertinent information.

## **General Education for the AA/AS Degree**

General Education course work is intended to complement a concentrated study in a single discipline or "major." It should provide a broad base of educational experience about aspects of the world which a major area of study may not include. The student who completes the general education requirements at Clovis Community College will have made noteworthy progress towards becoming truly educated and prepared for a lifetime of learning.

Following are the major areas of General Education:

### ***Natural Sciences***

Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course should help the student develop an appreciation and understanding of the scientific method through direct experience and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physics, and other scientific disciplines.

### ***Social and Behavioral Sciences***

Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course should help the student develop an awareness of the method of inquiry used by the social and behavioral sciences. It should stimulate critical thinking about the ways people act and have acted in response to their societies and how their actions in turn change their society. It should also promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in anthropology, economics, history, political science, psychology, sociology, and related disciplines.

### ***Humanities***

Courses in the humanities examine the philosophical, literary, aesthetic, and cultural expressions of humans. These courses develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them through artistic and cultural creation. They develop aesthetic understanding and, through study of traditional and changing cultural perspectives, foster better informed value judgments. These courses also offer students the opportunity to explore their creativity and imagination and to move consciously towards an awareness of their capability for artistic self-expression. This category will include art history, literature and film, philosophy and morality, comparative religion, the fine and performing arts, and language. When we ask who we are, and what our lives ought to mean, we are using the humanities.

### ***Language and Rationality***

Courses in language and rationality are those which develop for the student principles and applications of language that lead to logical thought, clear and precise expression, and critical evaluation of communication in any endeavor.

1. English Composition: Courses fulfilling this requirement include both expository and argumentative writing.
2. Communication and Analytical Thinking: Courses fulfilling these requirements include oral communication, mathematics, logic, statistics, computer language and programming, and related disciplines.

### **Multiple Degrees**

A student may earn more than one AA and/or AS degree from Clovis Community College. Although a course used for a prescribed graduation requirement or to meet general education requirements may count toward more than one degree, no course may count toward the major course requirements for more than one degree major at any college in the district. See page 78 for Associate Degree for Transfer requirements.

## Requirements for AA and AS Degrees

1. Sixty (60) units with at least 2.0 ("C") grade point average in all courses applicable to the associate degree.
2. Residence requirements:
  - (a) A minimum of twelve (12) degree-applicable units satisfactorily completed in residence at district colleges or centers, with attendance during the last semester prior to graduation, or
  - (b) A total of forty-five (45) degree-applicable units satisfactorily completed in residence at district colleges or centers if not in attendance during the last semester prior to graduation.
3. At least eighteen (18) units in a single discipline or related disciplines (major) or in an approved area of emphasis. Each course applied to this major requirement must be completed with a grade of "C," or better, or a "P."
4. Competence in writing, demonstrated by completion of English 1A or English 1AH with a grade of 2.0, "C," or better.
5. Competence in reading, demonstrated by
  - (a) Meeting the reading requirement for English 1A, 1AH eligibility by an appropriate placement test score or

\*Students who complete English 125 and English 126 may apply no more than 4 units earned in these courses to the associate degree.
6. Competence in oral communication, demonstrated by the completion of Communication 1, 1H, 2, 4, 8, or 25 with a grade of 2.0, "C," or better. (The course used to fulfill this requirement may also be used to satisfy area D, Part 2, of the general education requirement in language and rationality: communication/analytical thinking.)
7. Competence in mathematics, demonstrated by completion with a grade of 2.0, "C," or better one of the following classes: Mathematics 103 or any more advanced mathematics class, Business Administration 39, or Statistics 7.
8. Familiarity with computer concepts and computer use, demonstrated by completing with a grade of "C" (2.0) or better one of the following:
  - (a) Art 30A, 30B, 37A, 37B, 41, 42, 44; Computer Science 40; Engineering 2, 40; Information Systems 11, 12, 13, 15, 60, 61, 62, 63, 64; or
  - (b) a college examination of computer familiarity.
9. Awareness of lifetime physical and mental wellness, demonstrated by completion of Child Development 5, 38, 39; Foods and Nutrition 35; Health 1; Psychology 2, 2H, 25, 38; or Sociology 32.
10. Two physical education and/or dance classes. Exceptions will be considered for those students who are veterans with at least one year of active military service, P.O.S.T. program candidates, Basic Fire Academy graduates, or who submit a physician's statement certifying that they are not physically able to participate in physical education classes. Physical education courses that will meet this requirement are Animal Science 24; Dance 9, 10, 14, 15, 28; Physical Education 2, 6, 7, 8, 12, 12B, 13, 14, 15, 15B, 16, 18, 19, 19B, 29, 49A, 71.
11. Completion of one of the following courses on the principles of national, state, and local government, including the study of American institutions and ideals: Political Science 2, 2H, or 110. (The course used to fulfill this requirement may also be used to satisfy area B, Part 1, below, of the general education requirement in social and behavioral sciences.)
12. A minimum of eighteen (18) units in general education, including at least three (3) units in each of areas (A), (B), and (C), and 4 units area (D.1) and 3 units in area (D.2).
  - A. Natural Sciences
  - B. Social and Behavioral Sciences
    - 1) POLSCI 2, 2H or 110  
(The course used to fulfill this requirement may also be used to satisfy degree requirement 11, American institutions, above.)
    - 2) Other Social and Behavioral Sciences
  - C. Humanities

- D. Language and Rationality:  
 1) Composition  
 (The course used to fulfill this general education area requirement may also be used to satisfy degree requirement 4, competence in writing.)  
 2) Communication/Analytical Thinking  
 (The course used to fulfill this general education area requirement may also be used to satisfy degree requirement 6, competence in oral communication.)

### General Education for the Associate Degree:

A minimum of 19 units in general education is required for graduation from Clovis Community College.

Select at least one (1) course and not fewer than three (3) units in each of the areas (A), (B), and (C), four (4) units (D.1), and three (3) units in area (D.2).

### Area A - Natural Sciences (3 units)

Biology 1, 3, 5, 11A, 11B, 20, 22;  
 Chemistry 1A, 1B, 3A, 3B, 8, 10;  
 Foods and Nutrition 40;  
 Geography 5, 9;  
 Geology 1, 9;  
 Physics 2A, 2B, 4A, 4B, 10;  
 Science 1A

### Area B - Social and Behavioral Sciences (6 units)

(B.1 = 3 units; B.2 = 3 units)

1. Government and Constitution (3 units)  
 Political Science 2, 2H, 110
2. Other Social and Behavioral Sciences (3 units)  
 Anthropology 1, 2, 3;  
 Business Administration 33;  
 Child Development 38, 39;  
 Criminology 5;  
 Economics 1A, 1B;  
 Geography 40A, 40B;  
 History 1, 2, 5, 11, 12, 12H, 20, 22;  
 Political Science 5, 24;  
 Psychology 2, 2H, 5, 25, 38, 45;  
 Sociology 1A, 1B, 2, 32

### Area C - Humanities (3 units)

American Sign Language 1, 2, 3, 4;  
 Art 1, 2, 3, 4, 5, 6, 6H, 7, 9, 13, 17, 38A;  
 Chinese 1, 2;  
 Communication 12;  
 English 1B, 1BH, 15A, 15B, 15E, 41, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49;  
 Film 1, 2A, 2B;  
 French 1, 2, 3, 4;  
 German 1, 2, 3, 4;  
 Linguistics 10, 11;  
 Music 1A, 1B, 3, 12, 16;  
 Philosophy 1, 1C, 1CH, 1D;  
 Photography 1;  
 Spanish 1, 2, 3, 3NS, 4, 4NS, 15, 16

### Area D - Language and Rationality (7 units)

D.1 = 4 units; D.2 = 3 units

1. English Composition (4 units)  
 English 1A, 1AH
2. Communication/Analytical Thinking (3 units)  
 Communication 1, 1H, 2, 4, 8, 25;  
 Philosophy 6

Courses used to fulfill General Education requirements may also be used to fulfill specific course and unit requirements of individual majors.

### Application for Certificate or Graduation

A candidate for an associate in arts degree, associate in science degree, associate in arts or science degree for transfer, or a certificate of achievement must file a graduation application for the degree or certificate. An application for a degree or certificate of achievement will be accepted when a student is within a year of potential graduation and/or completion. A student who needs a formal evaluation prior to the year of graduation/completion may appeal this policy by providing evidence of special program requirements. Application deadlines are listed in the academic calendar of this catalog. No student is a candidate for graduation until the application is completed. Graduation ceremonies for degree candidates are held at the end of the spring semester each year. Diplomas will be dated at the end of the semester or summer session in which requirements are met. Diplomas and certificates are mailed to successful candidates approximately two months after fulfilling graduation requirements.

# TRANSFER INFORMATION & REQUIREMENTS

## Preparation to Enter Baccalaureate-Level College or Universities

Clovis Community College offers many of the lower division (freshman and sophomore level) classes that are part of the requirements to earn a baccalaureate degree at a college or university. Clovis Community College students may complete all or most of their lower division general education and major preparation before transferring.

The requirements for transfer and the requirements for a certificate and/or associate degree program can be very different amongst colleges within State Center Community College District as well as for all colleges and universities. Therefore, the importance of reaching a decision regarding one's objectives at the time of enrollment cannot be overemphasized. With careful planning a student may be able to earn a certificate and/or associate degree as well as meet transfer requirements. It is advisable for entering students to plan a program which meets the requirements of the particular college or university to which they wish to transfer. Students should consult the catalog of the specific college or university which they plan to attend. Counselors will assist in interpreting catalog statements and requirements and with developing a Student Educational Plan (SEP) upon request. Catalogs of many universities and colleges are available in the Transfer Center. It is, however, wise for students to order their own personal copies directly from the college or university of their choice.

## Articulation

Articulation is a process of developing formal written agreements that identify courses at one college that are accepted in lieu of specific courses at another college or that fulfill a specific statewide pattern of general education.

Clovis Community College has developed numerous articulation agreements with California State University and University of California campuses. These agreements may be viewed on the Clovis Community College website, in the Clovis Community College Transfer Center, or at [www.assist.org](http://www.assist.org). Articulation agreements have also been developed with some California private and out-of-state colleges and

universities. These agreements are available on the Clovis Community College website or in the Clovis Community College Transfer Center as well. See a counselor for assistance.

## Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST)

ASSIST is a single computerized database located at [www.assist.org](http://www.assist.org) that provides access to articulation agreements developed between California Community Colleges, the California State Universities (CSU), and the Universities of California (UC). As articulation agreements are updated, so is the information maintained in ASSIST. See a counselor for assistance in how to use ASSIST.

- **CSU Transferable Courses**  
These are courses from a community college that transfer to any CSU campus for baccalaureate/transfer credit.
- **CSU GE-Breadth Certification Courses**  
These are courses from a community college that apply to the CSU GE-Breadth certification requirements.
- **CSU US History, Constitution, and American Ideals Courses**  
These are courses from a community college that satisfy the CSU graduation requirement in U.S. History, Constitution, and American Ideals.
- **IGETC for UC and CSU**  
These are courses from a community college that apply to the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- **UC Transferable Courses**  
These are courses from a community college that transfer to any UC campus for baccalaureate/transfer credit.
- **UC Transfer Admission Eligibility Courses**  
These are courses from a community college that satisfy the minimum eligibility course requirements for admission to the UC.
- **By Major**  
These agreements specify courses at one college or university that fulfill lower-division major requirements/preparation at another college or university.

- **By Department**

These agreements identify courses at one college or university that are acceptable in lieu of courses at another college or university.

## Transfer to California State University (CSU)

### Transfer Requirements of California State University (CSU)

Students who have enrolled in college beyond the summer following their high school graduation are considered transfer students and must meet transfer admission requirements.

Students who have completed fewer than 60 CSU transferable semester college units at the time of transfer are considered lower division transfer students.

Students who have completed 60 or more CSU transferable semester college units at the time of transfer are considered upper division transfer students.

### *Lower Division Admission Requirements*

Transfer students with fewer than 60 semester or 90 quarter units must have a grade point average of 2.0 ("C") or better in all transferable units attempted, be in good standing at the last college or university attended, and meet any one of the following eligibility standards:

**Transfer Based on Current Admission Criteria:** Satisfy the freshman admission requirements in effect for the term for which the application is made;

or

**Transfer Based on High School Eligibility:** Satisfied eligibility as a freshman at the time of high school graduation and has been in continuous attendance in an accredited college since high school graduation;

or

**Transfer Based on Making up Missed Subjects:** Satisfied the eligibility index at the time of high school graduation (combination of grade point average and test scores, if needed), has made up any missing college preparatory subject requirements with a grade of "C" or better, and has been in continuous attendance in an accredited college since high school graduation.

Note: Due to enrollment pressures, many CSU campuses do not admit lower division transfers. Some campuses may require lower division transfer students to complete specific college coursework as part of their admission.

### *Upper Division Transfer Students*

Students are eligible for admission with 60 or more CSU transferable semester units (90 quarter units) if they:

- Have a grade point average of 2.00 or better (2.40 for California non-residents) in all transferable college units attempted.
- Are in good standing at the last college or university attended, i.e., eligible to re-enroll.
- Have completed or will complete prior to transfer at least 30 semester units (45 quarter units) of general education requirements with a grade of "C" or better in each course. The 30 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in Mathematics/Quantitative Reasoning.

Notes: Campuses and/or programs that are designated as impacted have additional admission criteria. Impacted campuses/programs result when the number of CSU eligible applicants received in the initial application filing period is greater than the number of students that can be accommodated by the campus or major. We recommend seeking assistance from a Clovis Community College counselor.

There are limitations on the number of CSU transferable work experience credits accepted. These vary by CSU campus.

## California State University Transfer Course List (CSU)

Clovis Community College courses numbered 1 through 99 are CSU transferable.

### General Education Requirements for CSU Certification

The CSU General Education-Breadth program allows California community college transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and to the campus-specific GE-Breadth requirements. It is important to note that CSU GE-Breadth certification is not a minimum admission requirement, nor does completion guarantee admission to the campus or program of choice.

Up to 39 of the 48 GE-Breadth units required can be transferred from and certified by a California community college. Students who are certified with 39 semester units of lower division GE-Breadth units cannot be held to additional lower division GE courses at the CSU campus. Upon enrollment at CSU, all transfer students will be required to complete a minimum of 9 semester units of upper division general education. Students without certification may be held to the general education pattern developed for CSU students, which may vary greatly from the community college CSU GE-Breadth pattern.

## Clovis Community College CSU General Education—Breadth 2015-2016

### Area A: Communication in the English Language and Critical Thinking

*Nine semester units minimum with one course each from A1, A2, and A3 ("C" or better grade required in A1, A2, and A3).*

- **Area A1:** Oral Communication  
Communication 1, 1H, 2, 4, 8, 25
- **Area A2:** Written Communication  
English 1A, 1AH
- **Area A3:** Critical Thinking  
Communication 25  
English 3, 3H  
Philosophy 2, 4, 6

### Area B: Physical Universe and Its Life Forms

*Nine semester units minimum with at least one course each in B1, B2, and B4 ("C" or better grade required in B4). One course in B1 or B2 must contain a lab component indicated by (L) or be accompanied by a course in B3.*

- **Area B1:** Physical Science  
Chemistry 1A(L), 1B(L), 3A(L), 3B(L), 8, 10(L),  
28A, 28B  
Geography 5, 9  
Geology 1(L), 9(L)  
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)  
Science 1A(L)

- **Area B2:** Life Science  
Biology 1(L), 3(L), 5(L), 11A(L), 11B(L),  
20(L), 22(L), 31(L)
- **Area B3:** Laboratory Activity  
One course from B1 or B2 marked with (L) or  
one of the following:  
Chemistry 29A, 29B
- **Area B4:** Mathematics/Quantitative Reasoning  
Business Administration 39  
Computer Science 26  
Mathematics 4A, 4B, 5A, 5B, 6, 10B,  
11, 17, 45  
Statistics 7

### Area C: Arts, Literature, Philosophy and Foreign Language

*Nine semester units minimum with at least one course each from C1 and C2.*

- **Area C1:** Arts  
Art 1, 2, 5, 6, 6H  
Communication 12  
Film 1, 2A, 2B  
Music 12, 16  
Photography 1
- **Area C2:** Humanities  
American Sign Language 1, 2, 3, 4  
Chinese 1, 2  
English 1B, 1BH, 43A, 43B, 44A, 44B,  
46A, 46B, 47, 49  
Film 2A, 2B  
French 1, 2, 3, 4  
German 1, 2, 3, 4  
History 1, 2, 11, 12, 12H, 20, 22  
Linguistics 10, 11  
Philosophy 1, 1C, 1CH, 1D  
Spanish 1, 2, 3, 3NS, 4, 4NS, 15, 16

## Area D: Social, Political and Economic Institutions and Behavior, Historical Background

*Nine semester units minimum from at least two disciplines.*

- **Area D0-D9:** Social and Behavioral Sciences  
 Anthropology 1, 2, 3  
 Child Development 38, 39  
 Communication 10  
 Criminology 13  
 Economics 1A, 1B  
 Geography 40A, 40B  
 History 1, 2, 5, 11, 12, 12H, 20, 22  
 Political Science 2, 2H, 5, 24  
 Psychology 2, 2H, 5, 16, 38, 45  
 Sociology 1A, 1B, 2

## Area E: Lifelong Understanding and Self-Development

*Three semester units minimum.*

- Child Development 38, 39  
 Counseling 53  
 Foods and Nutrition 35  
 Health 1  
 Psychology 2, 2H, 25, 38  
 Sociology 1A, 32

*Total Minimum Units Required for Certification...39*

Notes: Courses listed in more than one area may only be used one time.

Cross-listed courses may only be used one time.

Some CSU campuses have restrictions on when courses in Areas A and B4 must be completed prior to transfer.

Additional courses may be added to the Clovis Community College CSU GE-Breadth. An updated CSU GE-Breadth Requirement Sheet may be obtained from the Counseling Office, the Transfer Center, the Clovis Community College Web site, or [www.assist.org](http://www.assist.org).

Students majoring in Engineering may be waived/exempted from specific areas of CSU GE-Breadth for some CSU campuses.

Students majoring in Liberal Studies may be required to complete specific courses in each area of CSU GE-Breadth.

A maximum of 70 semester units earned at community college may be transferred to CSU. Course work completed above the 70 units may be used to satisfy GE and major preparation even though the units will not count toward the bachelor's degree.

## U.S. History, Constitution, and American Ideals

To graduate from the California State University, a student must complete, with a "D" or better grade, a combination of courses which are identified as meeting the U.S. History, Constitution, and American Ideals requirements. Courses at Clovis Community College which meet this requirement include:

One course from History 11, 12, or 12H, or 22 combined with one course from Political Science 2 or 2H. These courses may also be used simultaneously to satisfy course requirements on the CSU GE-Breadth pattern.

AP United States history (score 3 or higher) will satisfy the national government requirement portion but NOT the California (state and local) portion requirement of Constitution and American Ideals.

## Transfer to University of California (UC)

### Transfer Requirements of University of California (UC) for California residents.

Students who have enrolled in college beyond the summer following their high school graduation are considered transfer students and must meet transfer admission requirements. The requirements described here represent minimum academic standards students must attain to be eligible for admission to the UC. Meeting the minimum eligibility requirements does not guarantee admission to the campus or program of choice, which often requires students meet more demanding transfer selection.

### *Lower Division Transfer Admission Requirements*

Students are eligible for admission with fewer than 60 UC transferable units completed if they have met one of the two following options:

1. Students who were eligible for admission to the university upon graduation from high school, meaning that the subject, scholarship, and examination requirements were satisfied, or students who were identified by the UC during their senior year in high school as eligible under the Eligibility in the Local Context (ELC) program and completed the subject and examination requirements in the senior year, are eligible to transfer if they have a "C" (2.0) grade point average in their UC transferable college coursework.
2. Students who met the scholarship requirement but did not satisfy the subject requirement must take UC transferable college courses in the subjects they are missing, earn a grade of "C" (2.0) or better grade in each of these required courses and earn an overall "C" (2.0) average in all UC transferable college coursework to be eligible to transfer.

### *Upper Division Transfer Admission Requirements*

Students are eligible for admission with 60 or more UC transferable semester units (90 quarter units) if they fulfill both of the following criteria:

- Complete 60 semester units of UC transferable college credit with a grade point average of at least 2.4 (no more than 14 semester/21 quarter units may be taken Pass/Not Pass), and:
- Complete the following seven course pattern, earning a grade of "C" (2.0) or better in each course:
  - two UC transferable college courses (3 semester units each) in English composition; and
  - one UC transferable college course (3 semester units) in mathematical concepts and quantitative reasoning; and
  - four transferable college courses (3 semester units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

Notes: Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC may satisfy the seven course pattern of the upper division transfer admission requirements.

A maximum of 70 UC transferable semester units earned at community colleges may be transferred to the UC. Coursework completed above the 70 units may be used to satisfy GE and major preparation even though the units will not count toward the bachelor's degree.

### **UC Transfer Admission Guarantee**

Clovis Community College participates in guaranteed admission programs with UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Barbara, and UC Santa Cruz. Specific requirements must be met for students to qualify for a transfer admission guarantee. See a counselor or the Transfer Center for Transfer Admission Guarantee information.

### **University of California Transfer Course Agreement 2015-2016**

Clovis Community College courses that are acceptable for transfer credit at the University of California:

Accounting (ACCTG) 4A, 4B  
 American Sign Language (ASL) 1, 2, 3, 4  
 Anthropology (ANTHRO) 1, 2, 3  
 Art (ART) 1, 2, 3, 4, 5, 6, 6H, 7, 9, 13,  
 17, 19, 23, 30A, 30B, 37A, 37B, 41, 44  
 Biology (BIOL) 1, 3, 5, 11A, 11B, 20, 22, 31  
 Business Administration (BUS) 10, 18, 39  
 Chemistry (CHEM) 1A, 1B, 3A, 3B, 8, 10, 28A,  
 28B, 29A, 29B  
 Child Development (CHDEV) 30, 38, 39  
 Chinese (CHIN) 1, 2  
 Communication (COMM) 1, 1H, 4, 8, 25  
 Computer Science (CSCI) 26, 40, 41  
 Criminology (CRIM) 1, 5, 6, 14  
 Dance 9, 10, 14, 15, 28  
 Economics (ECON) 1A, 1B  
 Education (EDUC) 10  
 Engineering (ENGR) 2, 4, 6, 8, 40  
 English (ENGL) 1A, 1AH, 1B, 1BH, 3, 3H, 15A, 15B, 15E,  
 15F, 41, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49  
 Film (FILM) 1, 2A, 2B  
 Foods and Nutrition (FN) 35, 40  
 French (FRENCH) 1, 2, 3, 4  
 Geography (GEOG) 5, 9, 40A, 40B

Geology (GEOL) 1, 9  
 German (GERMAN) 1, 2, 3, 4  
 Health Science (HLTH) 1, 2  
 History (HIST) 1, 2, 5, 11, 12, 12H, 20, 22  
 Information Systems (IS) 12, 15, 33, 47, 50A, 50B  
 Library Skills (LIBSKL) 1  
 Linguistics (LING) 10, 11  
 Math (MATH) 4B, 5A, 5B, 6, 10A, 10B, 11, 17, 45  
 Music (MUS) 12, 16  
 Photography (PHOTO) 1  
 Physical Education (PE) 2, 6, 7, 8, 12, 12B,  
 13, 14, 15, 15B, 16, 18, 19, 19B, 29, 45, 49A, 71  
 Physics (PHYS) 2A, 2B, 4A, 4B, 4C, 10  
 Political Science (POLSCI) 2, 2H, 5, 24  
 Psychology (PSY) 2, 2H, 5, 16, 25, 38, 45  
 Science (SCI) 1A  
 Sociology (SOC) 1A, 1B, 2, 32  
 Spanish (SPAN) 1, 2, 3, 3NS, 4, 4NS  
 Statistics (STAT) 7

Notes: A number of courses are cross-referenced (the same course is listed in more than one area, department, or discipline) usually with the same course number. Credit can be earned only once for cross-referenced courses. See the individual course listings in the "Course Descriptions" section of the catalog.

#### Course/unit limitations:

- UC grants limited credit for multiple courses taken in one discipline; credit is also limited when certain courses are taken after other courses in one discipline. See [www.assist.org](http://www.assist.org) for additional information.
- Independent studies, special studies, and variable topics courses may be accepted for UC credit; review of the scope and content of the course usually occurs after transfer.
- Credit for PE activity courses is limited to 4 semester units; credit for PE theory courses is limited to 8 semester units.
- Honors Course Credit Limitation. Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded the first course completed with a grade of "C" or better.

## Intersegmental General Education Transfer Curriculum (IGETC) to CSU and UC

The Intersegmental General Education Transfer Curriculum is a general education program that California community college transfer students may use to fulfill lower-division general education requirements for any California State University (CSU) or University of California (UC) and many California private colleges and universities. This curriculum provides an alternative to the CSU General Education-Breadth requirements, the UC GE/Breadth requirements, and many private colleges' general education requirements. It is important to note the IGETC is not an admission requirement, nor does completion of the IGETC guarantee admission to the campus or program of choice.

The IGETC is most helpful to students who want to keep their options open—those who know they want to transfer but have not yet decided upon a particular institution, campus, or major. Certain students, however, will not be well served by following the IGETC. Students who intend to transfer into a major that requires extensive lower division preparation, such as engineering or the physical and natural sciences, should concentrate on completing the many prerequisites for the major that the college evaluates to determine eligibility for admission. A counselor or a UC/CSU/private college admissions representative can advise which path is best. If students choose to follow the IGETC they must complete it to have if fully certified otherwise they will be required to satisfy the lower division general education requirements of the UC/CSU/private college or university. Some campuses, however, will permit a maximum of two requirements to be unmet prior to transfer. Completion is required upon transfer. See a counselor for information about IGETC.

Additional courses may be added to the Clovis Community College IGETC. An updated IGETC may be obtained from the Counseling Office, the Transfer Center, the Clovis Community College web site, or [www.assist.org](http://www.assist.org).

## Clovis Community College Intersegmental General Education Transfer Curricula (IGETC) 2015-2016

### Area 1: English Communication

CSU - three courses required, one each from 1A, 1B, and 1C (nine semester units minimum);

UC - two courses required, one each from 1A and 1B (six semester units minimum).

- **1A:** English Composition  
English 1A, 1AH
- **1B:** Critical Thinking-English Composition  
English 3, 3H  
Philosophy 2
- **1C:** Oral Communication  
(CSU requirement only)  
Communication 1, 1H, 4, 8, 25

### Area 2: Mathematical Concepts and Quantitative Reasoning

One course required (three semester units minimum).

Computer Science 26  
Math 4B, 5A, 5B, 6, 11, 17  
Statistics 7

### Area 3: Arts and Humanities

At least three courses with at least one from Arts and one from Humanities (nine semester units minimum).

- **3A:** Arts  
Art 1, 2, 5, 6, 6H  
Film 1, 2A, 2B  
Music 12, 16
- **3B:** Humanities  
American Sign Language 2, 3, 4  
Chinese 2  
English 1B, 1BH, 43A, 43B, 44A, 44B, 46A, 46B, 47, 49  
Film 2A, 2B  
French 2, 3, 4  
German 2, 3, 4  
History 1, 2, 11, 12, 12H, 20, 22  
Linguistics 10, 11  
Philosophy 1, 1C, 1CH, 1D  
Spanish 2, 3, 3NS, 4, 4NS

### Area 4: Social and Behavioral Sciences

At least three courses from at least two different disciplines (nine semester units minimum).

Anthropology 1, 2, 3  
Child Development 38, 39  
Economics 1A, 1B  
Geography 40A, 40B  
History 5, 11, 12, 12H, 22  
Political Science 2, 2H, 5  
Psychology 2, 2H, 5, 16, 38, 45  
Sociology 1A, 1B, 2

### Area 5: Physical and Biological Sciences

At least two courses, one Physical Science and one Biological Science. One course must have a lab component (indicated by L), (seven-nine semester units minimum).

- **5A:** Physical Science  
Chemistry 1A(L), 1B(L), 3A(L), 8, 10(L), 28A, 28B, 29A(L), 29B(L)  
Geography 5, 9  
Geology 1(L), 9  
Physics 2A(L), 2B(L), 4A(L), 4B(L), 4C(L), 10(L)  
Science 1A(L)
- **5B:** Biological Science  
Biology 1(L), 3(L), 5(L), 11A(L), 11B(L), 20(L), 22(L), 31(L)

### Area 6: UC Requirement in Languages Other than English

Proficiency equivalent to two years of high school study in the same language with "C" or better grades (at Clovis Community College one course required if not met by high school foreign language).

American Sign Language 1, 2, 3, 4  
French 1, 2, 3, 4  
German 1, 2, 3, 4  
Spanish 1, 2, 3, 3NS, 4, 4NS

## Area 7: CSU Graduation Requirement in U.S. History, Constitution, and American Ideals

*One course from each group (six semester units minimum). This requirement is NOT part of IGETC, but it may be completed prior to transfer. Courses used to meet this requirement may not be used to satisfy requirements for the IGETC.*

- **Group 1:**  
Political Science 2, 2H
- **Group 2:**  
History 11, 12, 12H, 22

### 2015-2016 IGETC Notes

- The IGETC is a general education program that California Community College students can use to fulfill lower division general education requirements for any CSU or UC campus and many California private colleges/universities.
- The IGETC provides an alternative to the General Education-Breadth requirements for CSU, UC, and many California private colleges/universities.
- The IGETC is NOT an admission requirement for the CSU or UC nor does completion of the IGETC guarantee admission to the campus or program of choice.
- All areas of the IGETC must be completed to be fully certified by the community college and must be completed prior to transfer to a CSU or UC. In some circumstances, a student may make up two missing IGETC course requirements after transferring to a university. See a counselor for information regarding partial certification.
- All courses must be completed with a grade of "C" or better to be certified.
- A grade of "CR" (credit) or "P" (pass) may be used if the grading policy of the community college states that "CR" or "P" is equivalent to a grade of "C" or better. The UC will allow no more than 14 semester units taken CR/P toward UC eligibility or IGETC. The CSU campuses vary on the number of units they allow. Check each college's catalog or see a counselor for more information.
- Courses may be used only once to satisfy one subject area even if they are listed in more than one subject area.
- Advanced Placement (AP) tests completed with a score of 3, 4, or 5 may be applied to the IGETC as long as the community college recognizes the AP exam to be equivalent to its IGETC approved courses. One AP exam may be applied to only one course requirement. (Example: AP English Comp and Literature may be used to satisfy ENGL 1A or 1B NOT both.)
- All IGETC coursework does not have to be completed at the same college. Courses taken at more than one California Community College may be used to fulfill the IGETC. Note, however, that courses applicable to IGETC may vary from college to college.
- Additional information regarding the acceptance of IGETC at specific colleges in each UC is available in the "UC Answers for Transfers" booklet in the Transfer Center or online at <http://www.universityofcalifornia.edu/admissions>.
- The IGETC is not a good option for students intending to transfer into high-unit majors, such as engineering or the sciences, which require extensive lower division preparation.
- See a counselor to make sure that the IGETC is appropriate for your use or if you have any other questions regarding the IGETC.
- Additional courses may be added to the Clovis Community College IGETC. An updated IGETC sheet may be obtained from the Counseling Office, Transfer Center, Clovis Community College web site, or [www.assist.org](http://www.assist.org).

## Transfer to Private/Independent and Out-of-State Colleges and Universities

Transfer requirements of the private/independent and out-of-state colleges and universities differ from one institution to another. Students should acquaint themselves with the current catalog of the college to which they plan to transfer for admission, general education, and major preparation information. It is up to the receiving institution to determine application of credit. The Clovis Community College Transfer Center has a library of catalogs for student use as well as computers with internet access for college websites and catalogs online. See a counselor for assistance.

# ADMINISTRATIVE POLICIES

## Student Conduct Standards

Students are expected to conduct themselves as responsible citizens whenever they are on the campus or representing Clovis Community College in any activity. The Board of Trustees has adopted specific rules and regulations governing student behavior along with applicable penalties for violations. The student conduct standards and discipline policy (Board Policy No. 5500) is cited below, and students consequently are held responsible for familiarizing themselves with these rules and regulations (Education Code 66300). All campus activities must have the prior approval of the administration of the college.

## State Center Community College District (SCCCD) Policy Statement

Once a student enrolls in courses on a campus of the State Center Community College District, that individual accepts both the rights and responsibilities associated with that enrollment. The State Center Community College District exists to educate individuals in our community. All other considerations are secondary. The district will not infringe on anyone's constitutional rights and the right to dissent and to protest will be supported. However, the right to dissent and to protest must not be construed as a right to disrupt operation of the institution. No individual or group can be permitted to infringe on the rights of others to secure an education.

These conduct standards, and Administrative Regulation 5520 which defines discipline procedures, apply to all students who are enrolled in courses offered by either college of the State Center Community College District. Any student will be subject to discipline who, in any way:

1. prevents other students from pursuing their authorized curricular or co-curricular interests;
2. interferes with or disrupts faculty and administrators who are fulfilling their professional responsibilities;
3. prevents classified employees from fulfilling their prescribed duties;
4. disrupts presentations by authorized guests; or
5. deliberately endangers the safety of persons, or the security of college property.

## Student Assembly

In accordance with state law, the district recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property, or violate the laws of the district, state, or nation. Persons who are not members of the student body or the college and who violate this policy shall be subject to the control of public authorities.

## Exercise of Free Expression

In stating its policy on the distribution of materials, the governing board of this district has assumed that each student is responsible for his/her actions individually, even when acting as a member of an organization, and that no student, by following district or college policies, regulations or procedures, escapes individual responsibility for observing laws relating to such matters as libel, copyright violation, and obscenity.

Bulletins, circulars, publications, or articles of any character prepared by a student currently enrolled in an institution of this district, or by a campus organization officially recognized by a college of this district may be distributed on a college campus of this district only when such distribution is in accordance with established regulations.

With the exception of publications and materials sold or circulated by offices or agencies of this district and of district colleges, all publications and materials to be circulated on campuses of the district shall be subject to the foregoing policy provisions.

This policy is not intended to limit the use of sectarian, partisan, or denominational materials for legitimate library and classroom use.

## Student Protests and Demonstration

The students, faculty, and administration of the community college district are expected to respect the rights of the minority just as much as they respect those of the majority. Every individual, operating within the law, is guaranteed the basic freedoms. Students may participate in demonstrations or protests as long as they do not interfere with the main job of the college - education. Picketing, demonstrations, or other forms of protest are not to be carried on so as to interfere with instructional activities or the normal flow of student traffic in and out of buildings.

Each college has the right to make and enforce reasonable regulations relating to the time, place, and manner of the exercise of these rights, in order to prevent interference with college programs and services.

## Student Publications

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and in intellectual exploration. They serve as a means of bringing student concerns to the attention of the college community and the public and of formulating student opinion on various issues.

The editorial freedom of student editors and managers entails corresponding responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions shall apply:

1. Editors and managers of student publications shall be protected from arbitrary suspension and be removed only for proper cause through orderly procedures.
2. All college published and financed student publications shall state explicitly on the editorial page that the opinions there expressed are not necessarily those of the college or the student body.

## Computer/Network Equipment Use Policy

Every State Center Community College District (SCCCD) student is permitted to use a District owned computer/network. As a condition of this use, each student agrees to:

- use the computer/network for educational purposes only and not for any commercial purpose or financial gain;

- use the computer and software in an ethical manner; this means he/she will respect the security of the District's computer system and will not illegally gain access to any network, hardware or software;
- not take or copy any copyrighted or patented software or any part of such software; further, he/she agrees not to install/uninstall any program or software, including shareware programs, on the computer;
- not use the electronic mail system for any illegal or illicit purpose, including solicitation; the District reserves the right to monitor all computer activities on its computers; the student agrees to abide by the rules of any other computer system that he/she may contact through the Internet;
- not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients; and
- not search, view or download pornographic material through any means.

It is understood that information, programs, or data a student obtains from the Internet are used at his/her own risk. He/she is responsible for any damage caused by malicious programs, commonly known as viruses, received from the internet.

Each student is expected to abide by the District's Acceptable Use Policy (<http://www.sccd.edu/index.aspx?page=218>). The District is the sole determiner of the interpretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the above rules, he/she is subject to removal from the computer facility as well as discipline as a student.

## No Smoking in Campus Buildings

In order to provide a healthier climate for teaching, learning, and study, smoking and use of tobacco products is prohibited within 20 feet from building entry and in all campus buildings. Additionally, tobacco products are not sold on campus.

## Drug- and Alcohol-Free Campus

Clovis Community College is committed to maintaining a drug- and alcohol-free campus. To that end, the college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (as defined in

Schedules I through V of the Controlled Substances Act {21U.S.C.812} and as further defined by Regulations 21 CFR 1308.15 in the workplace). Behavior which violates this policy will be subject to disciplinary action in accordance with campus policies and regulations (BP 5410). Persons who seek information and/or resolution of alleged violations are directed to the Vice President of Instruction & Student Services (559) 325-5214 or the Dean of Instruction (559) 325-5264 in room AC1-260, or the Dean of Students in AC2-137 (559) 325-5265, or campus police at (559) 244-5911.

## **Academic Freedom**

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### **General Principles**

The State Center Community College District is unequivocally and unalterably committed to the principle of academic freedom in its true sense which includes freedom to study, freedom to learn and freedom to teach and provide educational professional services to students.

Academic freedom encompasses the right of an instructor to discuss pertinent subjects within his or her field of professional competency in the classroom, consistent with course objectives, and for counselors, librarians, and other academic employees to provide appropriate student services within their fields of professional competency and consistent with sound educational principles.

Neither District officials nor outside individuals or groups may interfere with or censure an academic employee because of the employee's proper treatment of pertinent subjects, or provision of proper educational professional services to students is precluded by the principle of academic freedom.

Faculty must, however, accept the responsibility that accompanies academic freedom. The right to exercise any liberty implies a duty to use it responsibly. Academic freedom does not give faculty freedom to engage in indoctrination. Nor can faculty invoke the principle of academic freedom to justify non-professional conduct.

An essential point that pertains to academic freedom and that must be considered in relation to subject matter or to professional services to the student is the criterion of suitability. The subject matter, material to be studied, or educational professional services to the student must contribute to the attainment of course objectives or achievement of an educational principle.

The special interests of faculty or the opinion of a person or persons in a class should not supersede the right of other students to be protected against irrelevant or obscene materials or presentations.

### **Textbook Selection**

Each campus shall develop a procedure for the selection of textbooks that recognizes the basic right and duty of the faculty to be the primary agent in the process. Since students in most instances must purchase books, the procedure should take cognizance of the financial consideration that may be imposed upon the student.

### **Public Forums**

In keeping with the philosophy of intellectual freedom and the responsibility of the Community College District for services to its community, public forums presenting speakers with varying points of view may be offered to the local community as part of the educational program.

All proposals for special programs and projects, involving requests for financial assistance from outside funding sources such as governmental agencies, foundations or special organizations, shall be presented to the Board of Trustees for approval prior to the submission of a formal application to such outside groups.

## **Academic Dishonesty**

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Students at Clovis Community College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

### **Cheating**

Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

## Plagiarism

Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

## Authority and Disciplinary Actions

Instructors shall be in charge of their classes and students are under obligation to respect the authority of each instructor.

Clovis Community College seeks to develop responsible, democratic citizenship among the students enrolled. Students are responsible for their conduct. Failure to adhere to the college's standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 10).

Clovis Community College reserves the right to exclude at any time a student who, in the judgment of the administration, is not taking proper advantage of the opportunities offered.

## Student Rights

Student rights are protected by federal and state laws, and by policies established by the trustees of the State Center Community College District. It is therefore essential for the protection of students' rights that procedures be established and followed which would identify violations of student conduct standards and the resolutions of such violations. Students have a right to an oral or written notice (reasons for disciplinary action), an opportunity for a review, and a decision given orally or in writing. For more information contact the Dean of Students office. (Board Policy 5520, Administrative Regulation 5520)

## Removal from Class by Instructor

Clovis Community College's Student Code of Conduct Policy (Board Policy 5520 and Educational Code 76032) authorizes an instructor to remove a disruptive student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Dean of Students. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

## Grievance and Complaint Policy for Students

Any complaint concerning an alleged unauthorized or unjustified act or decision by any staff member, involving sexual harassment and/or discrimination, which adversely affects the grades, status, rights, or privileges of a student is the concern of the Clovis Community College administration.

**Individuals seeking information and/or resolution of alleged acts of sexual harassment and/or discrimination are directed to contact the Dean of Students.** See Administrative Regulation (AR) 5530 which is available in the President's office and on the district's website at [www.scccd.edu](http://www.scccd.edu).

**A student who has a complaint that does not involve sexual harassment and/or discrimination may take action in the following sequence:**

1. Discuss the problem with the individual involved.
2. If a mutually satisfactory understanding has not been reached at step one, the student may complete a Clovis Community College Student Appeal Complaint form and return it to the Office of Administration (AC1-260). The Student Appeal Complaint form must be submitted and time allowed for processing. After the complaint is thoroughly investigated, the student will be notified of the decision.
3. If the student's concerns remain unresolved after steps one and two, the student may make an appointment with an administrator. The following lists the appropriate administrator to make an appointment with:

<b>If your complaint is against:</b>	<b>Contact:</b>
Faculty .....	Dean of Instruction (AC1-260 or 325-5264)
Student Support Services .....	Dean of Students (AC2-133 or 325-5265)
Another Student or Counselor .....	Dean of Students (AC2-133 or 325-5265)
All other complaints .....	Vice President of Instruction and Student Services (AC1-260 or 325-5214)

4. If the student is not satisfied with the outcome at step three, as a final step, the student may petition to the Clovis Community College Vice President of Instruction and Student Services.

Student Appeal/Complaint forms are available in the Office of Administration (AC1-260), Admissions and Records (AC2-130) and the Student Services Office (AC2-133).

## Rights and Responsibilities

### Open Enrollment

It is the policy of this district that, unless specifically exempted by statute or regulation, every course, section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Subchapter 1, Chapter 6, Division 6, Title 5 of the California Code of Regulations, commencing with Section 55000.

### Student Enrollment Responsibilities

It is the responsibility of all students to be aware of and observe all college policies regarding class enrollment and attendance, including dropping classes.

## Parking Regulations

Student vehicles must display a SCCCDC parking permit to park in campus parking lots.

Students are expected to observe parking regulations with regard to red no-parking zones, private driveways, double parking, handicapped zones, restricted lots, etc., and are reminded that parking in these areas could result in a citation or the vehicle being towed away at the student's expense.

The State Center Community College District Police Department will strictly enforce these regulations. Students are advised to arrive early enough for their first class to allow

time for them to obtain a parking space, which may be some distance from the classroom, and to arrive in the classroom on time.

Students may pick up a copy of the complete parking regulations at Campus Police, Monday - Friday between 7:00 a.m. and 4:00 p.m. or at the campus Business Office.

## Statement of Nondiscriminatory Policy and Obligations

### Non-Discrimination Statement

The State Center Community College District does not discriminate nor harass on the basis of race, color, national origin, gender, sexual orientation, disability, or age 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 at Clovis Community College may be directed to: Vice President of Instruction and Student Services and Title IX Officer/Section 504/ADA Coordinator Kelly Fowler, in the Office of Administration, 10309 N. Willow Ave., Fresno, CA 93730, Room AC1-260, (559) 325-5214.

The college recognizes its obligation to provide overall program accessibility throughout Clovis Community College for handicapped persons. Contact the Clovis Community College Section 504 and ADA Coordinator Kelly Fowler, AC1-260 at (559) 325-5214 to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs.

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, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

## Declaración: Póliza Contra la Discriminación y las Obligaciones

El Distrito State Center Community College (Clovis Community College) no discrimina ni acosa por razones de raza, color, nacionalidad, género, orientación sexual, inhabilidad, o edad, en ninguno de sus reglamentos, procedimientos, o acciones, de acuerdo con los siguientes códigos: el Artículo VI del Código de Derechos Civiles (Civil Rights Act) de 1964, el cual prohíbe la discriminación por razones de raza, origen, o nacionalidad y color; el Artículo IX de las Enmiendas al Código Educativo (Education Amendments) del año 1972 (género); la sección 504 del Código de Rehabilitación de 1973 (inhabilidad); y el Código Antidiscriminatorio de 1975 (edad); y tampoco tolera ninguna acción asociada con el acoso sexual (sexual harassment), en cumplimiento con el Código que cubre a los Americanos Inhabilitados de 1991 (Americans with Disabilities Act of 1991). Dichos reglamentos y leyes abarcan y rigen todos los programas y actividades de Clovis Community College, incluyendo el Programa de Educación Vocacional (Vocational Education), e incluyen el derecho de no ser discriminado en ninguno de los programas y actividades del colegio, y ser tratado en una forma igual y equitativa.

Las preguntas al respecto a la oportunidad igual, las quejas, o solicitores una copia de las reglas para hacer una queja de discriminación contra Clovis Community College se pueden dirigir a: sobre este asunto se dirigen al vice presidente de instrucción y servicios de estudiante. La oficina del Vice-Presidente de instrucción y servicios de estudiante se encuentra en el centro de 10309 N. Willow Ave., Fresno, CA 93730.

El Colegio de Clovis Community College acepta y reconoce la obligación que tiene con las personas inhabilitadas (handicapped) de proveerles y facilitarles el acceso a todos sus programas y actividades. Para mayor información al respecto, comuníquese con el Coordinador de la Sección 504 quien le informará sobre la ubicación de los diversos servicios y actividades, así como sobre los lugares accesibles y disponibles para los inhabilitados.

La falta de conocimiento del idioma inglés no es un obstáculo para ser admitido a los programas técnicos y vocacionales del Clovis Community College.

Puede obtener más información sobre las leyes y reglamentos antidiscriminatorios, dirigiéndose a la Oficina de Derechos Civiles: (Office for Civil Rights), U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

## Tsab Cai Tsis Pub Muaj Kev Ntxub-ntxaug Thiab Tej Uas Yuav Tsum Tau Ua

Clovis Community College yuav tsis pub muaj kev ntxub ntxaug rau tej kev sib txawv ntawm haiv neeg, ntawm nqaij-tawv, tuaj txawv tej chaws tuaj, poj-niam, txiv-neej, neeg xiam oob khab, laus-hluas, los yog qhov kev xaiv ntawm tej kev nkauj nraug li cas nyob rau hauv nws txoj cai, kev khiav dej-num, los yog kev coj, kom raws li txoj cai Title VI ntawm Civil Rights Act ntawm 1964 (uas hais txog ntawm haiv neeg, nqaij-tawv, thiab tuaj txawv teb chaws tuaj), Title IX ntawm qhov Education Amendments ntawm xyoo 1972 (hais txog poj niam-txiv neej), Section 504 ntawm Rehabilitation Act ntawm xyoo 1973 (hais txog neeg xiam oob khab), qhov Americans with Disability Act thiab qhov Age Discrimination Act ntawm xyoo 1975 (hais txog laus-hluas), thiab Xeev California Txoj Cai. Tsab cai tsis pub muaj kev ntxub-ntxaug no muaj vaj-huam sib luag thiab ncag ncees rau kev tuaj nkag kawm ntawv thiab kev ua hauj-lwm nyob hauv college tej programs thiab lwm yam rau txhua tus, nrog rau kev kawm hauj lwm nyob hauv tsev kawm ntawv. Yog xav paub txog txoj cai vaj-huam sib luag no, muaj kev tsis txaus siab los sis xav tau ib daim ntawv qhia txog txoj cai ntawm kev tawm suab txog tej kev tsis txaus siab thaum raug neeg ntxub ntxaug ntawd no, mus cuag tau rau: Clovis Community College Vice President of Instruction and Student Services at (559) 323-4595 ext. 6414 or (559) 675-4800 ext. 4869 located at the Clovis Community College at 10309 N. Willow Ave., Fresno, CA 93730.

Lub tsev kawm ntawv paub txog nws lub luag dej num hais tias yuav tsum tau muaj program nyob thoob plaws hauv tsev kawm ntawv rau cov neeg xiam oob khab. Vice President of Instruction and Student Services, rau tej kev pab thiab tej chaw pab, uas muaj rau cov neeg xiam oob khab.

Tus ho tsis paub lus As-kiv zoo los yeej tsis muaj teeb meem li cas rau nws tuaj mus kawm ntawv thiab kawm hauj lwm nyob rau hauv tsev kawm ntawv nqib siab no li.

Yog xav paub txog Tsoom Fwv tej cai tswj txog qhov tsis pub muaj kev ntxub-ntxaug nyob rau hauv tej tsev kawm ntawv los yog saib lub District ntawd puas ua raws li txoj cai, mus cuag tau rau: Office for Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, CA 94105.

## Family Education Rights and Privacy Act (California State and Federal Legislation)

The Family Education Rights and Privacy Act (FERPA) outlines certain rights students have concerning access to and release of their educational records. Copies of District Administration Regulations implementing this act may be obtained from the Admissions and Records Office. Each student is encouraged to obtain a copy.

The act ensures that the students will have access to their educational records and that the college will not release their records to anyone, including any parents, who is not designated by the student to receive them, except as provided by the law itself.

The law authorizes the release of directory information in the absence of student objection. Directory information includes: name, address, date and place of birth, major field of study, current class schedule, participation in activities, dates of attendance, degrees and awards received, and last institution attended. Objection, if any, to the release of this information may be made at the time the student applies for admission or at registration.

## Sexual Harassment Policy

It is the policy of the governing board that the State Center Community College District shall maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All students and employees should be aware that Fresno City College, Reedley College, Clovis Community College, and the State Center Community College District are concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.

Sexual harassment includes such behavior as sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of employment, appointment, admission, or academic evaluation.
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual.
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive, or otherwise adverse working environment.
4. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive, or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct will be considered.

Persons who seek information and/or resolution of alleged acts of sexual harassment are directed to contact the Dean of Students at Clovis Community College Title IX Officer and Section 504/ADA Coordinator, Doris Griffin, Dean of Students, at 10309 N. Willow Ave., Fresno, CA 93730, (559) 325-5265.

## Change of Address or Telephone Number

Students who have a change of address or telephone number are required to officially notify the college by clicking "Update Address, Telephone" on WebAdvisor or by submitting an "Address Change" form at [www.cloviscollege.edu](http://www.cloviscollege.edu).

## Social Security

Students receiving benefits from Social Security must be enrolled as full-time students (12 units for regular semester and 4 units for summer session). Students who drop below the required number of units must notify the Social Security Office; payments will cease as of the month reported.

## Other Policies

Additional policies are included in the State Center Community College District policy manual. Manuals are on file and may be consulted in the Clovis Community College Library, and the offices of the President, the Vice President of Instruction and Student Services, and the Vice President of Administrative Services.

# STUDENT SUPPORT SERVICES

## Bookstore

The Clovis Community College Bookstore is operated for the convenience of students. The store carries student textbooks, supplies, and other articles of interest to the college community. Business hours for the Clovis Community College Bookstore are Monday through Thursday, 7:45 a.m. to 6:00 p.m., closed on Fridays. During the beginning of each semester, hours and days are extended. During the summer sessions, the bookstore is open but on a shortened day schedule. Please refer to the Clovis Community College Bookstore's website for current store hours. Bookstore's phone number is (559) 325-5253; fax number is (559) 325-5259.

## Refund Policy

1. A receipt is required. Students must present their current cash register receipt with the correct dollar amount of the merchandise during the stated refund period. No refund will be given without the original receipt. Students have 5 working days from the date on the receipt to return textbooks and 30 days for non-textbook items.
2. All sales are final on scantrons, tradebooks/novels, study aides, and various electronics and software (if opened).
3. A full refund is given when a class has been cancelled by the College and textbook(s) are in the same conditions as initially bought. In other cases, there may be a 10% handling/restocking charge.
4. Refunds will be issued in the same manner as paid (if paid with a credit/debit card - refund will be made to credit/debit card, not cash.)
5. Textbook condition: Books must be in new condition, clean, free of all marks and erasures. Soiled, creased or marked books will be considered a "used" book and will be refunded at the used price (75% of new book price). Wrapped, loose-leaf textbooks, e-books, or boxed merchandise are non-refundable once opened.
6. Used textbooks are sold "as is." Because these books have been used by other customers prior to sale, the Bookstore cannot guarantee the life expectancy of any used books. Used textbooks must be returned in salable condition.
7. Access codes are non-returnable if opened or if codes are exposed.
8. No refunds will be given during the last four weeks of instruction of any term.
9. The Bookstore reserves the right to make the decision on the condition or salability of the merchandise. Personal checks are accepted with valid I.D. and student identification number. There is a \$25 service charge for all returned checks. Checks not clearing will result in a hold on student records. The Bookstore also accepts VISA, MasterCard, Discover Card, and American Express. Textbooks can be ordered online at <http://mycampushub.com>. Shipments cannot be mailed to P.O. boxes. For further information, call (559) 442-8261.

## Business Services Office

The Clovis Community College Business Office is responsible for inquiries regarding student accounts, clearing of Business Office holds, processing student refunds, sponsor billing, and disbursement of payroll checks. The Business Office is located in Academic Center 2, Room 141 (AC2-141).

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Telephone: (559) 325-5319

## Cafe

The campus cafe provides appetizing food in pleasant surroundings to staff and students. Meals and snacks are available throughout the day. During the fall semester the cafe is open 7:30 a.m. to 6:00 p.m. Monday through Thursday, and Fridays 7:30 a.m. to 2:00 p.m. Summer hours will vary. For further information, call (559) 325-5302.

## CalWORKs Program

The Clovis Community College CalWORKs program operates as a joint venture of the college and the Fresno County Department of Social Services to provide career and vocational training, as well as supportive services, to students who are public assistance recipients. The program's goal is to assist students in transitioning from public assistance to self-sufficiency. Some of the supportive services include academic, career, and personal advising, financial assistance with child care, transportation, and books, CalWORKs Work Study, initial school supplies, and referral for additional supportive services.

If you are interested in the CalWORKs program or want to inquire about eligibility for CalWORKs services, call the CalWORKs Office at (559) 325-5260.

## Child Care Center

The Clovis Community College Child Development Center opened in the fall of 2007. The six-million dollar facility was funded through a collaboration with the State Department of Education, Clovis Unified School District, State Center Community College District, and First Five of Fresno and serves a dual role: providing high quality child development and child-care services for children and as a model demonstration site for students studying child development. The center is accredited by the National Association for the Education of Young Children and serves children between the ages of 18 months and five years. The center opens at 7:30am, Monday through Friday, and closes at 5:30pm every day but Monday, which closes at 4:00pm for weekly center staff meetings. We offer full-day care for toddlers and preschoolers. We offer a half-day program only for children 3 to 5 years of age. Applications are available at the Child Development Center. Once the center is full, a waitlist is maintained. Applications must be resubmitted each March to remain on the waitlist.

Child development students and instructors use the program in three different ways:

1. Students observe teacher/child interactions, play, and use of materials and the environment for course work.
2. Students act as teacher assistants while taking practicum courses working under the supervision of the instructor of the course and the Early Childhood Specialist. Student teachers guide and interact with the children, and plan and implement curriculum.
3. Child Development interns work part time in the Child Development Center to gain the hours needed to apply for a California Child Development Permit through the Department of Education Teacher Credentialing Department.

## College Police

The State Center Community College District maintains a college police department at the District Office for the protection and safety of all people and property of the college district. All officers are certified by the California Peace Officer Standards and Training Commission and have the same powers and restrictions as any other law enforcement officer.

Furthermore, the SCCCDC Police Department will investigate any incidents that may hinder or obstruct the educational and administrative process of the college. To report suspicious activities or ask for police assistance, call the Campus Police at (559) 244-5911.

## Counseling and Guidance

The Counseling Office provides comprehensive counseling services to assist students toward a successful college experience. Counselors help promote student development and success by coordinating quality services and programs that are focused on students' needs. The programs are designed to provide each student with individualized help in assessing personal interests and abilities, along with resolving personal issues and adjusting to college life.

The goal of Counseling Office programs is to facilitate the process by which students choose the appropriate courses and programs of study in order to earn a degree or certificate, transfer to a four-year university, and/or complete a vocational program. Counselors provide academic advising and assist students in the selection of courses and majors, along with developing a student education plan to achieve their educational goals. Counselors are available by appointment or on a walk-in basis. The Counseling Office is located in Academic Center 2, Room 133 (AC2-133). For more information, call (559) 325-5230.

## Transfer Services

Transfer services assist students with the transition from Clovis Community College to a baccalaureate level college or university. These services provide a variety of informational resources for students about the Universities of California, California State Universities, California private colleges, and many out of state colleges. Additionally, special programs offer field trips to visit baccalaureate level colleges within California. Transfer services are available within the Counseling Office in AC2-133. For more information, call (559) 325-5230.

## Career Services

Career Services are available free of charge to all Clovis Community College students. A variety of computerized and paper assessments are subscribed to by the college to aid in personalized exploration of interests, skills, aptitudes, personality, and values that influence career choice. Career resources are available in the Counseling Office. All Clovis Community College counselors are qualified to help you select appropriate assessments, explore your selected career pathways, and create a Student Educational Plan (SEP) to help you achieve your career goal. For more information or to make a counseling appointment, call (559) 325-5230.

## Disabled Students Programs and Services (DSP&S)

Disabled Students Programs and Services provide specialized counseling, support services, and resources to students with temporary or permanent disabilities. Regular hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Disabled Students Programs and Services is located in Academic Center 2 building, room 137 (AC2-137). Handicapped parking is available behind the building. For more information, contact Disabled Students Programs and Services at (559) 325-5321.

## Learning Disability Services

If you have a learning disability or suspect that you might have one, contact Disabled Students Programs and Services for more information about what services are available to help you. Contact Disabled Students Programs and Services at (559) 325-5321.

## Student Support Services Program (SSS)

The Student Support Services Program is a 100% federally funded TRIO Program. It is designed to provide enrichment services that will alleviate the educational and social barriers which prevent students with disabilities from succeeding at the post-secondary level. Through the delivery of comprehensive academic, social, and personal services, the Student Support Services Program will promote and increase the retention and transfer rates of Clovis Community College's students with disabilities. Services include, but are not limited to, needs assessments, disability management, specialized tutorials, academic advising, personal counseling, assistive technology, academic enrichment materials, study strategies, learning skills, and social skills development. For more information, contact the SSS coordinator at (559) 325-5230.

## Financial Aid

### Financial Aid and Scholarships

The college provides financial assistance to as many students as possible through scholarships, grants, loans and job opportunities. The following programs are available to qualified students:

- Federal PELL Grants
- Federal Work Study
- Federal Supplemental Educational Opportunity Grants
- Boards of Governors Enrollment Fee Waiver
- Cal Grants
- Bureau of Indian Affairs Scholarships
- Other Institutional and Noninstitutional Scholarships
- Student Support Service Grants

In order to be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). For information on how to apply, visit the Clovis Community College Financial Aid website at [www.cloviscollege.edu](http://www.cloviscollege.edu).

The Financial Aid Office at Clovis Community College is located in Academic Center 2, room 235 (AC2-235), or you may call (559) 325-5239.

### Return of Federal Financial Aid Based Upon Total Withdrawal

Students, who withdraw from all their classes within 60% of a semester, will be reviewed by the Financial Aid Office to determine if all or part of any federal financial aid received must be returned to the federal government.

### Satisfactory Progress for Financial Aid

To be eligible to receive federal and state financial aid, Clovis Community College students must be enrolled in an eligible program for the purpose of completing an AA/AS degree, transfer requirements, or an approved certificate program.

Students must maintain a minimum cumulative grade point average (GPA) of 2.0 and complete at least 67 percent of their units attempted. Students may not continue to participate in financial aid programs after they have attempted 90 units (excluding up to 30 remedial units and all ESL units).

Students who received less than the minimum GPA requirement or fail to complete at least 67 percent of the cumulative units attempted, will lose their financial aid eligibility until they reestablish satisfactory progress. Financial Aid Progress standards are separate and apart from the institutional academic satisfactory progress standards.

Students may submit a written appeal to the Financial Aid Office to continue their financial aid eligibility. The Financial Aid Appeals Committee reviews all appeals. Appeals requires a Student Education Plan (SEP) signed by the counselor and an explanation of why the minimum requirements were not met. You can view the SAP policy on our website [www.cloviscollege.edu](http://www.cloviscollege.edu).

### Gainful Employment

The US Department of Education requires colleges to disclose certain information for any financial aid eligible certificate program that “prepares students for gainful employment in a recognized occupation”. This information includes program costs; occupations that the program prepares students to enter; occupational profiles; on time completion rate; and for the most recent award year: the number of students who have completed the program, the number of students who complete the program within the estimated duration, and the private loan debt incurred by those who complete the program. We have provided a helpful guide to critical information about certificates available on our website: [www.reedleycollege.edu/gainfulemployment](http://www.reedleycollege.edu/gainfulemployment).

## Ayuda Financiera

### Ayuda Financiera y Becas

Clovis Community College provee ayuda financiera al mayor número posible de estudiantes a través de becas, préstamos y oportunidades de trabajo. Los siguientes programas están disponibles a los estudiantes que califiquen:

- Beca Federal PELL
- Estudio de Trabajo Federal
- Beca Suplementaria Federal para la Oportunidad Educacional
- Beca Cal (Cal Grant) de California
- Departamento de Becas en Asuntos Indios
- Otras becas Institucionales y no- Institucionales
- Servicio Substantivo de apoyo para Estudiantes

Para ser considerado para ayuda financiera, los estudiantes deben completar la solicitud gratuita para Ayuda Estudiantil Federal (FAFSA). Para obtener información sobre cómo aplicar, visite el sitio web de ayuda financiera de Clovis Community College en la página de internet [www.cloviscollege.edu](http://www.cloviscollege.edu).

### Avance Satisfactorio de la Ayuda Financiera

Para ser elegible para recibir ayuda financiera federal y estatal, estudiantes tienen que estar matriculados en un programa elegible, un AA/AS certificado, o transferible a una institución de 4 años.

Estudiantes deben mantener un promedio acumulado mínimo (GPA) de 2.0 y completar al menos el 67 por-ciento de unidades. Estudiantes no pueden continuar recibiendo en programas de ayuda financiera después de que han intentado 90 unidades (excluyendo hasta 30 unidades correctivas y ESL). Los estudiantes que recibieron menos que el requisito mínimo de GPA o fallan en completar al menos el 67 por-ciento de las unidades intentadas, perderá su elegibilidad de ayuda financiera hasta restablecer el progreso satisfactorio.

Normas de progreso de ayuda financiera están separadas y aparte de las normas de progreso satisfactorio académico institucional debido a las regulaciones federales. Los estudiantes que están a prueba de progreso de ayuda financiera no son elegibles para solicitar un préstamo, incluso si son aún o elegibles para recibir asistencia de becas.

Si los estudiantes tuvieron una situación que los impidió de cumplir el año con buen rendimiento académico los estudiantes pueden presentar una apelación por escrito a la oficina de ayuda financiera. El comité de apelación revisa todas las apelaciones. Las apelaciones requieren un Plan de Educación para el Estudiante (SEP) firmado por el consejero y una explicación de por qué no se cumplieron los requisitos mínimos. Dependiendo en que información ha sido previsto determinara el comité determinara re-integrado para recibir ayuda financiera.

## Health Services

The goal of Health Services is to support students in fulfilling their educational and personal goals through a variety of activities and services that promote health. Services offered to students include consultation with a registered nurse for any health-related issue, first aid for injuries, illness evaluation and referral, health promotion and outreach activities, tuberculosis (TB) skin testing, vision & hearing screening, blood pressure screening, blood glucose screening, height, weight, BMI, and body fat measurements, flu immunizations, referral for psychological services, classroom presentations, and coordination of Student Insurance claims for campus-related student injuries.

The Health Services Office is located in AC2-115 and is open Monday – Thursday from 8:30 a.m. to 3:30 p.m. and on Friday from 8:30 a.m. to 11:30 a.m. Walk-ins are welcome, but appointments are recommended. Appointments and can be made by calling the Health Services Office at 325-5318.

## Psychological Services

The goal of Psychological Services is to assist students who experience interpersonal or personal difficulties during their college stay so they can remain effective in their educational

pursuit. Psychological counseling is available for a variety of problems, including issues stemming from: adjustment to college life, depression and anxiety, relationships and communications skills, stress and anger management, mental illness, and substance abuse.

Psychological Services also provides crisis intervention, faculty consultation, and psychological testing/assessment. Counseling is provided by licensed psychologist. The Psychological Services Office is located in AC2-117 next to the Health Services Office. Appointments can be made in the Health Services Office or by calling 325-5377.

### **Job Placement Information**

Current job openings from local employers are available in the Admissions and Records Office, in Academic Center 2, room 130 (AC2-130). Listed jobs include full-time, part-time, and seasonal employment. For general information or providing employment listings, call (559) 325-5230.

### **Library - Learning Resources Center**

The new Clovis Community College Library is located in AC2-148 and offers a wide array of resources and services to students, faculty, and staff. Study rooms are available for quiet or group study sessions and a large reading area provides comfortable seating with work tables. Over twenty computers allow research activity, word processing, and presentation software programs. The library collection offers over 4,000 print resources including books, magazines, journals, and newspapers, as well as an E-book collection of over 20,000 titles. There is a DVD collection of informational, literary and dramatic films as well as an audio book collection of fiction and nonfiction works. Over twenty research databases provide access to reference sources, articles from academic journals, magazines and newspapers, literary criticism, images, and more. The databases and E-book collection are accessible on and off campus, as is the library's online catalog which allows students and staff to locate and request print and media items from all our district libraries. Printers and a copy machine offer color and black and white printing at 10 cents a page. One-on-one reference and research assistance is always available. Visit our web site at [www.cloviscollege.edu](http://www.cloviscollege.edu) and click on Library in the center of the page.

### **Lost and Found**

Lost and found items are kept in three locations: the Tutorial Center (AC1-137), the Office of Administration (AC1-260), and Admissions and Records (AC2-130A). Students should be prepared to show identification and must sign for their items.

## **Other**

### **Student Insurance**

All students are provided with an accident insurance policy that covers them while on campus. HEALTH INSURANCE IS MANDATORY FOR ALL INTERNATIONAL STUDENTS.

Students participating in intercollegiate competition are covered by a special college-paid athletic insurance plan for athletic related injuries.

### **Public Information Office**

The Public Information/Public Relations Office provides on- and off-campus public relations, marketing, and promotion for the college. All advertising, media relations, and sports information are the responsibility of the Public Information Office. Brochures, class schedules, the college catalog, press releases, videos, sports programs, the college website, and the campus newsletter are all produced by the Public Information Office, using the most advanced techniques in desktop publishing. The Public Information Office also reviews all publications produced by other Clovis Community College campus offices prior to on- or off-campus printing.

### **Photo and Videotape Policy**

Clovis Community College takes photos of and videotapes students throughout the year. These images often include students in classrooms, study areas, athletic events, etc. Clovis Community College reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at Clovis Community College do so with the understanding that these photographs might include them and might be used in college publications, both printed and electronic, and for publicity.

### **Tutorial Services**

The Clovis Community College Tutorial Center offers no- and low-cost tutoring in subjects such as English, math, and science. Qualified and trained peer tutors are available to assist students with writing assignments, subject comprehension, test preparation, and study skills development. Students may make one-on-one or group tutoring appointments for English; all other subjects are offered on a walk-in basis. Hours may vary by subject. Please visit the Tutorial Center in AC1-137 or call 325-5248 for more information.

# STUDENT ACTIVITIES

## Student Government/Associated Students

The Associated Student Government (ASG) is the student government of the college.

The legislative power of the Associated Students is vested in an executive senate whose members are elected by the student body. This senate is composed of student body officers and student representatives. Officers must meet the grade and unit requirements as stated in the constitution as well as California Education Code.

The student body fee, collected at the time of registration, supports recreational and social activities for the students. The ASG's executives exert budgetary control and determine management policy for all operations, services, and activities sponsored by the ASG. The Student Senate meets every Wednesday at 3:00 p.m. in Academic Center 2, room 181 (AC2-181). All interested persons are encouraged to attend. For further information, please contact the Student Activities Office at telephone number (559) 325-5391.

## Clubs and Organizations

The college's many clubs and organizations provide opportunities for personal development, leadership training, and enrichment of college life. The various organizations include service organizations, religious affiliations, professional interests, athletics, and other special interest clubs. New clubs are formed to meet the needs and special interests of students.

For information on how to start a campus club and/or a current list of campus organizations, stop by the Student Activities Office located in Academic Center 1, room 160 (AC1-160).

## Organization of New Clubs

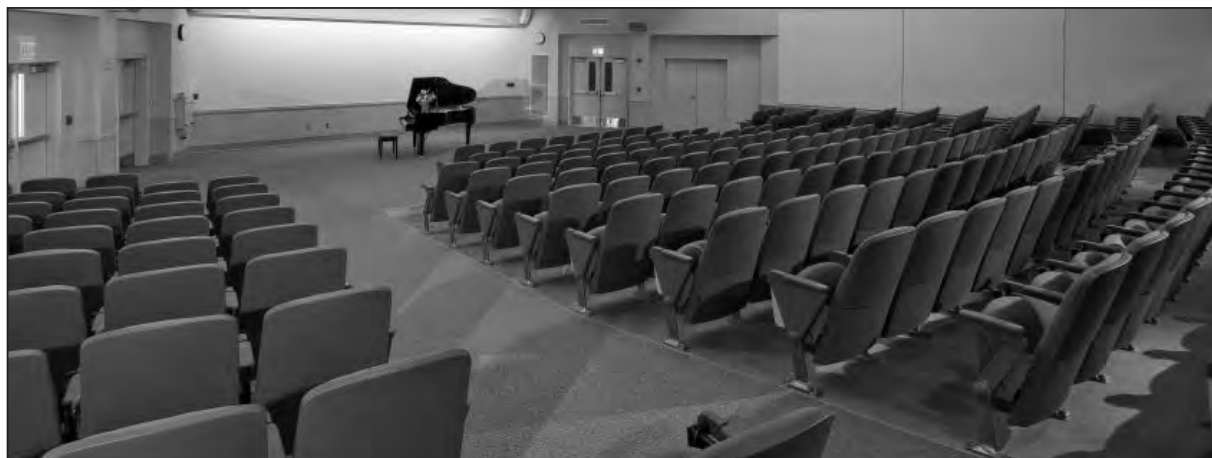
To be officially recognized, a club must have a minimum of 7 participating members, a program of approved activities, regular meetings, an approved constitution, and a full-time faculty sponsor. Those considering organizing a new club must consult and plan with the Coordinator of College Activities.

## Publications

Students have the opportunity to work on the Write Now newsletter, which is published by students working in the Clovis Community College Tutorial Center. *The Review* magazine, a collaboration between the Art and English Departments, is published during the spring semester and showcases exemplary student writing and art work.

## Music Activities

Students enrolled in concert choir (MUS-31) hold performances each semester, and perform during the Clovis Community College commencement ceremony.



# ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS TABLE

	AA-T	AS-T	AA	AS	CA	CN	Catalog Page
Administration of Justice (Criminology)		•					78
Art - Studio Arts	•						79
Art - Two-Dimensional Program			•				56
Biological Sciences				•			56
Business Administration		•					57, 80
Business Administration, Accounting Option				•			58
Business Administration, Entrepreneurship Option				•			58
Business Administration, General Business Option				•			58
Business Administration, Information Systems Management Option				•			58
Business Administration, Management Option				•			58
Business Administration, Marketing Option				•			58
Business Intern					•	•	58
Child Development				•	•		61, 62
Child Development Associate Teacher					•		60
Child Development Child Care For School-Age Children/Associate Teacher						•	61
Child Development Child Care For School-Age Children/Teacher					•		60
Child Development Early Childhood Education		•					80
Child Development Early Intervention Assistant					•		62
Child Development Elementary Teacher Education	•				•		81
Communication			•				62
Communication Studies	•				•		63, 82
Computer Science				•			63
Criminology – Corrections					•		64
Criminology - Law Enforcement				•	•		64, 65
Engineering				•			65
English	•		•				66, 83
Entry Level Management						•	59
Foreign Language			•				67
Health Care Interpreter						•	67
History	•						84
Information Systems					•		69, 70
Information Systems, Help Desk				•			69
Information Systems, Networking				•	•		71
Information Systems, Programming for the Web				•	•		71
Information Systems, Web Design Option				•			70
Information Technician Support					•		68
Information Technology Support Technician					•		68
Kinesiology	•						85
Liberal Arts & Sciences, Arts & Humanities			•				72
Liberal Arts & Sciences, Natural Sciences			•				73
Liberal Studies			•				73
Management				•			59
Managerial Assistant					•		59
Mathematics		•		•			74, 86
Philosophy	•						87
Physical Education			•				75
Physical Science				•			76
Physics		•					89
Psychology	•						90
Small Business Management				•	•		59, 60
Social Science			•				76
Sociology	•						91
Wastewater Treatment					•		77

AA-T Associate in Arts Degree in (program) for Transfer  
AS-T Associate in Science Degree in (program) for Transfer

AA Associate in Arts Degree  
AS Associate in Science Degree

CA Certificate of Achievement  
CN Certificate In

# ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

## ART

### *Program Learning Outcomes:*

1. Apply knowledge of the elements and principles of design to the description and/or production of artwork.
2. Communicate effectively in one or more of the following ways; verbally, written and visually with emphasis on concepts of content and form.
3. Understand the impact of the visual arts in a personal, cultural and global context.
4. Apply knowledge of techniques and media through production and description of artwork.
5. Evaluate and analyze the strengths and weaknesses of an artworks' effectiveness to visually communicate.
6. Solve visual problems through the artistic process.

### ART - TWO-DIMENSIONAL PROGRAM

(MAJOR #C.520A.AA)

#### ASSOCIATE IN ARTS DEGREE

AA Art Degree is designed to give students basic skills in 2D or 3D composition, an introductory level knowledge of art history and computer digital art familiarity. The primary focus is to prepare students for transfer into four-year art programs. Students completing the computer art program will be prepared for certain entry-level positions in the computer digital field.

Select from the following studio art courses: ..... 12

ART 1	Art Basics: 2/3 Dimensional Design OR
ART 3	Two-Dimensional Design..... 3
ART 7	Beginning Drawing..... 3
ART 9	Beginning Painting: Oil and Acrylic..... 3
ART 13	Beginning Watercolor Painting..... 3
ART 17	Intermediate Drawing..... 3
ART 19	Intermediate Painting: Oil/Acrylic ..... 3
ART 23	Intermediate Watercolor Painting..... 3

Select two courses from the following: ..... 6

ART 2	Art Appreciation..... 3
ART 5	Art History 1 ..... 3
ART 6	Art History 2 or
ART 6H	Honors Art History 2..... 3
FILM 1	Introduction to Film Studies..... 3
PHOTO 1	Basics of Digital Photography ..... 3

Select from the following computer courses: ..... 6

ART 30A	Illustrator®: Beginning Computer Drawing and Design .....	3
ART 30B	Illustrator®: Intermediate Computer Drawing and Design .....	3
ART 37A	Photoshop®: Digital Visual Art.....	3
ART 37B	Photoshop®: Intermediate Digital Visual Art.....	3
ART 41	Computerized Multimedia...	3
ART 42	Computer Animation/3D ....	3
ART 44	Digital Video Editing.....	3
Total Units		24

*Advisors: Dent, King*

## BIOLOGY

### *Program Learning Outcomes:*

1. Demonstrate basic knowledge of comparative anatomy and comparative physiology
2. Demonstrate basic microscopic techniques required for all Biology fields
3. Critically evaluate scientific research

### BIOLOGICAL SCIENCES

(MAJOR #C.6100.AS)

#### ASSOCIATE IN SCIENCE DEGREE

The students will be able to identify the phyla/classes of organisms, their structures, and physiology. The students will know the human body macroscopically to the organ-system level and the microscopic/ histological level. The students will have the hands on experience and be able to work with the equipment in a health setting such as an EKG machine, otoscope, microscope, spectrophotometer, autoclave, etc. The students will have a basic understanding of aseptic transfer, microbiological techniques, and pathogenicity.

**Take a total of 18 minimum units ..... 18****Take a minimum of 8 units from: ..... 8**

BIOL 1	Principles of Biology.....	4
BIOL 3	Introduction to Life Science .....	4
BIOL 5	Human Biology.....	4
BIOL 11A	Biology for Science Majors I .....	5
BIOL 11B	Biology for Science Majors II .....	5
BIOL 20	Human Anatomy .....	4
BIOL 22	Human Physiology.....	5
BIOL 31	Microbiology .....	5

**Take a minimum of 3 units from: ..... 3**

CHEM 1A	General Chemistry.....	5
CHEM 1B	General Chemistry and Qualitative Analysis .....	5
CHEM 3A	Introductory General Chemistry .....	4
CHEM 3B	Introductory and Biological Chemistry .....	3
PHYS 2A	General Physics 1 .....	4
PHYS 2B	General Physics 2 .....	4
PHYS 4A	Physics for Scientists and Engineers .....	4
PHYS 4B	Physics for Scientists and Engineers.....	4
PHYS 4C	Physics for Scientists and Engineers .....	4

Total Units 18

Other recommended courses: Chemistry 8 or 28A, 28B, 29A, 29B; Mathematics 5A, 5B

*Advisors: Hile, Fallon, Mester*

## BUSINESS ADMINISTRATION

**Program Learning Outcome:**

1. Define Business, list the five functions of business, and describe each function.
2. Utilize effective oral communication skills in a variety of situations (including one-on-one and group presentations) and using a variety of formats.
3. Write effective business letters, memos, research papers, and other documents.
4. Conduct research using a variety of resources including published documents and web based resources.
5. Effectively and efficiently use technology (commonly used computers and software) as it relates to the world of business.

6. Discuss the basic accounting concepts and financial statements used regularly in business.
7. List and describe the major forces influencing human behavior in the workplace

## BUSINESS ADMINISTRATION ASSOCIATE IN SCIENCE DEGREE

A student who completes this degree will be prepared to assume responsibility for an entry or mid-level managerial position in an organization. This degree provides students with a broad knowledge of modern business and management theories through a carefully structured core curriculum consisting of courses in accounting, economics, management, and computer information systems. Multiple options are available including: accounting, administration, entrepreneurship, general business, information systems, management, and marketing.

At the time of graduation, a student completing the courses of study will be able to:

- interpret the functions of business
- prepare, read, analyze and communicate financial information
- use financial information in decision-making
- understand of the duties of a manager: planning, organizing, directing, and controlling
- understand the fundamental legal concepts and their application to business
- understand basic business computer applications
- utilize written and oral communication skills

**Business Administration Core**

BA 5	Business Communications .....	3
BA 10	Introduction to Business.....	3
BA 33	Human Relations in Business.....	3*
ECON 1A	Principles of Macroeconomics .....	3*
ECON 1B	Principles of Microeconomics.....	3*
IS 15	Computer Concepts .....	3***

**Select one from the following ..... 1**

BA 19V	Cooperative Work Experience, Business.....	1
BA 27	Students in Free Enterprise SIFE/Collegiate Entrepreneurs Organization .....	1
BA 47	Careers-Business.....	1

**Select one from the following ..... 4**

ACCTG 4A	Financial Accounting .....	4
ACCTG 40	Applied Accounting.....	4

**Select one from the following ..... 3-4**

BA 39	Finite Mathematics for Business..	3**
STAT 7	Elementary Statistics .....	4**

**COMPLETE ONE OF THE FOLLOWING OPTIONS:****Accounting Option ..... 11**

(MAJOR #C.205A.AS)

ACCTG 4A	Financial Accounting .....	4
ACCTG 4B	Managerial Accounting .....	4
ACCTG 31	Computerized Accounting .....	3

**Entrepreneurship Option..... 9**

(MAJOR #C.205B.AS)

BA 38	Operation of the Small Business.....	3
BA 52	Introduction to Entrepreneurship.....	3
MKTG 10	Marketing .....	3

**General Business Option ..... 9**

(MAJOR #C.205C.AS)

Select 9 units from the following:

ACCTG 4A	Financial Accounting .....	4
ACCTG 4B	Managerial Accounting .....	4
ACCTG 31	Computerized Accounting .....	3
BA 15	Introduction to Management .....	3
BA 38	Operation of the Small Business..	3
BA 52	Introduction to Entrepreneurship .....	3
IS 40A	Web Development with HTML..	3
IS 60	Operating Systems.....	2
IS 62	Computer Configuration and Troubleshooting .....	2.5
MKTG 10	Marketing .....	3
MKTG 11	Salesmanship .....	3
MKTG 12	Advertising and Promotion.....	3

**Information Systems Management Option ..... 9**

(MAJOR #C.205D.AS)

IS 18	Spreadsheet Fundamentals .....	1.5
IS 40A	Internet Concepts and Design .....	3
IS 60	Operating Systems.....	2
IS 62	Computer Troubleshooting and Maintenance.....	2.5

**Management Option..... 9**

(MAJOR #C.205F.AS)

BA 15	Introduction to Management .....	3
BA 38	Operation of the Small Business.....	3
MKTG 10	Marketing .....	3

**Marketing Option ..... 9**

(MAJOR #C.205G.AS)

MKTG 10	Marketing .....	3
MKTG 12	Advertising and Promotion.....	3
MKTG 11	Salesmanship .....	3

*Of the core courses, some courses meet graduation/GE requirements for the AS degree.*

\*Fulfills GE Area B2 Requirement

\*\*Fulfills GE Math Requirement

\*\*\*Fulfills GE Familiarity with Computer Concepts Requirement.

*Advisors: Alanis, Castaneda*

**BUSINESS INTERN**

(MAJOR #C.2042.CN)

**CERTIFICATE IN**

Students who complete the outlined course of study will be prepared for entry-level positions in the world of business. They will have acquired the necessary skills, education, and classroom experience to understand basic business concepts and be able to contribute these skills in any entry-level position in business.

ACCTG 40	Applied Accounting .....	4
BA 18	Business and the Legal Environment. ....	4
BA 38	Operation of the Small Business.....	3
BA 47	Careers-Business.....	1
IS 15	Computer Concepts .....	3
MKTG 10	Marketing .....	3
Total Units		18

**BUSINESS INTERN**

(MAJOR #C.204E.CA)

**CERTIFICATE OF ACHIEVEMENT**

Students who complete the outlined course of study will be prepared for entry-level and first-line supervisory positions in the world of business. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, how small businesses are financed and managed, and the importance of employee motivation in the workplace. They will be able to apply these skills immediately in the workplace.

ACCTG 40	Applied Accounting .....	4
BA 10	Introduction to Business .....	3
BA 33	Human Relations in Business.....	3
BA 38	Operation of the Small Business.....	3
BA 47	Careers-Business.....	1
IS 10	Keyboarding.....	1
IS 15	Computer Concepts .....	3
Total Units		18

## CERTIFICATE IN ENTRY LEVEL MANAGEMENT

(MAJOR #C.2180.CN)

Students who complete the outlined course of study will be prepared for entry-level, first-line supervisory positions, especially in the retailing industry. They will have acquired the necessary skills, education, and classroom experience to understand basic management principles and be able to contribute these skills immediately to business firms.

ACCTG 4A	Financial Accounting .....	4
BA 10	Introduction to Business .....	3
BA 33	Human Relations in Business.....	3
BA 47	Careers-Business.....	1
IS 15	Computer Concepts .....	3
MKTG 10	Marketing .....	3
	Total Units	17

Advisor: Alanis, Castaneda

## MANAGEMENT

(MAJOR #C.2180.AS)

### ASSOCIATE IN SCIENCE DEGREE

This associate degree is intended for students who wish to be successful in the business environment. The course of study will prepare the student for employment at both the beginning and intermediate levels of business positions along with beginning and intermediate levels of supervisory positions. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills immediately in the workplace.

Business Department Core .....	13
ACCTG 40	Applied Accounting ..... 4
BA 5	Business Communications ..... 3
BA 10	Introduction to Business ..... 3
IS 15	Computer Concepts ..... 3
Management Courses:	
BA 15	Introduction to Management ..... 3
BA 18	Business Law and the Legal Environment ..... 4
BA 33	Human Relations in Business ..... 3
BA 47	Careers-Business ..... 1
MKTG 10	Marketing ..... 3
Select one (1): .....	3-4
BA 39	Finite Mathematics for Business
STAT 7	Elementary Statistics
Select additional units from the following .....	3
ACCTG, BA, ECON, IS, or MKTG	
Total Units	33-34

## MANAGERIAL ASSISTANT

(MAJOR #C.2180.CA)

### CERTIFICATE OF ACHIEVEMENT

Students who complete the outlined course of study will be prepared for intermediate supervisory positions as a managerial assistant. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills in the workplace.

ACCTG 40	Applied Accounting .....	4
BA 5	Business Communications .....	3
BA 10	Introduction to Business .....	3
BA 15	Introduction to Management .....	3
BA 33	Human Relations in Business.....	3
BA 19V	Cooperative Work Experience, Business.....	1
IS 15	Computer Concepts .....	3
	Total Units	20

## SMALL BUSINESS MANAGEMENT

(MAJOR #C.2030.AS)

### ASSOCIATE IN SCIENCE DEGREE

This associate degree is intended for students who wish to be successful in the business environment, especially those wishing to start, own, or operate a small business. The course of study will prepare the student to successfully operate a small business. They will have acquired the necessary skills, education, and classroom experience to understand how businesses function, the role that management plays in effective business operations, and the many facets of organizational behavior and employee motivation in the workplace. They will be able to apply these skills immediately in their efforts to establish a small business.

ACCTG 40	Applied Accounting .....	4
BA 5	Business Communications .....	3
BA 10	Introduction to Business .....	3
IS 15	Computer Concepts .....	3
Business/Marketing Courses:		
BA 18	Business Law and the Legal Environment.....	4
BA 33	Human Relations in Business.....	3
BA 38	Operation of the Small Business .....	3
BA 47	Careers-Business.....	1
MKTG 10	Marketing .....	3

Select one: ..... 3-4

BA 39 Finite Mathematics  
for Business ..... 3

STAT 7 Elementary Statistics ..... 3

Select additional 2-4 units from:..... 2-4

Accounting, Business Administration, Economics,  
Information Systems or Marketing courses

Total Units 32-35

## SMALL BUSINESS MANAGEMENT

(MAJOR #C.2030.CA)

### CERTIFICATE OF ACHIEVEMENT

ACCTG 40 Applied Accounting ..... 4

BA 10 Introduction to Business ..... 3

BA 18 Business Law and the  
Legal Environment..... 4

BA 33 Human Relations in Business..... 3

BA 38 Operation of the Small Business ..... 3

BA 47 Careers-Business..... 1

IS 15 Computer Concepts ..... 3

MKTG 10 Marketing ..... 3

MKTG 12 Advertising and Promotion ..... 3

Total Units 27

Advisor: Alanis, Castaneda

## CHILD DEVELOPMENT

### Program Learning Outcomes:

1. Integrate understanding of the needs, the characteristics, and multiple influences on development of all children birth to age eight as related to high quality care and education of young children.
2. Analyze, demonstrate, and evaluated effective practice in working with young children.
3. Design, implement, and evaluate environments and activities that support positive developmental play and learning outcomes for all young children.
4. Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence.
5. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to Early Care and Education profession.

## ASSOCIATE TEACHER

(MAJOR #C.561Q.CA)

### CERTIFICATE OF ACHIEVEMENT

This certificate provides the educational coursework that serves as the core curriculum for the early childhood education field and allows the student to work as a teacher in a private early care and education program. The student is also eligible to apply to the Commission on Teacher Credentialing for the Associate Teacher Child Development Permit. With an Associate Teacher Child Development Permit, an individual can work as an assistant or associate teacher in a publicly funded (Title 5) early care and education program.

CHDEV 1 Principles and Practices of  
Teaching Young Children ..... 3

CHDEV 3 Introduction to Curriculum ..... 3

CHDEV 19V Cooperative Work Experience,  
Child Development..... 3

CHDEV 30 Child, Family, and Community..... 3

CHDEV 39 Child Growth and Development..... 3

Total Units..... 15

Advisors: Romero, Turpen

## CHILD CARE FOR SCHOOL-AGE CHILDREN/ TEACHER

(MAJOR #C.561T.CA)

### CERTIFICATE OF ACHIEVEMENT

As a result of completing this program, students will be prepared and qualified to work in after school programs for school-age children.

CHDEV 8A Introduction to School  
Age Child Care ..... 3

CHDEV 8B Programs for School-Age  
Child Care ..... 3

CHDEV 30 Child, Family, and Community ..... 3

CHDEV 39 Child Growth and Development ..... 3

Select 12 additional units from the following: ..... 12

CHDEV 1 Principles and Practices of  
Teaching Young Children .... 3

CHDEV 3 Introduction to  
Curriculum ..... 3

CHDEV 6 Health, Safety and Nutrition in Early  
Childhood Education ..... 3

CHDEV 11 The Young Child With  
Special Needs ..... 3

CHDEV 12 Child Abuse ..... 3

CHDEV 15	Diversity and Culture in Early Care and Education Programs .....	3
CHDEV 47	Emergent Literacy .....	3
CHDEV 49	Guidance for Young Children .....	3
Total Units		24

Requirements for the Teacher level of the Child Development Permit Matrix includes:

- 24 units in Child Development/Early Childhood Education, with 12 units from the core courses.
- 525 hours of work experience.
- 16 units of General Education with at least one course in each of the following areas: Humanities/Fine Arts, Social Sciences, Math/Science, English/Language Arts

*Advisors: Romero, Turpen*

## CHILD CARE FOR SCHOOL-AGE CHILDREN/ ASSOCIATE TEACHER

(MAJOR #C.561C.CN)

### CERTIFICATE IN

This certificate prepares students for the Associate Teacher level of the Child Development permit in accordance with sections 80105 to 80116 of Title V California Code of Regulations as it applies to the school-age emphasis option.

CHDEV 8A	Introduction to School-Age Child Care .....	3
CHDEV 8B	Programs for School-Age Child Care .....	3
CHDEV 19V	Cooperative Work Experience, Child Development.....	3
CHDEV 30	Child, Family, and Community.....	3
CHDEV 39	Child Growth and Development.....	3
Total Units.....		15

*Advisors: Romero, Turpen*

## CHILD DEVELOPMENT

(MAJOR #C.5610.AS)

### ASSOCIATE IN SCIENCE DEGREE

The associate in science degree in child development is designed to prepare students to work with young children in a variety of early care and education settings. Upon completion of the A.S. degree, a student possesses the course work required to work as a teacher in both private and public early care and education settings serving preschool-age children. Additionally, students completing documented work experience are eligible to apply for the California Child Development Permit through the Commission of Teacher Credentialing at either the Teacher, Master Teacher, or Site Supervisor Level which qualifies the student to work in a State of California funded (Title 5) early care and education program.

## REQUIRED CORE COURSES ..... 24

CHDEV 1	Principles and Practices of Teaching Young Children .....	3
CHDEV 3	Introduction to Curriculum .....	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education.....	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs .....	3
CHDEV 20	Observation and Assessment .....	3
CHDEV 30	Child, Family, and Community.....	3
CHDEV 37A	Early Childhood Practicum .....	3
CHDEV 39	Child Growth and Development.....	3

## CHOOSE ONE ADDITIONAL COURSE

### FROM BELOW..... 3

*Consideration for course selection should be based on a specialization or career goal. It is recommended that you seek guidance from Elizabeth Romero or Sallie Turpen selecting your course.*

CHDEV 2	Introduction to Early Childhood Education .....	2
CHDEV 5	Parent Education .....	3
CHDEV 8B	Programs for School-Age Child Care Programs.....	3
CHDEV 11	The Young Child With Special Needs .....	3
CHDEV 12	Child Abuse .....	3
CHDEV 17B	Advanced Infant and Toddler Development.....	3
CHDEV 33A	Early Childhood Curriculum: Emphasis on Art, Drama, Music and Movement.....	3
CHDEV 33B	Early Childhood Curriculum: Emphasis on Math, Science and Literacy.....	3
CHDEV 40A	Administration of Childhood Programs.....	3
CHDEV 40B	Advanced Administration of Childhood Programs.....	3
CHDEV 45	Supervision of Adults in ECE Classrooms .....	2
CHDEV 47	Emergent Literacy .....	3
CHDEV 49	Guidance for Young Children .....	3
Total Units		30

*Advisors: Romero, Turpen*

## CHILD DEVELOPMENT

(MAJOR #C.5610.CA)

## CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Child Development is designed to prepare students to work with young children in a variety of early care and education settings. Upon Completion of the Child Development Certificate of Achievement the student possesses the coursework required to work as a teacher in both a private or public early care and education setting serving preschool-age children. Additionally, with appropriate documented work experience, the student is eligible to apply for the California Child Development Permit through the Commission on Teacher Credentialing at the Associate Teacher Level.

CHDEV 1	Principles and Practices of Teaching Young Children .....	3
CHDEV 3	Introduction to Curriculum .....	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education .....	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs.....	3
CHDEV 20	Observation and Assessment .....	3
CHDEV 30	Child, Family, and Community.....	3
CHDEV 37A	Early Childhood Practicum .....	3
CHDEV 39	Child Growth and Development.....	3
Total Units		24

*Advisors: Romero, Turpen*

## EARLY INTERVENTION ASSISTANT

(MAJOR #C.561R.CA)

## CERTIFICATE OF ACHIEVEMENT

Current legislation mandates that infants and young children with disabilities and other special needs, be served in the "natural environment", starting at birth. This certificate of achievement is designed to prepare students to work with infants, toddlers, and young children with disabilities and other special needs in early intervention settings and inclusive early care and education settings. A student who completes the certificate is qualified to work at the Early Intervention Assistant I level of the California Early Start Personnel Model.\*

CHDEV 3	Introduction Curriculum .....	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education .....	3
CHDEV 11	The Young Child With Special Needs .....	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs .....	3
CHDEV 17A	Infant and Toddler Practicum .....	3

CHDEV 20	Observation and Assessment .....	3
CHDEV 30	Child, Family, and Community .....	3
CHDEV 32	Early Intervention .....	3
CHDEV 39	Child Growth and Development.....	3
CHDEV 49	Guidance for Young Children.....	3
Total Units		30

Recommended courses: American Sign Language 1 and 2

*Advisors: Romero, Turpen*

## COMMUNICATION

## COMMUNICATION

(MAJOR #C.5342.AA)

## ASSOCIATE IN ARTS DEGREE

*Program Learning Outcomes:*

1. Construct and deliver a presentation with communicative competence and confidence.
2. Demonstrate the dynamics of effective communication in a variety of settings and contexts.
3. Critically evaluate communicative situations.

The number one skill requested by employers is good communication skills. The associate degree in communication will give students a solid foundation of communication skills for a variety of situations. The overarching program outcome is that students will know how to gather, organize, and present information to others with confidence and competence. Communication courses focus on how people use messages to generate meaning within and across various contexts, cultures, and channels.

Required Core Courses .....		12
COMM 2	Interpersonal Communication .....	3
COMM 4	Persuasion.....	3
COMM 8	Group Communication .....	3
COMM 25	Argumentation .....	3
Select one course.....		3
COMM 1	Public Speaking .....	3
COMM 1H	Honors Public Speaking .....	3
Select from the following: .....		3
COMM 10	Intercultural Communication .....	3
COMM 12	Fundamentals of Interpretation .....	3
COMM 15	Computer-Mediated Communication .....	3
PHIL 2	Critical Thinking and Writing.....	3
Total Units		60-63

*Advisors: Martinez, Sarkisian, Vagim*



## CRIMINOLOGY

### *Program Learning Outcomes:*

1. Recognize the functions of the Criminal Justice System
2. Be able to calculate how to work within a constitutional framework

## CRIMINOLOGY - CORRECTIONS

(MAJOR #C.888B.CA)

### CERTIFICATE OF ACHIEVEMENT

Purpose: The Criminology Program is designed for those students interested in employment and/or further education in all aspects of the criminal justice system, including law enforcement, criminology, courts, corrections, probation and parole, juvenile authority, private and industrial security, and other related fields. The Clovis Community College Criminology Program offers two specific options for which Certificates of Achievement may be earned: Law Enforcement Option and the Corrections Option. There are also courses offered which are designed to meet the needs and desires of concerned and/or interested citizens regarding personal safety and protection. Some of these courses are offered on a short-term basis or on an as needed basis and are predicated on minimum enrollment.

### Select ..... 18

CRIM 1	Introduction to Criminology .....	3
CRIM 3	Legal Aspects of Evidence .....	3
CRIM 6	Criminal Law .....	3
CRIM 12	Criminal Justice Communications .....	3
CRIM 15	Introduction to Police Ethics .....	3
CRIM 20	Introduction to Corrections .....	3
CRIM 24	Control and Supervision in Corrections .....	3
CRIM 23	Correctional Interviewing and Counseling .....	3
Total Units		18

*Advisors: G. Elliott*

## CRIMINOLOGY - LAW ENFORCEMENT

(MAJOR #C.888A.AS)

### ASSOCIATE IN SCIENCE DEGREE

The Criminology Program is designed for those students interested in the academy, employment and/or further education in all aspects of the criminal justice system-criminology, law enforcement, the courts, corrections, probation and parole, juvenile procedures and private and industrial security. Some courses are offered on an as-needed basis and are predicated on minimum enrollment requirements; in addition some courses are offered as recommended electives. Students enrolling in Criminology courses with employment within the criminal justice system in mind should be aware that any person with a felony conviction, a cluster of driving violations, serious drug abuse, a bad credit rating, or found to be of "bad character" will not be eligible for criminal justice system employment.

### Select 30 units from the following courses ..... 30

CRIM 1	Introduction to Criminology .....	3
CRIM 3	Legal Aspects of Evidence .....	3
CRIM 4	Principles & Procedures of the Justice System .....	3
CRIM 5	Community Relations .....	3
CRIM 6	Criminal Law .....	3
CRIM 7	Police Operations and Procedures .....	3
CRIM 8	Criminal Investigations .....	3
CRIM 10	Vice Control .....	3
CRIM 12	Criminal Justice Communications .....	3
CRIM 13	The Constitution and Your Individual Rights .....	3
CRIM 14	Multicultural Issues within Public Safety .....	3
CRIM 15	Introduction to Police Ethics .....	3
CRIM 19V	Cooperative Work Experience, Criminal Justice .....	3
Total Units		30

*Advisors: G. Elliott*

## CRIMINOLOGY - LAW ENFORCEMENT

(MAJOR #C.888A.CA)

### CERTIFICATE OF ACHIEVEMENT

Purpose: The Criminal Justice Program is designed for those students interested in employment and/or further education in all aspects of the criminal justice system, including law enforcement, criminology, courts, corrections, probation and parole, juvenile authority, private and industrial security, and other related fields. The Clovis Community College Criminal Justice Program offers two specific options for which Certificates of Achievement may be earned: Law Enforcement Option and the Corrections Option.

There are also courses offered which are designed to meet the needs and desires of concerned and/or interested citizens regarding personal safety and protection. Some of these courses are offered on a short-term basis or on an as needed basis and are predicated on minimum enrollment.

<b>Select .....</b>	<b>18</b>
CRIM 1	Introduction to Criminology ..... 3
CRIM 3	Legal Aspects of Evidence ..... 3
CRIM 6	Criminal Law ..... 3
CRIM 7	Police Operations and Procedures ..... 3
CRIM 8	Criminal Investigations ..... 3
CRIM 12	Criminal Justice Communications ..... 3
CRIM 13	The Constitution and Your Individual Rights ..... 3
CRIM 15	Introduction to Police Ethics ..... 3
	<b>Total Units 18</b>

*Advisors: G. Elliott*

## ENGINEERING

### *Program Learning Outcomes:*

1. Apply knowledge of mathematics, science, and engineering fundamentals.
2. Identify, formulate, and solve basic engineering problems.
3. Conduct experiments as well as analyze and interpret the data resulting from these experiments.

4. Make basic design decisions concerning appropriate level engineering problems.
5. Communicate effectively, orally, in writing, and graphically.
6. Understand the impact of engineering solutions in a global and societal context.
7. Use the techniques, skills, and modern engineering tools necessary in engineering practice.

## ENGINEERING

(MAJOR #C.3010.AS)

### ASSOCIATE IN SCIENCE DEGREE

Students will be prepared for engineering internship opportunities or entry-level industrial jobs, with skills in such areas as computer drafting, solid modeling, engineering design, and problem solving. In addition, students will prepare for transfer into four-year engineering programs, learning the fundamentals of physics, chemistry, and engineering.

PHYS 4A	Physics for Scientists and Engineers.....	4
PHYS 4B	Physics for Scientists and Engineers.....	4
PHYS 4C	Physics for Scientists and Engineers.....	4
Select one (1): .....		1-2
ENGR 10	Introduction to Engineering .....	2
Select one (1): .....		4-5
CHEM 1A	General Chemistry .....	5
CHEM 3A	Introductory General Chemistry .....	4
Select one (1): .....		4
ENGR 2	Engineering Graphics .....	4
ENGR 40	Programming for Scientists and Engineers .....	4
Select one course .....		3-4
ENGR 4	Engineering Materials .....	3
ENGR 6	Electric Circuit Analysis with Lab .....	4
ENGR 8	Statics .....	3
	<b>Total Units</b>	<b>32-34</b>

*Advisors: Graves*

## ENGLISH

### ENGLISH

(MAJOR #C.5300.AA)

#### ASSOCIATE IN ARTS DEGREE

##### *Program Learning Outcome:*

1. Write a passing documented thesis/argument based research paper, free of intentional or unintentional plagiarism with annotated bibliography.

A student graduating with an Associate in Arts Degree in English will have successfully completed classes in composition, literature, linguistics, and critical thinking. All students will have written a passing research paper with proper documentation and will have demonstrated transfer level essay writing proficiency based on department rubric.

##### **Select one (1) course from the following ..... 3**

ENGL 1B	Introduction to the Study of Literature..... 3
ENGL 1BH	Honors Introduction to the Study of Literature ..... 3

##### **Select one (1) course from the following ..... 3**

ENGL 3	Critical Reading and Writing ..... 3
ENGL 3H	Honors Critical Reading and Writing..... 3

##### **Select 14 units from the following..... 14**

ENGL 15A	Creative Writing: Poetry ..... 3
ENGL 15B	Creative Writing: Fiction ..... 3
ENGL 15E	Creative Writing: Non-Fiction..... 3
ENGL 15F	Creative Writing: Screenwriting ..... 3
ENGL 41	Themes in Literature ..... 4
ENGL 43A	American Literature: Origins through Reconstruction (1877)..... 3
ENGL 43B	American Literature: 1877 to Present..... 3
ENGL 44A	World Literature to the Renaissance ..... 3
ENGL 44B	World Literature since the Renaissance ..... 3
ENGL 46A	English Literature to 1800.... 3
ENGL 46B	English Literature from 1800 to present..... 3
ENGL 47	Shakespeare..... 3
ENGL 49	Latino & Chicano Literature..... 3

ENGL 72	Writing Center Theory and Practice..... 1
ENGL 72A	Advanced Writing Center Theory and Practice..... 1
FILM 1	Introduction to Film Studies ..... 3
FILM 2A	History of Cinema: 1895-1960 ..... 3
FILM 2B	History of Cinema: 1960 to present..... 3
LIBSKL 1	Information Competency/ Research Skills ..... 1

##### **Select one (1) course from the following ..... 3**

LING 10	Introduction to Language .... 3
LING 11	Introduction to Language for Teachers ..... 3

Total Units 23

Only 6 units of Creative Writing may be applied, only 2 units from English 72 and 72A count toward degree.

*Advisors: Brandon, Burdick, Dent, Elliott, Fritz, Ishigaki, Sanwo, Simonson*

## FOREIGN LANGUAGE

##### *Program Learning Outcomes:*

1. Engage in conversation using the target language in daily life situations.
2. Read with a certain depth of understanding magazine or newspaper articles, short stories, and literary excerpts written in the target language.
3. Write at the intermediate level in the target language in a variety of modalities including personal and professional letters, short narratives, and descriptive essays.
4. Recognize and understand cultural similarities and differences between U.S. culture and that of the target language. Distinguish simple behavioral patterns that represent these cultures and behave in culturally appropriate ways in specific situations.

## FOREIGN LANGUAGE

(MAJOR #C.5500.AA)

## ASSOCIATE IN ARTS DEGREE

Students will understand the phonological, semantic, and syntactic features of a foreign language and the relationship of that language to one or more cultures in which it is used. Students will possess the receptive skills (listening and reading) and the productive skills (speaking and writing) necessary to achieve communicative competence in at least one foreign language and will be prepared to pursue more advanced study of that language at a four-year institution. Requirements for the major: A minimum of 22 units must be completed for the major.

**Select at least three courses from a minimum of two languages ..... 12**

CHIN 1	Beginning Chinese .....	4
CHIN 2	High-Beginning Chinese ....	4
FRENCH 1	Beginning French .....	4
FRENCH 2	High-Beginning French .....	4
FRENCH 3	Intermediate French .....	4
GERMAN 1	Beginning German .....	4
GERMAN 2	High-Beginning German ....	4
GERMAN 3	Intermediate German .....	4
SPAN 1	Beginning Spanish .....	4
SPAN 2	High-Beginning Spanish .....	4
SPAN 3	Intermediate Spanish .....	4
SPAN 3NS	Spanish for Spanish Speakers .....	4

**Select at least one course..... 4**

FRENCH 4	High-Intermediate French .....	4
GERMAN 4	High-Intermediate German .....	4
SPAN 4	High-Intermediate Spanish .....	4
SPAN 4NS	Spanish for Spanish Speakers .....	4

**Select one course ..... 3**

LING 10	Introduction to Language .....	3
LING 11	Introduction to Language for Teachers .....	3

**Select at least one course..... 3**

ENGL 44A	World Literature to the Renaissance .....	3
ENGL 44B	World Literature since the Renaissance .....	3
ENGL 49	Latino & Chicano Literature .....	3
GEOG 40A	World Regional Geography A .....	3

GEOG 40B	World Regional Geography B .....	3
HIST 1	Western Civilization to 1648 .....	3
HIST 2	Western Civilization from 1648 .....	3
	Total Units	22

*Advisors: Hammer*

## HEALTH CARE INTERPRETER

## CERTIFICATE IN HEALTH CARE INTERPRETER

(MAJOR #C.4501.CN)

*Program Learning Outcome:*

1. Students will be able to demonstrate professional interpreting, and they will be skillful, competent and culturally sensitive interpreters.

The Health Care Interpretation Certification Program's purpose is to prepare bilingual and bicultural individuals to develop skills necessary for effective language interpretation in health care settings, to bridge the cultural gap, to develop cultural competency, and improve linguistic and cultural communication for health care clients. Interpreters will utilize these skills in community based organizations to provide accurate health care information and perform cultural advocacy as required by Federal law.

Prior to entrance into Health Interpreter Program orientation and assessment of bilingual skills is required.

HLTH 14*	Interpreting in Health Care I .....	4
HLTH 15	Interpreting in Health Care II .....	4
HLTH 16	Field Work in Health Care Interpreting .....	4
	Total Units	12

\*Health 14 must be completed within 2 years prior to enrollment of Health 15 and 16.

Recommended courses: Office Technology 10, Biology 20, 22

## INFORMATION SYSTEMS

### *Program Learning Outcomes:*

1. Operate commonly used computer hardware and office software.
2. Identify the categories of software by their purpose and provide examples of each. category.
3. Plan, design, and write stand-alone computer programs.
4. Apply structured logic in analyzing and solving problems.
5. Develop a well-designed relational database.
6. Create a web document that contains hyperlinks, graphics, tables, and forms.
7. Demonstrate a breadth of knowledge of networking and its uses in the business environment.

## INFORMATION TECHNICIAN SUPPORT

(MAJOR #C.693F.CA)

### CERTIFICATE OF ACHIEVEMENT

This core program provides students with the knowledge, training, and hands-on experience to pursue a career as an Information Technician Support and Help Desk professional. Students completing this course of study will be able to enter the workforce with a comprehensive understanding of the fundamentals necessary to work as a IT Support or Help Desk professional in business, government, or education. These courses apply toward the Associate of Science degree in Information Systems.

IS 15	Computer Concepts .....	3
IS 16	Word Processing .....	1.5
IS 18	Spreadsheet Fundamentals .....	1.5
IS 26A	Database Concepts and Design.....	3
IS 26B	Advanced Database Concepts and Design .....	1.5
IS 40A	Web Development with HTML.....	3
IS 60	Operating Systems.....	2
IS 62	Computer Troubleshooting and Maintenance.....	2.5
IS 63	Computer Networking I.....	3
Total Units		21

*Advisors: Nabors, Tjahjadi*

## INFORMATION TECHNOLOGY SUPPORT TECHNICIAN

(MAJOR #C.6931.CA)

### CERTIFICATE OF ACHIEVEMENT

This program provides students with the knowledge, training, and hands-on experience to pursue a career as an Information-Technology Support Technician professional in business, government, or education. Students completing this program of study will be able to enter the workforce with a comprehensive understanding of computer hardware, system software, networking essentials, and needed people skills to maintain their job at a work place. These courses apply toward the Associate of Science degree in Information Systems.

### *Program Learning Outcomes:*

1. Troubleshoot and solve hardware, software, and network problems of personal computers
2. Install and configure operating systems and application software of personal computers
3. Set up appropriate security measures for personal computers including user accounts, virus protection, and data backup
4. Implement network configuration for personal computers
5. Install and test network cabling and switches
6. Prepare to take CompTIA A+ Essential and A+ Practical Application exams
7. Work as an entry-level IT Support Technician or Help Desk

IS 15	Computer Concepts .....	3
IS 60	Operating Systems .....	2
IS 61	Computer Building and Configuration .....	1.5
IS 62	Computer Troubleshooting and Maintenance.....	2.5
IS 63	Computer Networking I.....	3
OT 17	Job Retention and Responsibilities.....	1
Total Units		13

*Advisors: Nabors, Tjahjadi*

## INFORMATION SYSTEMS ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree is designed to provide students with the basic knowledge and skills necessary to pursue a career in Information Systems. Students completing the Business Department core courses and the Information Systems core courses and one of the four options (Help Desk, Networking, Web Design, or Programming for the Web) will be able to enter the workforce with a comprehensive understanding of computer basics and a computing specialty (option) that can be applied in business, government, or education.

### *Program Learning Outcomes:*

1. Operate commonly used computer hardware and office software.
2. Identify the categories of software by their purpose and provide examples of each category.
3. Plan, design, and write stand-alone computer programs.
4. Apply structured logic in analyzing and solving problems.
5. Develop a well-designed relational database.
6. Create a Web document that contains hyperlinks, graphics, tables and forms.
7. Demonstrate a breadth of knowledge of networking its uses in the business environment.

### **Business Department Core ..... 12**

ACCTG 40	Applied Accounting .....	4
BA 5	Business Communications.....	3
BA 10	Introduction to Business .....	3
IS 15	Computer Concepts .....	3

### **Select one (1):..... 3-5**

BA 39	Finite Mathematics for Business.....	3
MATH 5A	Math Analysis I.....	5
STAT 7	Elementary Statistics .....	4

### **Information Systems Core ..... 8**

IS 16	Word Processing .....	1.5
IS 18	Spreadsheet Fundamentals .....	1.5
IS 40A	Web Development with HTML.....	3
IS 60	Operating Systems.....	2

### **Select one course: ..... 3**

IS 26A	Database Concepts and Design .....	3
IS 50A	Spreadsheet Introduction to Game Programming .....	3

### **Select one option**

Networking Option.....	34.5-36.5
Web Programming Option.....	33.5-35.5

### **Networking Option ..... 8.5**

(MAJOR #C.693B.AS)

IS 62	Computer Troubleshooting and Maintenance.....	2.5
IS 63	Computer Networking I.....	3
IS 64	Computer Networking II .....	3

### **Programming for the Web Option ..... 7.5**

(MAJOR #C.693C.AS)

IS 31	Introduction to Programming .....	1.5
IS 33	Beginning Java Programming .....	3

### **Select one course:**

IS 47	Visual Basic.....	3
IS 50A	Introduction to Game Programming .....	3
IS 50B	Intermediate Game Programming .....	3

*Advisors: Nabors, Tjahjadi*

## INFORMATION SYSTEMS, HELP DESK

(MAJOR #C.693H.AS)

### ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree is designed to provide students with the basic knowledge and skills necessary to pursue a career in Information Systems. Students completing the Business Department core courses and the Information Systems core courses and one of the four options (IT Support, Networking, Web Design, or Programming) will be able to enter the workforce with a comprehensive understanding of computer basics and a computing specialty (option) that can be applied in business, government, or education.

### **Business Department Core ..... 12 units**

ACCTG 40	Applied Accounting .....	4
BA 5	Business Communications.....	3
BA 10	Introduction to Business .....	3
IS 15	Computer Concepts .....	3

### **Select one math course.....3-5 units**

BA 39	Finite Mathematics for Business.....	3
MATH 5A	Math Analysis I.....	5
STAT 7	Elementary Statistics .....	4

### **Information Systems Core ..... 8 units**

IS 16	Word Processing .....	1.5
IS 18	Spreadsheet Fundamentals .....	1.5
IS 40A	Web Development with HTML.....	3
IS 60	Operating Systems.....	2

**Help Desk courses ..... 7 units**

IS 26B	Advanced Database Concepts and Design .....	1.5
IS 62	Computer Troubleshooting and Maintenance .....	2.5
IS 63	Computer Networking I .....	3

**Select one course ..... 3 units**

IS 26A	Database Concepts and Design .....	3
IS 50A	Introduction to Game Programming .....	3

Total Major Units - 33-35

Degree Requirements/Competencies - 22.5-26 units

General Education - 19 units

Total Units 74.5-80

*Advisors: Nabors, Tjahjadi***INFORMATION SYSTEMS**

(MAJOR #C.6930.CA)

**CERTIFICATE OF ACHIEVEMENT**

The purpose of this core program is to provide students with the knowledge, training, and hands-on experience to pursue a career in Information Systems. Students completing this course of study will be able to enter the workforce with a comprehensive understanding of the fundamental elements of computing in a business environment. These courses apply toward the Associate in Science Degree in Information Systems.

**Program Learning Outcomes:**

1. Operate commonly used computer hardware and office software.
2. Create a Web document that contains hyperlinks, graphics, tables, and forms.
3. Demonstrate a breadth of knowledge of networking and its uses in the business environment.
4. Plan, design, and write stand-alone computer programs.

**Required courses: ..... 21**

ACCTG 40	Applied Accounting .....	4
BA 5	Business Communications ...	3
BA 10	Introduction to Business .....	3
IS 15	Computer Concepts .....	3
IS 16	Word Processing.....	1.5
IS 18	Spreadsheet Fundamentals .....	1.5
IS 40A	Web Development with HTML .....	3
IS 60	Operating Systems.....	2

**Select one course: ..... 3**

IS 13	Database Essentials. ....	1.5
IS 26A	Database Concepts and Design .....	3
IS 50A	Introduction to Game Programming .....	3

Total Units 23

*Advisors: Nabors, Tjahjadi***INFORMATION SYSTEMS, WEB DESIGN OPTION**

(MAJOR #C.693D.AS)

**ASSOCIATE IN SCIENCE DEGREE**

The Associate in Science Degree is designed to provide students with the basic knowledge and skills necessary to pursue a career in Information Systems. Students completing the courses will be able to enter the workforce with a comprehensive understanding of computer basics and a computing specialty (option) that can be applied in business, government, or education.

**Information Systems ..... 18**

IS 15	Computer Concepts .....	3
IS 16	Word Processing .....	1.5
IS 18	Spreadsheet Fundamentals .....	1.5
IS 40A	Web Development with HTML .....	3
IS 40B	Advanced Internet Concepts and Design .....	3
IS 42A	Graphics Design for the Web.....	3
IS 42B	Flash Designs .....	3

**Select two courses .....3.5-6**

IS 13	Database Essentials .....	1.5
IS 33	Beginning Java Programming .....	3
IS 50A	Introduction to Game Programming .....	3
IS 47	Visual Basic .....	3
IS 60	Operating Systems .....	2

Total Units 21.5-24

*Advisors: Nabors, Tjahjadi*

## NETWORKING

(MAJOR #C.693B.CA)

### CERTIFICATE OF ACHIEVEMENT

The purpose of this program is to provide students with the knowledge, training, and hands-on experience to pursue a career as a networking technician. Students completing this course of study will possess a fundamental understanding of computer networks and be able to enter the workforce as a technician in business, government, or education. These courses apply toward the Associate in Science Degree in Information Systems.

#### *Program Learning Outcomes:*

1. Apply structured logic in analyzing and solving problems.
2. Create a web document that contains Hyperlinks, graphics, tables and forms.
3. Plan, design, and write stand-alone computer programs.
4. Develop a well-designed relational database.

IS 15	Computer Concepts .....	3
IS 16	Word Processing .....	1.5
IS 18	Spreadsheet Fundamentals .....	1.5
IS 26A	Database Concepts and Design .....	3
IS 40A	Web Development with HTML.....	3
IS 60	Operating Systems .....	2
IS 62	Computer Troubleshooting and Maintenance.....	2.5
IS 63	Computer Networking I.....	3
IS 64	Computer Networking II .....	3
Total Units		22.5

*Advisors: Nabors, Tjahjadi*

## PROGRAMMING FOR THE WEB

(MAJOR #C.693C.CA)

### CERTIFICATE OF ACHIEVEMENT

The purpose of this program is to provide students with the knowledge, training, and hands-on experience to pursue a career as a web programming specialist. Students completing this course of study will be able to enter the workforce as a programming specialist in web environments in business government, and education. These courses apply toward the Associate in Science Degree in Information Systems.

#### *Program Learning Outcomes:*

1. Apply structured logic in analyzing and solving problems.
2. Create a web document that contains hyperlinks, graphics, tables and forms.
3. Plan, design, and write stand-alone computer programs.
4. Develop a well-designed relational database.

#### **Required courses:** ..... 17

IS 15	Computer Concepts .....	3
IS 16	Word Processing .....	1.5
IS 18	Spreadsheet Fundamentals.....	1.5
IS 31	Introduction to Programming .....	1.5
IS 40A	Web Development with HTML.....	3
IS 47	Visual Basic.....	3
IS 60	Operating Systems .....	2

#### **Select one course:** ..... 3

IS 26A	Database Concepts and Design .....	3
IS 50A	Introduction to Game Programming .....	3

#### **Select one course:** ..... 3

IS 33	Beginning Java Programming .....	3
IS 50B	Intermediate Game Programming .....	3

Total Units 23

*Advisors: Nabors, Tjahjadi*

## LIBERAL ARTS & SCIENCES

### LIBERAL ARTS & SCIENCES

#### ASSOCIATE IN ARTS DEGREE

The Liberal Arts & Sciences A.A. Degree is designed for the student who wishes to earn a degree in a broad area of study that includes additional coursework in an "Area of Emphasis". This area of emphasis will be an ideal choice for students planning to transfer to the California State University or University of California as students can satisfy their general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Each student should consult with a counselor for specific information regarding intended majors at the specific college/university of his/her choice.

Total Units Required: 60

- Choose either option I or II or III for the General Education pattern related to your educational goal.
  - I. Associate in Arts Degree General Education
  - II. CSU GE Minimum units necessary to meet the CSU General Education Certification requirements.

## III. IGETC

Minimum units necessary to meet the IGETC Certification requirements.

- Complete 18 units in one "Area of Emphasis"
- American Studies
- Arts and Humanities
- Natural Sciences
- For ALL OPTIONS: complete necessary Clovis Community College Graduation and Competency requirements
- All courses listed below transfer to CSU. Courses in bold also are transferable to UC. Refer to [www.assist.org](http://www.assist.org) for transfer details or see a counselor or faculty advisor for additional details. (\* indicates that transfer credit is limited by UC)
- Electives may be necessary to total 60 degree applicable units required for the Associate degree.

**AREAS OF EMPHASIS****Arts and Humanities**

(MAJOR #C.5120.AA)

*Program Learning Outcome:*

1. Critically evaluate the central themes and concepts explored in art, literature, history, music, and philosophy.

These courses emphasize the study of cultural and humanistic activities, and literary and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have expressed themselves in response to each other and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

**Select one course from: ..... 3**

ART 1	Art Basics: 2/3 Dimensional Design..... 3
ART 2	Art Appreciation..... 3
ART 5	Art History 1..... 3
ART 6 or	Art History 2
ART 6H	Honors Art History 2..... 3

**Select one course from: ..... 3**

ENGL 1B or	Introduction to the Study of Literature
ENGL 1BH	Honors Introduction to the Study of Literature ..... 3
ENGL 41	Themes in Literature..... 3
ENGL 43A	American Literature: Origins through Reconstruction (1877)..... 3
ENGL 43B	American Literature: 1877 to present..... 3
ENGL 44A	World Literature to the Renaissance ..... 3
ENGL 44B	World Literature from the Renaissance ..... 3
ENGL 46A	English Literature to 1800.... 3
ENGL 46B	English Literature from 1800 to the Present..... 3
ENGL 47	Shakespeare..... 3
ENGL 49	Latino and Chicano Literature..... 3

**Select one course from: ..... 3**

HIST 1	Western Civilization to 1648..... 3
HIST 2	Western Civilization from 1648..... 3
HIST 11	United States History to 1877 ..... 3
HIST 12 or	United States History since 1877
HIST 12H	Honors United States History since 1877 ..... 3
HIST 20	World History I, to 1600..... 3

**Select one course from: ..... 3**

MUS 12	Music Appreciation ..... 3
MUS 16	Jazz History and Appreciation..... 3

**Select one course from: ..... 3**

PHIL 1	Introduction to Philosophy..... 3
PHIL 1C	Ethics ..... 3
PHIL 1CH	Honors Ethics ..... 3
PHIL 1D	World Religions..... 3

**Select an additional 3 units from above ..... 3**

Total Units 18

**Natural Sciences**

(MAJOR #C.5130.AA)

**Program Learning Outcomes:**

1. Demonstrate an understanding of the methodologies of each discipline within the natural and physical sciences.
2. Demonstrate an understanding of basic scientific principles, theories, and laws as well as an awareness of the changing nature of science.

These courses emphasize the natural sciences which examine the physical universe, its life forms, and its natural phenomena. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

**Select from a minimum of three disciplines ..... 18**

ANTHRO 1	Biological Anthropology .....	3
BIOL 1	Principles of Biology.....	4
BIOL 3	Introduction to Life Science .....	4
BIOL 5	Human Biology.....	4
BIOL 11A	Biology for Science Majors I .....	5
BIOL 11B	Biology for Science Majors II .....	5
BIOL 20	Human Anatomy .....	4
BIOL 22	Human Physiology.....	5
BIOL 31	Microbiology .....	5
CHEM 1A	General Chemistry.....	5
CHEM 1B	General Chemistry and Qualitative Analysis .....	5
CHEM 3A	Introductory General Chemistry .....	4
CHEM 3B	Introductory Organic and Biological Chemistry.....	3
CHEM 8	Elementary Organic Chemistry .....	3
CHEM 10	Elementary Chemistry .....	4
CHEM 28A	Organic Chemistry.....	3
CHEM 28B	Organic Chemistry.....	3
CHEM 29A	Organic Chemistry Laboratory.....	2
CHEM 29B	Organic Chemistry Laboratory.....	2
GEOG 5	Physical Geography: Environmental Conditions .....	3
GEOG 9	Physical Geography: Land Formation .....	3
GEOL 1	Physical Geology.....	4
GEOL 9	Introduction to Earth Science .....	3

PHYS 2A	General Physics I.....	4
PHYS 2B	General Physics II.....	4
PHYS 4A	Physics for Scientists and Engineers.....	4
PHYS 4B	Physics for Scientists and Engineers.....	4
PHYS 4C	Physics for Scientists and Engineers.....	4
PHYS 10	Conceptual Physics .....	4
SCI 1A	Introductory Chemical and Physical Science.....	3

Total Units 18

**LIBERAL STUDIES****LIBERAL STUDIES**

(MAJOR #C.5890.AA)

**ASSOCIATE IN ARTS DEGREE****Program Learning Outcome:**

1. Demonstrate effective written and oral communication skills across the broad categories of intellectual heritage, artistic expression, the natural and physical world, human behavior, and health concepts.

Students completing the Liberal Studies associate degree will have the knowledge, skills and attributes necessary to successfully transfer into the elementary school teaching programs offered at four-year institutions. In addition, students will obtain a strong foundation for other professions in fields of public services. Please consult with a counselor for specific information regarding your intended major at the specific college/university of your choice.

Total Units Required - 60

- Choose either option I or II or III for the General Education pattern related to your educational goal.
  - I. Associate in Arts Degree General Education
  - II. CSU GE - minimum units necessary to meet the CSU General Education Certification requirements.
  - III. IGETC - minimum units necessary to meet the IGETC Certification Requirements.
- For ALL OPTIONS (I, II, III): Complete necessary Clovis Community College Graduation and Competency requirements (see catalog).
- Complete 18 units as listed below.
- Electives may be necessary to total 60 degree applicable units required for the Associate degree.

<b>Select one course</b> .....		<b>3</b>
COMM 25	Argumentation .....	3
ENGL 3	Critical Reading and Writing .....	3
ENGL 3H	Honors Critical Reading and Writing .....	3
PHIL 2	Critical Thinking and Writing .....	3
PHIL 4	Introduction to Logic .....	3
PHIL 6	Symbolic Logic .....	3
<b>Select one course</b> .....		<b>3-4</b>
BIOL 3	Introduction to Life Science .....	4
GEOL 9	Introduction to Earth Science .....	3
SCI 1A	Introductory Chemical and Physical Science .....	4
<b>Select one course</b> .....		<b>3</b>
ART 2	Art Appreciation .....	3
ART 5	Art History 1 .....	3
ART 6	Art History 2 .....	3
ART 6H	Honors Art History 2 .....	3
MUS 12	Music Appreciation .....	3
<b>Select one course</b> .....		<b>3</b>
ENGL 1B	Introduction to the Study Of Literature .....	3
ENGL 1BH	Honors Introduction to the Study Of Literature .....	3
HIST 11	History of the United States to 1877 .....	3
HIST 20	World History I, to 1600 .....	3
<b>Select two courses</b> .....		<b>6</b>
CHDEV 39	Child Growth and Development .....	3
EDUC 10	Introduction to Teaching ....	3
HLTH 1	Contemporary Health Issues .....	3
IS 15	Computer Concepts .....	3
GEOG 40A	World Regional Geography A .....	3
GEOG 40B	World Regional Geography B .....	3
PSY 2 or PSY 2H	General Psychology Honors General Psychology .....	3
Total Units		60

## MATHEMATICS

### Program Learning Outcomes:

1. Communicate mathematics with understanding (read, write, listen, speak).
2. Use critical thinking and mathematical reasoning to solve a variety of problems.
3. Apply mathematical models to real world situations.
4. Use technology, when appropriate, to enhance their mathematical understanding, critical thinking, and problem solving skills.
5. Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.

## MATHEMATICS

(MAJOR #C.6200.AS)

### ASSOCIATE IN SCIENCE DEGREE

Purpose: To prepare students for transfer into four-year mathematics programs. The major also provides fundamental background for persons who plan to become systems analysts or computer programmers. The following courses must be completed with a "C" or better grade.

Math Core:	.....	17
MATH 5A	Math Analysis I .....	5
MATH 5B	Math Analysis II.....	4
MATH 6	Math Analysis III .....	5
MATH 17	Differential Equations and Linear Algebra .....	5
Select one (1) from the following:	.....	4
MATH 11	Elementary Statistics .....	4
PHYS 2A	General Physics I.....	4
PHYS 4A	Physics for Scientists and Engineers.....	4
CSCI 40	Programming Concepts and Methodology I.....	4
ENGR 40	Programming Concepts and Methodology.....	4
Total Units		21

Advisors: Bill Allen, Choate, Gardner, Graves, Hickey, Hitchcock, Renwick, Ryan, Sullivan, Willis

## PHYSICAL EDUCATION

### PHYSICAL EDUCATION

(MAJOR #C.4200.AA)

### ASSOCIATE IN ARTS DEGREE

#### *Program Learning Outcomes:*

1. Plan, implement, practice, and measure appropriate fitness activities which promote improved levels of muscular strength and endurance, cardio-respiratory endurance, flexibility, and body composition.
2. Acquire skills and/or knowledge of skill sets, demonstrate basic knowledge of rules and/or terminology, and identify necessary equipment for specific physical activities.
3. Recognize the relationship between physical activity and physical wellness.
4. Recognize the impact of physical activity has on cognitive functioning and/or emotional wellness.
5. Recognize the social and financial implications of inadequate physical activity.

The student who completes the requirements for an AA degree in Physical Education will identify effective pedagogical techniques for primary and secondary students. The student will demonstrate a basic knowledge of human anatomy and the treatment of common sports/fitness related injuries. The student will have practical experience in a breadth of activities, such as intercollegiate sports, swimming, racquet sports, and fitness activities like weight training and aerobic dance.

#### **Required Course ..... 4**

BIOL 5 Human Biology ..... 4

#### **Complete a minimum of eight (8) units from the following: ..... 8**

BIOL 20 Human Anatomy ..... 4

BIOL 22 Human Physiology ..... 5

CHEM 3A Introductory General Chemistry ..... 4

CHEM 10 Elementary Chemistry ..... 4

FN 35 Nutrition and Health ..... 3

FN 40 Nutrition ..... 3

HLTH 1 Contemporary Health Issues ..... 3

HLTH 2 First Aid and Safety ..... 2

KINES 22 Introduction to Physical Education ..... 3

#### **Select three (3) units from the following: ..... 3**

DANCE 9 Dance Conditioning ..... 1

DANCE 10 Modern Dance ..... 1

DANCE 14 Beginning Jazz Dance ..... 1

PE 2	Aerobics (Dance, Step or Water) .....	1
PE 6	Fitness and Health .....	1
PE 7	Golf .....	1
PE 8	Martial Arts/Self Defense .....	1
PE 12	Swimming .....	1
PE 12B	Intermediate Swim for Fitness .....	1
PE 13	Tennis .....	1
PE 14	Volleyball .....	1
PE 15	Weight Training .....	1
PE 15B	Advanced Weight Training .....	1
PE 16	Fitness Walking .....	1
PE 18	Floor Exercises .....	1
PE 19	Weight Training and Aerobics .....	1
PE 19B	Advanced Weight Training and Aerobics.....	1
PE 29	Yoga .....	1
PE 43B	Competitive Swimming and Diving.....	3
PE 45	Performance Training and Conditioning Techniques for Intercollegiate Athletics.....	1-2
PE 49A	Beginning Circuit Training .....	1
PE 71	Soccer.....	1

**Select additional units from the above areas to total at least 18 units.**

Total Units 18

*Advisor: B. Allen*

## PHYSICAL SCIENCE

### *Program Learning Outcomes:*

1. Recognize and utilize correctly the terminology of math, statistics and/or science.
2. Analyze and interpret data using quantitative and qualitative methods.

## PHYSICAL SCIENCE

(MAJOR #C.6300.AS)

### ASSOCIATE IN SCIENCE DEGREE

Purpose: To provide a background in physical science or to prepare students for transfer into chemistry, geology, physics, and engineering four-year programs. These four-year programs require more courses than the minimum program given here. The major also provides valuable background for physical science technicians and engineering aides.

MATH 5A	Math Analysis I.....	5
MATH 5B	Math Analysis II.....	4
Select one (1):	.....	4-5
CHEM 1A	General Chemistry.....	5
CHEM 3A	Introductory General Chemistry .....	4
Select one (1):	.....	3-5
CHEM 1B	General Chemistry and Qualitative Analysis .....	5
CHEM 8	Elementary Organic Chemistry.....	3
Select one (1) sequence:	.....	8-12
PHYS 2A, 2B	General Physics .....	4-4
PHYS 4A, 4B, 4C	Physics for Scientists and Engineers .....	4-4-4
	Total Units	24-31

*Advisors: Abbott, Meyer*

## SOCIAL SCIENCE

### *Program Learning Outcomes:*

1. Identify the main characteristics, concepts, ideas, and theories of at least four social science disciplines including Anthropology, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology.
2. Use Social Science concepts to analyze cultural, global, political, psychological, and social issues.

## SOCIAL SCIENCE

(MAJOR #C.7410.AA)

### ASSOCIATE IN ARTS DEGREE

Students who complete the requirements for the Social Science Associate Degree will acquire a knowledge of human behavior, society, and institutions through the study of courses in Anthropology, Economics, Ethnic Studies, Geography, History, Political Science, Psychology, and Sociology. The Social Science program is well suited for the transfer student who completes his/her education at Clovis Community College.

### **Choose from FOUR separate disciplines**

ANTHRO 1	Biological Anthropology .....	3
ANTHRO 2	Cultural Anthropology .....	3
ANTHRO 3	Introduction to Archaeology and Prehistory .....	3
CHDEV 38 or PSY 38	Lifespan Development .....	3
ECON 1A	Principles of Macroeconomics .....	3
ECON 1B	Principles of Microeconomics .....	3
GEOG 40A	World Regional Geography A .....	3
GEOG 40B	World Regional Geography B .....	3
HIST 1	Western Civilization to 1648.....	3
HIST 2	Western Civilization from 1648 .....	3
HIST 5	African People in the New World .....	3
HIST 11	History of the United States to 1877 .....	3

HIST 12 or	History of the United States since 1877	
HIST 12H	Honors History of the United States since 1877 .....	3
HIST 20	World History I, to 1600.....	3
HIST 22	History of American Women .....	3
HIST 32	History of the Mexican American People .....	3
POLSCI 2 or	American Government	
POLSCI 2H	Honors American Government .....	3
POLSCI 5	Comparative Government ...	3
POLSCI 110	American Institutions .....	3
PSY 2 or	General Psychology	
PSY 2H	Honors General Psychology .....	3
PSY 5	Social Psychology .....	3
PSY 16	Abnormal Psychology .....	3
PSY 25	Human Sexuality .....	3
PSY 38 or		
CHDEV 38	Lifespan Development .....	3
SOC 1A	Introduction to Sociology ....	3
SOC 1B	Critical Thinking about Social Problems .....	3
SOC 2	American Minority Groups .....	3
SOC 32	Courtship, Marriage, and Divorce: Family & Interpersonal Relationships .....	3
Total Units		21

*Advisors: Heyne, Libby, McPhee*

## WASTEWATER TREATMENT

### WASTEWATER TREATMENT

(MAJOR #C.8400.CA)

#### CERTIFICATE OF ACHIEVEMENT

The certificate program in waste water treatment will provide students with skills to be able to; identify the physical, chemical, and biological characteristics of typical municipal sewage; interpret federal and state laws and regulations as they relate to wastewater treatment process; evaluate the performance and operation of the various processes involved in wastewater treatment; evaluate problems and provide solutions in the treatment system; and calculate pump requirements. These classes are designed for current employees in the field of waste water treatment.

#### Required Courses..... 6

COUN 47	Learning Strategies.....	2
OT 17	Job Retention and Responsibilities.....	1
WTD 106	Basic Wastewater Treatment and Distribution.....	3
WTD 107	Advanced Wastewater Treatment3	
WTD 114	Water Mathematics .....	3
<b>Select one option from the following : ..... 4-9</b>		
ENGL 125	Writing Skills for College and ENGL 126 Reading Skills for College.....	8
ENGL 130	Accelerated Writing and ENGL 126 Reading Skills for College .....	9
ENGL 1A	Reading and Composition.....	4
Total Units		16-21

*Advisor: Dormedy*

# ASSOCIATE DEGREES FOR TRANSFER



## Associate Degrees for Transfer

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of Clovis Community College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to <http://adegreewithaguarantee.com>. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

## ADMINISTRATION OF JUSTICE (CRIMINOLOGY)

### ASSOCIATE IN SCIENCE IN ADMINISTRATION OF JUSTICE FOR TRANSFER DEGREE

(MAJOR #C.8880.AS-T)

The Associate in Science in Administration of Justice for Transfer Degree prepares students for transfer into a four-year degree at any of the California State Universities campuses. The criminology program is the study of the causes, consequences, and control of crime and is focused on either the study of Law Enforcement or Corrections. While the program's curriculum allows for the development of depth in one of the subject's substantive subsystems (i.e. law enforcement, juvenile, courts, investigations, corrections, or probation and parole), our goal is to familiarize students with activities which focus on their area of choice (Law Enforcement or Corrections).

Successful completion of the Associate in Science in Administration of Justice for Transfer Degree guarantees the student acceptance to a California State University (but does not guarantee acceptance to a particular campus or major) to pursue a baccalaureate degree, in preparation to pursue a career in the field of Law Enforcement, Corrections, or any related field (i.e. Criminal Research, Law, Forensic Criminology, Public Safety or Private/Industrial Security).

#### *Program Learning Outcomes:*

1. Recognize the functions of the Criminal Justice System.
2. Be able to calculate how to work within a constitutional framework.

To obtain the Associate in Science in Administration of Justice for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a "C" grade or better in all courses required for the major or area of emphasis. A "P" (pass) grade is not an acceptable grade for courses in the major.

#### **Required core courses ..... 6**

CRIM 1	Introduction to Criminology.....	3
CRIM 6	Criminal Law .....	3
<b>List B choose two of the following courses..... 6</b>		
CRIM 3	Legal Aspects of Evidence .....	3
CRIM 4	Principles & Procedures of the Justice System.....	3
CRIM 5	Community Relations.....	3
CRIM 8	Criminal Investigations.....	3
CRIM 11	Juvenile Delinquency .....	3
CRIM 20	Introduction to Corrections.....	3

**List C choose any two of the following courses, minimum of 6 units ..... 6**

PSY 2 or	General Psychology	
PSY 2H	Honors General Psychology .....	3
SOC 1A	Introduction to Sociology .....	3
STAT 7	Elementary Statistics	
MATH 11 or	Elementary Statistics.....	4
	Total Units for the Major	18-19

*Advisor: Elliott***ART****ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER DEGREE**

(MAJOR #C.5203.AA-T)

The Associate in Arts in Studio Arts for Transfer Degree is designed to give students basic skills in 2D and 3D composition, an introductory level of knowledge of art history and computer digital art familiarity. The primary focus is to prepare students for transfer into, as well as to complete, a Bachelors of Art degree program within the California State University system. The secondary focus is to prepare students to enter into the multiple career paths of visual communication fields such as graphic design, architecture, web-based media, animation, filmmaking, fine arts, and more. No other major engages or encourages creativity as much as an art major. Art and design permeate everything we see, hear, touch, wear, or otherwise interact with. A creative professional thought up the icons on your smartphone; designed the cut, color, and texture of your clothing; created the label on your favorite beverage; conceived of the characters in your favorite video game; told an engaging story through film or animation; and creatively solved a problem. With the exponential growth of computer based social networks and other digital forms of human exchange, artists and designers will continue to be necessary and integral cultural producers, storytellers, and creative problem solvers. Studio Arts graduates are qualified for countless employment opportunities in the art, design, entertainment and creative fields.

**Program Learning Outcomes:**

1. Apply knowledge of the elements and principles of design to the description and/or production of artwork.
2. Communicate effectively in one or more of the following ways; verbally, written and visually with emphasis on concepts of content and form.

3. Understand the impact of the visual arts in a personal, cultural and global context.
4. Apply knowledge of techniques and media through production and description of artwork.
5. Evaluate and analyze the strengths and weaknesses of an artworks' effectiveness to visually communicate.
6. Solve visual problems through the artistic process.

To obtain the Associate in Arts in Studio Arts for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a “C” grade or better in all courses required for the major or area of emphasis. A “P” (pass) grade is not an acceptable grade for courses in the major.

**Required Core..... 12**

ART 3	Two-Dimensional Design .....	3
ART 4	Three-Dimensional Design ...	3
ART 7	Beginning Drawing.....	3

**Select one course from:**

ART 6	Art History 2 .....	3
ART 6H	Honors Art History 2 .....	3

**List A..... 3**

ART 5	Art History 1 .....	3
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**List B..... 9**

ART 9	Beginning Painting: Oil and Acrylic .....	3
ART 17	Intermediate Drawing .....	3
PHOTO 1	Basics of Digital Photography.....	3
ART 30A	Illustrator: Beginning Computer Drawing and Design.....	3
ART 37A	Photoshop: Digital Visual Art .....	3
	Total Units for the Major	24

*Advisors: Dent, King*

## BUSINESS

### ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER DEGREE

(MAJOR #C.2050.AS-T)

The Associate in Science in Business Administration for Transfer Degree prepares students to transfer to a California State University in business. It provides students a broad knowledge of modern business and management theories through a carefully structured core curriculum consisting of courses in accounting, economics, and computer information systems.

#### *Program Learning Outcomes:*

1. Define Business, list the five functions of business, and describe each function.
2. Utilize effective oral communication skills in a variety of situations (including one-on-one and group presentations) and using a variety of formats.
3. Write effective business letters, memos, research papers, and other documents.
4. Conduct research using a variety of resources including published documents and web based resources.
5. Effectively and efficiently use technology (commonly used computers and software) as it relates to the world of business.
6. Discuss the basic accounting concepts and financial statements used regularly in business.
7. List and describe the major forces influencing human behavior in the workplace.

To obtain the Associate in Science in Business Administration for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a “C” grade or better in all courses required for the major or area of emphasis. A “P” (pass) grade is not an acceptable grade for courses in the major.

#### **Required Core..... 18**

ACCTG 4A	Financial Accounting .....	4
ACCTG 4B	Managerial Accounting .....	4
BA 18	Business Law and the Legal Environment .....	4
ECON 1A	Principles of Macroeconomics .....	3
ECON 1B	Principles of Microeconomics .....	3

#### **List A, select one course ..... 3-4**

BA 39	Finite Mathematics for Business .....	3
MATH 11	Elementary Statistics .....	4
STAT 7	Elementary Statistics .....	4

#### **List B, select two courses ..... 6-7**

Any course from List A not already used.....		3-4
IS 15	Computer Concepts .....	3
BA 10	Introduction to Business .....	3
Total Units for the Major		27-29

*Advisors: Alanis, Castaneda*

## CHILD DEVELOPMENT

### ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER DEGREE

(MAJOR #C.5605.AS-T)

Majoring in Child Development prepares students for jobs in a variety of early care and education settings as well as in related fields working with children and families. The Associate in Science in Early Childhood Education for Transfer Degree is designed for students who plan to complete a bachelor's degree in a similar major at the CSU campus.

#### *Program Learning Outcomes:*

1. Integrate understanding of the needs, the characteristics, and multiple influences on development of all children birth to age eight as related to high quality care and education of young children.
2. Analyze, demonstrate, and evaluated effective practice in working with young children.
3. Design, implement, and evaluate environments and activities that support positive developmental play and learning outcomes for all young children.
4. Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence.
5. Apply ethical standards and professional behaviors that demonstrate understanding and knowledge, deepening the commitment to Early Care and Education profession.

To obtain the Associate in Science in Early Childhood Education for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a “C” grade or better in all courses required for the major or area of emphasis. A “P” (pass) grade is not an acceptable grade for courses in the major.

CHDEV 1	Principles and Practices of Teaching Young Children .....	3
CHDEV 3	Introduction to Curriculum .....	3
CHDEV 6	Health, Safety and Nutrition in Early Childhood Education .....	3
CHDEV 15	Diversity and Culture in Early Care and Education Programs .....	3
CHDEV 20	Observation and Assessment .....	3
CHDEV 30	Child, Family, and Community .....	3
CHDEV 37A	Early Childhood Practicum.....	3
CHDEV 39	Child Growth and Development.....	3
	Total Units for the Major	24

*Advisors: Romero, Turpen*

## ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER DEGREE

(MAJOR #C.5891.AA-T)

The Associate in Arts in Elementary Teacher Education for Transfer Degree prepares students for transfer into a baccalaureate level degree at any of the California State University campuses. The Elementary Teacher Education program prepares students for jobs teaching in the Kindergarten through eighth (K-8) grades in the public and private education system. While the program's curriculum allows for the development of knowledge and skills in the subject matter taught in the K-8 grades students must ultimately complete a multiple subject credential usually after their Bachelor's degree in addition to passing the CBEST and CSET exams.

To obtain the Associate in Arts in Elementary Teacher Education for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a “C” grade or better in all courses required for the major or area of emphasis. A “P” (pass) grade is not an acceptable grade for courses in the major.

## Required Core courses ..... 41-47

BIOL 3	Introduction to Life Science .....	4
CHDEV 39	Child Growth and Development .....	3
COMM 1	Public Speaking.....	3
or		
COMM 1H	Honors Public Speaking.....	3
EDUC 10	Introduction to Teaching .....	3
ENGL 1A	Reading and Composition.....	4
or		
ENGL 1AH	Honors Reading and Composition.....	4
ENGL 1B	Introduction to the Study of Literature .....	3
or		
ENGL 1BH	Honors Introduction to the Study of Literature .....	3
GEOL 9	Introduction to Earth Science .....	4
HIST 11	History of the United States to 1877 .....	3
HIST 20	World History I, to 1600.....	3
MATH 10A	Structure and Concepts in Mathematics 1.....	3
SCI 1A	Introductory Chemical and Physical Science.....	4

POLSCI 2	American Government.....	3
or		
POLSCI2H	Honors American Government .....	3
GEOG 40A	World Regional Geography A .....	3
and		
GEOG 40B	World Regional Geography B .....	3
A minimum of 18 semester units or 27 quarter		
<b>List A..... 41-47</b>		
<b>Select one critical thinking course:</b>		
ENGL 3	Critical Reading and Writing.....	3
or		
ENGL 3H	Honors Critical Reading and Writing.....	3
PHIL 2	Critical Reasoning and Analytic Writing.....	3
<b>List B..... 3</b>		
<b>Select one course:</b>		
ART 2	Art Appreciation.....	3
MUS 12	Music Appreciation .....	3
Total Units for the Major		48

## COMMUNICATION

### ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER DEGREE

(MAJOR #C.5345.AA-T)

The Associate in Arts in Communication Studies for Transfer Degree is designed to prepare students to continue studies toward a B.A. degree in Communication or for entry level into a variety of career options that require competent and ethical communication skills. Students who pursue advanced communication degrees enjoy diverse employment that can range from college professor in Communication to Public Relations or a career in Mass Communications such as radio and television. Communication courses focus on how people use messages to generate meaning within and across various contexts, cultures, and channels.

#### *Program Learning Outcomes:*

1. Construct and deliver a presentation with communicative competence and confidence.
2. Demonstrate the dynamics of effective communication in a variety of settings and contexts.
3. Critically evaluate communicative situations.

To obtain the Associate in Arts in Communication Studies for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a “C” grade or better in all courses required for the major or area of emphasis. A “P” (pass) grade is not an acceptable grade for courses in the major.

#### **Required Core..... 3**

COMM 1	Public Speaking.....	3
or		
COMM 1H	Honors Public Speaking.....	3

#### **List A Courses..... 6**

COMM 2	Interpersonal Communication .....	3
COMM 8	Group Communication.....	3
COMM 25	Argumentation .....	3

#### **List B Courses (any course from List A not used) ..... 6**

COMM 4	Persuasion .....	3
COMM 10	Intercultural Communication .....	3
COMM 12	Fundamentals of Interpretation.....	3
COMM 15	Computer-Mediated Communication .....	3

#### **List C Courses (any course from List A or B not used) ..... 3**

ENGL 1B	Introduction to the Study of Literature.....	3
ENGL 1BH	Honors Introduction to the Study of Literature.....	3
PHIL 2	Critical Reasoning and Analytic Writing .....	3
Total Units for the Major		18

*Advisors: Martinez, Sarkisian, Vagim*

## ENGLISH

### ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER DEGREE

(MAJOR #C.5301.AA-T)

This is a transfer degree for English majors at Clovis Community College. Completion of this major allows students to transfer to CSU as a junior.

#### *Program Learning Outcome:*

1. Write a passing documented thesis/argument based research paper, free of intentional or unintentional plagiarism with annotated bibliography.

According to the Bureau of Labor Statistics, a Bachelor's degree in English leads to employment in adult education, remedial education, literacy, and GED teaching. Other fields that employ English majors include counseling, editing, interpreting, translation, and K-12 teaching. A BA in English is also considered a rigorous, complementary education for careers in the legal profession including lawyers, paralegals, judges, and clerks. (Some professions require further certification, testing or degrees.) Jobs in the teaching profession are expected to increase by 15% in 2012-2014.

To obtain the Associate in Arts in English for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a "C" grade or better in all courses required for the major or area of emphasis. A "P" (pass) grade is not an acceptable grade for courses in the major.

#### **Required Core..... 6**

Select one course:

ENGL 1B	Introduction to the Study of Literature ..... 3
ENGL 1BH	Honors Introduction to the Study of Literature ..... 3

Select one course:

ENGL 3	Critical Reading and Writing..... 3
ENGL 3H	Honors Critical Reading and Writing..... 3

#### **List A, choose two courses ..... 6**

ENGL 43A	American Literature: Origins through Reconstruction 1877 ..... 3
ENGL 43B	American Literature: 1877 to present ..... 3
ENGL 44A	World Literature to the Renaissance ..... 3
ENGL 44B	World Literature since the Renaissance ..... 3
ENGL 46A	English Literature to 1800 ... 3
ENGL 46B	English Literature from 1800 to the Present ..... 3

#### **List B, select two course..... 6**

ENGL 15A	Creative Writing: Poetry ..... 3
ENGL 15B	Creative Writing: Fiction ..... 3

#### **List C, choose one course..... 3-4**

Any course from List A or List B not used above ..... 3-4

ASL 1	Beginning American Sign Language ..... 4
ASL 2	High-Beginning American Sign Language ..... 4
ASL 3	Intermediate American Sign Language ..... 4
ASL 4	High-Intermediate American Sign Language ..... 4
CHIN 1	Beginning Chinese ..... 4
CHIN 2	High-Beginning Chinese ..... 4
ENGL 15F	Creative Writing: Screenwriting..... 3
ENGL 41	Themes in Literature ..... 4
ENGL 47	Shakespeare ..... 3
ENGL 49	Latino & Chicano Literature ..... 3
FRENCH 1	Beginning French ..... 4
FRENCH 2	High-Beginning French ..... 4
FRENCH 3	Intermediate French ..... 4
FRENCH 4	High-Intermediate French ..... 4
GERMAN 1	Beginning German ..... 4
GERMAN 2	High-Beginning German ..... 4
GERMAN 3	Intermediate German ..... 4
GERMAN 4	High-Intermediate German ..... 4
LING 10	Introduction to Language .... 3

LING 11	Introduction to Language for Teachers .....	3
SPAN 1	Beginning Spanish .....	4
SPAN 2	High-Beginning Spanish .....	4
SPAN 3	Intermediate Spanish .....	4
SPAN 3NS	Spanish for Spanish Speakers .....	4
SPAN 4	High-Intermediate Spanish .....	4
SPAN 4NS	Spanish for Spanish Speakers .....	4
	Total Units for the Major	18-19

*Advisors: Brandon, Burdick, Elliott, Fritz, Ishigaki, Sanwo, Simonson*

## HISTORY

### ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER DEGREE MAJOR (C.7380.AA-T)

The Associate in Arts in History for Transfer Degree provides a clear track for students wishing to transfer to a CSU campus, exposes students to the principles and practices of the discipline of History, and builds a foundation for students' personal, academic, and professional endeavors.

The degree enables students to transfer to certain CSU four-year programs, preparing them for advanced university studies and potential careers in areas such as teaching, archival research, public history, government service, journalism, business, and law. History graduates are well suited for fields that require effective reading, writing, and critical thinking skills, as well as historically informed perspectives on contemporary global society.

The Associate in Arts in History for Transfer Degree provides students with a major that fulfills the general requirements of the California State University for transfer. Students with this degree will receive priority admission with junior status to the California State University system.

#### *Program Learning Outcome:*

1. Upon completing the Associate in Arts in History for Transfer Degree students will be able to identify important people, events, and factors influencing the direction of human history.

To obtain the Associate in Arts in History for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
    - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
    - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
  2. Obtainment of a minimum grade point average of 2.0.
- Associate Degrees for Transfer (ADTs) also require that students must earn a "C" grade or better in all courses required for the major or area of emphasis. A "P" (pass) grade is not an acceptable grade for courses in the major.

#### **Required Core- 6 units**

HIST 11	History of the United States to 1877 .....	3
HIST 12	History of the United States Since 1865 .....	3
or		
HIST 12H	Honors History of the United States since 1865.....	3

#### **List A, two courses required - 6 units**

HIST 1	Western Civilization to 1648.....	3
HIST 2	Western Civilization from 1648 .....	3
HIST 20	World History I, to 1600 .....	3

#### **List B1, one course required - 3-4**

ASL 1	Beginning American Sign Language.....	4
ASL 2	High-Beginning American Sign Language.....	4
ASL 3	Intermediate American Sign Language.....	4
ASL 4	High-Intermediate American Sign Language.....	4
CHIN 1	Beginning Chinese .....	4
CHIN 2	High-Beginning Chinese .....	4
COMM 12	Fundamentals of Interpretation .....	3
ENGL 44A	World Literature to the Renaissance .....	3
ENGL 44B	World Literature Since the Renaissance .....	3

ENGL 49	Latino & Chicano Literature.....	3
FRENCH 1	Beginning French.....	4
FRENCH 2	High-Beginning French .....	4
FRENCH 3	Intermediate French .....	4
FRENCH 4	High-Intermediate French....	4
GERMAN 1	Beginning German.....	4
GERMAN 2	High-Beginning German .....	4
GERMAN 3	Intermediate German.....	4
GERMAN 4	High-Intermediate German.....	4
HIST 5	African People in the New World.....	3
HIST 20	World History I, to 1600.....	3
HIST 22	History of American Women.....	3
HIST 32	History of the Mexican American People.....	3
PHIL 1D	World Religions.....	3
POLSCI 5	Comparative Government....	3
SOC 2	American Minority Groups..	3
SPAN 1	Beginning Spanish .....	4
SPAN 2	High-Beginning Spanish.....	4
SPAN 3	Intermediate Spanish.....	4
SPAN 3NS	Spanish for Spanish Speakers .....	4
SPAN 4	High-Intermediate Spanish ..	4
SPAN 4NS	Spanish for Spanish Speakers .....	4

**List B2, one course required - 3 units**

ANTHRO 2	Cultural Anthropology.....	3
ART 2	Art Appreciation.....	3
ART 6	Art History 2.....	3
ART 6H	Honors Art History 2.....	3
FILM 1	Introduction to Film Studies.....	3
FILM 2A	History of Cinema: 1895-1960 .....	3
FILM 2B	History of Cinema: 1960 to present.....	3
HIST 1	Western Civilization to 1648 .....	3
HIST 20	World History I, to 1600.....	3
MUS 12	Music Appreciation .....	3
MUS 16	Jazz History and Appreciation.....	3
PSY 2	General Psychology .....	3
PSY 2H	Honors General Psychology.....	3
SOC 1A	Introduction to Sociology.....	3

*Note: History 1 and/or 20 may be used in only one area*

Total Units for the Major 18-19

*Advisors: Heyne, Libby*

## KINESIOLOGY

### ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER DEGREE

(MAJOR #C.1270.AA-T)

The Associate in Arts in Kinesiology for Transfer Degree prepares students for transfer into four-year kinesiology programs. A diverse field of academic study and practical application in kinesiology allows students to pursue studies in fields such as kinesiology/physical education credential programs, exercise science, athletic training/sports medicine, and sports administration.

#### *Program Learning Outcomes:*

1. Plan, implement, practice, and/or measure appropriate physical activities, which promote improved levels of muscular strength and endurance, cardio-respiratory endurance, flexibility, and body composition.
2. Acquire skills and/or knowledge of skill sets (physical and/or psychological), demonstrate basic knowledge of rules and/or terminology and identify necessary equipment for specific physical activities and programs.
3. Recognize the relationship between physical activity, fitness, and wellness.
4. Briefly summarize historical events and trends in relationship to physical education, identify policies and practices of physical educators and programs, and recognize the sub-levels of the discipline.

To obtain the Associate in Arts in Kinesiology for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a “C” grade or better in all courses required for the major or area of emphasis. A “P” (pass) grade is not an acceptable grade for courses in the major.

**Required Core..... 12**

BIOL 20	Human Anatomy .....	4
BIOL 22	Human Physiology.....	5
KINES 22	Introduction to Physical Education.....	3

**Select three different activity classes ..... 3**

PE 2	Aerobics (Dance, Step or Water) .....	1
PE 6	Fitness And Health.....	1
PE 7	Golf.....	1
PE 8	Martial Arts / Self Defense....	1
PE 12	Beginning Swim for Fitness...	1
PE 13	Tennis .....	1
PE 14	Volleyball .....	1
PE 15	Weight Training.....	1
PE 16	Fitness Walking.....	1
PE 18	Floor Exercises.....	1
PE 19	Weight Training and Aerobics	1
PE 29	Yoga .....	1
DANCE 9	Dance Conditioning .....	1
DANCE 10	Modern Dance.....	1
DANCE 14	Beginning Jazz Dance .....	1

**List A: Select two courses from the following ..... 6**

BIOL 5	Human Biology.....	4
CHEM 1A	General Chemistry .....	5
HLTH 2	First Aid and Safety.....	3
MATH 11	Elementary Statistics or	
STAT 7	Elementary Statistics .....	4
PHYS 2A	General Physics I or	
PHYS 4A	Physics for Scientists and Engineers.....	4
Total Units for the Major		21-24

*Advisor: Becky Allen*

## MATHEMATICS

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### ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER DEGREE

(MAJOR #C.6200.AS-T)

The Associate in Science in Mathematics for Transfer Degree prepares students for transfer into four-year mathematics programs. A strong mathematics background allows students to pursue studies in fields such as mathematics education, engineering, information technology, statistical analysis, physical science, and advanced mathematics.

The program is suited to the needs of students who will complete their education at Clovis Community College with an A.S. degree, as well as those students who will complete their Clovis Community College Associate in Science in Mathematics for Transfer Degree who transfer to a four year institution to complete their bachelor's degree. Successful completion of the Associate in Science in Mathematics for Transfer Degree guarantees the student acceptance to a California State University (but does not guarantee acceptance to a particular campus or major) to pursue a baccalaureate degree, in preparation to pursue a career in the field of mathematics, engineering, statistics, actuarial science, business and management, law enforcement, government, and education.

#### *Program Learning Outcomes:*

1. Communicate mathematics with understanding (read, write, listen, speak).
2. Use critical thinking and mathematical reasoning to solve a variety of problems.
3. Apply mathematical models to real world situations.
4. Use technology, when appropriate, to enhance their mathematical understanding, critical thinking, and problem solving skills.
5. Demonstrate the ability to use symbolic, graphical, numerical, and written representations of mathematical ideas.

To obtain the Associate in Science in Mathematics for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a “C” grade or better in all courses required for the major or area of emphasis. A “P” (pass) grade is not an acceptable grade for courses in the major.

<b>Math Core</b> .....	<b>17</b>
MATH 5A      Math Analysis I .....	5
MATH 5B      Math Analysis II .....	4
MATH 6        Math Analysis III .....	4
MATH 17      Differential Equations and Linear Algebra .....	5
<b>Select one (1) course from Group A</b> .....	<b>4</b>
CSCI 26        Discrete Mathematics for Computer Science .....	4
CSCI 40        Programming Concepts and Methodology I .....	4
ENGR 40        Programming for Scientists and Engineers .....	4
MATH 11        Elementary Statistics .....	4
PHYS 4A        Physics For Scientists and Engineers .....	4
STAT 7         Elementary Statistics .....	4
Total Units for the Major	21

*Advisors: Bill Allen, Choate, Gardner, Graves, Hickey, Hitchcock, Renwick, Ryan, Sullivan, Willis*

## PHILOSOPHY

### ASSOCIATE IN ARTS IN PHILOSOPHY FOR TRANSFER DEGREE

(MAJOR #C.5710.AA-T)

An Associate in Arts in Philosophy for Transfer Degree is designed for students who plan to complete a bachelor's degree in philosophy or a related major. In addition to providing a strong philosophical foundation, the Associate in Arts in Philosophy for Transfer Degree is designed to develop critical thinking skills, as well as enhance the ability to read, comprehend, and analyze complex arguments on a variety of issues. These skills will be valuable assets to transfer students to four-year institutions, whether they major in philosophy or another field of study.

#### *Program Learning Outcomes:*

1. Analyze deductive arguments for validity and soundness.
2. Understand the difference between deductive and inductive arguments.
3. Write a cogent argumentative essay.
4. Respect the values of dialogue, argumentation, and principled criticism in a societal and global context.
5. Explain the most important issues in philosophy and accurately characterize various opposing viewpoints on them.
6. Thoroughly and accurately describe the arguments for opposing viewpoints on philosophical issues.
7. Construct arguments of their own on philosophical issues and express their arguments clearly and cogently.
8. Respond to objections to their own views and engage in rational dialogue on philosophical issues without resorting to logical fallacies or rhetoric.
9. See philosophical questioning and rational dialogue as valuable and essential elements of a human life well lived.

To obtain the Associate in Arts in Philosophy for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a "C" grade or better in all courses required for the major or area of emphasis. A "P" (pass) grade is not an acceptable grade for courses in the major.

**Required Core..... 6**

Select 1 course from the following:

PHIL 4 Introduction to Logic..... 3

PHIL 6 Symbolic Logic..... 3

Select 1 course from the following:

PHIL 1 Introduction to Philosophy..... 3

PHIL 1C Ethics ..... 3

or

PHIL 1CH Honors Ethics ..... 3

**List A Courses ..... 3**

PHIL 2 Introduction to Philosophy ..... 3

Critical Reasoning and Analytic Writing *or* any course from **core** not already used.

**List B..... 3**

Select 1 course from the following:

Any course from List A not already used.

HIST 1 Western Civilization to 1648 ..... 3

HIST 2 Western Civilization from 1648 ..... 3

PHIL 1D World Religions ..... 3

**List C..... 3 units**

ASL 1 Beginning American Sign Language ..... 4

ASL 2 High-Beginning American Sign Language ..... 4

ASL 3 Intermediate American Sign Language ..... 4

ASL 4 High-Intermediate American Sign Language ..... 4

CHIN 1 Beginning Chinese ..... 4

CHIN 2 High-Beginning Chinese ..... 4

ENGL 1B Introduction to the Study of Literature ..... 3

ENGL 1BH Honors Introduction to the Study of Literature ..... 3

ENGL 43A American Literature: Origins through Reconstruction (1877) ..... 3

ENGL 43B American Literature: 1877 to present..... 3

ENGL 44A World Literature to the Renaissance ..... 3

ENGL 44B

ENGL 46A

ENGL 46B

ENGL 47

ENGL 49

FILM 2A

FILM 2B

FRENCH 1

FRENCH 2

FRENCH 3

FRENCH 4

GERMAN 1

GERMAN 2

GERMAN 3

GERMAN 4

HIST 11

HIST 12

or

HIST 12H

HIST 20

HIST 22

HIST 32

LING 10

LING 11

SPAN 1

SPAN 2

SPAN 3

SPAN 3NS

SPAN 4

SPAN 4NS

*or* any course not used above in List A or List B

Total Units for the Major

*Advisors: Bogosian, Stannard*

World Literature since the Renaissance ..... 3

English Literature to 1800 ... 3

English Literature from 1800 to the Present ..... 3

Shakespeare ..... 3

Latino & Chicano

Literature ..... 3

History of Cinema:

1895-1960 ..... 3

History of Cinema:

1960 to present..... 3

Beginning French ..... 4

High-Beginning French ..... 4

Intermediate French ..... 4

High-Intermediate French.... 4

Beginning German ..... 4

High-Beginning German ..... 4

Intermediate German ..... 4

High-Intermediate

German ..... 4

History of the United States to 1877 ..... 3

History of the United States

since 1877 ..... 3

Honors History of the United States since 1877 ..... 3

World History I, to 1600 ..... 3

History of American Women..... 3

History of the Mexican American People..... 3

Introduction to Language .... 3

Introduction to Language for Teachers ..... 3

Beginning Spanish ..... 4

High-Beginning Spanish..... 4

Intermediate Spanish..... 4

Spanish for Spanish Speakers ..... 4

High-Intermediate

Spanish ..... 4

Spanish for Spanish

Speakers ..... 4

## PHYSICS

### ASSOCIATE IN SCIENCE IN PHYSICS FOR TRANSFER DEGREE

(MAJOR #C.3664.AS-T)

Physics is the study of the relationship between mass and energy and provides a broad range of knowledge and problem solving skills that are useful in many disciplines. The program at Clovis Community College emphasizes topics that are encountered in our everyday lives: linear and rotational motion in two and three dimensions, forces, gravity, fluids, waves, sound, heat, electricity, magnetism, and light. The following topics are also briefly introduced: special relativity, atoms, introduction to quantum mechanics, and the cosmos are also included.

A physics major degree generally transfers to a four-year institution to complete a bachelor's degree. Physics graduates at the bachelors' level are qualified for a variety of technical positions with government or industry, and they are also well prepared to enter a graduate program in any other science or in engineering. Physics majors are welcomed into professional programs such as law, business, or medicine. Teaching at the high school level with a bachelor's degree or at a two- year college with a masters' degree are additional career options for the physics major. For the physicist who obtains the Ph.D., experimental or theoretical research and/or teaching at the university level or basic research in government or industry are options for gainful employment.

Many four-year colleges and universities offer bachelors degrees in physics. There are some systems and institutions that offer the advanced degrees in physics. Requirements vary from system to system and from campus to campus for each level of degree. The advice of a counselor and consultation of institutional catalogs for specific information is highly recommended.

#### *Program Learning Outcomes:*

1. Apply algebra, trigonometry, and/or first-year calculus to solve physical problems within the topics covered in class.

To obtain the Associate in Science in Physics for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a “C” grade or better in all courses required for the major or area of emphasis. A “P” (pass) grade is not an acceptable grade for courses in the major.

#### **Required Core - 25 units**

PHYS 4A	Physics for Scientists and Engineers.....	4
PHYS 4B	Physics for Scientists and Engineers.....	4
PHYS 4C	Physics for Scientists and Engineers.....	4
MATH 5A	Math Analysis I.....	5
MATH 5B	Math Analysis II.....	4
MATH 6	Math Analysis III .....	4
	Total Units for the Major	25

*Advisors: Abbott, Meyer*

## PSYCHOLOGY

### ASSOCIATE IN ARTS IN PSYCHOLOGY FOR TRANSFER DEGREE

(MAJOR #C.7550.AA-T)

The Associate in Arts in Psychology for Transfer Degree prepares students for transfer into four-year Psychology programs. The degree provides academic preparation in statistics and biology, in addition to the fundamentals of lower division psychology coursework. A background in psychology allows students to pursue studies in a range of fields, including education, social work, and counseling.

#### *Program Learning Outcomes:*

1. Analyze & discuss major psychological theories and research.
2. Apply psychological concepts when examining human & animal behavior.
3. Synthesize knowledge regarding culture, history, & genetics in understanding behavior.
4. Integrate psychological theory & practice in analyzing social issues.
5. Differentiate valid scientific inquiry from pseudoscience.
6. Apply psychological concepts to the development effective college learning skills.
7. Demonstrate ability to apply independent critical thinking skills.
8. Critically evaluate scientific claims within the field of psychology & beyond.
9. Develop insight into human development & growth.
10. Utilize psychological applications in the pursuit of self-improvement & relationships.

To obtain the Associate in Arts in Psychology for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a “C” grade or better in all courses required for the major or area of emphasis. A “P” (pass) grade is not an acceptable grade for courses in the major.

#### **Required Core ..... 14**

PSY 45 Introduction to Research  
Methods in Psychology ..... 3

#### **Select one course from:**

BIOL 1 Principles of Biology ..... 4  
BIOL 3 Introduction to Life  
Science ..... 4  
BIOL 5 Human Biology ..... 4  
BIOL 11A Biology for Science  
Majors I ..... 5

#### **Select one course from:**

MATH 11 Elementary Statistics ..... 4  
STAT 7 Elementary Statistics ..... 4

#### **Select one course from:**

PSY 2 General Psychology ..... 3  
PSY 2H Honors General  
Psychology ..... 3

#### **List B (Choose one of the following) ..... 3**

CHDEV 38 Lifespan Development ..... 3  
CHDEV 39 Child Growth and  
Development ..... 3  
PSY 5 Social Psychology ..... 3  
SOC 1A Introduction to Sociology ..... 3  
PSY 38 Lifespan Development ..... 3

#### **List C (Choose one of the following) ..... 3**

Any course not selected above  
PSY 16 Abnormal Psychology ..... 3  
PSY 25 Human Sexuality ..... 3  
Total Units for the Major ..... 20

*Advisors: Schoenburg, Thornton*

## SOCIOLOGY

### ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER DEGREE

(MAJOR #C.7610.AA-T)

Sociology is the scientific, systematic study of human society and social interaction. The sociological perspective is a powerful tool to critically analyze and understand contemporary society at the local, regional, national, and global levels. Sociology focuses on face-to-face social interactions as well as on large-scale social institutions such as economy, politics, education, mass media, religion, and the criminal justice system. Sociology's subject matter ranges from the intimate family setting to the large, impersonal organization, from the world of work to the world of sport, from social divisions of class, race, and gender to cultural bonds based on shared values and traditions. It emphasizes how individual behavior is influenced by the structure of society and how individual behavior can influence the structure of society. All classes emphasize multicultural and gender issues. A sociology major usually transfers to a four-year institution to complete a Bachelor's Degree. Because of the broad scope of subject matter, sociology is excellent preparation for a wide range of career paths, including teaching, journalism, law, business, communications, nonprofit management, corrections/law enforcement, social work, counseling, urban planning, public service, and politics.

#### *Program Learning Outcomes:*

1. Prepare students with the knowledge and skills required to succeed in the study of sociology.
2. Provide students with the skills for critical thinking and perceptive reading.
3. Provide students with the skills for sociological analysis.

To obtain the Associate in Arts in Sociology for Transfer Degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADTs) also require that students must earn a "C" grade or better in all courses required for the major or area of emphasis. A "P" (pass) grade is not an acceptable grade for courses in the major.

#### **Required Core - 10 units including List A**

SOC 1A Introduction to Sociology..... 3

#### **List A - 7 units**

SOC 1B Critical Thinking  
about Social Problems ..... 3

Select one Statistics course

MATH 11 Elementary Statistics ..... 4

STAT 7 Elementary Statistics ..... 4

#### **List B - 6 units**

SOC 2 American Minority Groups..... 3

PSY 5 Social Psychology ..... 3

SOC 32 Courtship, Marriage, and  
Divorce: Family &  
Interpersonal Relationships ..... 3

#### **List C - 3 units**

ANTHRO 2 Cultural Anthropology..... 3

Total Units for the Major 19

*Advisor: Huigen*

# COURSE DESCRIPTION INFORMATION

## **Course Description Information**

The schedule of classes generally runs from 7:00 a.m. to 10:00 p.m., Monday through Friday. Courses are also available in communities throughout our district. Students may complete work toward the Associate Degrees and Certificates either during the day, evening, or Saturday sessions, or by a combination.

Summer Session: summer sessions are part of the instructional program and are offered during the day in four- and six-week formats and in the evening in an eight-week format.

## **Course Description, Numbering, Classification**

### **Units or Credit Value:**

Each course carries a certain credit or unit value.

1. Basic Skills Advisories. These are skill levels in reading, English, and mathematics deemed necessary to be successful in the course. The levels are: reading (ENGL 126), writing (ENGL 125), mathematics (MATH 201).
2. Subject Prerequisites. Successful completion of a course or courses is required before enrolling in a more advanced course.

### ***Course Numbering***

Courses numbered 1-99: Associate degree applicable credit courses. Most of these courses are also transferable to four-year colleges and universities. Contact a counselor for specific transfer information.

Courses numbered 100-199: Associate degree applicable non-transfer.

Courses numbered 200-299: Non-degree applicable credit courses. Non-degree applicable credit courses are subject to a 30 unit maximum for financial aid purposes.

Courses numbered 300-399: Non-credit courses.

Since different institutions use different numbering systems, a student may encounter difficulty in comparing courses. Students should be guided by the description and should consult a counselor for assistance.

## **Course Identification**

### **Numbering System (C-ID)**

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

**Course Repetition:** Identified courses may be taken up to four times. These courses provide different experiences or levels of difficulty with each repetition. Although Clovis Community College may permit a student to repeat a course up to three times, be advised that a student who is transferring to a baccalaureate degree granting institution may not receive transfer credit for all units completed.

**Class Periods:** College classes may not meet every day in the week. The number of lecture or laboratory periods for each week is indicated in the course description. The schedule of classes (issued as a separate publication) will indicate which hours of the day and which days in the week the class is scheduled. Courses marked “offered infrequently” are not usually scheduled each semester.

**Course Certification:** Lists of courses certified by Clovis Community College as being baccalaureate level are on file at receiving institutions. Copies are also available through the Counseling Office and major advisors. General Education designations and baccalaureate level courses are also indicated in the course description. These courses change constantly. Check with a counselor for the most updated listing of courses.

**Field Trips:** Certain classes have field trips scheduled which contribute substantially to the understanding of the course. Some of these trips are scheduled for evenings or Saturdays. Field trips scheduled during hours of the official school day may be considered as part of instruction. Students pay their own expenses on field trips if possible.

## Prerequisites/Corequisites/ Advisories

Students are urged to study the description of courses in this catalog to ensure that prerequisites are satisfied before registering for a course. Correct registration at an early date is important.

It is the student's responsibility to be certain that he/she has met the necessary prerequisite(s) for any course taken. The student may be dropped from any class where it is verified that the necessary prerequisite has not been met. It should be understood by the student that whether or not a prerequisite is specifically stated, the instructional staff of this college assumes that each student who enrolls in a transfer-level course possesses sufficient competencies in the areas of reading, writing, and mathematics to be able to profit from instruction.

Advisory indicates that the institution recommends, but does not require, certain course work be taken prior to enrolling in the described course.

Corequisite indicates that the course must be taken simultaneously with another course if not already completed.

Prerequisite is defined to mean a condition of enrollment that a student must meet in order to register in a course or program. A student may challenge a prerequisite by completing the Prerequisite/Corequisite Challenge Form available in the Counseling Center. A “C” or better grade is required in the prerequisite course(s).



## Symbols and Abbreviations

A - Course description designation for those courses which are associate degree applicable.

P-NP - Course description designation for courses available on a credit/no credit grading basis as well as a letter grading basis.

P-NP Only - Course description designation for courses not available on a letter grading basis.

Grading Scale Only - Course descriptions that do not indicate a grading basis are offered on a grading scale only.

CSU - Transferable to the California State University system.

CSU-GE - Meets the general education requirements for California State University transfer certification. Completion of all courses in the California State University General Education transfer certification pattern will permit a student to transfer to a campus in the California State University system without having to complete additional lower division general education courses after transfer.

I - Meets the requirements of the Intersegmental General Education Transfer Curriculum (IGETC). Completion of all IGETC requirements will permit a student to transfer to a campus in either the California State University or University of California system without having to complete additional lower division general education courses after transfer.

UC - Transferable to the University of California system.

EDUC	Education
ENGL	English
ENGR	Engineering
FILM	Film
FN	Foods and Nutrition
FRENCH	French
GEOG	Geography
GEOL	Geology
GERMAN	German
HONORS	Honors
HIST	History
HLTH	Health Science
INTDS	Interdisciplinary Studies
IS	Information Systems
LIBSKL	Library Skills
LING	Linguistics
MATH	Mathematics
MKTG	Marketing
MUS	Music
OT	Office Technology
PE	Physical Education
PHIL	Philosophy
PHOTO	Photography
PHYS	Physics
POLSCI	Political Science
PSY	Psychology
SCI	Science
SOC	Sociology
SPAN	Spanish
STAT	Statistics
WTD	Water Treatment and Distribution

## Course Abbreviations

ACCTG	Accounting
ANTHRO	Anthropology
ART	Art
ASL	American Sign Language
BA	Business Administration
BIOL	Biology
CHDEV	Child Development
CHEM	Chemistry
CHIN	Chinese
COMM	Communication
COTR	Cooperative Work Experience Education
COUN	Counseling
CRIM	Criminology
CSCI	Computer Science
DANCE	Dance
ECON	Economics

## Course Number Extensions

H	Honors
I	Intensive
L	Lab
LS	Language Skills
NS	Native Speakers
R	Reading
W	Writing

# COURSE DESCRIPTIONS

## ACCOUNTING (ACCTG)

### 4A FINANCIAL ACCOUNTING

**4 units, 4 lecture hours, 1 lab hour**

ADVISORIES: Accounting 40, eligibility for English 125, 126, and Mathematics 201.

This course covers the accounting information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. It includes recording and reporting of business transactions with a focus on the accounting cycle, and the application of generally accepted accounting principles for the preparation of financial statements. This course includes issues relating to asset, liability, equity valuation, revenue and expense recognition, cash flow, internal control, and ethics. (A, CSU, UC) (C-ID ACCT 110)

### 4B MANAGERIAL ACCOUNTING

**4 units, 4 lecture hours, 1 lab hour**

PREREQUISITES: Accounting 4A. ADVISORIES: Accounting 40, eligibility for English 125, 126, and Mathematics 201.

This course is a study of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues of cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. (A, CSU, UC) (C-ID ACCT 120)

### 31 COMPUTERIZED ACCOUNTING

**3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Accounting 40 or 4A, 2 years high school accounting or equivalent and Information Systems 15 or equivalent. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

Introduction to accounting procedures and applications using various software and templates. Use of standard accounting programs, including general ledger, depreciation, accounts receivable/payable, payroll, and inventory control. Survey of current accounting applications for microcomputers. (A, CSU)

### 40 APPLIED ACCOUNTING

**4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

A course designed to introduce basic accounting concepts. Emphasis will be placed on journal entries, posting to ledgers, preparing worksheets, and financial statements for sole proprietorships operating as service organizations. Ten-key office calculators will be used emphasizing speed and accuracy. (A, CSU)

## AMERICAN SIGN LANGUAGE (ASL)

### 1 BEGINNING AMERICAN SIGN LANGUAGE

**4 units, 4 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Beginning course in everyday communication with the deaf and severely hearing impaired; intended for students with no knowledge of ASL. Introduction to vocabulary, idioms, grammar, the culture of the deaf community, and appropriate behavior for social interaction with the deaf. Uses only the target language in class. (A, CSU-GE, UC, I)

### 2 HIGH-BEGINNING AMERICAN SIGN LANGUAGE

**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: American Sign Language 1 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: Eligibility for English 125 and 126.

Second-semester course in everyday communication with the deaf and severely hearing impaired. Development of grammatical structures and expansion of vocabulary. Further study of the culture of the deaf community and appropriate behavior for social interaction with the deaf. Uses only the target language in class. (A, CSU-GE, UC, I)

### 3 INTERMEDIATE AMERICAN SIGN LANGUAGE

**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: American Sign Language 2 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: Eligibility for English 125 and 126.

Third-semester course in everyday communication with the deaf and severely hearing impaired. Review of basic grammatical structures. Further development of signing skills and grammatical structures and continued expansion of vocabulary. Increased reliance on signing in the study of the culture of the deaf community. Uses only the target language in class. (A, CSU-GE, UC, I)

### 4 HIGH-INTERMEDIATE AMERICAN SIGN LANGUAGE

**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: American Sign Language 3 or equivalent skills as determined by an instructor of American Sign Language. ADVISORIES: Eligibility for English 125 and 126.

Fourth-semester course in everyday communication with the deaf and severely hearing impaired. Development of proficiency of morphology and grammar usage. Increased reliance on signing in the continued exploration of current topics of relevance to the culture of the deaf community. Uses only the target language in class. (A, CSU-GE, UC, I)

## ANTHROPOLOGY (ANTHRO)

### 1 BIOLOGICAL ANTHROPOLOGY

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and application to the human species. Topics and issues to be addressed may include, but are not limited to: genetics; evolutionary theory; human variation and biocultural adaptations; comparative primate anatomy and behavior; and the fossil evidence for human evolution. The scientific method serves as foundation of inquiry for this course. (A, CSU-GE, UC, I)

### 2 CULTURAL ANTHROPOLOGY

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course explores how anthropologists study and compare human culture. Cultural anthropologists seek to understand the broad arc of human experience focusing on a set of central issues, including: subsistence patterns; social, political, and economic organization; patterns of communication and creative expression; familial and kinship relations; belief systems; gender, racial, and ethnic identity labels; the developmental influence of social inequality; and internal culture change resulting from external forces. Ethnographic case studies and professional anthropological research ethics are employed to introduce students to the tools used to understand humans around the globe. (A, CSU-GE, UC, I)

### 3 INTRODUCTION TO ARCHAEOLOGY AND PREHISTORY

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course is a broad survey of the physical and cultural evolution of humanity from the first use of stone tools to the rise of civilization as understood through the archaeological record. The course includes a discussion of the history, methods, and interdisciplinary nature of archaeological research. (A, CSU-GE, UC, I)

## ART (ART)

### 1 ART BASICS: 2/3 DIMENSIONAL DESIGN

**3 units, 2 lecture hours, 4 lab hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Students will develop working knowledge of the elements and principles of design through lecture and production. Application of concepts will be coupled with exploration of the history of design from the Arts and Crafts movement through contemporary design. Course teaches both 2 dimensional and 3 dimensional design concepts and production. (A, CSU-GE, UC, I)

## 2 ART APPRECIATION

**3 units, 3 lecture hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Lecture course to learn the cultural significance of the arts. Instruction will cover media and movements. Students will also learn the elements and principles of design to understand the visual language of the arts and the methods used by artists to communicate ideas to the public. Course also emphasizes the multicultural visual dialogue that occurs throughout the different communities in the world. (A, CSU-GE, UC, I)

## 3 TWO-DIMENSIONAL DESIGN

**3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course provides an introduction to the elements and principles of 2-dimensional design. Students create design projects with beginning level instruction in drawing, painting, collage, and mixed-media. (A, CSU, UC) (C-ID ARTS 100)

## 4 THREE-DIMENSIONAL DESIGN

**3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 126.

This course will be a study of the formal elements and principles of the visual language in three-dimensional design. This will include the theory and the practice of these elements and principles as they apply to three-dimensional space and form. The projects in this class will incorporate a variety media including plaster, paper, wood, clay, metal, cement, and the use of digital technology. (A, CSU, UC) (C-ID ARTS 101)

## 5 ART HISTORY 1

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course examines the history of cultural production and visual aesthetics including two- and three-dimensional art and architecture from Prehistory through the Gothic Period. (A, CSU-GE, UC, I) (C-ID ARTH 110)

## 6 ART HISTORY 2

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Completion of English 125 and 126 or eligibility for English 1A.

This course examines the history of cultural production and visual aesthetics including two and three dimensional art and architecture from the early renaissance through the end of the twentieth century. (A, CSU-GE, UC, I) (C-ID ARTH 120)

## 6H HONORS ART HISTORY 2

**3 units, 3 lecture hours**

ADVISORIES: Completion of English 125 and 126 or eligibility for English 1A. Enrollment in Honors Program.

This course examines the history of cultural production and visual aesthetics including two and three dimensional art and architecture from the early renaissance through the end of the twentieth century. As an honors section, the class will be conducted as a seminar with an emphasis on student projects. (A, CSU-GE, UC, I) (C-ID ARTH 120)

## 7 BEGINNING DRAWING

**3 units, 2 lecture hours, 4 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course will focus on developing basic skills in objective, representational, freehand drawing in various two-dimensional media. Through lecture and studio practice, students will explore representational, abstract, non-objective, and conceptual approaches to drawing. This course will also introduce the visual language of drawing, composition (the Elements and Principles of Design), historical and contemporary rendering techniques, and drawing as creative personal expression. (A, CSU, UC) (C-ID ARTS 110)

9 BEGINNING PAINTING: OIL  
AND ACRYLIC

**3 units, 2 lecture hours, 4 lab hours, (Pass/  
No Pass)**

ADVISORIES: Eligibility for English 125, 126,  
and Mathematics 201.

This course is an exploration of the creative act of painting using representational, abstract and non-objective forms. Emphasis is placed on the fundamentals of composition and the ability to handle materials. Students will learn basic color theory, value, line, shape, texture, and techniques including direct paint application, glazing, brush strokes, and impasto. Issues concerning canvas stretching, brush cleaning, mixing glazes, and toxicity are addressed. Through lecture and studio practice, students gain introductory skills in painting within the context of an historical perspective. (A, CSU, UC) (C-ID ARTS 210)

13 BEGINNING WATERCOLOR  
PAINTING

**3 units, 2 lecture hours, 4 lab hours, (Pass/  
No Pass)**

ADVISORIES: Eligibility for English 125 and  
126.

Emphasis is on developing basic skills in watercolor painting. Through lecture and studio practice, students learn representational, abstract, non-objective, and conceptual approaches/techniques to painting. Traditional and experimental techniques are explored. (A, CSU)

17 INTERMEDIATE DRAWING

**3 units, 2 lecture hours, 4 lab hours, (Pass/  
No Pass)**

PREREQUISITES: Art 7. ADVISORIES:  
Eligibility for English 125 and 126.

This course is an exploration of the creative act of drawing using representational, abstract, non-objective, and conceptual forms. Students will build upon skills learned in beginning drawing and create a cohesive body of work. Historical and contemporary drawing techniques as well as drawing as a form of creative personal expression are integrated into course content. (A, CSU, UC) (C-ID ARTS 205)

19 INTERMEDIATE PAINTING:  
OIL/ACRYLIC

**3 units, 2 lecture hours, 4 lab hours, (Pass/  
No Pass)**

ADVISORIES: Art 9 or demonstration of  
comparable skill level to be determined by testing and/or  
portfolio of past oil/acrylic painting works. Eligibility for  
English 125, 126, and Mathematics 201.

This course is an exploration of the creative act of painting using representational, abstract, and non-objective forms. Students will build upon skills learned in beginning painting and create a cohesive body of work. Historical and contemporary approaches to oil and acrylic media are integrated into course content. (A, CSU, UC)

23 INTERMEDIATE WATERCOLOR  
PAINTING

**3 units, 2 lecture hours, 4 lab hours, (Pass/  
No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Emphasis is on developing intermediate level painting skills in watercolor. Through guided studio practice, lecture, research, and critique, students learn to use the elements and principles of design (in composing paintings) with more complexity than the novice. Specific instruction in planning/executing paintings with color schemes; various types of balance; rendering techniques; using mixed-media; and creating paintings with representational, abstract, non-objective, and conceptual approaches. (A, CSU, UC)

30A ILLUSTRATOR®: BEGINNING  
COMPUTER DRAWING AND DESIGN

**3 units, 2 lecture hours, 4 lab hours, (Pass/  
No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course will allow students to build skills in beginning computer drawing. Projects will emphasize topics of content and form in a digital drawing workflow. Students will be challenged to carry out design projects in a fine art, as well as, commercial environment. (A, CSU, UC) (C-ID ARTS 250: ART 30A & ART 37A)

**30B ILLUSTRATOR®: INTERMEDIATE  
COMPUTER DRAWING AND DESIGN**  
**3 units, 2 lecture hours, 4 lab hours (Pass/No  
Pass)**

PREREQUISITES: Art 30A. ADVISORIES:  
Eligibility for English 125 and 126.

This course will allow students to build upon the skills learned in beginning computer drawing. Projects will continue to emphasize issues of content and form in a digital drawing workflow. Students will be challenged to carry out design projects in a fine art as well as commercial environment. (A, CSU, UC)

**37A PHOTOSHOP®: DIGITAL VISUAL ART**  
**3 units, 2 lecture hours, 4 lab hours, (Pass/No  
Pass)**

ADVISORIES: Eligibility for English 125, 126,  
and Mathematics 201.

The digital imaging software program, Adobe Photoshop®, is introduced. Emphasis is on photo restoration, image compositing, image manipulation, scanning, and printing. (A, CSU, UC) (C-ID ARTS 250: ART 30A & ART 37A)

**37B PHOTOSHOP®: INTERMEDIATE  
DIGITAL VISUAL ART**  
**3 units, 2 lecture hours, 4 lab hours (Pass/No  
Pass)**

PREREQUISITES: Art 37A.

Intermediate level course utilizing Photoshop® digital imaging software. Emphasis is on creating works for print, web, and multi-media applications. Fine and commercial art references are studied. (A, CSU, UC)

**41 COMPUTERIZED MULTIMEDIA**  
**3 units, 2 lecture hours, 4 lab hours (Pass/No  
Pass)**

PREREQUISITES: Art 37A or 38. ADVISORIES:  
Eligibility for English 125, 126, and Mathematics 201.

This course is an introduction to computer multimedia for graphic design and the visual arts. The course will introduce a multi-media authoring program used for creating interactive media such as animation and simple, interactive projects. (A, CSU, UC)

**42 COMPUTER ANIMATION/3D**  
**3 units, 2 lecture hours, 4 lab hours, (Pass/  
No Pass)**

PREREQUISITES: Art 37A or 38. ADVISORIES:  
Eligibility for English 125, 126, and Mathematics 201.

This course is an introduction to 3D computer animation and modeling on the computer. Projects such as creating 3D still images and 3D animations will be assigned. (A, CSU)

**43 INDEPENDENT PROJECTS STUDIO**  
**2-3 units: 2 units, 1 lecture hour, 3 lab hours;  
3 units, 2 lecture hours, 4 lab hours, (Pass/  
No Pass)**

PREREQUISITES: Art 7 or 9 or 10 or 13 or 30A  
or 37A or 38.

This course involves the production of individual work under supervision of instructor in a specialized area. It may include ceramics, commercial art, digital imaging, drawing, design, sculpture, printmaking, painting, or photography. During the first week of the semester, student enrolling must present an appropriate project based upon skills learned in other art courses. (A, CSU)

**44 DIGITAL VIDEO EDITING**  
**3 units, 2 lecture hours, 4 lab hours (Pass/No  
Pass)**

ADVISORIES: Eligibility for English 125, 126  
and Mathematics 201.

This course is an introduction to digital video editing on the computer. Topics such as modern film theory, film treatments, framing shots, timing and transitions, and other pre- and post-production skills are also covered. (A, CSU)

## BIOLOGY (BIOL)

**1 PRINCIPLES OF BIOLOGY**  
**4 units, 3 lecture hours, 2 lab hours**

PREREQUISITES: Mathematics 103.  
ADVISORIES: English 1A.

Topics covered include the cellular and chemical basis of life, organ systems, genetics, evolution and the origin of life, ecology, and environmental concerns. This course is recommended for the pre-professional and life science majors. (A, CSU-GE, UC, I)

**3     INTRODUCTION TO LIFE SCIENCE****4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course is recommended for the non-biological science and pre-education majors. This is an introductory course using biological concepts. The organismal structure, function, inheritance, evolution, and ecology are covered. Field trips may be required. (A, CSU-GE, UC, I)

**5     HUMAN BIOLOGY****4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

ADVISORIES: English 1A and eligibility for Mathematics 201.

This course is an introductory human biology course that examines science and societal issues. There is special emphasis on the following body systems: circulatory, digestive, respiratory, urinary, skeletal, muscular, nervous, sensory, endocrine, reproductive, and genetics. (A, CSU-GE, UC, I)

**11A    BIOLOGY FOR SCIENCE MAJORS I****5 units, 4 lecture hours, 3 lab hours**

PREREQUISITES: Chemistry 1A and Mathematics 103. ADVISORIES: Eligibility for English 1A, Biology 3 or high school Biology.

In the first course of a two semester sequence of general biology for science majors, students will study the chemistry of life, cellular structure, cellular metabolism-including photosynthesis, aerobic and anaerobic respiration, cellular communication, cellular division and its regulation, Mendelian genetics, biotechnology, and evolution. This course is intended for Science Majors and pre-medical, pre-veterinarian, pre-dental, pre-optometry, and pre-pharmacy majors. (A, CSU-GE, UC, I) (C-ID BIOL 190)

**11B    BIOLOGY FOR SCIENCE MAJORS II****5 units, 4 lecture hours, 3 lab hours**

PREREQUISITES: Biology 11A and Mathematics 103. ADVISORIES: Eligibility for English 1A.

This course is the second course of a two-semester sequence of general biology for science majors. Students will study the origins of life, the evolutionary history of biodiversity, plant form and function, animal form and function, and ecology. This course is intended for science majors and pre-medical, pre-veterinarian, pre-dental, pre-optometry, and pre-pharmacy majors. (A, CSU-GE, UC, I) (C-ID BIOL 140)

**20    HUMAN ANATOMY****4 units, 3 lecture hours, 3 lab hours**

PREREQUISITES: Biology 1 or 5 or 11A.

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This is a course providing a basic understanding and working knowledge of the human body with emphasis on the structure of each major system. The interrelationship between human systems and the relationships between the structure and functions of each system will be studied at several levels: cellular, tissue, organ, system, and organismal. (A, CSU-GE, UC, I) (CI-D BIOL 110B)

**22    HUMAN PHYSIOLOGY****5 units, 4 lecture hour, 3 lab hours, (Pass/No Pass)**

PREREQUISITES: Biology 20 and Chemistry 1A or 3A.

This course provides a basic understanding and working knowledge of the human body with emphasis on the functions of each major system. The interrelationship between human systems and the relationship between structure and function of each system will be studied at several levels (biochemical, cellular, organ levels). (A, CSU-GE, UC, I)

**31    MICROBIOLOGY****5 units, 3 lecture hours, 6 lab hours**

PREREQUISITES: Biology 1 or 5 or 11A, and Chemistry 1A or 3A. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course provides an introduction to the structure, metabolism and ecology of microorganisms with special emphasis on microbe-related human diseases. This course is designed to introduce the student to a variety of topics in the area of microbiology. The text, lab manuals, and lectures are geared to students in biological, medical, physical education, and health-oriented programs. (A, CSU-GE, UC, I)

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**BUSINESS ADMINISTRATION (BA)**

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**5     BUSINESS COMMUNICATIONS****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course teaches students to prepare business letters, reports, memos, and oral presentations used in a business environment. Emphasis is placed on document organization, using correct grammar, writing to the desired audience, and creating appropriate tone. (A, CSU)

**10 INTRODUCTION TO BUSINESS****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business' ability to achieve its organizational goals. (A, CSU, UC) (C-ID BUS 110)

**12 INTRODUCTION TO HOSPITALITY****3 units, 3 lecture hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course provides an introduction to many facets of the hospitality industry including lodging, food service, travel and tourism. The history, growth and development, current trends and organizational structure of the industry are explored with a focus on employment opportunities. (A, CSU)

**15 INTRODUCTION TO MANAGEMENT****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

An introduction to the primary management functions, including strategic and tactical planning; decision-making; organizational design and systems; leadership, motivation and communication; and control systems. (A, CSU)

**18 BUSINESS LAW AND THE LEGAL ENVIRONMENT****4 units, 4 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

The business law course will cover the following topical areas: sources of law, ethics in law, criminal law, tort law, contract law, agency, business structures, and international law with a major emphasis on contracts. The course will require case study discussions and written briefs. (A, CSU, UC) (C-ID BUS 125)

**19V COOPERATIVE WORK EXPERIENCE, BUSINESS****1-8 units, 75 hours/unit paid employment or 60 hours/unit volunteer employment (Pass/No Pass)**

Supervised employment, directly related to student's major in business. May be repeated up to three times for not more than 16 units total of which only 6 can be from COTR 19G. (A, CSU)

**27 STUDENTS IN FREE ENTERPRISE SIFE/COLLEGIATE ENTREPRENEURS ORGANIZATION****1-3 units: 1 unit, 1 lecture hour; 2 units, 1 lecture hour, 3 lab hours; 3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass) (Repeats=3)**

ADVISORIES: Eligibility for English 125 and 126.

This course provides business leadership training and experience using the student leadership organization, Students in Free Enterprise (SIFE) (an affiliate of the international organization, Students in Free Enterprise, Inc.) and the Collegiate Entrepreneurs' Organization (CEO) (an affiliate of the national organization, Collegiate Entrepreneurs' Organization). Students participate in intercollegiate competitions while acquiring knowledge and skills in entrepreneurship, service, leadership, networking, and communication. (A, CSU)

**33 HUMAN RELATIONS IN BUSINESS****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This class covers traditional human relations topics and theories while emphasizing interpersonal skill development. There is an emphasis on motivating, communicating, goal-setting, managing time, evaluating performance, and understanding the worker. (A, CSU)

**38 OPERATION OF THE SMALL BUSINESS****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course teaches students to take a systematic approach to developing and managing a small business. Emphasis is placed on discussions, case studies, and practical exercises that help students to develop expertise in the operations, marketing, human resource utilization, and financing of a small business venture. (A, CSU)

### 39 FINITE MATHEMATICS FOR BUSINESS

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 103 or 2 years high school algebra to include Intermediate Algebra or equivalent. ADVISORIES: Eligibility for English 126.

An introduction to finite mathematics and quantitative methods for business majors. May be taken concurrently with STAT 7. Topics include the application set theory, counting, probability, expected value, rates of change, functions, applications and graphing, mathematics of finance, systems of linear equations and matrices and linear programming. Meets the business major requirements for students transferring to Cal State University, Fresno. (A, CSU-GE, UC)

### 47 CAREERS-BUSINESS

**1 unit, 1 lecture hour, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

A course to prepare students for the career work force. Career and education planning, self-assessment, resume formatting, cover letter formatting, job applications, and interviewing. (A, CSU)

### 52 INTRODUCTION TO ENTREPRENEURSHIP

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

Students in this course will develop an understanding of the complex tasks faced by individuals engaged in entrepreneurial activities. This course identifies the methods for developing a business idea, the process of starting a business, how to acquire resources, and the key parts of a business plan. (A, CSU)

## CHEMISTRY (CHEM)

### 1A GENERAL CHEMISTRY

**5 units, 3 lecture hours, 6 lab hours, (Pass/No Pass)**

PREREQUISITES: High school chemistry with laboratory component or Chemistry 3A or 10 or equivalent, and Mathematics 103 or equivalent. ADVISORIES: English 1A.

This is the first course in a two course sequence in general chemistry and is intended for students majoring in

science or satisfying prerequisites for professional schools. This course covers the principles and laws of inorganic chemistry with an emphasis on quantitative, mathematical problem-solving. Topics included in the course are atoms, molecules and ions; formulas and equations; stoichiometry; gas laws; electronic structure of atoms; bonding; atomic orbital and molecular orbital theories; solutions; precipitation reactions; oxidation reduction reactions; introduction to acids and bases; thermochemistry; properties of liquids; solids and crystal structures; solution behavior; colligative properties; associated laboratory experiments; and volumetric and gravimetric analysis methods. (A, CSU-GE, UC, I) (C-ID CHEM 110) (C-ID 120S: CHEM 1A & CHEM 1B)

### 1B GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS

**5 units, 3 lecture hours, 6 lab hours, (Pass/No Pass)**

PREREQUISITES: Chemistry 1A and Mathematics 103. ADVISORIES: English 1A.

This course completes the year long general chemistry sequence (1A-1B) and covers the principles of physical and inorganic chemistry with an emphasis on quantitative, mathematical problem solving. Topics covered include acid-base theory, chemical kinetics, equilibrium (acid-base, hydrolysis, and solubility), chemical thermodynamics, electrochemistry, selected topics in nuclear chemistry, coordination chemistry, and/or chemistry of selected groups. Students will analyze inorganic compounds qualitatively and quantitatively. (A, CSU-GE, UC, I) (C-ID 120S: CHEM 1A & CHEM 1B)

### 3A INTRODUCTORY GENERAL CHEMISTRY

**4 units, 3 lecture hours, 3 lab hours (Pass/No Pass)**

PREREQUISITES: Mathematics 103. ADVISORIES: English 1A and Chemistry 10 or high school chemistry.

This is a survey course in the principles of inorganic chemistry covering the composition of matter, physical and chemical changes, atomic and molecular structure, inorganic nomenclature, chemical formula and reaction calculations, gas laws, bonding, solutions, net-ionic equations, acid-base theories, pH, oxidation-reduction reactions, thermodynamics, nuclear chemistry, and equilibrium. The course emphasizes problem solving and chemical calculations. Both qualitative and quantitative theory and techniques will be covered. It is intended for applied science and non-science majors or for students preparing to take Chemistry 1A. (A, CSU-GE, UC, I) (C-ID CHEM 101)

**3B INTRODUCTORY ORGANIC AND BIOLOGICAL CHEMISTRY****3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)**

PREREQUISITES: Chemistry 1A or 3A or equivalent. ADVISORIES: English 1A.

Introduction to the basic concepts of organic and biological chemistry. A study of the structure and behavior of organic and biochemical compounds, including metabolism and regulation. Topics such as bonding, saturated and unsaturated hydrocarbons, the chemistry of organic functional groups, and the properties of important biological compounds such as carbohydrates, fats, and proteins are covered. Primarily for students in health oriented professions. (A, CSU-GE, UC)

**8 ELEMENTARY ORGANIC CHEMISTRY****3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Chemistry 1A or 3A. ADVISORIES: English 1A.

A survey of the important classes of organic compounds with emphasis upon materials of interest to students in the biological sciences. This thorough introduction to organic chemistry is recommended for students who need to take Chemistry 28A or for biology majors, students in prehealth or environmental sciences. (A, CSU-GE, UC, I)

**10 ELEMENTARY CHEMISTRY****4 units, 3 lecture hours, 3 lab hours, (Pass/No Pass)**

ADVISORIES: English 1A and Mathematics 103.

This is a one-semester elementary class for students who have never taken high school chemistry. The course will give students a basic background in matter, energy, chemical reactions, measurements, formula writing, nomenclature, chemical calculations, gas laws, bonding, solutions, net-ionic equations, acid-base theory, pH, oxidation-reduction reactions, and equilibrium. Recommended for applied science and non-science majors or for students preparing to take Chemistry 1A. (A, CSU-GE, UC, I) (C-ID CHEM 101)

**28A ORGANIC CHEMISTRY I****3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Chemistry 1B. ADVISORIES: English 1A.

This course is a study of the structures, properties, nomenclature and reactions of organic compounds with emphasis on reaction mechanisms. The course is recommended for students whose major is chemistry, premedical, predental, prepharmacy, biology, biochemistry or chemical engineering. The following topics are included: stereochemistry, alkanes,

alkenes, alkynes, alkyl halides, alcohols, amines, ethers, epoxides, aromatics, and organometallic compounds, resonance and conjugation, kinetic and thermodynamic control of reactions, multistep syntheses, infrared spectroscopy, nuclear magnetic spectroscopy, and mass spectroscopy. (A, CSU-GE, UC, I) (C-ID CHEM 150: CHEM 28A & CHEM 29A)

**28B ORGANIC CHEMISTRY II****3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Chemistry 28A. ADVISORIES: English 1A.

This is the second semester in a year-long course in organic chemistry designed for students majoring in chemistry and related disciplines, such as premedical, prepharmacy, predental, biology, biochemistry, or chemical engineering. It covers the study of several groups of compounds in organic chemistry including aromatic compounds, benzene derivatives, carbonyl compounds, amines, amino acids, lipids, and nucleic acids. Each group is analyzed in terms of their structure, physical properties, nomenclature, reactions, and reaction mechanisms. Also included are the oxidation-reduction of organic functional groups and protecting groups in multistep syntheses. (A, CSU-GE, UC, I)

**29A ORGANIC CHEMISTRY LABORATORY I****2 units, 6 lab hours, (Pass/No Pass)**

COREQUISITES: Chemistry 28A. ADVISORIES: English 1A.

This course provides a study of the properties and reactions of organic compounds such as alkenes, alkyl halides, alcohols, and acids. Students will perform qualitative experiments with acetylene, alkenes and various alcohols and work hands on with a melting point apparatus and refractometer. In addition, an introduction will be given on how to use a gas chromatograph and an infrared spectrophotometer (FTIR). Analyses of IR, NMR and MS spectra will be covered. (A, CSU-GE-UC, I) (C-ID CHEM 150: CHEM-28A & CHEM-29A)

29B ORGANIC CHEMISTRY LABORATORY II  
**2 units, 6 lab hours, (Pass/No Pass)**  
 PREREQUISITES: Chemistry 29A.  
 COREQUISITES: Chemistry 28B. ADVISORIES: English 1A.

This course provides a study of the properties and reactions of organic compounds such as esters, aldehydes, ketones, and aromatics. Students will work hands on with instruments such as a melting point apparatus, a refractometer, a polarimeter, a gas chromatograph, an infrared spectrometer, and a nuclear magnetic resonance spectrometer. (A, CSU-GE, UC, I)

## CHILD DEVELOPMENT (CHDEV)

1 PRINCIPLES AND PRACTICES  
 OF TEACHING YOUNG CHILDREN  
**3 units, 3 lecture hours (Pass/No Pass)**  
 ADVISORIES: Eligibility for English 125 and 126.

An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative, and intellectual development for children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. (A, CSU) (C-ID ECE 120)

2 INTRODUCTION TO EARLY  
 CHILDHOOD EDUCATION  
**2 units, 2 lecture hours, (Pass/No Pass)**  
 ADVISORIES: Eligibility for English 125 and 126.

A survey of the nature and scope of the early childhood profession and options available for job opportunities working with young children. (A, CSU)

3 INTRODUCTION TO CURRICULUM  
**3 units, 3 lecture hours, 1 lab hour (Pass/No Pass)**  
 ADVISORIES: Eligibility for English 125 and 126. Limitation on Enrollment: Verification of freedom from tuberculosis.

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments in early childhood education. Students will examine a teacher's role in supporting learning and development in young children with an emphasis on the essential role of play. Students will study an overview of content areas including but not limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math, and science. (A, CSU) (C-ID ECE 130)

5 PARENT EDUCATION  
**3 units, 3 lecture hours, (Pass/No Pass)**  
 ADVISORIES: Eligibility for English 125 and 126.  
 This course examines skills needed for effective parenting and the importance of nurturing young children. This course also addresses the explicit developmental needs of children and the use of effective communication skills. Positive discipline strategies will be explored as well as environmental influences on behavior. (A, CSU)

6 HEALTH, SAFETY AND NUTRITION  
 IN EARLY CHILDHOOD EDUCATION  
**3 units, 3 lecture hours (Pass/No Pass)**  
 ADVISORIES: Eligibility for English 125 and 126.  
 Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. Prevention, detection, and management of communicable disease; medical issues associated with disabilities and chronic illness; physical health; mental health and safety for both children and adults; collaboration with families and health professionals will be discussed. Integration of the concepts discussed into planning and program development for children ages 0 to 5 will be emphasized. (A, CSU) (C-ID ECE 220)

8A INTRODUCTION TO SCHOOL-AGE  
 CHILD CARE  
**3 units, 2 lecture hours, 3 lab hours**  
 ADVISORIES: Eligibility for English 125 and 126.  
 This course will examine quality child care, licensing requirements, and program options for school-aged child care. An emphasis will be placed on administrative aspects including staffing requirements, environmental design, and program planning for quality school-age child care. (A, CSU)

**8B SCHOOL-AGE CHILD CARE****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course will examine appropriate activities, materials, and curriculum development for the child 5 to 12 years in a group-care setting. An emphasis will be placed on the duties and requirements of the classroom teacher, including the importance of understanding growth and development, and planning developmentally appropriate activities for small and large groups of children. (A, CSU)

**11 THE YOUNG CHILD WITH SPECIAL NEEDS (FORMERLY CHDEV 35)****3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Child Development 39.

ADVISORIES: Eligibility for English 125 and 126.

Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. (A, CSU)

**12 CHILD ABUSE****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course will explore the issues related to abused, battered, and neglected children, along with the profile of abusers. Reporting laws and professional responsibilities will be identified. Identification, prevention and treatment of abused children and abusers will be covered. (A, CSU)

**15 DIVERSITY AND CULTURE IN EARLY CARE AND EDUCATION PROGRAMS****3 units, 3 lecture hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms, and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically responsive teaching and appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media, and schooling. (A, CSU) (C-ID ECE 230)

**17A INFANT AND TODDLER PRACTICUM (FORMERLY, CHDEV 7)****3 units, 2 lecture hours, 3 lab hours (Pass/No Pass)**

PREREQUISITES: Child Development 1, 6, and 39. Verification of freedom from tuberculosis. ADVISORIES: Eligibility for English 125 and 126.

This course introduces students to infant-toddler development. Applies current research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children from birth to 36 months. The "To Be Arranged" hours may include observation of and participation in planning environments and facilitating infant toddler growth and development. (A, CSU)

**17B ADVANCED INFANT AND TODDLER DEVELOPMENT (FORMERLY CHDEV 7A)****3 units, 3 lecture hours (Pass/No Pass)**

PREREQUISITES: Child Development 17A.

ADVISORIES: Eligibility for English 125 and 126.

A study of infants and toddlers focusing on birth to age three including physical, cognitive, language, social, and emotional growth and development. Includes an overview of pre-conception, conception, prenatal development, and birth. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. (A, CSU)

**19V CHILD DEVELOPMENT COOPERATIVE WORK EXPERIENCE****1-8 units: 75 hours of paid employment or 60 hours of unpaid employment per unit per semester. (Pass/No Pass)**

Students will gain work experience in a childcare, early intervention, special education or educational facility. Students can specialize their work experience at the level needed to accomplish their educational / career goals. These various levels of work experience include working with infants, toddlers, preschool, or grades K-12. Students gaining work experience towards the Early Intervention Assistant Certificate are required to complete their work experience at a facility that includes typically and atypically developing children. (A, CSU)

## 20 OBSERVATION AND ASSESSMENT

**3 units, 3 lecture hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and

126. PREREQUISITES: Child Development 1, 3, and 39.

This course focuses on the appropriate use of assessment and observation strategies to document development, growth, play, and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored. (A, CSU) (C-ID ECE 200)

## 30 CHILD, FAMILY, AND COMMUNITY

**3 units, 3 lecture hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and

126.

An examination of the developing child in a societal context focusing on the interrelationship of family, school and community emphasizes historical and social-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. (A, CSU, UC) (C-ID CDEV 110)

## 32 EARLY INTERVENTION

**3 units, 2 lecture hours, 3 lab hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and

126. LIMITATION ON ENROLLMENT: Verification of freedom from tuberculosis.

This is a core course for the Early Intervention Assistant Certificate. The course studies infants and toddlers with disabilities, atypical development, or other special needs, both in the early intervention setting and in the child care setting. It explores strategies and interventions used in the field of early intervention. Current theories in early intervention, early relationships, family systems, grief processing, and stressors will be examined. (A, CSU)

## 33A EARLY CHILDHOOD CURRICULUM: EMPHASIS ON ART, DRAMA, MUSIC AND MOVEMENT

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and

126.

This course will offer an intense study of early childhood curriculum in areas of art, dramatic play, puppets, sensory exploration, music, movement, oral language, and children's literature. (A, CSU)

## 33B EARLY CHILDHOOD CURRICULUM: EMPHASIS ON MATH, SCIENCE AND LITERACY

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course will offer an intense study of early childhood curriculum. Curriculum areas such as math, science, literacy, and blockology will be studied. Integration of these areas with art, drama, music, and movement will be explored. (A, CSU)

## 37A EARLY CHILDHOOD PRACTICUM

**3 units, 2 lecture hours, 3 lab hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201. PREREQUISITES: Child Development 1, 3, and 39. LIMITATION ON ENROLLMENT: Verification of freedom from tuberculosis.

This course integrates curriculum design, implementation, and evaluation of developmentally appropriate experiences that promote positive development and learning for all young children, in a supervised lab school setting or in early childhood programs with mentor teachers. Child centered play-orientated approaches to teaching, learning and assessment will be emphasized. Students will utilize practical classroom experience to make connections between theory and practice, develop professional behaviors and build a comprehensive understanding of children and families. (A, CSU) (C-ID ECE 210)

## 37B ADVANCED PRACTICUM IN EARLY CHILDHOOD EDUCATION

**3 units, 2 lecture hours, 3 lab hours (Pass/No Pass)**

PREREQUISITES: Child Development 37A.

ADVISORIES: Child Development 20, eligibility for English 125, 126, and Mathematics 201. LIMITATION ON ENROLLMENT: Verification of freedom from tuberculosis.

Supervised experience as a teacher in an early childhood education program: developing environments for learning, child observation and assessment, documentation of children's work, behavior guidance, group management, collaborative teaching, building relationships with families, and effective preparation and implementation of curriculum using the project approach. (A, CSU)

### 38 LIFESPAN DEVELOPMENT (SEE ALSO PSYCHOLOGY 38)

**3 units, 3 lecture hours**

ADVISORIES: English 1A.

Basic theories, research concepts and principles of physical, cognitive and psychosocial development, including biological and environmental influences, will be explored with a focus on each major stage of life from conception to death. This course is designed to promote critical self-understanding. Students will apply developmental theory to major topics, including developmental problems, that occur throughout one's lifespan. (A, CSU-GE, UC, I) (C-ID PSY 180)

### 39 CHILD GROWTH AND DEVELOPMENT

**3 units, 3 lecture hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 or 126.

This course examines basic theories, research, concepts and principles of physical, psychosocial, cognitive, and language development at each stage of life from conception through adolescence. Emphasis on environmental and genetic influences on typical and atypical development. (A, CSU-GE, UC, I) (C-ID CDEV 100)

### 40A ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION

**3 units, 3 lecture hours (Pass/No Pass)**

PREREQUISITES: Child Development 30 and 17A or 37A. ADVISORIES: Successful completion of 12 units in child development and/or one year of Early Childhood Education teaching experience strongly recommended, eligibility for English 1A.

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development, and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. (A, CSU)

### 40B ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION

**3 units, 3 lecture hours (Pass/No Pass)**

PREREQUISITES: Child Development 37A or Child Development 17A and 30. ADVISORIES: Eligibility for English 125 and 126.

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. (A, CSU)

### 45 ADULT SUPERVISION AND MENTORING IN EARLY CARE AND EDUCATION

**3 units, 3 lecture hours (Pass/No Pass)**

PREREQUISITES: Child Development 37A or 17A plus current employment in a supervisory capacity in an early care and education setting. ADVISORIES: Eligibility for English 125 and 126.

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. (A, CSU)

### 47 EMERGENT LITERACY

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course is designed for current students, future early childhood educators, those who are considering teaching as a profession, and prospective literacy tutors. Students will develop competency in emergent literacy strategies that are essential for delivering culturally relevant reading instruction to emergent young readers, children from birth through age 8. Students will study and gain knowledge of research-based principles and practices for providing young children with a strong foundation in emergent literacy in early reading, writing and oral language within a developmentally-appropriate approach. The theory and research is translated into practical strategies, assessment materials and preparation of a rich literacy environment. (A, CSU)

### 49 GUIDANCE FOR YOUNG CHILDREN

**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course explores effective strategies for guiding children's behavior in the Early Care and Education environment. Establishing a pro-social environment, developing positive relationships, and maintaining a healthy schedule will be emphasized. Attention will be given to guidelines for discussion of behavioral issues of concern, the teacher's role in supporting children through emotional difficulties, and the needs of children at risk. (A, CSU)

## CHINESE (CHIN)

### 1 BEGINNING CHINESE

**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Beginning course in conversational and written Chinese for non-native speakers; intended for students without previous exposure to Chinese. Introduction to pronunciation, vocabulary, idioms, grammar, and exploration of Chinese culture and Chinese-American culture. (A, CSU-GE, UC, I)

### 2 HIGH-BEGINNING CHINESE

**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Chinese 1.

Second-semester course in conversational and written Chinese for non-native speakers. Development of grammatical structures and expansion of vocabulary. Further study of Chinese and Chinese-American cultures. (A, CSU-GE, UC, I)

## COMMUNICATION (COMM)

### 1 PUBLIC SPEAKING

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A or 1AH.

Fundamentals of public speaking utilizing theories and techniques of communication enhance public speaking skills. Particular emphasis will be on the organization and criticism of public discourse. This will be achieved through research, reasoning, presentations, and the evaluation of various types of speeches which include informative and persuasive speeches. (A, CSU-GE, UC, I) (C-ID COMM 110)

### 1H HONORS PUBLIC SPEAKING

**3 units, 3 lecture hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A or 1AH.

Fundamentals of public speaking utilize theories and techniques of communication to enhance public speaking skills. Particular emphasis will be on the organization and criticism of public discourse. This will be achieved through research, reasoning, presentations, and evaluation of various

types of speeches which include informative and persuasive. As an Honor's section, this class will employ enhanced methods such as the use of advocacy and debate in addition to exploring prominent speakers and the analysis of famous speeches. (A, CSU-GE, UC, I) (C-ID COMM 110)

### 2 INTERPERSONAL COMMUNICATION

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A or 1AH.

Interpersonal communication is designed to increase understanding and implementation of effective interpersonal communication behaviors and skills. This course will examine basic practical everyday communicative interaction; behavioral aspects of interpersonal communication, self-concept, perception, listening, non-verbal communication, conflict, language gender, and cultural differences will be emphasized. Students will engage in both group communication and the development of oral presentations. (A, CSU-GE) (C-ID COMM 130)

### 4 PERSUASION

**3 units, 3 lecture hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A or 1AH.

An introduction to the study and practice of persuasive discourse. This course was designed to examine historical and contemporary approaches to persuasive messages throughout time. The course will cover both theory and application of persuasive techniques in personal and professional communication. Opportunities are provided for students to present and analyze persuasive materials orally and in writing, as a way of developing communication and critical abilities. (A, CSU-GE, UC, I) (C-ID COMM 190)

### 8 GROUP COMMUNICATION

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A or 1AH.

Group communication introduces students to how communication can be used as a vehicle for solving problems and making decisions imperative to successful social and professional interaction. Students will develop a conceptual understanding of small group principles and contexts, putting this knowledge into action through a variety of experiential activities. Students will study and practice theories, behaviors, and the process of group interactions. Students will construct and deliver informative and persuasive public presentations. (A, CSU-GE, UC, I) (C-ID COMM 140)

## 10 INTERCULTURAL COMMUNICATION

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: English 1A or 1AH.

Intercultural Communication introduces students to the cultural variables and factors in the communication process. Emphasis is given to communicating effectively in diverse social and professional environments. Focus will also be given to the analysis and comparisons of message perception, verbal and nonverbal communication, communication climates, and language interpretation in interactions between people from different cultures. Activities are designed to develop communication skills that improve competence in intercultural situations. (A, CSU-GE, UC, I) (C-ID COMM 150)

## 12 FUNDAMENTALS OF INTERPRETATION

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A or 1AH.

The interpretation of literature through critical analysis and oral performance of selected works including but not limited to: poetry, fiction, essays, drama, and children's literature. This includes both individual and pair/group performances. (A, CSU-GE) (C-ID COMM 170)

## 15 COMPUTER-MEDIATED COMMUNICATION

**3 units, 3 lecture hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A or 1AH.

From email to social networking to online dating new communication technologies have changed the way people build and maintain relationships. This course explores several areas of study related to computer-mediated communication including historical perspectives, relationship formation online, online dating, hyperpersonal communication, the sociology of social networks and online communities, families and online communication, privacy and safety issues, and the convergence of mass and interpersonal communication. (A, CSU)

## 25 ARGUMENTATION

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Completion of English 1A and Communication 1 or Communication 1H.

Argumentation is designed to provide students with the methods of critical inquiry and advocacy. Emphasis will be placed on analysis, presentation and evaluation of oral and written argumentation. This course focuses on identifying fallacies, testing evidence, and advancing a reasoned position while defending and refuting arguments. Students will write a minimum of 6,000 words during the course of the semester. (A, CSU-GE, UC, I) (C-ID COMM 120)

## COMPUTER SCIENCE (CSCI)

## 26 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE

**4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

PREREQUISITE: Computer Science 40.

ADVISORIES: Eligibility for English 125 and 126.

This course studies elements of discrete mathematics which have applications to computer science. Topics include sets, propositional and predicate logic, relations and functions, proof techniques, graph, trees, and discrete probability. (A, CSU-GE, UC, I) (C-ID COMP 152)

## 40 PROGRAMMING CONCEPTS AND METHODOLOGY I

**4 units, 3 lecture hours, 2 lab hours (Pass/No Pass)**

PREREQUISITES: Mathematics 4A or 4C.

ADVISORIES: Eligibility for English 125 and 126.

This course introduces problem solving, algorithm development, procedural and data abstraction using C++ language; program design, coding, debugging, testing, and documentation. (A, CSU, UC) (C-ID COMP 112, COMP 122)

## 41 PROGRAMMING CONCEPTS AND METHODOLOGY II

**4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

PREREQUISITES: Computer Science 40 or Engineering 40. ADVISORIES: Eligibility for English 125 and 126.

This course introduces programming methodology, review of data types; linear and non-linear data structures which include lists, stacks, queues, trees, and files; implementation of data structures, recursion, searching, and sorting. C++ language is used. (A, CSU, UC) (C-ID COMP 132)

## COOPERATIVE WORK EXPERIENCE EDUCATION (COTR)

*Students may earn no more than a total of 16 semester units of Cooperative Work Experience Education subject to the limitations as described below.*

### TRANSFER

*Students should review the catalog of the college to which they plan to transfer to determine the number of units of cooperative work experience that will transfer.*

- 19G COOPERATIVE WORK EXPERIENCE,  
GENERAL  
**1-3 units: 75 hours of paid employment or  
60 hours volunteer employment per unit per  
semester**

Supervised employment, not directly related to the student's major. Students may enroll for a maximum of 6 units per semester. Students may earn a total of 6 units in general work experience. (A, CSU)

## COUNSELING (COUN)

- 2 TUTORING PRACTICUM  
**1-2 units, 54 hours per unit, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125 and  
126.

This practicum is intended for students wishing to gain supervised tutoring experience through work in the college tutorial program. Students will develop skills in tutoring techniques, methods of diagnosis and evaluation, interpersonal communication skills, and college study skills. (A, CSU)

- 3A UNDERSTANDING TRANSFER:  
CALIFORNIA STATE UNIVERSITY  
**1 unit, .66 lecture hours, .66 lab hours, (Pass/  
No Pass)**  
ADVISORIES: Eligibility for English 125, 126,  
and Mathematics 201.

This course provides an introduction to the process of transferring to the California State University. Topics will include transfer admission requirements, major and college selection, the application process, and support resources. (A, CSU)

- 47 LEARNING STRATEGIES  
**2 units, 2 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125 and 126.  
Establishing effective study habits and positive attitudes that will lead to successful achievement of academic goals. The course includes: understanding the psychology of learning, identifying learning styles, obstacles to achievement, goal setting, time management, concentration, active listening, note taking, using a textbook, memory techniques, test taking, vocabulary building, and budgeting resources. (A, CSU)

- 53 COLLEGE AND LIFE MANAGEMENT  
**3 units, 3 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125, 126,  
and Mathematics 201.

This course is designed for first-year college students. It will prepare students for college life and academic success. Topics will include personal growth and development, academic goal development, campus resources, student success strategies, diversity and cultural awareness, and maintaining a healthy lifestyle. (A, CSU-GE)

- 120 COLLEGE INTRODUCTION  
**1 unit, 1 lecture hour, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125 and 126.  
A comprehensive course to assist students in self-assessment, planning for success, time management, educational planning and career awareness. Students will familiarize themselves with the Clovis Community College catalog and will learn about the various campus resources and student services available for their use. (A)

- 263 LEADERSHIP DEVELOPMENT  
**1.5 units, 1 lecture hour, 1.5 lab hours**  
A course designed to introduce students to theory, principles, and techniques of leadership. Students will develop practical skills in parliamentary procedures, budgeting, and activity planning through active participation in Associated Student Government.

**CRIMINOLOGY (CRIM)****1 INTRODUCTION TO CRIMINOLOGY****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course introduces students to the history and philosophy of the United States criminal justice system. It also analyzes theories of crime and crime causation in conjunction with how law is developed. Additionally, the course examines sentencing and incarceration processes. (A, CSU, UC)

**3 LEGAL ASPECTS OF EVIDENCE****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course examines categories of evidence and legal rules which govern their admissibility or exclusion in a United States court of law. (A, CSU) (C-ID AJ 124)

**4 PRINCIPLES & PROCEDURES OF THE JUSTICE SYSTEM****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course analyzes criminal law and its relationship to court proceedings in the United States. Additionally, the class introduces students to concepts such as: procedural rules, jurisdiction, classification and elements of crimes. It also focuses on the legal issues and constitutional interpretations involving extradition, arrest, search and seizure laws, admissions and confessions and other directives provided to law enforcement agencies. (A, CSU) (C-ID AJ 122)

**5 COMMUNITY RELATIONS****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 1A.

This course examines the complex, dynamic relationship between communities and the agents of the criminal justice system. Students discuss the various multicultural issues which may arise in a diverse society and the appropriate ways in which criminal justice agents might respond. (A, CSU, UC)

**6 CRIMINAL LAW****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

Criminal Law offers an analysis of the history and the philosophy of criminal liability in the United States, as well as an understanding of the classification of crimes against property and persons. This course discusses the most frequently used criminal statutes in the United States as well as those most used in the state of California. (A, CSU, UC) (C-ID AJ 120)

**7 POLICE OPERATIONS AND PROCEDURES****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course explores the theories, philosophies, and concepts related to the line law enforcement officer. Additionally, the course places special emphasis on patrol, traffic, and public service responsibilities and their relationship to the criminal justice system. (A, CSU)

**8 CRIMINAL INVESTIGATIONS****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course examines the criminal investigation process. More specifically, the course addresses the techniques, procedures, and ethical issues involved in the investigation of crime. Additionally, the students will gain an understanding of preliminary and follow up investigations, as well as interview and interrogation techniques, case documentation, and court preparation. (A, CSU) (C-ID AJ 140)

**10 VICE CONTROL****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course focuses on legal issues relating to vice detection, crime suppression, criminal apprehension, and prosecution of offenders. It also examines organized crime and its effect on the criminal justice system. (A, CSU)

**11 JUVENILE DELINQUENCY****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 and 126.

This course explores the origins of juvenile law as well as issues relating to juvenile delinquency. It also analyzes the juvenile court system and its processes. (A, CSU) (C-ID AJ 220)

- 12      **CRIMINAL JUSTICE COMMUNICATIONS**  
**3 units, 3 lecture hours**  
ADVISORIES: Eligibility for English 125 and 126.

This course emphasizes the fundamentals of gathering and organizing information for the purposes of writing reports within the criminal justice system. (A, CSU)

- 13      **THE CONSTITUTION AND YOUR INDIVIDUAL RIGHTS**  
**3 units, 3 lecture hours**  
ADVISORIES: Eligibility for English 125 and 126.

This course examines the history and development of the United States Constitution and places particular emphasis on how the document informs Supreme Court cases. More specifically, the course analyzes the interpretive reasoning utilized by Supreme Courts Justices in making constitutionally based decisions. Also, there is a concentration on the historic protection of individual rights contrasted with the inherent power of the government. (A, CSU-GE)

- 14      **MULTI-CULTURAL ISSUES WITHIN PUBLIC SAFETY**  
**3 units, 3 lecture hours**  
ADVISORIES: Eligibility for English 125 and 126.

This course encompasses a theoretical as well as conceptual overview of multi-cultural concepts and matters related to gender, age, and sexual orientation. Additionally, the course identifies issues that have arisen as a result of society's increasingly diverse population as well as examines strategies to address those issues in the context of maintaining social order. (A, CSU, UC)

- 15      **INTRODUCTION TO POLICE ETHICS**  
**3 units, 3 lecture hours**  
ADVISORIES: Eligibility for English 125 and 126.

This course examines the philosophical and theoretical issues related to the ethical considerations that are faced in every aspect of the criminal justice system. Also, the course is designed to challenge students in the areas of morality, ethics, and human behavior. (A, CSU)

- 19V     **COOPERATIVE WORK EXPERIENCE, CRIMINAL JUSTICE**  
**1-8 units, 75 hrs/unit paid, 60 hrs/unit volunteer**

This course offers credit for work experience. It is supervised employment directly related to the student's major and/or career goals in the field of Criminal Justice. Students may enroll for a maximum of 8 units in one enrollment period. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. (A, CSU)

- 20      **INTRODUCTION TO CORRECTIONS**  
**3 units, 3 lecture hours**  
ADVISORIES: Eligibility for English 125 and 126.

This course examines the history, philosophy, and concepts of the United States correctional system. Additionally, the course presents a critical analysis of punishment and its alternatives, as well as a review of the various types of correctional facilities employed in the United States. (A, CSU) (C-ID AJ 200 CRIM 20 + CRIM 28)

- 23      **CORRECTIONAL INTERVIEWING AND COUNSELING**  
**3 units, 3 lecture hours**  
ADVISORIES: Eligibility for English 125 and 126.  
This course provides an overview of the contemporary techniques used in counseling and interviewing by corrections personnel. (A, CSU)

- 24      **CONTROL AND SUPERVISION IN CORRECTIONS**  
**3 units, 3 lecture hours**  
ADVISORIES: Eligibility for English 125 and 126.  
This course presents an overview of the supervision of inmates in local, state, and federal correctional institutions. Additionally, it emphasizes issues of institutional control which include the daily inner workings of the system, crisis situations, inmate subculture, violence and the cause and effect of the use of abusive tactics. (A, CSU)

- 28      **PROBATION AND PAROLE**  
**3 units, 3 lecture hours**  
ADVISORIES: Eligibility for English 125 and 126.  
This course looks at the history, development, and current practices of probation and parole. It also analyzes the current trends and issues of community-based corrections, as well as alternatives for offenders. (A, CSU) (C-ID AJ 200 CRIM 20 + CRIM 28)

## DANCE (DANCE)

### 9 DANCE CONDITIONING

**1 unit, 3 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 or 126.

This course is designed for students to learn basic conditioning skills for dance. Instruction includes techniques that promote body awareness, improve body alignment and expedite body ability for dance skills. This course is designed for students of all ages and fitness levels. (A, CSU, UC)

### 10 MODERN DANCE

**1 unit, 3 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 or 126.

This course is designed to teach modern dance exercises and improvisations involving body movement, rhythm, design, dynamics, technique, and expression. Students will learn body conditioning exercises for posture, strength, and flexibility. (A, CSU, UC)

### 14 BEGINNING JAZZ DANCE

**1 unit, 3 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 or 126.

This course is a study of contemporary dance style, modified from ballet and modern dance. Students will utilize basic steps and isolated body parts; conditioning exercises for strength, flexibility, balance, and alignment done in a rhythmic form to jazz and other contemporary music. (A, CSU, UC)

### 15 INTERMEDIATE JAZZ DANCE TECHNIQUE

**1 unit, 3 lab hours, (Pass/No Pass)**

ADVISORIES: English 125 and 126.

Dance 15 is a progressive refinement of jazz dance technique, building upon skills and techniques covered in Dance 14. Students will utilize basic and intermediate steps and isolated body parts; conditioning exercises for strength, flexibility, balance, and alignment done in a rhythmic form to jazz and other contemporary music. (A, CSU)

### 28 INTERMEDIATE MODERN DANCE TECHNIQUE

**1 unit, 3 lab hours, (Pass/No Pass)**

ADVISORIES: English 125 and 126.

Dance 28 is a progressive refinement of modern dance technique, building upon skills and techniques covered in Dance 10. Dance 28 covers an intermediate-level modern dance, emphasis on up-side down movement, fast-pace locomotor patterns, and weight sharing. (A, CSU)

## ECONOMICS (ECON)

### 1A PRINCIPLES OF MACROECONOMICS

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 201.

ADVISORIES: Mathematics 103, English 125 and English 126.

An introduction to macroeconomic theory and aggregate economic analysis covering market systems, the banking system, international economics, economic policy, national income accounting, unemployment and inflation, and economic growth. (A, CSU-GE, UC, I) (C-ID ECON 202)

### 1B PRINCIPLES OF MICROECONOMICS

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 201.

ADVISORIES: Mathematics 103, English 125 and English 126.

An introduction to micro economic theory covering the choices of individual economic decision makers, elasticity, scarcity, income distribution, market structure, market failure, production and cost theory, specialization and trade, and the role of the public sector. (A, CSU-GE, UC, I) (C-ID ECON 201)

## EDUCATION (EDUC)

### 10 INTRODUCTION TO TEACHING

**3 units, 2 lecture hours, 3 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course introduces students to the concepts and issues related to teaching diverse learners in contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. (A, CSU, UC) (C-ID EDUC 200)

## ENGINEERING (ENGR)

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### 2 ENGINEERING GRAPHICS

**4 units, 2 lecture hours, 6 lab hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 103.  
ADVISORIES: Eligibility for English 125 or 126, and Mathematics 4A.

This course covers the principles of orthographic drawing, pictorial drawing, dimensioning, tolerancing, and descriptive geometry. These principles are applied to the visualization, representation, analysis, solution, and documentation of engineering problems, using freehand sketching, computer-aided drafting (CAD), and solid modeling. (A, CSU, UC)

### 4 ENGINEERING MATERIALS

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Chemistry 1A.  
COREQUISITES: Physics 4A. ADVISORIES: Eligibility for English 125 and 126.

This is an introductory course on the properties of engineering materials and their relation to the internal structure of materials. Topics include: atomic structure and bonding; crystalline structures; phases and phase diagram; metals; polymers; ceramics; composites; mechanical deformation and fracture; structural control and influence of properties; materials naming and designating systems; and electrical properties. (A, CSU, UC)

### 6 ELECTRIC CIRCUITS ANALYSIS WITH LAB

**4 units, 3 lecture hours, 3 lab hours, (Pass/No Pass)**

PREREQUISITES: Physics 4B.  
COREQUISITES: Mathematics 17. ADVISORIES: Eligibility for English 125 and 126.

An introductory course in the analysis of DC and AC linear circuits containing resistors, inductors, capacitors, independent and dependent voltage and current sources, and operational amplifiers. Topics include Ohm's Law, Kirchhoff's Laws, loop and mesh analysis, Thevenin's and Norton's Theorems, superposition, natural and forced response in first and second order circuits, phasor analysis, resonance, and AC steady-state power. (A, CSU, UC)

### 8 STATICS

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Physics 4A. ADVISORIES: Eligibility for English 125 and 126. COREQUISITES: Mathematics 6.

The study of rigid bodies in static equilibrium when acted upon by forces and couples in two- and three-dimensional space. Includes equilibrium of rigid bodies, trusses, frames and machines, as well as the calculation of centers of mass, centroids, friction, moments of inertia, and shear and bending moment diagrams. (A, CSU, UC)

### 10 INTRODUCTION TO ENGINEERING

**2 units, 2 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126 and Mathematics 201.

This course is an introduction to the engineering profession for students interested in a career in engineering or technology. Topics include opportunities in engineering, education plans, internships, the design process, analytical problem solving techniques, project management, and professional ethics. Hands-on projects are used extensively in the course. (A, CSU)

### 40 PROGRAMMING FOR SCIENTISTS AND ENGINEERS

**4 units, 3 lecture hours, 2 lab hours (Pass/No Pass)**

PREREQUISITES: Mathematics 4A or 4C.  
ADVISORIES: Eligibility for English 125 or 126.

This course introduces the use of C++ programming language to solve engineering and applied science problems. A systematic development of program structure, specification, testing, and debugging. (A, CSU, UC)

**ENGLISH (ENGL)****1A READING AND COMPOSITION****4 units, 4 lecture hours**

PREREQUISITES: English 125 and 126 or English 130 and English 126 or placement through college assessment process.

Students will read, analyze, and compose college-level prose, with emphasis on the expository; study writing as a process; explore different composing structures and strategies; edit and revise their own writing; and conduct research (gather, organize, evaluate, integrate, and document information), culminating in a term research paper and annotated bibliography. Students will write a minimum of 6,000 words in formal academic language. (A, CSU-GE, UC, I) (C-ID ENGL 100)

**1AH HONORS READING AND COMPOSITION****4 units, 4 lecture hours**

PREREQUISITES: English 125 and 126 or English 130 and English 126 or placement through college assessment process.

English 1AH focuses on reading, analyzing, and composing college-level prose, with emphasis on the expository; studying writing as a process; exploring different composing structures and strategies; editing and revising one's own writing; conducting research (gathering, organizing, evaluating, integrating, and documenting information), culminating in a term research paper using both traditional and original research. As an Honors section, this course is organized on a theme with a seminar approach. Students will write a minimum of 8,000 words in formal academic language. (A, CSU-GE, UC, I) (C-ID ENGL 100)

**1B INTRODUCTION TO THE STUDY OF LITERATURE****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

Development of critical thinking, reading and writing skills through experience with literature, including fiction, poetry, plays, and criticism. (A, CSU-GE, UC, I) (C-ID ENGL 120)

**1BH HONORS INTRODUCTION TO THE STUDY OF LITERATURE****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

This course uses literary works as content for reading and writing with emphasis on analytical and critical approaches to drama, poetry, and prose fiction. As an Honors section, this class will employ enhanced teaching methods such as a seminar approach, more research-based writing assignments, and assignments calling for a higher level of critical thinking. (A, CSU-GE, UC, I) (C-ID ENGL 120)

**3 CRITICAL READING AND WRITING****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A course designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A/1AH. The course will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of non-fiction in a variety of media. Students will write a minimum of 6,000 words during the course of the semester. (A, CSU-GE, UC, I) (C-ID ENGL 105)

**3H HONORS CRITICAL READING AND WRITING****3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A course designed to develop critical thinking, reading, and writing skills beyond the level achieved in English 1A/1AH. The course will focus on the development of logical reasoning and analytical and argumentative writing skills based primarily on works of non-fiction. Students will analyze classical and contemporary essays and synthesize critical research. As an Honor's section, this class will employ enhanced teaching methods such as seminar approach and assignments calling for a higher level of critical thinking. Students will write a minimum of 6,000 words during the course of the semester. (A, CSU-GE, UC, I) (C-ID ENGL 105)

# 15A CREATIVE WRITING: POETRY

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: English 1A or 1AH.

A course intended for students who enjoy reading and writing poetry. In this course, students will study poems by professional writers and fellow students and use what they learn to write their own original poetry. The strongest poems written in this class are often recommended for publication in Clovis Community College's literature journal, *The Review*. (A, CSU, UC) (C-ID ENGL 200: ENGL 15A & ENGL 15B)

# 15B CREATIVE WRITING: FICTION

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: English 1A or 1AH.

English 15B is intended for students who are interested in writing short fiction; the course includes appropriate exercises, readings, and critical analyses of published and student work. (A, CSU, UC) (C-ID ENGL 200: ENGL 15A & ENGL 15B)

# 15E CREATIVE WRITING: NON-FICTION

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A workshop course intended for students who are interested in writing creative non-fiction; includes appropriate exercises, readings and analyses of published and student work. (A, CSU, UC)

# 15F CREATIVE WRITING: SCREENWRITING

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A course intended for students who are interested in writing for the screen; includes appropriate exercises, readings, viewing, and critical analyses of professional and student work. (A, CSU, UC)

# 41 THEMES IN LITERATURE

**4 units, 4 lecture hours**

PREREQUISITES: English 1A or 1AH.

English 41 explores themes, authors, or genres through close readings, contextual approaches, interpretations, and critical evaluations. The subject will vary with the instructor (for example, the instructor may choose a thematic organization such as "Rites of Passage in the American Consciousness" or the "The Detective as Hero"; focus on a particular author such as Emily Dickinson or Carlos Fuentes; or a genre such as popular literature or science fiction). (A, CSU, UC)

# 43A AMERICAN LITERATURE: ORIGINS THROUGH RECONSTRUCTION (1877)

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: English 1A.

Readings in American literature from the Colonial period through Reconstruction. Fiction, poetry, and non-fiction will be placed into their historical and philosophical contexts. Discussion and written responses are based on the reading. (A, CSU-GE, UC, I) (C-ID ENGL 130)

# 43B AMERICAN LITERATURE: 1877 TO PRESENT

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: English 1A.

Analysis and study of fiction, drama, poetry, non-fiction, film, advertising, and ephemera of the United States from the Reconstruction to present day. (A, CSU-GE, UC, I) (C-ID ENGL 135)

# 44A WORLD LITERATURE TO THE RENAISSANCE

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Completion of English 125 and 126 or eligibility for English 1A as determined by college assessment or other appropriate method.

This course is a survey of selected works in translation and in English of world literature from antiquity to the Renaissance. (A, CSU-GE, UC, I) (C-ID ENGL-140)

# 44B WORLD LITERATURE SINCE THE RENAISSANCE

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Completion of English 125 and 126 or their equivalents or eligibility for English 1A as determined by the college's assessment process.

This course is a survey of the most enduring fiction, drama, and poetry in the world from the Renaissance to the present. (A, CSU-GE, UC, I) (C-ID ENGL 145)

# 46A ENGLISH LITERATURE TO 1800

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A study of significant voices in English literature from the early epic through the Eighteenth Century. Fiction, poetry, drama, and non-fiction will be placed into their historical and philosophical contexts. (A, CSU-GE, UC, I) (C-ID ENGL 160)

## 46B ENGLISH LITERATURE FROM 1800 TO THE PRESENT

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

A study of significant voices in English literature from the end of the Eighteenth Century into the Twentieth Century. Fiction, poetry, drama, and non-fiction will be placed into their historical and philosophical contexts. (A, CSU-GE, UC, I) (C-ID ENGL 165)

## 47 SHAKESPEARE

**3 units, 3 lecture hours**

PREREQUISITES: English 1A or 1AH.

The plays and sonnets of William Shakespeare are studied and analyzed in their historical and cultural contexts for an appreciation of the dramatic art and poetry. (A, CSU-GE, UC, I)

## 49 LATINO & CHICANO LITERATURE

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A.

Short stories, poems, plays, novels of Latin American and Chicano writers are studied and analyzed for appreciation and understanding of the literature and culture. (A, CSU-GE, UC, I)

## 72 WRITING CENTER THEORY AND PRACTICE

**1 unit, 1 lecture hour, .5 lab hours**

PREREQUISITES: Eligibility for English 125 or 126 or placement by assessment.

This course provides instruction and guided practice in peer learning assistance. The course is intended for those interested in helping students with written compositions while also enhancing their own writing skills and for students intending to enter the field of education. Reader-based feedback and active learning strategies are practiced. Areas for study include composition theory, collaboration learning, writing centers, and writing across the curriculum. Concurrent enrollment in English 125 or English 1A is recommended. (A, CSU)

## 72A ADVANCED WRITING CENTER THEORY AND PRACTICE

**1 unit, 1 lecture hour, .5 lab hour**

PREREQUISITE: English 72

This course provides instruction and guided practice in peer tutoring strategies focusing on the special needs of various types of student writers: ESL and international students, students with learning disorders and learning style differences, online students, and students with discipline-specific writing needs. Specialized reader-based feedback and active learning strategies are practiced. (A, CSU)

## 125 WRITING SKILLS FOR COLLEGE

**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: English 252 or English as a Second Language 225W or placement by the college assessment process.

In this course, students will develop the process of writing, revising, and finishing essays, which includes the logical development and organization of ideas. Students will avoid common writing errors, develop their writing skills by reading model essays and analyzing rhetorical strategies, develop critical thinking skills by matching the structures of writing to meaning and audience, and by using writing as thinking to explore and express ideas. This course is a companion to ENGL 126 and prepares students for ENGL 1A. Students must successfully complete written course work to receive credit. (A)

## 126 READING SKILLS FOR COLLEGE

**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: English 262 or 262B or English as a Second Language 226R or placement by the college assessment process.

Students' basic reading skills are developed into college-level proficiencies in vocabulary usage, literal comprehension, and analytical and critical comprehension. Various reading and reporting strategies are developed and improved for different styles of academic writing. Instruction emphasizes reading as a problem-solving process. (A)

## 130 ACCELERATED WRITING

**5 units, 5 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 252.

In this course, students will practice writing, revising, and proofreading essays. Students will learn to think critically and to logically develop and organize ideas. Students will use readings to enhance their writing skills and to learn how to integrate and document sources. This is an accelerated course that prepares students for ENGL 1A. This class is not intended for students who have taken English 252 or English 125. (A)

## 252 WRITING IMPROVEMENT

**4 units, 4 lecture hours, (Pass/No Pass only)**

PREREQUISITES: English 250 or English as a Second Language 266W or placement by college assessment process.

In this course, students will develop their writing skills by composing short essays (both in and out of class), while learning how to brainstorm, outline, draft, revise, and edit. In the process, they will work on developing paragraphs and correcting basic grammar errors. This course is a companion to ENGL 262 and prepares students for ENGL 125. Students must successfully complete written course work to receive credit.

## 262 READING IMPROVEMENT

**4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

PREREQUISITES: English 260 or English as a Second Language 266R or placement by college placement process.

English 262 includes a variety of group and individual skill development activities in phonetic and structural analysis, basic contextual vocabulary, and literal and basic comprehension skills to foster independent reading proficiency. This course prepares students for English 126. It is recommended to be taken concurrently with English 252 or English 125.

## 272 ASSISTANCE IN COLLEGE WRITING

**.5 -1 unit, 1.33-2.66 lab hours, (Pass/No Pass only)**

This course is intended for any student requiring help with written compositions in any discipline. The course will provide intensive assistance in writing and critical thinking. Students will develop, improve, and refine compositions to sustain focus, employ analysis, reflection, organization, and logical structure. All stages of the writing process are practiced.

## FILM (FILM)

### 1 INTRODUCTION TO FILM STUDIES

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A or 1AH.

A course demonstrating the uses of photography, editing, and sound in the telling of film stories; it will explore film and social issues, filmic meaning, and the main issues of film theory and criticism. (A, CSU-GE, UC, I)

### 2A HISTORY OF CINEMA: 1895-1960

**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 or English 126.

This course provides a survey of significant moments in the creation, delivery, reception, and influence of cinema from the 1890's to 1960. Instruction will include the origins of film technology and its increasing usefulness for narrative, historical documentary, and political argument or indoctrination, and aesthetics. Analysis will include the discovery of how technology, society, public taste, history and social concerns shaped the medium. (A, CSU-GE, UC, I)

### 2B HISTORY OF CINEMA: 1960 TO PRESENT

**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125 or 126.

This course is a survey of significant films and advances in the creation, reception and influence of cinema from 1960 to the present. Instruction will include the international reach and commercial success of the film industry, the hegemony of Western film, the maintenance and the re-tooling of Hollywood as a labor force from the Classical period to the present. Also, this course charts the filmic conventions and advancements of narrative and documentary film, and how film is used as a political argument or as indoctrination. Analyses will include varying film criticisms from feminist to Marxist to reception theory, among others. (A, CSU-GE, UC, I)

## FOODS AND NUTRITION (FN)

### 35 NUTRITION AND HEALTH

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126 or equivalent.

Relationship of diet to physical and emotional health: nutrients, diet patterns throughout the life cycle. Optimal nutrition to reduce the risks of cancer, heart disease, allergies, and other diseases. Social, psychological, and cultural dictates which affect food selection and health. Personal strategies to develop a nutrition plan for better health. Designed for students with an interest in Food Services. Not open to students with credit in Foods and Nutrition 40, Nutrition. (A, CSU-GE, UC)

### 40 NUTRITION

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

Nutrients and their ingestion, digestion, absorption, transport, metabolism, interaction, storage, and excretion. The relationship of diet to physical and emotional health, diet patterns through the life cycle, consumer concerns, and recent developments. (A, CSU, UC)

## FRENCH (FRENCH)

### 1 BEGINNING FRENCH

**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Beginning course in conversational and written French for non-native speakers. Introduction to pronunciation, vocabulary, idioms, grammar, basic composition, and exploration of the cultures of France and other Francophone countries and regions. (A, CSU-GE, UC, I)

### 2 HIGH-BEGINNING FRENCH

**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: French 1, or 2 years of high school French, or the equivalent skill level as determined by the instructor.

Second-semester course in conversational and written French for non-native speakers. Development of grammatical structures and expansion of vocabulary. Further study of the cultures of France and other Francophone countries and regions. Introduction to the literary text. (A, CSU-GE, UC, I)

### 3 INTERMEDIATE FRENCH

**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: French 2, or 3 years of high school French, or the equivalent skill level as determined by the instructor. ADVISORIES: Eligibility for English 125 and 126.

Third-semester course in conversational and written French for non-native speakers. Review of basic grammar. Further development of oral skills and grammatical structures and continued expansion of vocabulary. Composition and discussion of short literary texts. Increasing emphasis on reading and writing as tools in exploring the cultures of France and other Francophone countries and regions. (A, CSU-GE, UC, I)

### 4 HIGH-INTERMEDIATE FRENCH

**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: French 3 or equivalent skill level as determined by the instructor. ADVISORIES: Eligibility for English 125 and 126.

Fourth-semester course in conversational and written French for non-native speakers. Development of proficiency of grammar and language usage. Continued exploration of current topics and cultures of France and Francophone countries and regions as reflected in the language and literature. (A, CSU-GE, UC, I)

## GEOGRAPHY (GEOG)

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- 5     **PHYSICAL GEOGRAPHY:  
ENVIRONMENTAL CONDITIONS**  
**3 units, 3 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125, 126,  
and Mathematics 201.

Description and interpretation of the physical features of the earth. A systematic approach to the study of earth-sun relations, weather, climate, natural vegetation, and global warming. (A, CSU-GE, UC, I)

- 9     **PHYSICAL GEOGRAPHY:  
LAND FORMATION**  
**3 units, 3 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125, 126,  
and Mathematics 201.

Description and interpretation of the physical features of the earth. Emphasis on the study of map reading and land formation processes such as volcanoes, earthquakes, and glaciers. (A, CSU-GE, UC, I)

- 40A   **WORLD REGIONAL GEOGRAPHY A**  
**3 units, 3 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125 or 126.  
This course covers Europe, the post-Soviet Region,  
the Middle East, and Africa: a study of the physical settings,  
population patterns, natural resources, and economic and  
political status of these regions. Geography 40A and 40B  
together are equivalent to the Fresno City College courses  
Geography 4A and 4B together. (A, CSU-GE, UC, I) (C-ID  
GEOG 125: GEOG 40A & GEOG 40B)

- 40B   **WORLD REGIONAL GEOGRAPHY B**  
**3 units, 3 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125 or 126.  
This course covers Asia, the Americas, Australia,  
New Zealand, and the Pacific Islands: a study of the  
physical settings, population patterns, natural resources, and  
economic and political status of these regions. Geography  
40A and 40B together are equivalent to the Fresno City  
College courses Geography 4A and 4B together. (A, CSU-  
GE, UC, I) (C-ID GEOG 125: GEOG 40A & GEOG 40B)

## GEOLOGY (GEOL)

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- 1     **PHYSICAL GEOLOGY**  
**4 units, 3 lecture hours, 3 lab hours, (Pass/No  
Pass)**  
ADVISORIES: Eligibility for English 125, 126, and  
Mathematics 201 or equivalent.

Introduction to the forces and processes shaping the surface of the earth. These include plate tectonics, igneous intrusion, volcanism, formation of sediment and sedimentary rock, metamorphism, earthquakes, and the formation of mountain belts. Other topics covered include faulting and folding of rock, time and its implications, formation of geologic resources (metals and petroleum), ocean basins and coasts, surface water/flooding, and groundwater. Rock and mineral identification is taught in lab. Includes several field trips to emphasize class material. (A, CSU-GE, UC, I)

- 9     **INTRODUCTION TO EARTH SCIENCE**  
**4 units, 3 lecture hours, 2 lab hours**  
ADVISORIES: Eligibility for English 125, 126,  
and Mathematics 201.

An introduction to the earth sciences with an emphasis on basic topics and principles in geology, oceanography, meteorology, and astronomy. For transfer Liberal Studies students. (A, CSU-GE, UC, I)

## GERMAN (GERMAN)

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- 1     **BEGINNING GERMAN**  
**4 units, 4 lecture hours, 1 lab hour, (Pass/No  
Pass)**  
ADVISORIES: Eligibility for English 125 and 126.  
Beginning course in conversational and written  
German for non-native speakers, intended for students without  
previous exposure to German. Introduction to pronunciation,  
vocabulary, idioms, grammar, basic composition, and  
exploration of the cultures of German-speaking countries and  
regions. (A, CSU-GE, UC, I)

## 2 HIGH-BEGINNING GERMAN

**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: German 1, or 2 years of high school German, or the equivalent skill level as determined by the instructor. ADVISORIES: Eligibility for English 125 and 126.

Second-semester course in conversational and written German for non-native speakers. Development of grammatical structures and expansion of vocabulary. Further study of the cultures of German-speaking countries and regions. Introduction to the literary text. (A, CSU-GE, UC, I)

## 3 INTERMEDIATE GERMAN

**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: German 2, or 3 years of high school German, or the equivalent skill level as determined by the instructor. ADVISORIES: Eligibility for English 125 and 126.

Third-semester course in conversational and written German for non-native speakers. Review of basic grammar. Further development of oral skills and grammatical structures and continued expansion of vocabulary. Composition and discussion of short literary texts. Increased emphasis on reading and writing as tools in exploring the cultures of German-speaking countries and regions. (A, CSU-GE, UC, I)

## 4 HIGH-INTERMEDIATE GERMAN

**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: German 3, or 4 years of high school German, or the equivalent skill level as determined by the instructor. ADVISORIES: Eligibility for English 125 and 126.

Fourth-semester course in conversational and written German for non-native speakers. Development of proficiency of grammar and language usage. Continued exploration of current topics and cultures of German-speaking countries and regions as reflected in the language and literature. (A, CSU-GE, UC, I)

## HEALTH SCIENCE (HLTH)

## 1 CONTEMPORARY HEALTH ISSUES

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course is designed to introduce the student to a comprehensive study of personal and community health. This course will also introduce the student to health issues at the local, state, and national levels. (A, CSU-GE, UC)

## 2 FIRST AID AND SAFETY

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 or 126.

This course is designed to prepare citizen responders with the knowledge and skills necessary to respond to emergency, and first-aid situations. First aid, CPR, and AED for adults, children and infants are included in this course. Students will be eligible to take American Red Cross certification exams upon successful completion of each respective content area. (A, CSU, UC) (C-ID KIN 101)

## 14 INTERPRETING IN HEALTH CARE I

**4 units, 3 lecture hours, 3 lab hours, (Pass/No Pass)**

ADVISORIES: Office Technology 10, eligibility for English 125 and 126.

Provides training for bilingual individuals to develop awareness, knowledge, and skills necessary for effective language interpretation in health care settings. Foundation for students in the Healthcare Interpreter Certificate Program and the basis for the trilogy of courses required. The roles and responsibilities of a healthcare interpreter, basic knowledge of common medical conditions, treatments and procedures and a need for insight in language and cultural nuances for specific communities. (A, CSU)

- 15 **INTERPRETING IN HEALTH CARE II**  
**4 units, 3 lecture hours, 3 lab hours, (Pass/No Pass)**  
PREREQUISITES: Health 14 must be completed within 2 years prior to enrollment in Health 15 and 16. COREQUISITES: Health 16. ADVISORIES: Office Technology 10, Biology 20, 22, eligibility for English 125 and 126.

For students in the Health Care Interpreter Program. Training continues for bilingual individuals to become integral members of the health care team in bridging the language and cultural gap between clients and providers. There is further enhancement of interpreting skills covering specialized health care areas such as gynecology, mental health, death and dying. Emphasis placed on the development of cultural competency. Taken concurrently with Health Science 16. (A, CSU)

- 16 **FIELD WORK IN HEALTH CARE INTERPRETING**  
**4 units, 2 lecture hours, 6 lab hours, (Pass/No Pass)**  
PREREQUISITES: Health Science 14, must be completed within 2 years prior to enrollment in Health Science 16. COREQUISITE: Health Science 15.

For students in the Health Care Interpreting program. Training interpreters in facilitating linguistic and cultural communication between client and health care providers. Fieldwork includes at least 20 face-to-face actual encounters in interpreting skills. Taken concurrently with Health Science 15. (A, CSU)

## HISTORY (HIST)

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- 1 **WESTERN CIVILIZATION TO 1648**  
**3 units, 3 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125 and 126.

This course provides a survey of the political, social, economic, cultural and intellectual developments of European civilization from its prehistoric antecedents in the Middle East to the rise of modern European nations in the seventeenth century. (A, CSU-GE, UC, I) (C-ID HIST 170)

- 2 **WESTERN CIVILIZATION FROM 1648**  
**3 units, 3 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125 and 126.  
This course provides a survey of the political, social, economic, cultural & intellectual development of European civilization and its impact on non-western societies from the 17th century to the present era. (A, CSU-GE, UC, I) (C-ID HIST 180)

- 5 **AFRICAN PEOPLE IN THE NEW WORLD**  
**3 units, 3 lecture hours, (Pass/No Pass) (See also Ethnic Studies 5)**  
ADVISORIES: Eligibility for English 125 and 126.  
This course provides a survey of the historical contributions of African people in South America, Central America, the Caribbean, and the United States from the 16th century to the present. (A, CSU-GE, UC, I)

- 11 **HISTORY OF THE UNITED STATES TO 1877**  
**3 units, 3 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125 and 126.  
This course traces the political, social, and economic development of the United States from the colonial period to the Reconstruction Era. (A, CSU-GE, UC, I) (C-ID HIST 140: HIST 11 & HIST 12) (C-ID HIST 140: HIST 11 + HIST 12H)

- 12 **HISTORY OF THE UNITED STATES SINCE 1865**  
**3 units, 3 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125 and 126.  
This course traces the political, social, and economic development of the United States from the Reconstruction Era to the present. (A, CSU-GE, UC, I) (C-ID HIST 140: HIST 11 + HIST 12)

- 12H **HONORS HISTORY OF THE UNITED STATES SINCE 1865**  
**3 units, 3 lecture hours, (Pass/No Pass)**  
ADVISORIES: Eligibility for English 125 and 126.  
This course provides a survey of the political, social, and economic development of the United States since 1865 and the emergence of the U. S. as a world power. Students are also introduced to research methods, historiography, and divergent schools of historical interpretation. (A, CSU-GE, UC, I) (C-ID HIST 140: HIST 11 + HIST 12H)

**20 WORLD HISTORY I, TO 1600****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Education 10 recommended for K-8 teachers, eligibility for English 125 and 126.

This course examines economic, political, and social developments in World Civilization from the emergence of human communities to around 1600. (A, CSU-GE, UC, I) (C-ID HIST 150)

**22 HISTORY OF AMERICAN WOMEN****3 units, 3 lecture hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course examines the social, political, and economic actions and reactions of American women over the course of American history, giving consideration to racial, ethnic, religious, geographic, and class differences. (A, CSU-GE, UC, I)

**32 HISTORY OF THE MEXICAN AMERICAN PEOPLE****3 units, 3 lecture hours, (Pass/No Pass) (See also Ethnic Studies 32)**

ADVISORIES: Eligibility for English 125 and 126.

This course traces the history of the Mexican American people from the pre-Columbia era to the present. Topics covered include the indigenous origins of Mexican society, the Spanish colonial period, the Spanish and Mexican roots of the contemporary American Southwest, and the role played by Mexican Americans in the social, economic, political, and cultural development of the United States from the Mexican War (1846-1848) to the present. (A, CSU-GE, UC, I)

**HONORS (HONORS)****2 HONORS SEMINAR****1 unit, 1 lecture hour**

ADVISORIES: English 1A or 1AH.

An interdisciplinary seminar designed to offer honors program students and qualified general entry students an integrated academic atmosphere in the study of one topic or theme, in order to stimulate intellectual curiosity, discussion, and written analysis. May include field trips and guest speakers. Course content varies for every seminar and is taught by a wide array of discipline experts drawing from all departments at the college. (A, CSU, UC\*)

\*Note: UC to determine transfer credit after enrolled at UC based on review of course syllabus

**INFORMATION SYSTEMS (IS)****10 KEYBOARDING****1 unit, .66 lecture hours, .66 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 126.

This course provides an introduction to the computer system with an emphasis on keyboarding. It is a "hands-on" approach stressing the development of keyboarding skills needed to use a computer effectively. The keyboarding software allows the student to build speed and accuracy on alphabet, number, and special computer keys. The course will include skill building exercises and an introduction to word processing software. (A, CSU)

**11 COMPUTER ESSENTIALS****1.5 units, 1.5 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This is an introduction to the PC computer system. It is a "hands-on" practical approach with an emphasis on how to operate a computer. The course includes supervised exercises using the storage devices of the system, printer controls, and essential operating system (Windows) commands. The student will be introduced to the Internet and E-mail and basic features of word processing and spreadsheet applications. The student is expected to complete computer assignments outside of class. A grade of "C" or better in this course fulfills the computer familiarity requirement. No credit is given if Information Systems 15 or Office Technology 1 has been successfully completed with a "C" or better. (A, CSU)

**12 COMPUTER LITERACY****3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

Basic introduction to computers and their usage. Basic principles of hardware and software; shopping for a personal computer; social issues associated with the role of computers in the world today; and an introduction to word processing, spreadsheets, Internet principles and usage.

(Not for Business Majors - Business Majors need to take Information Systems 15) (A, CSU, UC)

**13 DATABASE ESSENTIALS****1.5 units, 1 lecture hour, 1 lab hour**

This course is designed for students who inspire to attain a basic understanding of databases. Topics will include creating and editing tables, creating and using forms, creating and running queries, creating and printing reports, and sorting and indexing data fields using current database software. Students are expected to complete computer assignments outside of class. (A, CSU)

**15 COMPUTER CONCEPTS****3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

ADVISORIES: Eligibility for English 126 and Mathematics 201.

This course provides an introduction to computer and information systems concepts and terminology, an overview of hardware, and software (systems and applications including word processing, spreadsheet, database, presentation, and programming), the history of the microcomputer, privacy and legal issues, and telecommunications (email and Internet). A grade of "C" or better in this course fulfills the computer familiarity requirement. (A, CSU, UC) (C-ID ITIS 120)

**16 WORD PROCESSING****1.5 units, 1.5 lecture hours, .5 lab hour, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course provides an introduction to word processing for the business manager. This course will include creating, editing, formatting, saving, and printing documents. A number of advanced topics will be introduced. This course includes a survey of current word processing applications. The student is expected to complete assignments in the computer laboratory outside of class. (A, CSU)

**18 SPREADSHEET FUNDAMENTALS****1.5 units, 1.5 lecture hours, .5 lab hour, (Pass/No Pass)**

ADVISORIES: Mathematics 201.

This course provides an introduction to spreadsheet fundamentals for the business manager. This course will cover creating and formatting worksheets, using formulas and functions, and creating graphs using a spreadsheet. The student is expected to complete assignments in the computer laboratory outside of class. (A, CSU)

**19V COOPERATIVE WORK EXPERIENCE, INFORMATION SYSTEMS  
1-8 units, 75 hours/unit paid employment or  
60 hours/unit volunteer employment, (Pass/  
No Pass)**

Supervised employment, directly related to student's major in information systems. Students may enroll for a maximum of 8 units per semester. Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G. (A, CSU)

**26A DATABASE CONCEPTS AND DESIGN****3 units, 3 lecture hours, 1 lab hour**

PREREQUISITES: Information Systems 15 or equivalent.

This course provides an introduction of database concepts and fundamentals for the business manager. The course covers the concepts of the relational database, creating and editing database tables, using relational and logical operators, creating queries with QBE and SQL, creating and printing reports, and sorting and indexing database files using a current database application. (A, CSU)

**26B ADVANCED DATABASE CONCEPTS  
AND DESIGN****1.5 units, 1.5 lecture hours, .5 lab hours**

PREREQUISITES: Information Systems 26A.  
ADVISORIES: Information Systems 31; eligibility for English 125, 126, and Mathematics 201.

Intermediate topics to relational-database concepts and fundamentals for business application: database administration and security, advanced structured-query language (SQL), events programming, and complex reports. (A, CSU)

**31 INTRODUCTION TO PROGRAMMING****3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Information Systems 15.  
ADVISORIES: Mathematics 201.

This course provides an introduction to programming using professionally recognized principles that provide a foundation for good programming techniques. This course is designed to prepare students who are interested in pursuing programming as an option for the Information Systems degree and who have no previous programming experience. (A, CSU)

**33 BEGINNING JAVA PROGRAMMING****3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Information systems 15, 31 or equivalent courses.

Introduction to developing Java Applets and applications using the Beginning Java Programming language. Emphasis on object oriented programming, control structures, methods, arrays, strings, inheritance, and graphics. (A, CSU, UC)

**40A WEB DEVELOPMENT WITH HTML****3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Information Systems 15.  
ADVISORIES: Eligibility for English 126 and Mathematics 201.

Introductory to Web Development course using web authoring software and HTML. Emphasis is on production, design, and usability. Students will apply skills and concepts to plan, develop, and upload a small website. (A, CSU)

**40B ADVANCED INTERNET CONCEPTS AND DESIGN****3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Information Systems 40A.

This course provides a hands-on exploration in cutting edge HTML techniques needed to enhance web pages with frames, targets, columns, image maps, and META tags. The course will review the roles of the latest technologies such as ASP, JavaScript, and Java. Students will create HTML forms, write ASP web pages for interactivity, and process information submitted via form. (A, CSU)

**42A GRAPHICS DESIGN FOR THE WEB****3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Information Systems 15.  
ADVISORIES: Eligibility for English 126 and Mathematics 201.

This course provides an introduction to graphic editing software for web design and business. The course will include the creation of graphics from scratch; edit existing images, image compression and color reduction techniques as well as HTML integration within graphic design. (A, CSU)

**42B FLASH DESIGNS****3 units, 3 lecture hours, 1 lab hour, (Pass/No Pass)**

ADVISORIES: Information Systems 1 or 11 or 12 or 15. Eligibility for English 125 and 126.

Introduction to the basics of Flash. The focus of this course will introduce the basic tools featured in Flash; animating and creating graphics, exporting information, animation, scripting, as well as learning how to create an interactive interface. (A, CSU)

**47 VISUAL BASIC****3 units, 3 lecture hours, 1 lab hour (Pass/No Pass)**

PREREQUISITE: Information Systems 15.  
ADVISORIES: Eligibility for English 126 and Mathematics 201.

This course provides an introduction to programming in Visual Basic. Students will develop computer programs using Visual Basic programming language in Windows®-based computers. The course emphasizes planning, designing, writing, testing, debugging, and documenting Visual Basic programs. (A, CSU, UC)

**50A INTRODUCTION TO GAME PROGRAMMING****3 units, 3 lecture hours, 1 lab hour**

PREREQUISITE: Information Systems 15.  
ADVISORIES: Eligibility for English 125, 126 and Mathematics 201.

This course is designed to introduce students to basic game programming utilizing Adobe Flash application. Students will plan, design, implement, and maintain simple games for stand-alone computer systems or on the Internet. (A, CSU, UC)

**50B INTERMEDIATE GAME PROGRAMMING****3 units, 3 lecture hours, 1 lab hour**

PREREQUISITES: Information Systems 15.  
ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course provides students with basic game programming development skills utilizing Adobe Flash application. Students will plan, design, implement and maintain games focused on game framework design for stand-alone computer systems or on the Internet. (A, CSU)

**60 OPERATING SYSTEMS****2 units, 1 lecture hour, 1 lab hour**

ADVISORIES: Eligibility for English 126 and Mathematics 201.

This course provides an overview to a broad range of operating system concepts, including installation and maintenance. Emphasis is on operating system concepts and hands-on activities, including management and maintenance. Students will learn and practice configuration techniques using operating system utilities. Students will also compare and contrast the differences between each operating system, files systems, file organization, file management, as well as essential computer securities and configuration. (A, CSU)

**61 COMPUTER BUILDING AND CONFIGURATION****1.5 units, 1 lecture hour, 1 lab hour**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course covers the proper procedures for building a personal computer. Students will learn how to select, assemble, and install the necessary components to build a personal computer. The course will include a lecture and hands-on activities such as: installing operating systems and application software, and using appropriate diagnostic software to solve hardware or software problems. (A, CSU)

**62 COMPUTER TROUBLESHOOTING AND MAINTENANCE****2.5 units, 2 lecture hours, 2 lab hours**

ADVISORIES: Eligibility for English 126 and Mathematics 201.

This course provides an introduction to troubleshooting and maintenance techniques of personal and laptop computers. The course provides Information Systems student with applicable hands-on activities such as installing RAM, replacing motherboards, and replacing power supplies, as well as using specialized test equipment to assist in troubleshooting. (A, CSU)

**63 COMPUTER NETWORKING I****3 units, 2 lecture hours, 2 lab hours,**PREREQUISITE: Information Systems 15.  
ADVISORIES: Eligibility for English 126 and Mathematics 201.

This course provides an introduction to computer networking by providing hands on networking learning tasks such as: making and testing network cabling, troubleshooting networking hardware, as well as working with common network protocols. In this course, students will learn network topology, network types (wired and wireless), and basic principles of network security as well as network hardware and software installation and configuration. This course will prepare students to be competitive candidates in obtaining their CompTIA Network+ certification. (A, CSU)

**64 COMPUTER NETWORKING II****3 units, 2 lecture hours, 2 lab hours**PREREQUISITE: Information Systems 63.  
ADVISORIES: English 125, 126 and Mathematics 201.

This course covers advanced concepts in networking software and hardware. Installation of WAN hardware components and software will be examined. Installation of communications/internet software, proxy servers, transaction servers, domain name servers, and mail servers will be examined in a virtual environment. Design and implementation techniques for large organizations are also covered. (A, CSU)

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**INTERDISCIPLINARY STUDIES (INTDS)**

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**300 ACADEMIC LEARNING CENTER****0 units, .5-1 lab hour**

This course provides individualized assistance to increase the probability of a student's successful completion of his or her educational objectives. Hours will vary depending upon individual student's need.

**301 BASIC SKILLS DEVELOPMENT****0 units, 3 lab hours**

This is a learning assistance course in basic skills: reading, mathematics, writing, and study skills as applied to a variety of disciplines. Instruction will occur individually or in small groups by the instructor or with student lab assistants. An individual learning plan must be approved which serves as the basis for assessment and counseling.

## KINESIOLOGY (KINES)

### 22 INTRODUCTION TO PHYSICAL EDUCATION (FORMERLY PE 22)

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Students will be introduced to the historical background, philosophy, objectives, and content of the modern physical education and kinesiology programs in schools. Additionally, the scope and challenges of the profession of teaching physical education will be discussed. This course is required of all physical education majors. (A, CSU, UC)

## LIBRARY SKILLS (LIBSKL)

### 1 INFORMATION COMPETENCY/ RESEARCH SKILLS

**1 unit, 1 lecture hour**

PREREQUISITES: English 1A or 1AH.

This course is an introduction to research skills and strategies for college students to successfully locate, access, evaluate, and use information in various formats. Students will learn how to use print, database, and Internet resources, cite sources, create bibliographies, and understand plagiarism. (A, CSU, UC)

## LINGUISTICS (LING)

### 10 INTRODUCTION TO LANGUAGE

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: English 1A or 1AH.

This course examines human language, including its nature, structure, use, history, and acquisition. Emphasis is on the systematic linguistic description of language knowledge and usage. It is recommended for foreign language majors and students who are interested in how language works. (A, CSU-GE, UC, I)

### 11 INTRODUCTION TO LANGUAGE FOR TEACHERS

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: English 1A or 1AH.

This course examines human language, including its nature, structure, use, history, and acquisition. Emphasis is on the systematic linguistic description of language knowledge and usage. It is recommended for foreign language majors, liberal studies majors, and students in the Multiple Subject Credential Blended Program. (A, CSU, UC)

## MARKETING (MKTG)

### 10 MARKETING

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This class is an introduction to the role of marketing in business, the various philosophies that guide marketing management and the importance of the role of the consumer in the marketing process. Using the skills learned in this course, students will research and write a marketing plan. (A, CSU)

### 11 SALESMANSHIP

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126 and Mathematics 201.

This class focuses on the systems used in the selling process. Emphasis is placed on analysis of psychological aspects of consumer decision-making and consumer attitudes toward the salesman that affect success. (A, CSU)

### 12 ADVERTISING AND PROMOTION

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This course explores the process of brand promotion and marketing. Students will gain an understanding of the market and environment for brand promotion. Emphasis is placed on the tools, evaluation, and measurement of advertising campaigns. (A, CSU)

## MATHEMATICS (MATH)

### 4A TRIGONOMETRY

**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 103 or equivalent. ADVISORIES: Eligibility for English 125 and 126.

This course in trigonometry of the plane concentrates on trigonometric functions and their applications. Topics covered include the trigonometric functions, solution of right triangles, radian measure, fundamental identities, angular measure, graphs, logarithms, functions of composite angles, oblique triangles, trigonometric equations, inverse trigonometric functions, and complex numbers, including powers and roots. The study of polar coordinates and polar equations is also covered. (A, CSU-GE)

### 4B PRECALCULUS

**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 4A. ADVISORIES: Eligibility for English 125 and 126.

The course is an analytic and comprehensive study of algebra, geometry, and trigonometry designed to prepare students for calculus. Topics include conic sections, inequalities, systems of equations, polynomial, trigonometric, rational, exponential, and logarithmic functions and their graphs. (A, CSU-GE, UC, I)

### 5A MATH ANALYSIS I

**5 units, 5 lecture hours (Pass/No Pass option)**

PREREQUISITES: Mathematics 4B, 4C, or equivalent. ADVISORIES: Eligibility for English 125 and 126.

Introduction to calculus, analytic geometry, differentiation and integration of polynomial, exponential, logarithmic, and trigonometric functions; limits; curve sketching, and applications. (A, CSU-GE, UC, I)

### 5B MATH ANALYSIS II

**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 5A. ADVISORIES: Eligibility for English 125 and 126.

This class investigates the applications of integration, many techniques of integration, improper integrals, parametric equations, polar coordinates and functions. Further study involves conic sections, exponential growth/decay models, infinite series including Maclaurin and Taylor Series. (A, CSU-GE, UC, I) (C-ID MATH 220)

### 6 MATH ANALYSIS III

**5 units, 5 lecture hours**

PREREQUISITES: Mathematics 5B. ADVISORIES: Eligibility for English 125 and 126.

This is the third of three courses in the basic calculus sequence. Topics include solid analytical geometry, three dimensional vectors, vector valued functions, partial differentiation, multiple integration, line integrals, Divergence, Green's, and Stokes' Theorems. (A, CSU-GE, UC, I)

### 10A STRUCTURE AND CONCEPTS IN MATHEMATICS I

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 103. ADVISORIES: Eligibility for English 125 and 126.

This course is designed for prospective elementary school teachers. It will study problem solving strategies and skills, number sequences, set theory, ancient numeration systems, number theory, rational and irrational numbers, computation algorithms, and applications of mathematics. (A, CSU, UC)

### 10B STRUCTURE AND CONCEPTS IN MATHEMATICS II

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 10A (one year high school geometry. ADVISORIES: Eligibility for English 125 and 126.

This course is designed for prospective elementary school teachers. Topics covered will include counting methods, elementary probability, and statistics. Additional topics in Geometry to include polygons, congruence and similarity, measurement, geometric transformations, coordinate geometry, and connections between numbers and geometry with selected applications. (A, CSU-GE, UC)

### 11 ELEMENTARY STATISTICS

**4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 103. ADVISORIES: Eligibility for English 125 and 126.

This course is an introduction to statistical methods and techniques with applications in the fields of business, behavioral and social science, as well as in science, technology, engineering, and mathematics. Topics include descriptive measures of central tendency and variability, probability, binomial and normal distributions, random variables, sampling, estimating, hypothesis testing (parametric and nonparametric), correlation, and regression. (A, CSU-GE, UC, I)

## 17 DIFFERENTIAL EQUATIONS AND LINEAR ALGEBRA

**5 units, 5 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 6.

First order ordinary differential equations, including separable, linear, homogeneous of degree zero, Bernoulli and exact with applications and numerical methods. Solutions to higher order differential equations using undetermined coefficients, variation of parameters, and power series, with applications. Solutions to linear and non-linear systems of differential equations, including numerical solutions. Matrix algebra, solutions of linear systems of equations, and determinants. Vector spaces, linear independence, basis and dimension, subspace and inner product space, including the Gram-Schmidt procedure. Linear transformations, kernel and range, eigenvalues, eigenvectors, diagonalization, and symmetric matrices. (A, CSU-GE, UC, I) (C-ID MATH 240) (C-ID MATH 910S)

## 45 CONTEMPORARY MATHEMATICS

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 103. ADVISORIES:

Eligibility for English 125 and 126.

This course provides an introduction to mathematical problem solving in diverse areas of contemporary life such as statistics, social choice, measurement, and management science for students in the arts, humanities, and social sciences. (A, CSU-GE, UC)

## 103 INTERMEDIATE ALGEBRA

**5 units, 5 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 201 or equivalent.

ADVISORIES: Eligibility for English 126.

This course will deal with many algebraic concepts including: equations and inequalities in two variables, rational exponents and roots, quadratic functions, exponential and logarithmic functions, and conic sections. (A)

## 201 ELEMENTARY ALGEBRA (FORMERLY MATH 101)

**5 units, 5 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 250 or equivalent.

ADVISORIES: Mathematics 256 and eligibility for English 126.

This is a first course in elementary algebra, including algebraic expressions, linear equations and inequalities, linear equations and inequalities in two variables, exponents and polynomials, factoring, and rational expressions.

## 250 COLLEGE ARITHMETIC

**3 units, 3 lecture hours**

This course is designed as a quick review of college arithmetic to prepare the student for MATH 256 or MATH 201. Topics include arithmetic operations on integers, fractions, and decimals; application of order of operations to simplification of mathematical expressions; word problems and applications of arithmetic using ratios, proportions, and percents.

## 256 TOPICS BEFORE ALGEBRA

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Mathematics 250 or by college assessment process that would qualify the student to place out of Mathematics 250.

An introduction to some of the key concepts covered in Beginning Algebra (e.g., solving equations, graphing, word problems) which are typically difficult for MATH 201 students. This course is designed for the student who has successfully completed MATH 250 or MATH 260 but does not feel confident enough in his/her skills to be able to take on the fast pace of a traditional MATH 201 class.

## 272 ASSISTANCE IN COLLEGE MATHEMATICS

**.5-1 unit, 1.33 -2.66 hours (pass/no pass only)**

This course is intended for any student requiring help with mathematics in any discipline. The course will provide intensive assistance in mathematical concepts and procedures. Students will develop, improve, and refine mathematical skills through guided practice in a lab setting.

## MUSIC (MUS)

### 5 MIDI MUSIC PRODUCTION

**2 units, 2 lecture hours, 1 lab hour**

ADVISORIES: Music 3 and 20. Eligibility for English 125, 126 and Mathematics 201.

Use of synthesizers, computers, and MIDI sequencing software to compose, edit, and record music. (A, CSU)

**12 MUSIC APPRECIATION****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

The course acquaints students with basic musical concepts and terminology. These concepts are then employed in the study of our Western musical heritage from the Middle Ages to the present. (A, CSU-GE, UC, I) (C-ID MUS 100)

**16 JAZZ HISTORY AND APPRECIATION****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course studies the history and development of American jazz styles from the early 20th century to the present. It is an introductory course for the general student and/or non-musician. (A, CSU-GE, UC, I)

**31 CONCERT CHOIR****1-3 units, 1 unit: 1 lecture hour, 1 lab hour;****2 units: 1 lecture hour, 3 lab hours; 3 units:****2 lecture hours, 3 lab hours, (Pass/No Pass), (Repeats=3)**

ADVISORIES: Eligibility for English 126 and Mathematics 201.

This course is the study and performance of a wide variety of choral literature from all musical eras. Participation in all performances required. (A, CSU) (C-ID MUS 180)

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**OFFICE TECHNOLOGY (OT)**

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**10 MEDICAL TERMINOLOGY****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course provides students an opportunity to learn medical vocabulary with concentration on prefixes, suffixes, and root words. Emphasis is given to word dissection and definitions as applied to the body systems including the terminology used in examinations, diagnoses, procedures, laboratory investigations, and medical reports. (A, CSU)

**17 JOB RETENTION AND RESPONSIBILITIES****1 unit, 1 lecture hour**

ADVISORIES: Eligibility for English 125 and 126.

This course covers a variety of topics related to succeeding at work as an office assistant, an administrative assistant, a secretary, and/or a medical administrative assistant. Topics include job orientation, business office employer expectations, customer service, dealing with difficult coworkers in the office, goal setting, and career planning, mentoring, continuing education, and business ethics. Students will also be asked to examine their personal lives to determine and correct any potential issues that may hinder their ability to maintain their jobs in an office. (A, CSU)

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**PHILOSOPHY (PHIL)**

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**1 INTRODUCTION TO PHILOSOPHY****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A.

This course introduces students to traditional and contemporary views in metaphysics, epistemology, and value-theory. Topics may include the sources and limits of knowledge, the nature of reality, the relationship between mind and body, free will and determinism, the existence of God, and the nature of morally right action. Readings will include selections drawn from the primary texts of Plato, Aristotle, Aquinas, Descartes, Locke, Berkeley, Hume, or Kant, as well as various twentieth century philosophers. (A, CSU-GE, UC, I) (C-ID PHIL 100)

**1C ETHICS****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A.

This course examines key ethical theories, and includes application of theories to contemporary moral problems. (A, CSU-GE, UC, I) (C-ID PHIL 120)

**1CH HONORS ETHICS****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for ENGL 1A or 1AH.

This course is a rigorous introduction to key ethical theories and their application to classic and contemporary moral problems through study of four primary texts: Plato's Republic, Aristotle's Nicomachean Ethics, Kant's Groundwork of the Metaphysics of Morals, and Mill's Utilitarianism. As an honors section, the class will be conducted as a seminar with an emphasis on student writing. (A, CSU-GE, UC, I) (C-ID PHIL 120)

**1D WORLD RELIGIONS****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 1A.

This course surveys the major religions of the world: Hinduism, Buddhism, Daoism, Confucianism, Judaism, Christianity, Islam, and selected new religious movements. (A, CSU-GE, UC, I)

**2 CRITICAL REASONING AND ANALYTIC WRITING****3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: English 1A or equivalent.

This is a course designed to develop skills in recognition, analysis, evaluation, and construction of arguments beyond the level achieved in English 1A. Topics include: the distinction between deductive and inductive reasoning; identification of formal and informal fallacies; structures of valid arguments; important arguments of well-known philosophers. The central focus of the course is instruction and practice in the argumentative essay. Students will write a minimum of 6,000 words during the course of the semester. (A, CSU-GE, UC, I)

**4 INTRODUCTION TO LOGIC****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: English 1A or 1AH.

This course is an introduction to basic concepts, methods and principles of correct reasoning, with emphasis on deductive logic. Topics include traditional categorical logic, sentential logic including formal proof techniques, inductive arguments, and informal fallacies. (A, CSU-GE, UC) (C-ID PHIL 110)

**6 SYMBOLIC LOGIC****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course introduces the concepts and methods of modern symbolic logic. Topics include symbolization, syntax, semantics, and natural deduction for sentential and predicate logic. (A, CSU-GE, UC, I) (C-ID PHIL 210)

**PHOTOGRAPHY (PHOTO)****1 BASICS OF DIGITAL PHOTOGRAPHY****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

This introductory course covers the history and development of the camera, photographic process and image. Emphasis is placed on the use of the adjustable digital camera for effective visual communication. Basic color theory and methods for correcting digital images will be covered. Introduction level instruction in using image editing software for manipulating raster graphics is a component in the course. (A, CSU-GE, UC)

**PHYSICAL EDUCATION (PE)****PHYSICAL EDUCATION ACTIVITIES**

*The fundamentals and techniques in the physical education activity classes require two scheduled lab hours per week plus a minimum of one additional activity hour per week. Students should seek a wide experience in the various offerings of the department; however, activity courses may be repeated three times for credit.*

**2 AEROBICS (DANCE, STEP OR WATER)****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course is designed to improve cardiorespiratory endurance, muscular endurance, and flexibility using a variety of aerobic activities. Exercises include dance, step, or water aerobics. (Swimming skills not required). (A, CSU, UC)

**6 FITNESS AND HEALTH****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course is designed to improve physical fitness levels through a variety of exercise activities including, but not limited to, recreational activities, strength development, cardio-respiratory development, and improved flexibility. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, cardio-respiratory endurance, flexibility, and body composition. It will be organized around these three objectives: safe performance of activity, appropriateness of activity for each individual, and the importance of the activity. (A, CSU, UC)

**7 GOLF****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

A course in golf fundamentals, swing technique, and strategies. Golf etiquette and rules are included in this course. (A, CSU, UC)

**8 MARTIAL ARTS/SELF DEFENSE****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course helps individuals develop the confidence and the skill necessary to defend themselves against deliberate, aggressive assault. It incorporates the mental and physical skills of basic self defense. (A, CSU, UC)

**12 BEGINNING SWIM FOR FITNESS****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Students must be able to swim 50 yards freestyle without touching the bottom of the pool.

This course is designed to increase knowledge of techniques of swimming and conditioning for intermediate swimmers. Swimming strokes and endurance will improve through stroke technique drills and conditioning workouts. (A, CSU, UC)

**12B INTERMEDIATE SWIM FOR FITNESS****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Students must be able to swim 200 yards of freestyle and demonstrate 50 yards of backstroke and breaststroke.

This course is designed to increase knowledge of techniques of swimming and conditioning for intermediate-advanced swimmers. Swimming strokes and endurance will improve through stroke technique drills and conditioning workouts. (A, CSU, UC)

**13 TENNIS****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126. A course in the instruction of tennis fundamentals, techniques and strategies, including singles and doubles play. (A, CSU, UC)

**14 VOLLEYBALL****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126. This course is designed for students to learn fundamental skills of volleyball, rules of the game, volleyball terminology, and game strategy. Drills, in-class matches, and tournaments will be conducted according to the skill level of the students. (A, CSU, UC)

**15 WEIGHT TRAINING****1 unit, 2 lab hours, (Pass/No Pass)**

A course designed to improve physical fitness levels through resistance training exercises using free/machine weights. The following Components of Physical Fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU, UC)

**15B ADVANCED WEIGHT TRAINING****1 unit, 2 lab hours, (Pass/No Pass)**

An advanced course designed for students with advanced weight lifting experience which includes the ability to design a weight training program. Students will improve physical fitness levels through resistance training exercises using free/machine weights. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU, UC)

**16 FITNESS WALKING****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course is designed to expose students to the benefits of exercise through fitness walking and to the principles of exercise which will increase cardiovascular conditioning, endurance, flexibility, and methods of releasing body tension. (A, CSU, UC)

**18 FLOOR EXERCISES****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course is designed to help students to understand, practice, and improve upon the five components of fitness: muscular endurance, muscular strength, cardiovascular fitness, flexibility, and body composition. Class objectives will center around the basic principles of physical training: specificity, overload, reversibility, and individual differences. Students will learn proper exercise techniques, how to use various types of fitness equipment, and overall safety. (A, CSU, UC)

**19 WEIGHT TRAINING AND AEROBICS****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 126.

This course is designed to help students understand, develop, and improve upon all components of physical fitness through resistance and aerobic training, use of free weights, weight machines, and cardio-respiratory equipment. Components of physical fitness which will be emphasized are: muscular endurance, muscular strength, cardio-respiratory endurance, flexibility, and body composition. (A, CSU, UC)

**19B ADVANCED WEIGHT TRAINING AND AEROBICS****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 126.

This course is designed to help students understand, develop, and improve upon all components of physical fitness through resistance and aerobic training, use of free weights, weight machines, and cardio-respiratory equipment. This is an intermediate fitness class with experience in weight training and aerobics required by students. Components of physical fitness which will be emphasized are: muscular endurance, muscular strength, cardio-respiratory endurance, flexibility, and body composition. (A, CSU, UC)

**29 YOGA****1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 or 126.

This course is an introduction to basic yoga practices and principles. Instruction includes classifications of yoga postures as well as guided relaxations and breathing practices. The benefits of yoga include increased flexibility, strength, balance, body awareness, and stress reduction. This course is designed for students of all ages and fitness levels. (A, CSU, UC)

**43B COMPETITIVE SWIMMING AND DIVING****3 units, 9.5 lab hours (Pass/No Pass)**

This is a course designed for students possessing the desire, ability, and skills necessary to compete on the intercollegiate level. Prospective participants should confer with the head coach of the sport before enrollment. A minimum of 9.5 hours participation per week during the season of the sport is required. (A, CSU)

**43C OFF-SEASON CONDITIONING FOR SWIMMING****1 unit, 3 lab hours (Pass/No Pass)**

This is a course for off-season conditioning for drills, dry land exercises, and goal setting will be done in this class. (A, CSU)

**45 PERFORMANCE TRAINING AND CONDITIONING TECHNIQUES FOR INTERCOLLEGIATE ATHLETES****1-2 units, 2-5 lab hours (Pass/No Pass)**

ADVISORIES: Eligibility for English 126.

Resistance training for intercollegiate athletes.

(A, CSU)

**49 WEIGHT TRAINING FOR COLLEGIATE ATHLETES****1 unit, 2 lab hours (Pass/No Pass)**

This is an advanced course designed for weight training student athletes. Students will design a weight training program specific to their collegiate sport. Students will improve physical fitness levels through resistance training exercises using free/machine weights. The following components of physical fitness will be emphasized: muscular endurance, muscular strength, body composition, flexibility, and cardio-respiratory endurance. (A, CSU)

**49A BEGINNING CIRCUIT TRAINING**
**1 unit, 2 lab hours, (Pass/No Pass)**

This class uses a variety of aerobic and strength training activities to improve cardio-respiratory endurance and muscular endurance. Circuit machines used include cycling and weight training equipment. Emphasis will be placed on monitoring physiological response to exercise and teaching proper stretching, warm-up, training at target rate, and warm down methods. A pre-test and post test will be administered to evaluate fitness level and monitor improvement. (A, CSU, UC)

**71 SOCCER**
**1 unit, 2 lab hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This is a course designed for students interested in the sport of soccer. The course will include techniques and skills, offensive and defensive strategies, rules and regulations, along with class competition. (A, CSU, UC)

## PHYSICS (PHYS)

**2A GENERAL PHYSICS I**
**4 units, 4 lecture hours, 2 lab hours**

PREREQUISITES: Mathematics 4A, Mathematics 4C, or equivalent.

The topics covered in this course include mechanics, properties of matter, heat, sound, and waves. (A, CSU-GE, UC, I) (C-ID PHYS 105)(C-ID PHYS 100S: PHYS 2A + PHYS 2B)

**2B GENERAL PHYSICS II**
**4 units, 4 lecture hours, 2 lab hours**

PREREQUISITES: Physics 2A. ADVISORIES: Eligibility for English 1A.

The topics covered in this course include electricity, magnetism, light, atomic, and nuclear physics. (A, CSU-GE, UC, I) (C-ID PHYS 110) (C-ID PHYS 100S: PHYS 2A+PHYS 2B)

**4A PHYSICS FOR SCIENTISTS AND ENGINEERS**
**4 units, 4 lecture hours, 3 lab hours, (Pass/No Pass)**

COREQUISITES: Mathematics 5B. ADVISORIES: Eligibility for English 1A.

The topics covered in this course include: classical mechanics, properties of matter, gravitation, fluid mechanics, oscillatory motion, and mechanical waves. (A, CSU-GE, UC, I) (C-ID PHYS 205) (C-ID PHYS 200S: PHYS 4A + PHYS 4B + PHYS 4C)

**4B PHYSICS FOR SCIENTISTS AND ENGINEERS**
**4 units, 4 lecture hours, 2 lab hours, (Pass/No Pass)**

PREREQUISITES: Physics 4A. COREQUISITES: Mathematics 6. ADVISORIES: English 1A.

The topics covered in this course include: Mechanical waves, Thermodynamics, electricity, and magnetism. (A, CSU-GE, UC, I) (C-ID PHYS 210)(C-ID PHYS 200S: PHYS 4A + PHYS 4B + PHYS 4C)

**4C PHYSICS FOR SCIENTISTS AND ENGINEERS**
**4 units, 4 lecture hours, 2 lab hours, (Pass/No Pass)**

PREREQUISITES: Physics 4B. ADVISORIES: Mathematics 7, eligibility for English 1A.

This course covers the topics of: electromagnetic waves, optics, and modern physics, condensed matter, and nuclear physics. (A, CSU-GE, UC, I) (C-ID PHYS 215) (C-ID PHYS 200S: PHYS 4A + PHYS 4B + PHYS 4C)

**10 CONCEPTUAL PHYSICS**
**4 units, 3 lecture hours, 2 lab hours**

PREREQUISITES: Mathematics 103. ADVISORIES: Eligibility for English 125, 126, and Mathematics 103.

This course covers the topics of measurement and scientific method, kinematics, states of matter, energy momentum, waves, sound, thermodynamics, electricity and magnetism, light, and some modern physics topics. (A, CSU-GE, UC, I)

## POLITICAL SCIENCE (POLSCI)

### 2 AMERICAN GOVERNMENT

**3 units, 3 lecture hours**

**PREREQUISITES:** Eligibility for English 1A or 1AH.

The field of American politics deals with the organization, distribution, and orientation of political power in American society. This course surveys the processes and institutions of United States national, state, and local politics. Among the topics discussed are individual political attitudes and values, political participation, voting, parties, interest groups, Congress, the presidency, Supreme Court, the federal bureaucracy, civil liberties and civil rights, and domestic and foreign policy making. Attention is paid both to the present state of American political system and to its historical roots. (A, CSU-GE, UC, I) (C-ID POLS 110)

### 2H HONORS AMERICAN GOVERNMENT

**3 units, 3 lecture hours**

**PREREQUISITES:** Eligibility for English 1A or 1AH. **LIMITATION ON ENROLLMENT:** Enrollment in the Honors Program.

This course surveys the processes and institutions of United States national, state, and local politics. Among the topics discussed are individual political attitudes and values, political participation, voting, parties, interest groups, Congress, the presidency, Supreme Court, the federal bureaucracy, civil liberties and civil rights, and domestic and foreign policy making. As an honors section, the class will be conducted as a seminar with individual projects, papers, and presentations. With History 11 or History 12, this course meets the American Institutions requirement to state universities. (A, CSU-GE, UC, I) (C-ID POLS 110)

### 5 COMPARATIVE GOVERNMENT

**3 units, 3 lecture hours**

**PREREQUISITES:** Completion of Political Science 2 or 2H.

This course provides an introduction to the basic workings of various political systems throughout the world, with an emphasis on both the formal (i.e., governmental institutions, political processes) and informal (i.e., cultural exchanges) dimensions of politics. Students will engage in comparisons of these political systems using some of the basic concepts of political analysis. (A, CSU-GE, UC, I) (C-ID POLS 130)

### 24 INTERNATIONAL RELATIONS

**3 units, 3 lecture hours**

**PREREQUISITES:** Completion of Political Science 2, (American Government)

The course provides an introduction to international relations theories through a study of political, economic, historical, geographic, and sociological variables as they influence relations among states, international and transnational organizations, and other non-state actors. The relationship between these theories and significant current international events will then be examined. Emphasis will be placed on the interdependence of nations in the modern world, and the links between local and international communities in an era of contemporary economic and cultural globalization. (A, CSU-GE, UC, I) (C-ID POLS 140)

### 110 AMERICAN INSTITUTIONS

**3 units, 3 lecture hours, (Pass/No Pass)**

**ADVISORIES:** Eligibility for English 125 and 126.

This course explores national, state, and local governments, the political processes, issues, and policies of those governments, and the rights and responsibilities of citizens living under these governments by outlining the structure, processes, function of each area of government. (Meets the Clovis Community College government and constitution requirement for the associate degree; does not satisfy the U.S. Constitution, national, state, or local government requirements for transfer students seeking a bachelors degree). (A)

## PSYCHOLOGY (PSY)

### 2 GENERAL PSYCHOLOGY

**3 units, 3 lecture hours, (Pass/No Pass)**

**ADVISORIES:** Eligibility for English 125 and 126.

This course presents an overview of the field of psychology, a field that emphasizes the scientific study of human behavior and mental processes. Topics include history, methodology, biopsychology, life-span development, sensation and perception, consciousness and altered states, learning and memory, thought and language, intelligence, motivation and emotion, personality, psychopathology and therapy, stress and health, and social and cultural influences. (A, CSU-GE, UC, I) (C-ID PSY 110)

**2H   HONORS GENERAL PSYCHOLOGY****3 units, 3 lecture hours**

ADVISORIES: Completion of English 125 and 126 or eligibility for English 1A.

This course presents an overview of the field of psychology, a field that emphasizes the scientific study of human behavior and mental processes. Topics include history, methodology, biopsychology, life-span development, sensation and perception, consciousness and altered states, learning and memory, thought and language, intelligence, motivation and emotion, personality, psychopathology and therapy, stress and health, and social and cultural influences. (A, CSU-GE, UC, I) (C-ID PSY 110)

**5   SOCIAL PSYCHOLOGY****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This course focuses on a systematic analysis of the social determinants of behavior and mental processes. Emphasis is on the perception of ourselves and others; attitudes; roles; compliance, conformity, and obedience; attraction; aggression; altruism; behavior in groups; and applied social psychology. (A, CSU-GE, UC, I) (C-ID PSY 170)

**16   ABNORMAL PSYCHOLOGY****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Psychology 2. Eligibility for English 125 or 126.

This course introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced. (A, CSU-GE, UC, I) (C-ID PSY 120)

**25   HUMAN SEXUALITY****3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Psychology 2. Eligibility for English 125 and 126.

Examines sexual behaviors and values in contemporary society from both a psychobiological and sociological perspective. The anatomy and physiology of sex, sex within relationships, alternative lifestyles, fertility management, contraception, sexual dysfunction, and social roles/attitudes will be topics for analysis and discussion. Destructive sexual behavior, rape and incest, paraphilias, and other sensitive subjects will be presented in an explicit and scientific manner. (A, CSU-GE, UC) (C-ID PSY 130)

**38   LIFESPAN DEVELOPMENT (SEE ALSO CHILD DEVELOPMENT 38)****3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 1A.

Basic theories, research concepts, and principles of physical, cognitive and psychosocial development, including biological and environmental influences, will be explored with a focus on each major stage of life from conception to death. This course is designed to promote critical self-understanding. Students will apply developmental theory to major topics, including developmental problems that occur throughout one's lifespan. (A, CSU-GE, UC, I) (C-ID PSY 180)

**45   INTRODUCTION TO RESEARCH METHODS IN PSYCHOLOGY****3 units, 3 lecture hours**

PREREQUISITES: Psychology 2 or 2H, and Mathematics 11 or 11H or Statistics 7. ADVISORIES: English 1A or 1AH.

This course surveys psychological research methods. An emphasis is placed on research design, descriptive techniques, experimental procedures, and the characteristics of valid assessment tools. The course also focuses on the collection, analysis, interpretation, and reporting of research data. Cultural considerations and the ethics of research with human and animal participants will be included. The course is designed for psychology majors and others who require familiarity with such research techniques. (A, CSU-GE, UC, I) (C-ID PSY 200)

## SCIENCE (SCI)

### 1A INTRODUCTORY CHEMICAL AND PHYSICAL SCIENCE

**4 units, 3 lecture hours, 2 lab hours, (Pass/No Pass)**

PREREQUISITES: Satisfaction of the CSU system General Education Quantitative Reasoning Requirement (CSU-GE Area B4). ADVISORIES: Eligibility for English 1A or 1AH.

This course provides an investigation of basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions, and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. This course is intended for non-science majors. (A, CSU-GE, UC, I)

## SOCIOLOGY (SOC)

### 1A INTRODUCTION TO SOCIOLOGY

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Sociology 1A promotes the understanding of society and how it works. It also examines how society affects individuals and how individuals affect society. Major topics include culture, socialization, social problems, and social change. (A, CSU-GE, UC, I) (C-ID SOCI 110)

### 1B CRITICAL THINKING ABOUT SOCIAL PROBLEMS

**3 units, 3 lecture hours**

ADVISORIES: Sociology 1A or English 1A.

An identification and analysis of contemporary social problems including causes, consequences and possible solutions. Explanation of theoretical perspectives used to explain social problems. Considerations of sociological methods of research and analysis. Application of critical thinking skills, specifically taught in the course, designed to result in heightened critical thinking ability as well as strengthened social awareness. (A, CSU-GE) (C-ID SOCI 115)

### 2 AMERICAN MINORITY GROUPS

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

This class is a multidisciplinary study of ethnic and racial groups in the United States. Special emphasis is placed on the socio-historical, demographic, sociological, and social psychological aspects of African, Asian, Latino, Native American, White ethnic, and other minority groups. (A, CSU-GE, UC, I) (C-ID SOCI 150)

### 32 COURTSHIP, MARRIAGE, AND DIVORCE: FAMILY AND INTERPERSONAL RELATIONSHIPS

**3 units, 3 lecture hours, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Sociology 32 is the introduction to the principles of marriage and family relationships, including love, courtship, mate selection, marriage, sexuality, family planning, pregnancy and childbirth, sexually transmitted diseases, family conflict, conflict resolution, communication skills, divorced families, step-families, aging, and widowhood. (A, CSU-GE, UC) (C-ID SOCI 130)

## SPANISH (SPAN)

### 1 BEGINNING SPANISH

**4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

ADVISORIES: Eligibility for English 125 and 126.

Beginning course in conversational and written Spanish for non-native speakers; intended for students without previous exposure to Spanish. Introduction to pronunciation, vocabulary, idioms, grammar, basic composition, and exploration of the cultures of Spain, Latin America, and Hispanic cultures of the US. (A, CSU-GE, UC, I) (C-ID SPAN 100)

**2 HIGH-BEGINNING SPANISH****4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Spanish 1, or 2 years of high school Spanish, or the equivalent skill level as determined by instructor. ADVISORIES: Eligibility for English 125 and 126.

Second-semester course in conversational and written Spanish for non-native speakers. Development of grammatical structures and expansion of vocabulary. Further study of the cultures of Spain, Latin America, and Hispanic cultures of the US. Introduction to the literary text. (A, CSU-GE, UC, I) (C-ID SPAN 110)

**3 INTERMEDIATE SPANISH****4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Spanish 2 or three years of high school Spanish or the equivalent skill level as determined by instructor. ADVISORIES: Eligibility for English 125 and 126.

Third-semester course in conversational and written Spanish for non-native speakers. Review of basic grammar. Further development of oral skills and grammatical structures and continued expansion of vocabulary. Composition and discussion of short literary texts. Increased emphasis on reading and writing as tools in exploring the cultures of Spain and Latin America, and the Hispanic cultures of the US. (A, CSU-GE, UC, I) (C-ID SPAN 200)

**3NS SPANISH FOR SPANISH SPEAKERS****4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: A basic speaking knowledge of Spanish as determined by an oral interview. ADVISORIES: Eligibility for English 125 and 126 or similar skill levels in Spanish as determined by the instructor.

First-semester course in Spanish for bilingual or monolingual native speakers designed to develop reading and writing skills. Focuses on expanding vocabulary, improving orthography and use of grammatical structures of standard Spanish, both oral and written. Readings and discussions of topics relating to Hispanic cultures are an essential part of the course. (A, CSU-GE, UC, I) (C-ID SPAN 220)

**4 HIGH-INTERMEDIATE SPANISH****4 units, 4 lecture hours, 1 lab hour, (Pass/No Pass)**

PREREQUISITES: Spanish 3 or 4 years of high school Spanish or the equivalent skill level as determined by instructor.

Fourth-semester course in conversational and written Spanish for non-native speakers. Development of proficiency of grammar and language usage. Continued exploration of current topics and cultures of Spain, Latin America, and Hispanic cultures of the US as reflected in the language and literature. (A, CSU-GE, UC, I) (C-ID SPAN 210)

**4NS SPANISH FOR SPANISH SPEAKERS****4 units, 4 lecture hours, (Pass/No Pass)**

PREREQUISITES: Spanish 3NS or a proficient speaking knowledge of Spanish as determined by an oral interview. ADVISORIES: Eligibility for English 125 and 126 or similar skill levels in Spanish as determined by the instructor.

Second-semester course in Spanish for bilingual or monolingual native speakers designed to develop reading and writing skills. Further development and improvement of skills in standard Spanish including. Exercises in grammar and vocabulary building and research projects. Readings of historical culture and literary texts are the center of class discussions. (A, CSU-GE, UC, I) (C-ID SPAN 230)

**15 PRACTICAL SPANISH CONVERSATION, INTERMEDIATE LEVEL****3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Spanish 2 or the equivalent skill level as determined by instructor. ADVISORIES: Eligibility for English 125 and 126.

Spanish conversational skills for students with a basic knowledge of the language are developed. Oral communication and listening comprehension are emphasized. Some reading and writing skills are developed. Practical vocabulary for everyday usage and application of basic grammatical structures are stressed. Topics include daily life situations at home and in the Hispanic world. (A, CSU-GE)

## 16 PRACTICAL SPANISH CONVERSATION, HIGH-INTERMEDIATE LEVEL

**3 units, 3 lecture hours, (Pass/No Pass)**

PREREQUISITES: Spanish 3 or the equivalent skill level as determined by instructor. ADVISORIES: Eligibility for English 125 and 126.

Spanish conversational skills for students at an intermediate level of language proficiency are further developed. Oral communication and listening comprehension are emphasized. Some reading and writing skills are developed. Designed to improve oral expression and fluency in Spanish as used in travel, at home, in school, at work, and in business. Communication skills will be utilized to help bridge cultural and linguistic barriers and to increase understanding of Hispanic cultures. (A, CSU-GE)

## STATISTICS (STAT)

### 7 ELEMENTARY STATISTICS

**4 units, 4 lecture hours**

PREREQUISITES: Mathematics 103 or two years of high school algebra. ADVISORIES: Eligibility for English 125 and 126.

This course provides an introduction to statistical methods and techniques for business and behavioral/social science majors. Topics include: Data collection and analysis; measures of central tendency and variability; probability theory; discrete and continuous distributions; sampling theory and estimation; hypothesis testing; correlation/regression analysis; time series analysis and index numbers. (A, CSU-GE-UC, I)

## WATER TREATMENT AND DISTRIBUTION (WTD)

### 106 BASIC WASTEWATER TREATMENT AND DISTRIBUTION

**3 units, 3 lecture hours**

ADVISORIES: Eligibility for English 125, 126, and Mathematics 201.

Knowledge and skills required to effectively operate and maintain wastewater treatment facilities; prepares students to take the State Water Resources Control Board (SWRCB) Grade II Certificate Exam. (A)

### 107 ADVANCED WASTEWATER TREATMENT

**3 units, 3 lecture hours**

PREREQUISITES: Water Treatment & Distribution 106.

Knowledge and skills required to effectively operate and maintain wastewater treatment facilities; prepare students to take the State Water Resources Control Board (SWRCB) Grade III Certificate exam. (A)

### 114 WATER MATHEMATICS

**3 units, 3 lecture hours**

ADVISORIES: Eligibility for Mathematics 201.

Recommended for current enrollees in water technology course(s); Covers math required to solve problems commonly encountered in water technology, including Water Treatment, Water Distribution, and Wastewater. The Water Treatment Operator and Water Distribution Operator Certification Tests are weighted heavily with water math. (A)

# SPECIAL AREAS OF STUDY

## Developmental Education Programs/Basic Skills

### Purpose

The Developmental Education Program is designed to prepare students for degree credit instruction. The program is recommended for students who are assessed as not meeting the skills requisites for Math 201 or English 125 or 126. It is not recommended for students who are learning English as a second language or who have identified learning disabilities. Courses in this program are numbered 200-299.

Initial placement into the Developmental Education Program depends upon English and mathematics placement assessment results. Other courses in the program are then recommended according to student needs and interests.

The English and math placement assessment process is administered by the Counseling Office. For additional information please call the Counseling Office at 325-5230.

### Description

There are five kinds of courses in the program to prepare students for college-level instruction:

1. English written expression
2. Reading
3. Mathematics
4. Exploratory courses which reinforce reading and writing skill development
5. Other courses that help students learn successfully.

There are two levels of instruction in both the reading and writing areas, a basic level and an improvement level. The particular courses a student takes depend upon the individual's needs as revealed in the college's assessment process. English 130 or 252 may be used to establish eligibility for English 125, while English 262 may be used to establish eligibility for English 126.

### Credits/Units

Course credits earned in the program do not count for the associate degree but do count for determining full- or part-time student status (i.e., workload credit).

### Assessment

It is highly recommended that students planning to take an English class, a math class, or a class that has an English or math prerequisite or advisories take an English/math placement test prior to registration if they have not met the class prerequisite by other means. This test is by appointment and administered through the Counseling Office.

A schedule of testing times and dates is established at the beginning of each month. Please contact Student Services at (559) 325-5230 for dates, times and locations.

Test scores are used for counseling purposes and to assist with correctly advising students' class placement. These tests are not entrance examinations, and the results will not prevent any prospective student from admission to the college or from enrolling in any course. If possible, the placement tests should be completed well before registering for classes so that courses can be approved by a counselor on the registration form.

If a student wishes to take a class other than the one recommended by the assessment process, the student may discuss this with the counselor. If he or she agrees, the counselor will approve the student's entry into that class. If the counselor does not agree, the student submit a Prerequisite/Corequisite Challenge Petition (available from the Counseling Center or from a counselor).

No placement examination is required as a condition for admission to the college.

Students who are unsure of their academic or vocational goals are encouraged to:

1. Meet with a counselor for career and educational guidance.  
Call 325-5230 for an appointment.
2. Take career exploration inventories to discover your interests, values, skills, and aptitudes then relate them to the world of careers.
3. Take courses of interest or curiosity for the purpose of career exploration.

## Evening Classes

The purpose of evening classes is to assist students to develop vocationally, to prepare students for employment, to satisfy requirements for a college degree and/or transfer, and to provide opportunity for cultural enrichment. Course content, time necessary for preparation of assignments, textbooks, attendance, and regulations parallel day class requirements.

Students in an evening program register for college credit. They must assume the responsibilities of attending classes regularly and of spending adequate time outside the classroom for preparation.

Clovis Community College offices are open from 8:00 a.m. to 6:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday, when classes are in session.

## Leon S. Peters Honors Program

High-achieving students are encouraged to apply for admission to the Clovis Community College Leon S. Peters Honors Program. The Honors Program Advisory Committee reviews applications, interviews candidates, and recommends the students who are to be accepted into the Honors Program. The following admissions requirements are considered in determining acceptance into the Honors Program:

- GPA of 3.0 or higher and
- Scores of at least 500 on each section of the SAT or a composite score of 26 on the ACT and
- Eligibility for English 1A

For details regarding the Honors Program, please refer to page 30 in this catalog or consult with the Honors Program Director by calling 325-5230.

## Veterans Services

Clovis Community College administers a variety of educational programs for eligible veterans. In addition, there are educational benefits for dependents (spouses and/or children) of veterans under the Survivors' and Dependents' Educational Assistance Program. A veterans counselor is available in the Counseling Office in Academic Center 2 (AC2-133). The following students may be eligible for veteran's educational benefits:

1. Veterans who were separated from active duty with the armed forces within the past 10 years who participated in the following programs.
  - a. Montgomery GI Bill - Active Duty Educational Assistance program (Chapter 30)

- b. Montgomery GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606)
- c. VEAP (Chapter 32) - Contributed to VEAP or Section 903 - Military service beginning on or after January 1, 1977 and ending on or before June 30, 1985
- d. Vocational Rehabilitation (Chapter 31) - Veterans who served in the Armed Forces are eligible for vocational rehabilitation if they suffered a service-connected disability while on active service which entitles them to compensation, or would do so except for the receipt of retirement pay. The Veterans' Administration (VA) determines a veteran's need for vocational rehabilitation to overcome the handicap of his/her disabilities.

2. Spouses and/or children of the following categories of veterans may be eligible for the Dependents' Educational Assistance Program:

- a. Veterans who died or are 100 percent permanently disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces.
- b. Veterans who died from any cause while such service-connected disability was in existence.
- c. Service persons missing in action or captured in the line of duty by a hostile force.
- d. Service persons forcibly detained or interned in the line of duty by a foreign government or power.

## Application Process

To apply for any of these benefits students must complete an application packet and submit all required documentation. In addition students must meet with an academic counselor and have a Veterans Student Education Plan completed for the major they are declaring. Application packets are available in the Counseling Office.

## Approved Majors

All AA, AS, ADT's and certificate programs at Clovis Community College are approved majors for veterans education benefits. Additionally some articulated transfer programs to the CSU and UC systems as well as private institutions have been approved. Students should inquire about their particular major at the time of application.

**Evaluation of Previous Education/Training, CFR S21.4253 (d) (3)**

As required by federal law Clovis Community College will conduct an evaluation of previous education and training, grant appropriate credit, and notify the VA and student of transfer credit granted. Students applying for veterans benefits must submit transcripts from all prior college and universities attended as well as military training transcripts PRIOR to having their benefits processed regardless of whether or not the student, counselor, or certifying official believe that any transfer credit will be granted.

**Standards of Progress, CFR S21.4253 (d) (1) (ii)**

A veteran or eligible person who remains on probation for grade point deficiency below a 2.0 cumulative GPA beyond two (2) semesters will have his/her benefits discontinued and any further certification of benefits terminated until satisfactory progress has been reestablished. A complete copy of the Veterans Academic Progress Policy is available in the Counseling Office.

**Veterans Dependent Fee Waiver**

Dependents of veterans with disabilities (spouses and/or children) may be eligible to receive tuition free assistance at any California post-secondary educational institution (community college, state universities, and/or university). Additional information may be obtained from the Counseling Office.



# COLLEGE PERSONNEL

## Board of Trustees

*President* Ronald H. Nishinaka  
*Vice President* Richard M. Caglia  
*Secretary* John Leal  
*Trustee* Miguel Arias  
*Trustee* Bobby Kahn  
*Trustee* Patrick E. Patterson  
*Trustee* Eric Payne

## District Administration

*Interim Chancellor* Dr. Bill F. Stewart  
*Assistant to the Chancellor, Enrollment Management, Admissions, Records, and Information Services*  
 Pedro Avila  
*Vice Chancellor, Administration and Finance*  
 Edwin Eng  
*Interim Vice Chancellor, Educational Services and Institutional Effectiveness*  
 Dr. Barbara Hioco  
*Vice Chancellor, Human Resources*  
 Diane Clerou

## Clovis Community College Administration

*President* Deborah J. Ikeda  
*Vice President of Instruction & Student Services* Kelly Fowler  
*Interim Dean of Instruction* Lee Brown  
*Special Assignment* Doris Griffin  
*Interim Dean of Students* Ryen Hirata  
*Director of Student Success, Equity and Outreach*  
 Gurdeep S. Hébert  
*Manager, Financial Aid* Candace L. Cannon  
*District Director, DSP&S* Dr. Janice Emerzian  
*Vice President, Administrative Services* Lorrie Hopper  
*Director of Technology* vacant  
*Director, Herndon Campus* Charles Francis

## Clovis Community College Department Chairs

*Humanities* Stephen Dent  
*Math, Science, and Engineering* Chris Glaves  
*Business and Social Sciences* Dr. Diane Schoenburg  
*Student Support Services* Erica Johnson, (sabbatical, fall 2015)  
 Rachel Moring-Garcia (one semester temp, fall 2015)

## Clovis Community College Services Personnel

*Bookstore Manager Interim* Miles Abrahamson  
*College Center Assistant* Patrick Stumpf  
*District Police* Chief Bruce Hartman  
*Institutional Research Coordinator* Michelle Johnson  
*Librarian* Cynthia MacDonald  
*Nurse* Naomi Forey  
*Matriculation and Outreach Coordinator* vacant  
*Transfer Center* Tasha Hutchings  
*Articulation Officer* Stacy McArron  
*Tutorial Services Coordinator* Stacy Ross  
*CalWORKs Coordinator* Nancy Chavero  
*School Relations Specialist* David Navarro  
*Lead Custodian* Sergio Salinas

## Emeritus Faculty

MOUSSEAU, DEDE  
1997 - 2014  
English, French

## Faculty and Administration

*Numbers in parenthesis indicate year of appointment at Clovis Community College.*

ABBOTT, ANTHONY (1991)  
**Physics**  
B.S., M.S., Ph.D., University of California, Riverside

ALANIS, MATTHEW (2011)  
**Business**  
B.S., M.B.A., California State University, Fresno

ALLEN, BECKY (2000)  
**Health/Physical Education**  
B.A., M.A., California State University, Fresno

ALLEN, BILL (1984)  
**Mathematics**  
A.A., Fresno City College  
B.A., M.A., California State University, Fresno

BENNETT, MEGAN (2015)  
**Reading – 1 year temp**  
B.A., Multiple Subject Teaching Credential and Ed.D., California State University, Fresno  
M.A., Santa Clara University  
Administrative Services Credential, Fresno Pacific University

BOGOSIAN, CHAD (2015)  
**Philosophy**  
M.A. Biblical Studies, Central Baptist Seminary  
M.A. Philosophy, Biola University  
M.A. Ethics, Religion,  
Ph.D. University of Arkansas

BRANDON, ANN (2007)  
**English - sabbatical, fall 2015**  
B.A., M.A., California State University, Fresno  
Single Subject Teaching Credential, National University  
Reading Specialist Credential, California State University, Fresno  
National Board Teacher Certification,  
National Board of Professional Teaching Standards

BROWN, LEE (2008)  
**Political Science Instructor (2008-2015)**  
**Interim Dean of Instruction (2015-present)**  
B.A., University of California, Los Angeles  
M.P.A., California State University, Fresno

BURDICK, JEFF (2005)  
**English**  
B.A., M.A., California State University, Long Beach

CANNON, CANDACE  
**Financial Aid Manager**  
B.S., M.P.A., California State University, Fresno

CASTANEDA, JOSE (2001)  
**Business**  
B.S., M.B.A., California State University, Fresno  
Ed.D., University of California, Davis

CHOATE, COURTNI (2011)  
**Mathematics**  
A.A., Reedley College  
B.A., M.A., California State University, Fresno

DAVIS, MAYA (2000)  
**Evening Coordinator**  
B.S., California State University, Long Beach  
Teaching Credential, California State University, Long Beach

DENT, GALIN (2015)  
**English - 1 year temp**  
B.A., University of California Berkeley  
Graduate Certificate and M.A., San Francisco University

DENT, STEPHEN D. (2006)  
**Art**  
B.A., M.Ed., University of San Diego

DORMEDY, DEREK (2015)  
**Chemistry**  
B.S. Cal Poly University  
Ph.D. University of Nebraska, Lincoln

ELLIOTT, CYNTHIA (1999)  
**English**  
A.B., Stanford University  
M.A., California State University, Fresno

ELLIOTT, GARRY C. (2001)  
**Criminology**  
B.S., M.S., California State University, Fresno

FALLON, ANN (2014)  
**Biology**  
B.A., Washington and Jefferson College  
M.P.H., M.D., Uniformed Services University of the Health Sciences

FLEMING, SHAWN (2001)  
**Chemistry**  
A.A., Kings River Community College  
B.S., M.S., California State University, Fresno

FOREY, NAOMI (2006)  
**College Nurse**  
B.S.N., M.S.N., California State University, Fresno

FOWLER, KELLY (2007)  
**Vice President of Instruction and Student Services**  
B.S., M.A., Appalachian State University

FRANCIS, CHARLES  
**Director, Herndon Campus**  
B.S. Industrial Engineering, California State University, Fresno  
M.C.R.P.(Masters City Regional Planning) California State University, Fresno

- FRITZ, ERIK (2014)  
*English*  
B.A., California State University, Fresno  
M.F.A., University of Montana
- GARDNER, JASON (2005)  
*Mathematics*  
B.A., California State University, Fresno  
M.S., University of Oregon
- GLAVES, CHRISTOPHER (1989)  
*Engineering/Mathematics*  
B.S., Stanford University  
M.S., The University of New Mexico
- GRIFFIN, DORIS (2010)  
*Special Assignment*  
B.S., San Jose State University  
M.O.B., California School of Professional Psychology, Fresno
- HAMMER, KAREN (1999)  
*Spanish*  
B.A., University of California, Santa Cruz  
M.A., Middlebury College
- HÉBERT, GURDEEP (2014)  
*Director of Student Success, Equity & Outreach*  
B.A., California State University, Fresno  
M.O.B., California School of Professional Psychology, Fresno
- HEMBD, MAX (2015)  
*Music – 1 year temp*  
B.A., M.M., University of California, Los Angeles
- HEYNE, JENNIFER (2014)  
*History*  
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# INDEX

## A

Academic Calendar .....	11
Academic Dishonesty .....	44
Cheating .....	44
Plagiarism .....	45
Academic Freedom .....	44
General Principles .....	44
Textbook Selection .....	44
Public Forums .....	44
Academic Regulations .....	19
Accounting Courses .....	95
Administration of Justice AS-T Degree .....	78
Administrative Policies .....	42
Admission of Students .....	12
Admissions and Registration .....	12
Admission of Students .....	12
General Admission .....	12
International Admission .....	12
Provisional Admission .....	12
Readmission .....	12
Transfer Admission .....	12
Alcohol and Drug Fee Campus .....	43
American Sign Language Courses .....	95
Anthropology Courses .....	96
Application .....	13
Who Needs to Apply? .....	13
Art Courses .....	96
Art Program .....	56
Articulation .....	34
Articulation with High Schools .....	22
Articulation System Stimulating Inter-Institutional Student Transfer (ASSIST) .....	34
Assembly, Student .....	42
Associate Degree and Certificate Programs .....	56
Associate Degree and Certificate Programs Table .....	55
Associate Degrees for Transfer .....	78
Associate in Arts in Communication Studies for Transfer Degree .....	82
Associate in Arts in Elementary Teacher Education for Transfer Degree .....	81
Associate in Arts in English for Transfer Degree .....	83
Associate in Arts in History for Transfer Degree .....	84
Associate in Arts in Kinesiology for Transfer Degree .....	85
Associate in Arts in Philosophy for Transfer Degree .....	87
Associate in Arts in Psychology for Transfer Degree .....	90
Associate in Arts in Sociology for Transfer Degree .....	91
Associate in Arts in Studio Arts for Transfer Degree .....	79
Associate in Science in Administration for Justice for Transfer Degree .....	78
Associate in Science in Business Administration for Transfer Degree .....	80
Associate in Science in Early Childhood Education for Transfer Degree .....	80
Associate in Science in Mathematics for Transfer Degree .....	86
Associate in Science in Physics for Transfer Degree .....	89
Associated Student Government Fee .....	17
Attendance .....	19
Illness .....	20
Makeup Work .....	20
Authority and Disciplinary Actions .....	45
Ayuda Financiera .....	52
Avance Satisfactorio de la Ayuda Financiera .....	52
Ayuda Financiera Becas .....	52

## B

Biology Courses .....	99
Biology Program .....	56
Board of Trustees .....	143
Bookstore .....	49
Refund Policy .....	49
Business Administration AS-T Degree .....	80
Business Administration Courses .....	100
Business Administration Programs .....	57
Business Services Office .....	49

## C

Cafe .....	49
Calendar, Academic .....	11
California State University Transfer Course List (CSU) .....	35
General Education Requirements for CSU Certification .....	35
CalWORKs Program .....	50
Campus President's Message .....	3
Career Services .....	51
Catalog Rights .....	30
Catalog Statement .....	2
Certificate & Degree Requirements .....	30
Certificate of Achievement .....	30
Certificates .....	30
Change of Address or Telephone Number .....	48
Chemistry Courses .....	102
Child Care Center .....	50
Child Development Courses .....	104
Child Development Programs .....	60
Chinese Courses .....	108
Class Periods .....	91
Clovis Community College Administration .....	143
Clovis Community College CSU General Education—Breadth .....	36
Clovis Community College Department Chairs .....	143
Clovis Community College History .....	8
Clovis Community College Intersegmental General Education Transfer Curricula (IGETC) .....	40
Clovis Community College Services Personnel .....	143
Clubs and Organizations .....	54
College Personnel .....	143
College Police .....	50
Communication Courses .....	108
Communication Programs .....	62
Communication Studies AA-T Program .....	82
Community College High School Enrichment Program .....	13
Complaint and Grievance Policy for Students .....	45
Computer Science Courses .....	109
Computer Science Program .....	63
Computer/Network Equipment Use Policy .....	43
Cooperative Work Experience Courses .....	110
Concurrent College Enrichment .....	16
Counseling and Guidance .....	50
Career Services .....	51
Transfer Center .....	50
Counseling Courses .....	110
Course Abbreviations .....	94
Course Certification .....	30
Course Description Information .....	92

Course Description, Numbering, Classification.....	92
Course Numbering .....	92
Units or Credit Value .....	92
Course Descriptions.....	95
Course Identification Numbering System (C-ID).....	92
Course Load.....	19
Course Number Extensions .....	94
Course Repetition .....	25
Disabled Students.....	26
Legally Mandated Training .....	26
Petition to repeat a course for Alleviation of substandard grades.....	25
Repetition of courses designated as Non-Repeatable .....	25
Repetition of courses designated as Repeatable.....	26
Repetition of courses with a satisfactory grade.....	26
Credit by Exam Fee.....	17
Credit by Examination .....	23
Criminology Courses .....	111
Criminology Programs .....	64

## D

Dance Courses .....	113
Demonstration and Protests, Student .....	43
Department Chairs .....	143
Developmental Education Programs/Basic Skills .....	140
Assessment.....	140
Credits/Units.....	140
Description.....	140
Purpose.....	140
Disabled Students Programs and Services (DSP&S) .....	51
Learning Disability Services .....	51
Student Support Services Program (SSS).....	51
Dismissal and Probation.....	27
Academic/Progress Dismissal .....	28
Circumstances for Appeal or Exception of Academic Progress Dismissal.....	28
Counseling for Probationary Students.....	27
Placement of Academic Probation.....	27
Placement on Progress Probation .....	27
Readmission Following Academic/Progress Dismissal .....	28
Removal from Academic Probation.....	27
Removal from Progress Probation .....	27
District.....	9
District Administration .....	143
District Policy .....	42
Dropping/Withdrawal.....	23, 24
Drug- and Alcohol-Free Campus.....	43

## E

Early Childhood Education AS-T Program .....	80
Earning Course and Unit Credit .....	22
Advanced Placement Program Credit (AP).....	22
Cooperative Work Experience.....	22
Credit for Military Service .....	23
Credit by Examination.....	23
Travel-Study Credit.....	23
Economics Courses .....	113
Education Courses .....	113
Emeritus Faculty .....	144
Engineering Courses.....	114
Engineering Program.....	65
English AA-T Degree .....	83
English Courses.....	115
English Program.....	66
Enrollment Fee.....	16
Evening Classes .....	141
Exemption from Nonresident Tuition (AB-540).....	14

## F

Faculty and Administration .....	144
Family Education Rights and Privacy Act (California State and Federal Legislation) .....	48
Fees.....	16
Associated Student Government Fee .....	17
Credit by Exam Fee .....	17
Enrollment Fees .....	16
Health Fees .....	17
Instructional Materials Fee.....	16
Nonresident and International Tuition.....	16
Parking Fee .....	17
Transcript Fee .....	17
Field Trips .....	93
Film Courses .....	118
Final Examinations.....	22
Financial Aid.....	51
Financial Aid and Scholarships .....	51
Gainful Employment.....	52
Return of Federal Financial Aid Based Upon Total Withdrawal .....	51
Satisfactory Progress for Financial Aid.....	51
Food and Nutrition Courses.....	119
Foreign Language Program.....	66
French Courses.....	119

## G

General Admission .....	12
General Education for the AA/AS Degree.....	31
Application for Certificate or Graduation .....	33
General Education to Associate Degree.....	33
Humanities.....	33
Language and Rationality .....	33
Multiple Degrees .....	31
Natural Sciences .....	33
Social and Behavioral Sciences.....	33
General Education - Breadth .....	36
General Education Learning Outcomes.....	8
Geography Courses .....	120
Geology Courses .....	120
German Courses.....	120
Grade Point Average (GPA).....	21
Grade Review Petition .....	22
Grading System.....	20
Evaluative Symbols .....	20
I, Incomplete .....	20
IP, In Progress .....	20
MW, Military Withdrawal .....	21
Non-evaluation Symbols.....	20
P/NP, Pass/No Pass .....	21
RD, Report Delayed .....	21
W, Withdrawal .....	21
Graduation Requirements .....	30
Associate Degree.....	30
Grievance and Complaint Policy for Students .....	45

## H

Health Care Interpreting Program .....	67
Health Fees .....	17
Health Science Courses .....	121
Health Services.....	52
Psychological Services .....	52
High School Articulation .....	22
High School Enrichment Program .....	13
History AA-T Program.....	84
History Courses .....	122
History of Clovis Community College .....	8
Honors and Awards.....	28
Alpha Gamma Sigma, an Honors Society .....	29
Leon S. Honors Program .....	28
Dean's List .....	28
Honors at Graduation.....	29
Leon S. Honors Courses.....	123
Leon S. Honors Program.....	141

## I

Illness .....	20
In-State Residency .....	13
Information Systems Courses .....	123
Information Systems Programs .....	68
Instructional Materials Fee .....	16
Interdisciplinary Studies Courses .....	126
International Admission .....	12
International Residency .....	13
Intersegmental General Education Transfer Curriculum (IGETC) to CSU and UC .....	39
Intra-District Transfer .....	16

## J

Job Placement Information .....	53
---------------------------------	----

## K

Kinesiology AA-T Program .....	85
Kinesiology Courses .....	127

## L

Learning Disability Services .....	51
Liberal Arts & Sciences Program .....	71
Liberal Studies Program .....	73
Library - Learning Resource Center .....	53
Library Skills Courses .....	127
Linguistics Courses .....	127
Lost and Found .....	53

## M

Makeup Work .....	20
Map, Clovis Community College .....	151
Map, Herndon Campus .....	152
Marketing Courses .....	127
Mathematics AS-T Degree .....	86
Mathematics Courses .....	128
Mathematics Program .....	74
Matriculation and Student Success .....	14
Advising .....	15
Appeals Procedure .....	14
Counseling .....	15
Exemptions .....	14
Student Success Checklist .....	15
Message from the Campus President .....	3
Mission Statement .....	8
Philosophy .....	8
Vision .....	8
Music Activities .....	54
Music Courses .....	129

## N

No Smoking in Campus Buildings .....	43
Non-Credit Classes .....	22
Nonresident Tuition .....	16

## O

Office Technology Courses .....	130
Open Enrollment .....	46
Other Policies .....	48
Out-of-State Residency .....	13

## P

Parking Fee .....	17
Parking Regulations .....	46
Philosophy AA-T Degree .....	87
Philosophy Courses .....	130
Photography Courses .....	131
Photo and Videotape Policy .....	53
Physical Education Courses .....	131
Physical Education Program .....	75

Physical Science Program .....	76
Physics AS-T Program .....	89
Physics Courses .....	134
Plagiarism .....	45
Police, College .....	50
Political Science Courses .....	135
Preparation to Enter Baccalaureate-Level Colleges or Universities .....	34
Prerequisites/Corequisites/Advisories .....	93
Probation and Dismissal .....	27
Academic/Progress Dismissal .....	28
Circumstances for Appeal or Exception of Academic Progress Dismissal .....	28
Counseling for Probationary Students .....	27
Placement of Academic Probation .....	27
Placement on Progress Probation .....	27
Readmission Following Academic/Progress Dismissal .....	28
Removal from Academic Probation .....	27
Removal from Progress Probation .....	27
Protests and Demonstrations .....	43
Provisional Admission .....	12
Psychology AA-T Program .....	90
Psychology Courses .....	135
Psychological Services .....	52
Public Information Office .....	53
Photo and Videotape Policy .....	53
Publications .....	54
Publications, Student .....	43

## R

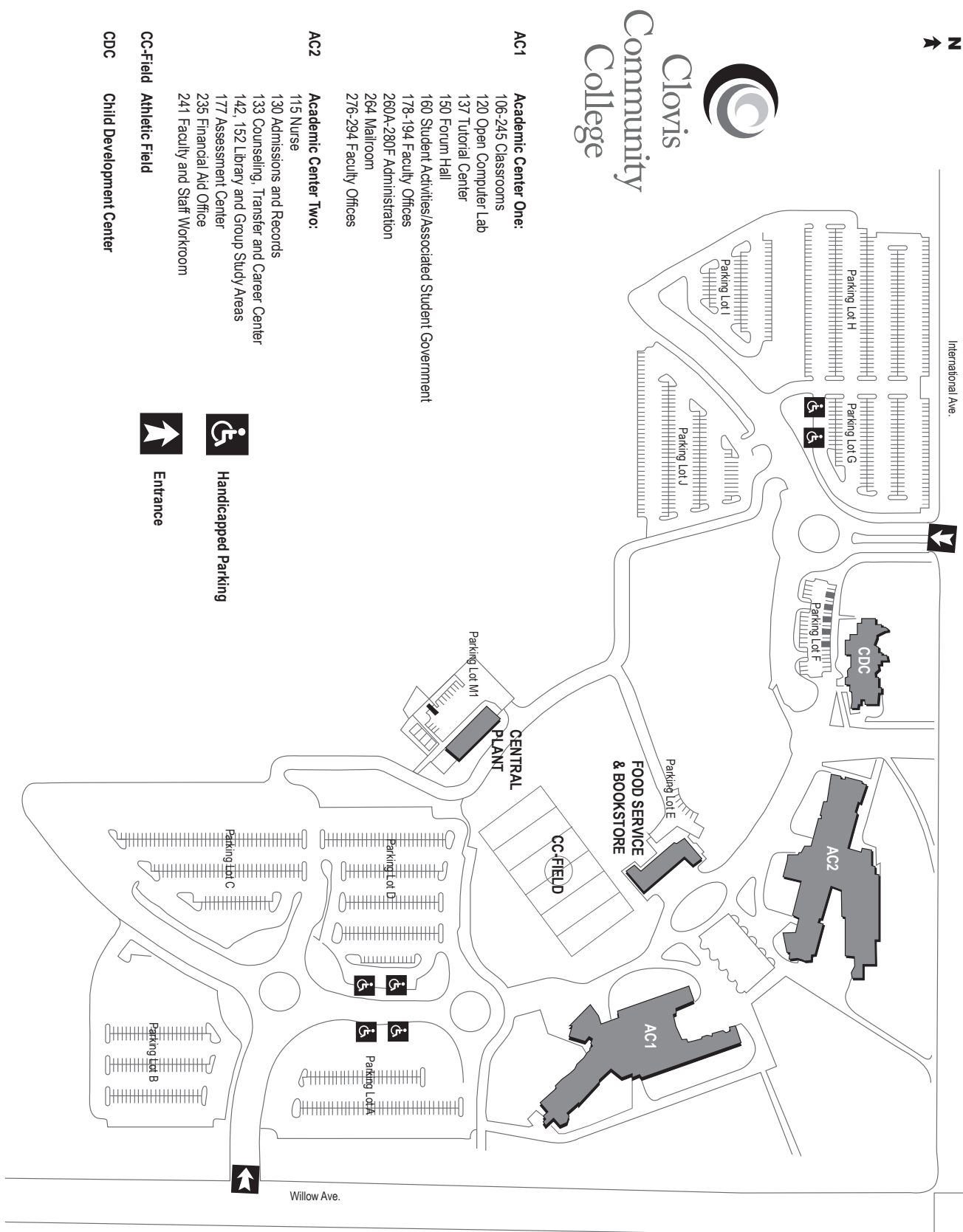
Readmission .....	12
Refund to Students .....	18
Primary Term-Length (Full Semester) Classes .....	18
Refund Fee Processing .....	18
Refund of Associated Student Body Identification Card .....	18
Refund of Enrollment Fees and Tuition .....	18
Refund of Health Fee .....	18
Refund of Parking Fee .....	18
Summer/Short-Term Classes .....	18
Registration .....	15
Class Schedule Change .....	16
Concurrent College Enrollment .....	16
Intra-District Transfer .....	16
Removal from Class by Instructor .....	45
Repeating Courses .....	25
Repetition of Courses Successfully Completed .....	27
Reports to Students .....	24
Certifications of Enrollment .....	24
Early Alert Report .....	24
Final Grade Reports .....	24
Requirements for AA and AS Degrees .....	30, 32
Residency .....	13
Exemption from Nonresident Tuition (AB-540) .....	14
International .....	13
In-State .....	13
Out-of-State .....	13
Rights and Responsibilities .....	46
Open Enrollment .....	46
Student Enrollment Responsibilities .....	46

## S

Satisfactory Scholarship .....	25
Science Courses .....	137
Sexual Harassment Policy .....	48
Social Science Program .....	76
Social Security .....	48
Sociology AA-T Program .....	91
Sociology Courses .....	137
Spanish Courses .....	137
Special Areas of Study .....	140

Statement of Nondiscriminatory Policy and Obligations .....	46	<b>T</b>	
Declaración: Póliza Contra la Discriminación y las		Transcript Fee.....	17
Obligaciones de Declaración.....	47	Transfer Admission.....	12
Non-Discrimination Statement .....	46	Transfer Information & Requirements .....	34
Tsaab Cai Tsis Pub Muaj Kev Ntxub-ntxaug Thiab Tej Uas Yuav		Transfer to California State University (CSU) .....	35
Tsum Tau Ua .....	47	Lower Division Admission Requirements .....	35
Statistics Courses .....	139	Transfer Requirements of California State University (CSU) .....	35
Student Activities .....	54	Upper Division Transfer Students .....	35
Student Assembly.....	42	Transfer to Private/Independent and Out-of-State Colleges and	
Student Conduct Standards.....	42	Universities.....	41
Exercise of Free Expression.....	42	Transfer to University of California (UC) .....	37
State Center Community College District (SCCCD) Policy		Lower Division Transfer Admission Requirements .....	38
Statement.....	42	Transfer Requirements of University of California (UC) for	
Student Assembly .....	42	California residents.....	37
Student Protests and Demonstration.....	43	UC Transfer Admission Guarantee .....	38
Student Publications .....	43	Upper Division Transfer Admission Requirements .....	38
Student Fees .....	16	Transfer Services.....	50
Associated Student Government Fee .....	17	Tutorial Services .....	53
Credit by Exam.....	17		
Enrollment Fees.....	16	<b>U</b>	
Health Fees.....	17	Units of Academic Credit .....	19
Instructional Materials Fee.....	16	University of California Transfer Course Agreement.....	38
Nonresident and International Tuition.....	16	U.S. History, Constitution, American Ideals.....	37
Parking Fees.....	17		
Transcript Fee .....	17	<b>V</b>	
Student Government/Associated Students .....	54	Veterans Services .....	141
Clubs and Organizations .....	54	Application Process .....	141
Organization of New Clubs .....	54	Approved Majors .....	141
Student Grade Review Petition.....	22	Evaluation of Previous Education/Training .....	142
Student Insurance.....	53	Standards of Progress .....	142
Student Right to Know .....	10	Veterans Dependent Fee Waiver .....	142
Student Rights.....	45	Videotape and Photo Policy .....	53
Student Success Checklist.....	15		
Student Support Services Program (SSS) .....	51	<b>W</b>	
Studio Arts AA-T Program.....	79	Wastewater Treatment Program .....	77
Summary of Admission Requirements.....	13	Water Treatment and Distribution Courses .....	139
Summer Units Allowed .....	19	Who Needs to Apply?.....	13
Symbols and Abbreviations .....	94	Withdrawal/Dropping.....	23
		Dropping (Withdrawal from) a Class.....	23
		Dropping/Withdrawal Due to Extenuating Circumstances .....	24
		Withdrawal from College.....	24





# Clovis Community College



## AC1

- Academic Center One:**  
 106-245 Classrooms  
 120 Open Computer Lab  
 137 Tutorial Center  
 150 Forum Hall  
 160 Student Activities/Associated Student Government  
 178-194 Faculty Offices  
 260A-280F Administration  
 264 Mailroom  
 276-294 Faculty Offices

## AC2

- Academic Center Two:**  
 115 Nurse  
 130 Admissions and Records  
 133 Counseling, Transfer and Career Center  
 142, 152 Library and Group Study Areas  
 177 Assessment Center  
 235 Financial Aid Office  
 241 Faculty and Staff Workroom

## CC-Field

## CDC

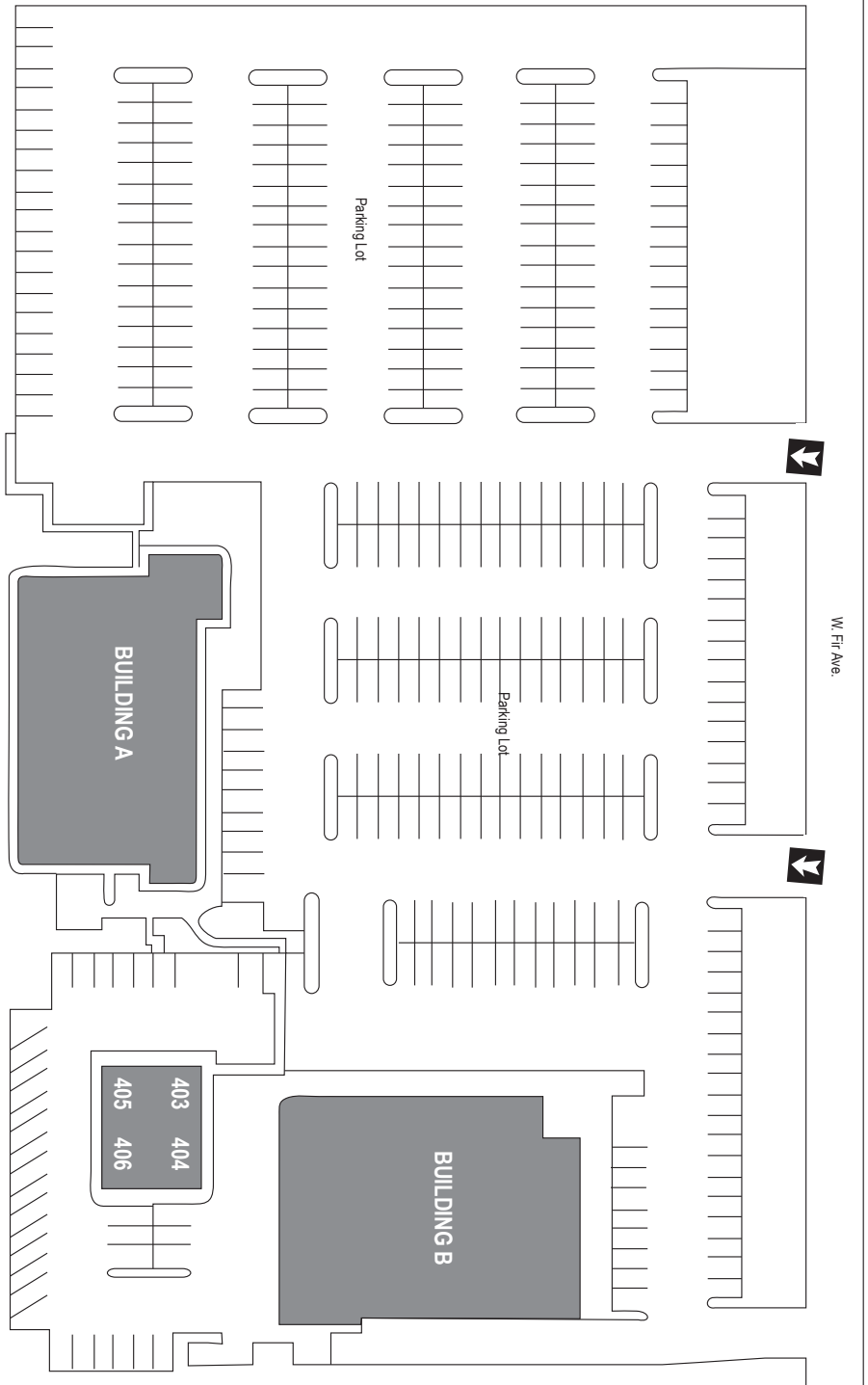
## Child Development Center



Handicapped Parking



Entrance

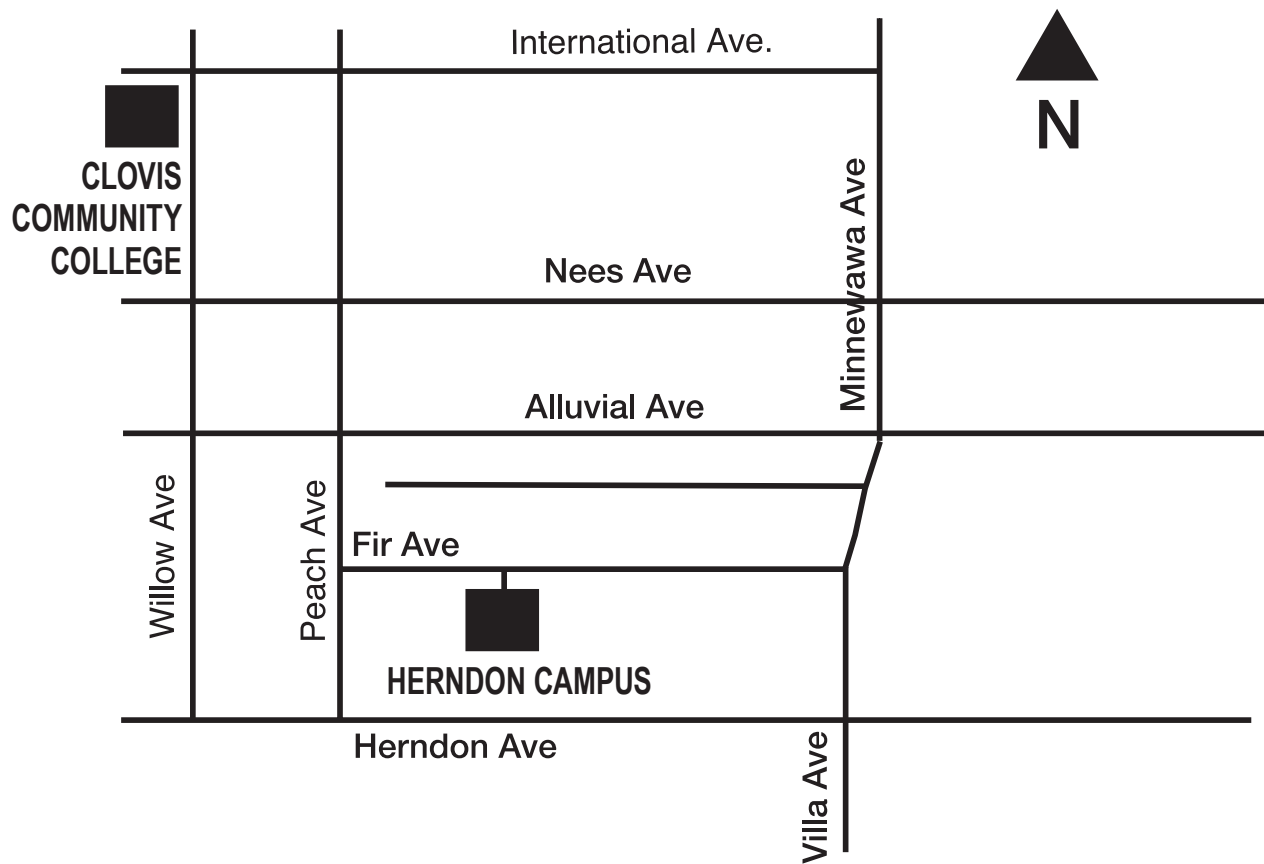


**HERNDON CAMPUS**  
390 West Fir Avenue  
Clovis, CA 93611

**BUILDING A:**  
103-106 Classrooms  
103B Testing Room  
104B Office  
107 Student Lounge  
108-111 Classrooms

203-205 Offices  
210-217 Classrooms  
208 Student Lounge  
**BUILDING B:**  
State Center Community College Foundation





Clovis  
Community  
College

10309 N. Willow Ave.  
Fresno, CA 93730  
(559) 325-5200

Herndon Campus  
390 W. Fir Ave.  
Clovis, CA 93611  
(559) 324-6400

## NOTES

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Clovis  
Community  
College



10309 N. Willow Ave. • Fresno, CA 93730 • (559) 325-5200 • [www.cloviscollege.edu](http://www.cloviscollege.edu)



**Clovis Community College is a college of the State Center Community College District.  
This report is available in an alternative format upon request.**

Clovis Community College complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, religion or age. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender, disability, sexual orientation, religion or age is strictly prohibited. Limited English speaking skills will not be a barrier at Clovis Community College to participation in Vocational Education programs. Inquiries regarding compliance and/or grievance procedures may be directed to the college's

Title IX Officer and/or the Section 504/ADA Coordinator.

Clovis Community College Title IX Officer/Section 504/ADA Coordinator:  
Doris Griffin • 10309 N. Willow Ave. • Fresno, CA, 93730 • 559-325-5265